

() = example

(THE MEAN LIFE OF AN EXCITED ATOM)

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

(Fran Doe)

DARTMOUTH COLLEGE

Hanover, New Hampshire

(Date)

(DATE: MUST BE THE MONTH WHEN THESIS IS SUBMITTED TO THE GRADUATE AND ADVANCED STUDIES OFFICE)

Examining Committee:

(chair) *type name here*

type name here

type name here

type name here

F. Jon Kull, Ph.D.
Dean 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
Experimental and Molecular Medicine
Health Policy and Clinical Practice
Master of Arts in Liberal Studies
Mathematics
Microbiology and Immunology
Molecular and Systems Biology
Physics and Astronomy
Psychological and Brain Sciences
Quantitative Biomedical Sciences

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 GRADUATE AND ADVANCED STUDIES OFFICE, 37 DEWEY FIELD ROAD, ROOM 437 WITH THE ORIGINAL THESIS.

DO NOT PUNCH HOLES IN THESIS - IT CANNOT BE BOUND IF PUNCHED!!

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 Bond paper preferably *Dartmouth Bond* of sufficient opacity should be used so that typing on the following page will not noticeably show through. The paper should be 8 1/2 x 11 inches in size. The textual material may be presented 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. The left-hand margin **must be 1 1/2 inches wide** on all pages of the thesis include figures, appendices, etc. The top, bottom, and right hand margins **must be at least 1 inch 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 1/2 inches wide on the left-hand side and at least 1/2 inch wide 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) Illustrative material must be drawn in opaque, dark ink. Identification of lines on a graph should be made by line symbols rather than by variation in color and large colored areas (e.g., countries on a map) should be indicated by cross hatching. If black and white photographs are to be used, care must be taken that they do not have too much contrast. If it is necessary to have materials larger than the standard page size, which must be folded in, these should first be reduced as much as possible consistent with their use so that there will be as few folds as possible. Any folded pages must fold to within the page boundaries specified in paragraph 2. It is often possible to reduce charts and graphs in size by the use of reduced photocopies.

4) The thesis or dissertation must be typewritten. Photocopy reproduction is acceptable if copies have high resolution, i.e. sharp, dark reproduction on clear white background using good quality bond paper.

REMINDER: DO NOT PUNCH HOLES IN THESIS

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 (**ALL SIGNATURES IN BLACK or BLUE INK PLEASE**), *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.

4) Page Numbering

Each page in a dissertation, except the blank page following the title page, should be assigned a number.

- 1) 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.
- 2) For the remainder of the dissertation, including the text, illustrations, appendices, and references, Arabic numerals 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.
- 3) When the appendices are bound as a separate volume, this volume should contain a title page duplicating the title page of a textual volume, with the addition of the word "Appendices" or similar descriptive word, just below the title. The pages in this volume are numbered consecutively with Arabic numerals, counting the title page as 1 (although this number does not actually appear on the title page).

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. 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, endorsed by the examining committee, shall be presented to the Graduate and Advanced Studies Office (**IN A BOX**). The form certifying completion of the degree requirements, signed by the Department chair, **must** accompany the thesis.
- 3) Each candidate for the Master's degree (other than those for whom the thesis is not required) must submit one official copies of his/her thesis to the Graduate and Advanced Studies Office, 37 Dewey Field Road, Room 437 (**MUST BE IN A BOX**). Individual

departments or programs may require an additional copy. 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>

4) Each candidate for the Ph.D. degree must submit one official copy of his/her thesis to the Graduate and Advanced Studies Office, 37 Dewey Field Road, Room 437 (**MUST BE IN A BOX**). 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>

5) The candidate must deposit the official copy in the Graduate and Advanced Studies Office, 37 Dewey Field Road, Room 437 (**MUST BE IN A BOX**) no later than:

September 1 for the November graduation

May 15 for the June graduation

6) If you have any questions or would like Amy Gallagher to check your thesis before you print the final copy, please contact Amy in the Graduate and Advanced Studies Office.

NOTE: There are forms to be filled out in the Graduate and Advanced Studies Office before the thesis can be sent to the library. Please allow at least 30 minutes to do the paperwork.

If you will be leaving town before your submission, please see Amy Gallagher about the paperwork before you leave. All paperwork is a requirement for the degree.