## SAMPLES OF THE PRELIMINARY PAGES

Title page for Doctoral dissertation

Title page for Master's thesis

List of official school names to be used on title page

Copyright page

Approval page

Abstract for Doctoral dissertation

Abstract for Master's thesis

Sample letter requesting circulation restriction

Sample letters requesting permission to use copyrighted material

#### BOSTON UNIVERSITY

✓ SCHOOL OF CANDIDATE

[Use official school name from attached list]

Dissertation

#### THE TITLE OF THE DOCTORAL DISSERTATION IN ALL

#### **CAPITAL LETTERS BOLD AND CENTERED**

by

# YOUR FULL NAME IN ALL CAPITALS BOLD AND CENTERED

order of first, middle, and last]

B.A., University of Maine, 2000 [Enter YOUR degree(s). These degrees are just for example]

[Place volume numbers here if necessary (e.g., Volume I of III)]

Submitted in partial fulfillment of the

requirements for the degree of

Doctor of \_\_\_\_\_

[year degree officially conferred]

#### BOSTON UNIVERSITY

✓ SCHOOL OF CANDIDATE

[Use official school name from attached list]

Thesis

#### THE TITLE OF THE MASTER'S THESIS IN ALL

#### **CAPITAL LETTERS BOLD AND CENTERED**

by

### YOUR FULL NAME IN ALL CAPITALS BOLD AND CENTERED

[Your name should be in order of first, middle, and last]

A.A., Fisher Junior College, 2003 *[Enter YOUR degree(s). These* B.A., Northeastern University, 2006 *degrees are just for example]* 

Submitted in partial fulfillment of the

requirements for the degree of

Master of \_\_\_\_\_

#### LIST OF OFFICIAL SCHOOL NAMES

COLLEGE OF COMMUNICATION COLLEGE OF ENGINEERING COLLEGE OF FINE ARTS GRADUATE SCHOOL OF ARTS AND SCIENCES HENRY M. GOLDMAN SCHOOL OF DENTAL MEDICINE METROPOLITAN COLLEGE SARGENT COLLEGE OF HEALTH AND REHABILITATION SCIENCES (Note: This is the official name for Sargent College. Do <u>NOT</u> use "College of Health and Rehabilitation Sciences – Sargent College) SCHOOL OF EDUCATION SCHOOL OF MANAGEMENT SCHOOL OF MEDICINE SCHOOL OF PUBLIC HEALTH UNIVERSITY PROFESSORS PROGRAM

© Copyright by FULL NAME IN ALL CAPS 201\_\_

A Roman numeral does not appear on this page, although the page is counted. (NOTE: You include this page in your manuscript <u>only</u> if you are officially registering copyright) Approved by

First Reader

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

Second Reader

Name of Second Reader, Ph.D. Associate Professor of .....

Third Reader

Name of Third Reader, Ph.D. (if applicable) Lecturer in ..... Harvard University, School of Medicine

(NOTE: It's assumed that readers are B.U. faculty unless otherwise indicated)

A Roman numeral does not appear on this page, although the page is counted. The first page on which a number appears is the dedication or acknowledgments. If you have neither a dedication nor acknowledgments, then the first page on which a number appears is the first page of the abstract.

#### THE TITLE OF THE DOCTORAL DISSERTATION

#### IN ALL CAPITAL LETTERS BOLD

AND CENTERED

(Order No. )

[This number is assigned by the microfilming company <u>after</u> you have submitted the two -copies. Just leave a blank space for an eightten digit number as shown here]

#### YOUR FULL NAME (FIRST, LAST) IN ALL CAPITALS BOLD AND CENTERED

Boston University School of Author, 201\_\_\_

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)

#### 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.

# THE TITLE OF THE MASTER'S THESIS IN ALL CAPITAL LETTERS BOLD AND CENTERED

# YOUR FULL NAME (FIRST, LAST) IN ALL CAPITALS BOLD AND CENTERED

### ABSTRACT

The body of the abstract begins here and is typed double spaced.

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

#### SAMPLE LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIAL IN A DOCTORAL DISSERTATION

[Use letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear \_\_\_\_:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a doctoral dissertation at Boston University entitled "\_\_\_\_\_." I would like your permission to reprint in my dissertation excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by ProQuest Information and Learning (formerly Bell & Howell Information and Learning; formerly UMI Company). These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own (or your company owns) the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of addressee below signature line]

Date:

#### SAMPLE LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIAL IN A MASTER'S THESIS

[Use letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear \_\_\_\_:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a Master's thesis at Boston University entitled "\_\_\_\_\_." I would like your permission to reprint in my thesis excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my thesis. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own (or your company owns) the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of addressee below signature line]

Date: