

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 (Fine) 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

Title Page Format for all Degrees EXCEPT Engineering Sciences
and MALS

List of Approved Majors:

Biochemistry and Cell Biology
Biological Sciences
Cancer Biology
Chemistry
Cognitive Neuroscience
Computer Science
Earth Sciences
Ecology, Evolution, Environment and Society
Engineering Sciences (see title page format on page 4)
Experimental and Molecular Medicine
Health Policy and Clinical Practice
Integrative Neuroscience
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
Sonic Practice
Quantitative Biomedical Sciences

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

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. The textual material must be formatted to be printed on only one side 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 the thesis, 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
- b) Blank Page or Copyright Notation (see **IV Copyright on next page**)
- c) Abstract (**must not exceed 350 words**)
- d) Preface, including acknowledgments
- e) Table of Contents, with page references
- f) List of Tables, with titles and page references
- g) 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 electronically. A letter certifying completion of the degree requirements, signed by the Department chair, **must** be sent to the Guarini School before your thesis can be signed by the Guarini Dean. This form is provided by your Program's Administrator. Once you have submitted your thesis to the Guarini School of Graduate and Advanced Studies Office, you then must upload the UNSIGNED electronic submission to the [Dartmouth Digital Commons](#). For instructions on submitting to the DDC, please see [How to submit your thesis or dissertation to Dartmouth Digital Commons](#).

3) The candidate must deposit the official SIGNED electronic copy (the Guarini Dean will sign after submission) to the Guarini School of Graduate and Advanced Studies Office, via email no later than:

August 15 for September graduation (Summer term)

October 1 for the November graduation (Fall term)

February 1 for March graduation (Winter term)

May 15 for the June graduation (Spring term)

4) If you have any questions or would like Amy Gallagher to check your formatting before you submit 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 additional forms to be filled out for the Guarini School of Graduate and Advanced Studies that can be found on the [Guarini website](#) under [Information for Submission of Thesis, Dissertation, or Course-Track Fulfillments](#). All paperwork is a requirement for the degree.

IV. COPYRIGHT

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