

Thesis/Dissertation Deadlines:

GUARINI SCHOOL OF GRADUATE AND ADVANCED STUDIES:		
Graduation Term	Due Date for Thesis/Dissertation Submission to Guarini School Dean's Office	Graduation Month
SUMMER	August 15	September
FALL	October 1	November
WINTER	February 1	March
SPRING	May 15	June

ENGINEERING:		
Graduation Term	Due Date for Thesis/Dissertation Submission to Thayer School of Engineering Registrar	Graduation Month
FALL	September 25	November
WINTER	January 15	March
SPRING	May 15	June

Title Page Format for all Degrees EXCEPT Engineering Sciences and MALS

THE TITLE OF THE THESIS

A Thesis
Submitted to the Faculty
in partial fulfillment of the requirements for the
degree of

Master of Arts *or* Master of Science *or* Doctor of Philosophy

in

Degree Major (**List of approved majors on following page**)

by Your Name

Guarini School of Graduate and Advanced Studies
Dartmouth College
Hanover, New Hampshire

Month and Year of Defense

Examining Committee:

(chair) *type name here*

type name here

type name here

type name here

F. Jon Kull, Ph.D.

Dean of the Guarini School of Graduate and Advanced Studies

List of Approved Majors:

Biochemistry and Cell Biology
Biological Sciences
Chemistry
Cognitive Neuroscience
Computer Science
Digital Musics
Earth Sciences
Ecology, Evolution, Ecosystems and Society
Engineering Sciences (see title page format on page 4)
Experimental and Molecular Medicine
Health Policy and Clinical Practice
Master of Arts in Liberal Studies (see title page format on page 5)
Mathematics
Microbiology and Immunology
Molecular and Systems Biology
Physics and Astronomy
Psychological and Brain Sciences
Quantitative Biomedical Sciences

Engineering Sciences Title Page Format

THE TITLE OF THE THESIS

A Thesis
Submitted to the Faculty
in partial fulfillment of the requirements for the
degree of

Master of Science *or* Doctor of Philosophy

in

Engineering Sciences

by Your Name

Thayer School of Engineering
Guarini School of Graduate and Advanced Studies
Dartmouth College
Hanover, New Hampshire

Month and Year of Defense

Examining Committee:

(chair) *type name here*

type name here

type name here

type name here

F. Jon Kull, Ph.D.

Dean of the Guarini School of Graduate and Advanced Studies

MALS Title Page Format

THE TITLE OF THE THESIS

A Thesis
Submitted to the Faculty
in partial fulfillment of the requirements for the
degree of

Master of Arts in Liberal Studies

by Your Name

Guarini School of Graduate and Advanced Studies
Dartmouth College
Hanover, New Hampshire

Month and Year of Defense

Donald E. Pease
Program Chair

Thesis Advisors:

type name here

type name here

type name here

F. Jon Kull, Ph.D.
Dean of the Guarini School of Graduate and Advanced Studies

**Instructions for preparing and submitting theses and dissertations for the
Master's and Ph.D. Degrees:**

**NOTE: THESIS COVER SHEET WITH ORIGINAL SIGNATURES
MUST BE DELIVERED TO THE
GUARINI SCHOOL OF GRADUATE AND ADVANCED STUDIES OFFICE,
ANONYMOUS HALL – 64 COLLEGE STREET – ROOM 102
WITH THE ORIGINAL THESIS AND SIGNED CERTIFICATION FORM.**

DO NOT BIND - DO NOT PUNCH HOLES IN THESIS

The thesis is the product and the record of your research effort. It will be deposited in the Baker Library Archives.

I. PREPARATION OF THE MANUSCRIPT

1) The abstract **must not exceed 350 words**, and in most cases should be substantially shorter. The abstract should contain:

1. statement of the problem
2. procedure or methods
3. results
4. conclusions

2) It is essential that the manuscript be attractive in appearance and free from error. A laser quality printer should be used to insure clear, dense copy. Care should be taken that all corrections are made neatly. A good grade of at least 24 pound bond paper of sufficient opacity should be used. The paper should be 8 1/2 x 11 inches in size. The textual material must be printed on only one side of the paper and may be presented in one of two forms:

a) Text must be at least 11-point font. Line spacing must also be at least 18 points (1.5 lines), except for footnotes and long quoted passages. For binding purposes, the left-hand margin **must be 1.5 inches wide** on all pages of the thesis including figures, appendices, etc. The top, bottom, and right-hand margins should be between 0.5” to 1” wide.

b) Alternatively, text that has been previously published or formatted for submission (e.g., journal articles) may be reproduced in its submitted/published form. In that case, the pages should be cropped to remove any PDF margins and rescaled to fill, but not exceed, the space available between margins that are 1.5” on the left-hand side and at least 0.5” on the top, bottom, and right-hand sides. For any previously published or submitted text that involves multiple authors, an introductory page must be included describing the respective roles the authors played. It is essential to meet relevant copyright permission requirements, and a statement of compliance with copyright requirements must also be included on the introductory page. If multiple works of this type are included, an introductory page may precede each work, or a summary page describing all works may be included at the beginning of the thesis.

3) Page Numbering: Each page in a dissertation, except the title page and the blank page following the title page, should be assigned a number.

a) For the preliminaries, small Roman numerals (ii, iii, iv, etc.) are used. The numbering should begin with **ii**, on the abstract. The title page counts as page **i** but the number does not appear. The blank page is not counted or numbered.

b) For the remainder of the dissertation, including the text, illustrations, appendices, and references, Arabic numerals (1, 2, 3, etc.) are used. Each page must be numbered. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with **1** and run consecutively to the end of the dissertation. **The page number is placed at the center bottom.** If the description of an illustration is too long to be placed on the same page, it should be placed on the previous page, not on an unnumbered page.

II. FORMAT

A thesis or dissertation ordinarily has three main parts: the preliminaries, the text, and the reference matter.

1) The Preliminaries:

a) Title Page should conform to the sample title page appended, *followed by a blank page*.

If you wish to copyright your thesis, the copyright notation should be on this otherwise blank page.

- b) Abstract (**must not exceed 350 words**)
- c) Preface, including acknowledgments
- d) Table of Contents, with page references
- e) List of Tables, with titles and page references
- f) List of illustrations, with titles and page references

2) The Text

- a) Introduction
- b) Main body, with the larger divisions and more important minor divisions indicated by suitable headings.

3a) Appendices

3b) References – please leave a space between each reference.

III. SUBMISSION OF THESES AND DISSERTATIONS

1) The thesis should be presented to the candidate's examining committee via the chair of the thesis committee at least one week before the date of the final oral examination. Note that some graduate programs have other time-lines. Please check with your Program's Administrator for requirements specific to your program. The number and nature of copies required may be established by the chairman of the committee, but normally there should be one copy for each member of the committee. It is possible, and in some cases may be desirable, that this be a polished draft rather than the finished copy prepared for submission. This should be discussed with the chair of the examining committee.

2) After the examination, any changes or additions required by the examining committee should be made and the official copy of the thesis or dissertation in its final form, signed by the examining committee, shall be submitted to the Guarini School of Graduate and Advanced Studies Office. The form certifying completion of the degree requirements, signed by the Department chair, **must** accompany the thesis. This form is provided to you by your Program's Administrator. Once you have submitted your thesis to the Graduate and Advanced Studies Office, you then must upload the electronic submission at the following web address;

<http://www.etsadmin.com/cgi-bin/school?siteId=16>

3) The candidate must deposit the official copy to the Guarini School of Graduate and Advanced Studies Office, ANONYMOUS HALL – 64 COLLEGE STREET – ROOM 102 no later than:

August 15 for September graduation
October 1 for the November graduation
February 1 for March graduation
May 15 for the June graduation

4) If you have any questions or would like Amy Gallagher to check your formatting before you print the final copy, please contact Amy in the Guarini School of Graduate and Advanced Studies Office at Amy.L.Gallagher@Dartmouth.edu or 603-646-2106.

5) There are forms to be filled out for the Guarini School of Graduate and Advanced Studies at the time of thesis submission. These can be emailed to you ahead of time or hard copies are available in the Guarini School Office. Please contact Amy Gallagher if you would like the forms emailed to you. All paperwork is a requirement for the degree.