

## GUIDE FOR THE WRITERS OF THESES AND DISSERTATIONS\*

(This version of the Guide has been prepared for PhD students in GRS.)

### INTRODUCTION

A major requirement for any doctoral degree, and for many master's degrees at Boston University, is the completion of a dissertation or thesis, a scholarly work which must be approved by a committee of readers in the candidate's department of study. In order to preserve a record of the achievement of Boston University scholars, and to share the benefits of their research with others, the University requires that two copies of each thesis or dissertation be submitted to Mugar Memorial Library; one for the archives, and one to circulate to interested members of the BU community. Additionally, the library has all dissertations microfilmed, thus making them available not only in our microfilm department, but for world-wide distribution through University Microfilms International.

With the exception of copyrighted materials which may be included in the manuscript, dissertations are microfilmed exactly as they are received from the University, neither edited nor retyped. Therefore, the manuscript must be error-free. A negative microfilm of each dissertation will remain at University Microfilms so that other scholars may order positive microfilm, microfiche, or xerographic copies.

### DEADLINES FOR SUBMITTING THESES AND DISSERTATIONS

PhD students in the Graduate School should refer to the latest edition of the *Graduation Calendar* for deadlines for submitting theses and dissertations to the Graduate School. The *Calendar* is available in the Graduate School Records Office, Room 112, 705 Commonwealth Avenue. In addition, it is provided to students each registration period.

### PREPARING THE MANUSCRIPT

This guide in no way sets stylistic or bibliographic rules for the author. However, the Graduate School does require the student, in consultation with the major advisor (First Reader), to select a style to follow when typing the manuscript. Once a style is chosen, whether it be *The Guide for Writers of Theses and Dissertations* by Kate L. Turabian, *The MLA Style Manual*, the APA style manual, *The Chicago Manual of Style* or the student follows the style of a journal published in his or her field, the student should follow it consistently. This guide does not provide information on how to prepare, research and write a dissertation or thesis; although a bibliography of sources that would be helpful in this area is provided. The purpose of this publication is to inform graduate students of the standards established and adhered to by The Graduate School of Arts and Sciences, Mugar Library, and University Microfilms International.

After preparing the manuscript, each GRS student should make an appointment with the Academic Records Officer in the Graduate School for a review of the format of the dissertation or thesis. The appointment must take place prior to the defense of the dissertation or thesis.

**\*This document is an adaptation of the Guide for Writers of Theses and Dissertation which is published by Boston University Mugar Memorial Library. It has been adapted for M.A. and Ph.D. students in the Graduate School of Arts and Sciences. October 2007**

**Titling Your Dissertation:** Any dissertation may be a valuable source for other scholars, but only if it can be located easily. Modern retrieval systems use the words in the title and sometimes a few descriptive words to locate a dissertation; it is essential that the title be a short, meaningful description of the contents of the work. Avoid oblique reference, and use word substitutes for formulae, symbols, and acronyms.

**The Dissertation Abstract** The abstract should be prepared carefully, as it will be published in *Dissertation Abstracts International* without editing or revision. An abstract contains a clear and brief statement of the problem, procedure and/or method followed, the results, and the conclusions. The abstract should give a succinct account of the dissertation so that a reader can decide whether or not he or she wants to read the complete work. After review and approval in the department, a GRS student is required to submit the abstract to the Associate Dean of the Graduate School for review. The abstract is due in the Graduate School Records Office at least three weeks prior to the defense of the dissertation. The cover page, which requires departmental approval signatures, is available in the Graduate School Office.

A dissertation abstract is limited to 350 words, as it will be placed "on-line" by University Microfilms International. UMI suggests counting the number of characters, including spaces and punctuation marks, in a line of average length, and multiplying by the number of lines. Approximately 2,450 characters is the maximum number for a doctoral abstract.

The Abstract copy should be typed double-spaced. Graphs, charts, tables, and illustrations should not be included in the abstract. Symbols and foreign words or phrases should be printed clearly and accurately to avoid errors or delays. See sample of abstract heading on page 12.

**Typing:** Typing must be on one side of the paper only. Double-space all textual material and all preliminary pages. Footnotes and long quotations may be single-spaced. Type size should be at least 10 point. Times New Roman must be at least 11 point. This guide is typed in 10 point type. Standard fonts such as Times Roman, Palatino, etc. Whatever type is chosen should be used consistently. Footnotes or table legends may be in smaller size type. Headings may not be increased by more than 2 points. No erasures or crossed-out material should appear on the finished product.

**Quality of Paper:** 8-1/2" x 11" inch white paper should be used for final copies. Minimum requirement for the Graduate School of Arts and Sciences is 20 lb. containing at least 25% cotton fiber or rag content. An acid-free, non-yellowing paper is recommended but not required. "Corrasable" paper is not acceptable, since it smears easily, and the ink has a tendency to fade with the passage of time. Hole-punched paper may not be used, as it creates problems with binding.

**Margins:** Top Margin: 1 1/2" to top of first line of text or heading.

Left Margin: 1 1/2"

Right Margin: 1" A student may elect to justify the right margin.

Bottom Margin: 1" to the bottom of the last line of text or as close as possible.

These margins must be adhered to at all times. Extra wide margins or too narrow margins are not acceptable. If a chart, graph, or table of figures runs over the top or bottom margins, it must be reset to fit or reduced to fit within the space of the margins.

**Pagination:** Every page in a dissertation or thesis should be assigned a number, beginning with the title page and ending with the Vita. The manuscript should be checked for errors in pagination before final copies are made. It would be well, also, to check the pagination carefully after printing or copying and before submitting the copies to the Graduate School.

**Placement of the Preliminary Page Numbers:** The lower case Roman numerals are placed at the bottom center of the page - measure up 3/4" from the bottom edge of the page to the bottom of the Roman numeral. The font should be same font and size as text.

**Numbering the Preliminary Pages:** *title page, copyright page, reader's approval page, etc.*-- are numbered with lower-case Roman numerals (i, ii, iii,). The title page, on which no number appears, is counted as #i. If the dissertation is to be copyrighted, the notice of copyright is counted as #ii, though this, also, does not appear on the page. (The library does not arrange for the copyrighting of master's theses.) If there is no copyright page, (not all doctoral candidates choose to register a copyright) the reader's approval page becomes #ii (also unwritten).

<u>Preliminary Pages</u>	<u>Page No.</u>
a. Title Page*	( i counted, not printed)
b. Copyright Page* (if applicable)	( ii counted, not printed)
c. Reader's Approval Page*	( iii counted, not printed)
d. Acknowledgments (if any) double space the text	iv
e. Abstract*	v
f. Preface (optional)	vi
g. Table of Contents	vii
h. List of Tables (if any)	viii
i. List of Figures (if applicable)	ix
j. List of Illustrations (if applicable)	x
k. List of Abbreviations (if applicable)	xi

\*Sample page included

**Placement of the Page Numbers in the Text:** Arabic numerals are placed at the top center or top right of the page. Measure 1" down from top edge of paper to the top of the page number. The font must be the same font and size as the text.

**Numbering the Text:** *the main body of the dissertation illustrations, appendices, bibliography, and vita* are numbered with Arabic numerals, each page having its own number. The Arabic numerals may be placed at the top center or at the top right of the page. The use of letter suffixes to insert added material (10a, etc.) is not permitted. If a separate page is planned to introduce each section of the thesis or dissertation, that page must have its own number and be counted. Ordinarily the page number of the first page of a chapter is suppressed from printing, however the number is counted.

Following the preliminary pages is the text of the dissertation or thesis which begins with Arabic numeral 1. Following the conclusion of the dissertation are:

Appendices (if applicable)

Bibliography/References. Journal titles must be spelled out.

or a List of Journal Abbreviation may be printed on the preceding page

Curriculum Vitae or Vita (dissertation only). Last numbered page(s) (either title is acceptable)

**The text is continuously paginated from page 1, the Introduction or Chapter 1, to the very end of the document, which is the CV.**

**Volumes:** When the manuscript contains more than 300 pages or exceeds 2-1/2" in thickness, a second volume is usually needed. Each volume should contain a title page duplicating the title page of the first volume. If there are two or more volumes, it would be well to identify them further as Vol. I of III, Vol. II of III, etc. In the case of several volumes of continuous material, the pagination continues from volume to volume in Arabic numbers. Each title page has its own number, although the number does not appear in print. When the appendices or illustrations make up a separate volume, the Bibliography and Vita should be placed at the end of Volume I. In a one-volume manuscript, the Bibliography and Vita always come at the end. If the dissertation or thesis will be split into two or more volumes, it is recommended that you consult Brendan McDermott, Thesis/Dissertation Coordinator Mugar Library, Bibliographic Services Tel. 353-3713 or 353-9387

**Charts, Graphs, Tables** Illustrative material drawn in dark, opaque ink will microfilm satisfactorily; but, since microfilming is a black and white photographic process, colors will appear only as shades of gray. Therefore, lines on a graph should be identified by labels or symbols rather than color, and shaded areas will have better contrast if cross-hatching is used instead of color.

**Photographs:** When used, photographs should be clear black and white prints, with strong contrasts ranging from black to white. Photos with limited contrast will be reproduced satisfactorily on positive microfilm, but will be unclear in xerographic copies. Color photos should not be used. In the case of a color photograph, contact a photographer and arrange to have black and white reprints made as color photographs tend to fade. Dry-mounting tissue provides the neatest and most permanent method of affixing photos; but rubber cement or glue may be used. At least one library copy must have a set of original black and white photographs if the cost of obtaining two sets of black and white prints from colored film becomes excessive. As new techniques become available for reproducing photographs, such as scanning, students may utilize new methods of reproduction, as long as the quality of the picture is not compromised.

**Permission to Use Previously Copyrighted Material:** When using material copyrighted by another, either in the main body or appendices, permission must be obtained for its use, and indicated in a footnote on the first page of the material. The use of material without permission delays the microfilming and could bring about legal action by the person holding the copyright. When quoting several lines of an authority to strengthen a point, it is not necessary to write for permission. In this case, simply footnote the source.

**Registering the Copyright:** Should a copyright be registered? Registration is not prerequisite to copyright protection. Its principal advantage is to suggest certain remedies against an infringer. Unless a work is registered within three months of first publication, or if after that deadline, at least before the infringement has begun, the attorney's fees may not be recovered if a suit is brought; nor will the so-called "statutory damages" which the law provides in cases where real damage is difficult to show be forthcoming.

At the time the candidate submits the dissertation to the Library, UMI offers to register the copyright for a fee of \$65.00. If registration is desired at a later date, it must be taken care of by the author. This later registration costs \$10.00, and requires the completion of a form and deposit of two copies of the best edition of the work. The Register of Copyright has the authority to compel registration if the Library of Congress wishes to obtain copies of a work. The Forms most often used for registration are TX (for non dramatic literary works), PA (for films, music, drama, and other works of the performing arts), and VA (works of the visual arts). They are available from: Register of Copyrights, U.S. Copyright Office, Library of Congress, Washington, DC. 20559

**Delayed Circulation or Publication:** If the candidate wishes the dissertation or thesis not to circulate for a stated period of time, or wishes that the dissertation not be microfilmed at the time it is presented to the library, a written statement to that effect, approved by the candidate's major advisor, must be submitted to the Bibliographic Services Department in Mugar Library when the two copies of the manuscript are submitted. This is done only if the author is hopeful of selling the work to a publisher, or if the material covers a sensitive subject which cannot safely be published at this time. The maximum amount of time the library will delay publication is five years.

The candidate also has the option of permitting UMI to microfilm the manuscript and register the copyright, while restricting the sale of the work to the author only. Permission given to UMI to microfilm a dissertation means that the abstract will be published in Dissertation Abstracts International despite restriction of sale.

**Binding of Extra Copies of the Dissertation or Thesis:** The Library does not bind extra copies of theses and dissertations. However, UMI does make a "One Time Only Publication Discount Offer" at the time a dissertation is submitted to the Library. Copies of dissertations ordered from UMI are approximately two-thirds the size of the original manuscript, or 6-1/2" x 8-1/4". Listed below are names of recommended bookbinders:

Acme Bookbinders  
100 Cambridge Street  
Charlestown, MA  
(617) 242-1100

Atlantic Bookbinders  
Flagg Street P.O. Box 599  
So. Lancaster, MA 01561  
(978) 365-4524

Wells Bindery, Inc.  
54 Stearns Street  
Waltham, MA  
(781) 893-3050

## PROCEDURES FOR SUBMITTING DISSERTATIONS TO THE GRADUATE SCHOOL

Students in the Graduate School of Arts and Sciences (GRS) submit their dissertations directly to the Graduate School Office rather than to Mugar Library as indicated in previous versions of the library's Research Guide. **At least two weeks prior to the defense of the dissertation**, the candidate should make an appointment (approximately 30 min.) with the Academic Records Officer for a review of the format (Martha Khan - 617 353-2694 ). Students outside of the New England area should contact Ms. Khan for procedures for review of the dissertation.

After the dissertation has been successfully defended and the readers have indicated their approval by signing the final copies, the candidate should call the Graduate School for an appointment with Ms. Khan, to submit the final copies - (617) 353-2694.

The candidate should present two clean unbound copies of the manuscript, printed single-sided, to the Graduate School Records Office. The copies should be placed in separate manila envelopes or boxes of appropriate size. The Graduate School Staff will label the boxes or envelopes and will deliver the copies to the library.

**Deadlines**--See Graduation Calendar available in the Graduate School Office, Room 112, 705 Commonwealth Avenue.

## FEES FOR PROCESSING DISSERTATIONS

### Doctoral Dissertation:

Microfilming	\$55.00
Microfilm for Library	\$15.00
Binding Fee	\$25.00
Postage & Handling	<u>\$ 5.00</u>
<b>\$100.00 TOTAL</b> payable to Boston University (Postal Money Order)	

### Optional Fees :

Copyright fee	<b>\$65.00</b> payable to PQIL* (ProQuest Information and Learning Company (Postal Money Order)
Additional copies of dissertation**	payable to UMI (credit card, Postal Money Order)

\*University of Microfilms Inc.

\*\*Additional copies of a dissertation are available from PQIL. The amount is determined by the number of copies requested.

**CHECKLIST FOR SUBMITTING THESES AND DISSERTATIONS**

- **Two complete copies, unbound.**
- **Paper required for final copies:** 8-1/2" x 11", 20 lb. white paper with 25% cotton fiber or rag content. An acid free non-yellowing paper is recommended but not required by the Graduate School. (*Hole-punched paper is not acceptable.*)
- **Original signatures** on both approval pages. The signature pages must be printed on the same type of paper as the dissertation. It is suggested that the student have four approval pages signed by the readers. One page for each copy of the dissertation or thesis, one for the student's copy, and an additional approval page in case the ink is smudged when being signed.
- **Vita or Curriculum Vitae** - last numbered pages at end of dissertation. It may be in CV or résumé format or in third person narrative, double-spaced.
- **Doctoral Dissertation Agreement Form** (given to PhD candidates by GRS at the time dissertation format is reviewed) with **one extra title page and abstract.**
- **Form for library** indicating how you wish your name to appear in the library catalog. Name should be the same as on the title page of the thesis or dissertation.
- **Survey of Earned Doctorates** (given to PhD candidates by GRS at the time the dissertation format is reviewed).
- **Postal Money orders** for applicable fees.
- **Hold letter** (if applicable) from author and advisor for limited time period completely withheld or restricted sales to author only.

**Sources Available for Writers of Dissertations and Theses**

For additional sources, consult the research guide entitled "Research and Writing." Titles are available at Mugar Library unless otherwise indicated.

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|---|---|
| ERL<br>XLB<br>2369<br>N5<br>1993        | <u>THE DISSERTATION HANDBOOK: A GUIDE TO SUCCESSFUL DISSERTATIONS</u><br>Nickerson, Eileen T.   |
| XLB<br>2369<br>044<br>1981              | <u>A GUIDE THROUGH THE DISSERTATION PROCESS</u><br>O'Malley, Mary   |
| LB<br>2369<br>M377<br>1993              | <u>GUIDE TO THE SUCCESSFUL THESIS AND DISSERTATION: A HANDBOOK FOR STUDENTS AND FACULTY</u><br>Mauch, James E.<br>*Also available at Medical Library                                |
| LB<br>2369<br>L23<br>1992               | <u>TCGS GUIDE TO THE PREPARATION OF THESIS AND DISSERTATIONS</u><br>Lacava, Ann L.  |
| LB<br>2369<br>R83<br>1985               | <u>SURVIVING YOUR DISSERTATION: COMPREHENSIVE GUIDE TO CONTENT AND PROCESS</u><br>Rudestam, Kjell Erik  |
| XBF<br>71992                            | <u>PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION, 3RD EDITION</u>  |
| XPN<br>147<br>A28<br>6.7<br>P83<br>1983 | <u>THE MLA STYLE MANUAL</u><br>Achtert, Walter S.   |
| 2369<br>042<br>1991                     | <u>ASSOCIATION, 3RD EDITION</u><br>*Also available at Educational Resources and Theology Libraries, consult on-line catalog.<br>(1993 edition on order for Muger Reference and ERL) |
| 2369<br>042<br>1991                     | <u>THESIS: IN TWO SEMESTERS OR LESS</u><br>Ogden, Evelyn Hunt   |
| LB<br>2369<br>LLB<br>65<br>1991         | <u>COMPLETING DISSERTATION IN THE BEHAVIORAL SCIENCES AND EDUCATION</u><br><u>COMPLETING YOUR DOCTORAL DISSERTATION OR MASTER'S</u><br>Long, Thomas J.                              |
| XBF<br>76.5<br>C645<br>1993             | <u>DISSERTATIONS AND THESIS FROM START TO FINISH: PSYCHOLOGY AND RELATED FIELDS</u><br>Cone, John D.<br>*Also available in Educational Resources Library                            |



Sample pages

BOSTON UNIVERSITY  
GRADUATE SCHOOL OF ARTS AND SCIENCES

Dissertation

**THE TITLE OF THE DOCTORAL DISSERTATION  
IN CAPITAL LETTERS  
AND CENTERED**

by

**YOUR NAME IN CAPITALS AND CENTERED**

B.A., University of Maine, 1980  
A.M., Harvard University, 1985

Submitted in partial fulfillment of the  
requirements for the degree of  
Doctor of Philosophy

10

200\_\_

(year degree conferred)

11

NAME IN ALL CAPS

200\_\_

Approved by

First Reader

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Name of First Reader, Ph.D.\*  
Professor of .....\*

Second Reader

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Name of Second Reader, Ph.D.\*  
Professor of .....\*

Third Reader

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Name of Third Reader, Ph.D.\* (if applicable)  
Professor of .....\*

\*Please check the current edition of the *Graduate School of Arts and Sciences Bulletin* for correct faculty title, e.g., Professor, Associate Professor, Assistant Professor. Also, check the correct abbreviation of the doctoral degree, e.g., Ph.D., Ed.D., D. Phil., etc. It is advisable to confirm the title with each faculty member, since recent promotions may not be reflected in the *Bulletin*.

The faculty members who sign this approval page should be the same as those who signed the prospectus. If a change has occurred, the chairman of your department must notify the Graduate School that the department approves of this change.

A Roman numeral does not appear on this page, although the page is counted.  
The first page on which a number appears is the acknowledgment page.  
If no acknowledgments the first page on which a number would appear  
would be on the first page of the abstract.

**THE TITLE OF THE DOCTORAL DISSERTATION**  
**IN CAPITAL LETTERS**  
**AND CENTERED**

(Order No.                      )

**YOUR NAME IN CAPITAL LETTERS**

Boston University Graduate School of Arts and Sciences, 200\_\_

Major Professor: Type the name of your first reader, Professor of .....\* (wrap around  
to this point if name and title are too long for one line)

\*Consult the latest addition of the GRS *Bulletin* for the correct faculty title.

**ABSTRACT**

The body of the abstract begins here and is typed double-spaced. A doctoral  
dissertation abstract is limited to 350 words.

Type lower case Roman numeral here at bottom center. Measure 3/4" to bottom of Roman numeral..