**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***

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***type name here***

_____
***type name here***

_____
Carrie H. Colla, 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
Computational Science and Modeling
Computer Science
Earth and Planetary Sciences
Ecology, Evolution, Environment and Society
Engineering Sciences (see title page format on page 3)
Health Policy and Clinical Practice
Integrative Neuroscience
Master of Arts in Liberal Studies (see title page format on page 4)
Mathematics
Microbiology and Immunology
Molecular and Systems Biology
Physics and Astronomy
Psychological and Brain Sciences
Sonic Practice
Quantitative Biomedical Sciences

# 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***

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***type name here***

_____
Carrie H. Colla, Ph.D.
Dean of the Guarini School of Graduate and Advanced Studies

Engineering Sciences Format Only

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 & Year of Defense

MALS Format Only

Thesis Advisors:

_____
***type name here***

_____
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_____
Carrie H. Colla, Ph.D.
Dean of the Guarini School of Graduate and Advanced Studies

MALS Title Page Format

**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 Dartmouth Digital Commons.

## 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

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 timelines. Please check with your Program's Administrator for requirements specific to your program.

2) After the examination, the chair of the thesis committee and the student will complete the required Defense Outcome and Degree Completion Form. Any changes or additions required by the examining committee should be made in the timeframe outlined on Defense Outcome and Degree Completion Form and the official *unsigned* copy of the

thesis, in its final form, shall be uploaded to the Dartmouth Digital Commons and the *signed* title page submitted to the Guarini School of Graduate and Advanced Studies Office electronically via the Guarini Graduation Portal. The signed Defense Outcome and Degree Completion Form **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. 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) of their title page to the Guarini School of Graduate and Advanced Studies Office via the Guarini Graduation Portal.

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.

5) There are additional forms to be filled out for the Guarini School of Graduate and Advanced Studies in the Guarini Graduation Portal (link can be found on the Guarini website). All paperwork is a requirement for the degree.

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