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(Updated 7/2009)

## **RESEARCH GUIDE FOR WRITERS OF THESES AND DISSERTATIONS**

### **PLEASE READ CAREFULLY**

#### **INTRODUCTION**

The completion of a master's thesis or doctoral dissertation is a major requirement for most graduate degrees at Boston University. A thesis or dissertation is a scholarly work that 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 identical copies of each thesis or dissertation be submitted to Mugar Memorial Library. The first copy is for use by patrons within the library while the second copy, excepting copyright or similar issues, is available for circulation. In addition, the library sends all dissertations to ProQuest Information and Learning (formerly Bell & Howell Information and Learning; formerly University Microfilms International, or UMI) where they are microfilmed and scanned electronically, thereby making them available not only in our Microforms Department, but also for worldwide distribution.

With the possible exception of copyrighted materials that the author may have included in the manuscript, dissertations are microfilmed and scanned at ProQuest exactly as they are received from the University. They are neither edited nor retyped. Therefore, the manuscript should be error free when submitted. Negative microfilm and electronic versions of each dissertation will remain at ProQuest so that other scholars may order positive microfilm, microfiche, or paper copies from them, or download PDF versions directly from the ProQuest website.

PDF versions of most B.U. dissertations that have been scanned since 1997 are available for free to all currently-registered B.U. students, faculty, and staff via the ProQuest website Digital Dissertations, to which the Boston University Libraries subscribe, at <http://www.lib.umi.com/dissertations/gateway>. After you have found a record for a B.U. dissertation, just look for a button or link on the left side of the page that says "Free Download" and click on it. Please note that dissertations from other colleges or universities are still available only as 24-page previews. Only dissertations from Boston University are available for free.

Master's theses are not sent to ProQuest for microfilming and scanning, but thesis writers are required to follow most of the same guidelines. Exceptions for master's theses will be noted in the text where they apply.

## DEADLINES FOR SUBMITTING THESES AND DISSERTATIONS

There are no deadlines at Mugar Memorial Library for submitting theses or dissertations. You should refer to the Division of Graduate Medical Sciences in room L-315 for those dates. Do not submit your manuscript to the library until you have completed **all** of your other requirements. Submitting your thesis or dissertation should be the last requirement you fulfill at the University before you graduate and are awarded your degree. The only exception to this rule is a doctoral candidate who is working towards dual M.D./Ph.D. degrees. Your dissertation must be turned in to the Division of Graduate Medical Sciences no later than 60 days after passing the final oral examination for the Ph.D.

## PREPARING THE MANUSCRIPT

The purpose of this Research Guide is to inform graduate students of certain standards and formats established by Mugar Memorial Library and ProQuest. This guide does not provide directions on how to research or write a thesis or dissertation. Nor does this guide set major stylistic or bibliographic rules for the author. Your advisors or department may suggest or require you to follow a specific journal or other style for your work. Where a departmental style requirement conflicts with a specific requirement in this Guide, however, the Guide takes precedence. Some sources on thesis/dissertation styles include *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (6th ed., 1996), *MLA Style Manual and Guide to Scholarly Publishing*, by Joseph Gibaldi (2nd ed., 1998), *Publication Manual of the American Psychological Association*, (5th ed., 2001), and the *Chicago Manual of Style*, (15th ed., 2003). A bibliography of sources that may be helpful to you, including those mentioned above, is provided starting on page 13.

**Titling Your Thesis/Dissertation:** A thesis or dissertation can be a valuable source for other scholars, but only if it can be located with relative ease. Modern electronic retrieval systems often use words or short phrases in the title, the abstract, and perhaps a few more descriptive words to locate a dissertation. Therefore, it is essential that the title be a short, meaningful description of the contents of the work. Try to avoid making oblique or obscure references. ProQuest cannot reproduce such characters as mathematical formulae, non-alphabetical symbols, superscripts, subscripts, or other, non-Roman scripts such as Greek. The use of acronyms is also discouraged, but not prohibited. If you are using any item described above or something similar in your title, you must substitute its English equivalent. Diacriticals or accent marks are acceptable, however.

The following sample titles are cited by ProQuest as being acceptable:

Surface and colloid chemical studies of gamma ferric oxide dispersions.

Neutral kaon and lambda production in electron-positron annihilation at 29 GeV and the Z boson resonance.

Chromosomal localization of the alpha- and beta-globulin of the chicken, *Gallus domesticus*

Model title pages for both theses and dissertations are included in a separate file of sample pages to show the author how that page should be presented and formatted. Please note, only include the year in which you are graduating officially, not the month, and do not include the discipline from which you are graduating (e.g., Doctor of Philosophy in Biology; Master of Science in Biomedical Engineering); in these cases, simply say Doctor of Philosophy or Master of Science. The only exception to this last requirement is for students from Sargent College of Health and Rehabilitation Sciences who are entered in the two-year MSOT Program. Those students may enter Master of Science in Occupational Therapy at the bottom of the title page.

**Copyright Page:** It is your decision whether or not to have your work copyrighted. You may want to ask your advisor their opinion on the subject, but even if you do not officially register your copyright, you still will have some basic copyright protections. However, you cannot file a copyright infringement suit until you have officially registered your copyright, and then you can sue only for infringement that occurred after the official date of registration. A sample copyright page is provided at the end of this Guide. Dissertation writers may either register copyright on their own by downloading forms from the Copyright Office at <http://www.copyright.gov/>, or they can authorize ProQuest to do it for them for a \$55 fee. Since theses are not microfilmed, those authors wishing to copyright their work will have to do so on their own. If you decide you do not want to have your manuscript copyrighted, do **not** include a copyright page in the work.

**Reader's Approval Page:** Every copy of a thesis and dissertation submitted to Mugar Library must have an approval page with the original signatures of the candidate's committee members, or readers, who are supposed to sign. Photocopied or faxed signatures are not acceptable. Administrative assistants cannot sign and initial for readers who are out of town. The signatures cannot be divided up and placed onto two or more pages. A model approval page is provided in a separate file of sample pages. Authors should place a reader's official title after their name (e.g., Professor of History, Adjunct Associate Professor of Chemistry, etc.). If one or more of your readers is not a B.U. faculty member, you should place the name of their institution after their official title.

**Abstract Page(s):** All authors must include an abstract with their work. Only master's candidates in the Creative Writing Program of the Department of English are exempt from this requirement. Authors who are writing their work in a foreign language must write their abstract in English.

The abstract for a dissertation should be prepared carefully, as it will be published by ProQuest in *Dissertation Abstracts International*. The abstract should contain a clear and brief statement of the problem, the procedure(s) and/or method(s) followed, the results, and the conclusions. It should be a succinct account of the thesis or dissertation so that a reader can decide whether or not they want to read the complete work. Model abstract pages for both theses and dissertations are provided in a separate file of sample pages. They show how the title, author, and other information should be formatted at the head of the abstract.

Graphs, charts, tables, and illustrations should not be included in the abstract. Symbols and foreign words or phrases should be printed clearly and accurately. Relevant place names, full personal names, and other proper nouns should be included as they are useful in automated retrieval. Include all accents and/or diacritical marks.

A dissertation abstract is limited to 350 words, or approximately 2,450 characters. ProQuest suggests counting the number of characters, including spaces and punctuation marks, in one line of average length, and multiplying by the number of lines. Many modern word-processing applications also automatically count the number of words or characters in a given file. Any abstract that exceeds 350 words will be shortened by editors at ProQuest for publication in Dissertation Abstracts. Since these are not submitted to ProQuest there is no length restriction for their abstract, but authors should still be brief and to the point.

Students who are working towards dual M.D./Ph.D. degrees must include in the heading of their abstract the following lines exactly as they appear below:

Ph.D. degree requirements completed in 200x  
(the date is the year of the next graduation date after submission of the manuscript)  
Dual M.D./Ph.D. degrees expected in 200x  
(the date is the year in which the degrees are expected to be awarded officially)

**Printing:** Your thesis or dissertation must be printed single sided and face in one direction only. If you have a figure caption on a separate page, you cannot arrange the caption so that it is facing the figure. All textual material and preliminary pages must be double-spaced. This includes your Table of Contents. Footnotes and long quotations may be single-spaced. Your bibliography may be single-spaced, with one double space between each citation. Limit your print size to between 12 and 10 point. (This guide is printed in 12-point Times). Titles or major headings may be in all upper case letters, bold, italics, or underlined, but they cannot be larger than 12 point. Use standard fonts such as Arial, Times, Palatino, Bookman, etc. Please try to avoid using Times New Roman, since it prints out at a smaller size than other fonts of the same point. Dot matrix is not acceptable. Font type and point sizes must be used consistently throughout the work for both text and page numbers. Footnotes or tables may be in smaller type than the main text, but not smaller than 10 point. All print must be dark, unbroken, and legible, including material copied from other sources. Please use a laser printer if possible, since type from ink-jet printers can run or smear. If you have access only to an ink-jet printer, then print out a master copy and have a copy center make two copies from the master. No erasures, crossed-out, or whited-out marks should appear on the final copy.

**Quality of Paper:** 8.5" x 11" white paper should be used for final copies. As a minimum, 20lb-weight paper with 25% cotton or rag content is required. Avoid using 24lb-weight paper, if possible, especially for manuscripts over 400 pages in length. Acid-free, non-yellowing paper is recommended, since it is of archival quality, but it is not required. Plain copier paper is not acceptable since it does not last as long as the cotton paper. "Corrasable" paper is not acceptable, since it smears easily, and the ink has a tendency to fade over time. Hole-punched paper may not be used because it cannot be bound properly.

**Margins:** Top Margin: 1.5 inches to first line of text or heading.  
Left Margin: 1.5 inches.  
Right Margin: 1 inch. You may choose to justify the right margin (see below).  
Bottom Margin: at least 1 inch from the bottom of the page.

These margins must be used **at all times** and apply not just to your text, but to all of your footnotes, figures, tables, illustrations, etc. The only print that can be outside of the margins is the page number, which is subject to its own margin rules (see section below). Running headers or footers are not allowed. Extra wide margins are not acceptable. If a chart, graph, table, footnote, or figure exceeds any margin, it must be reset or reduced to fit within the given space. As mentioned above, the author may choose to justify the right margin. This does not mean that you may exceed the one-inch right margin if you feel you have a good reason. It means that each line will end at the one-inch margin. This paragraph is right justified.

If the author has a table or figure that is too wide to fit within the left and right margins, they may rotate the page 90 degrees (i.e., print the page in landscape format). If this is done the margins and page numbers do not move along with the figure. In rare cases, if a table or figure cannot fit onto 8.5" x 11" paper, a larger size of paper may be used. Use of larger paper should be approved prior to final submission either in your graduate school or with the thesis/dissertation coordinator (Brendan McDermott) at Mugar Library.

**Pagination:** Every page in a dissertation or thesis must be assigned a number, starting with the title page and ending with the last page of the vita. Numbering must be sequential. The use of letter suffixes (e.g., 10a) for inserting extra pages is not allowed, nor can appendices be paginated as A-1, A-2 etc. Any and all appendices should continue the same sequential numbering from the last page of your last chapter. Transparent overlays are not counted as separate pages. Check the manuscript for pagination errors before the final copies are submitted to Mugar. You will be required to revise and resubmit two new copies if you omit a page number or assign the same number to two or more different pages. Also, avoid leaving blank, numbered pages in the text (e.g., between chapters), or you will have to repaginate the work from that page to the very end.

**Page Number Placement:** Page numbers should be placed no less than one inch from the top of the page or .75 inches from the bottom of the page. The default settings in MS-Word for PC are half an inch (0.5") for both top and bottom. To change them, go to File in the pulldown menus and click on Page Setup. A window for the margin settings will then open, and you will see a box underneath the margins that says From Edge, which contains the settings for the Header and the Footer that can be reset to one inch and .75 inches, respectively.

The preliminary pages must have lower case Roman numerals (e.g., iii, iv, xii) placed at the bottom center of the page. The main text will have Arabic numerals (e.g., 1, 2, 3) which may be placed at the bottom center, top center, or top right of the page. The Graduate School of Arts and Sciences requires that Arabic numerals be placed at the top center or top right of the page only. No page number should be placed on the left-hand side of the page either in regular or landscape format. The title page, copyright page (if any), and approval page will have page numbers assigned to them, but these numbers should not be printed on the pages themselves. On the next page is presented the order in which your preliminary pages should appear.

## **Preliminary Pages**

	<b><u>Page No.</u></b>
Title Page**	i (counted, not printed)
Copyright Page (if applicable)	ii (counted, not printed)
Reader's Approval Page**	iii (counted, not printed)
Dedicatory Page (optional)	iv
Acknowledgments (optional)	v
Abstract**	vi
Preface (optional)	vii
Table of Contents**	viii
List of Tables (if any)	ix
List of Figures (if any)	x
List of Illustrations or Schemes (if any)	xi
List of Abbreviations (if applicable)	xii
Glossary (if applicable)	xiii
<b><u>First page of text</u></b>	<b>1</b>

\*\* Required

Each section of the preliminary pages starting with the Acknowledgments can be more than one page in length if necessary. If you do not include one section, do not skip over that page number. Simply continue the pagination to the next section. The Table of Contents must include the page numbers where each entry occurs. The List of Tables, Figures etc. must include the page number on which each respective table, figure, etc. falls. If you include a List of Abbreviations, it must be arranged alphabetically, not by order of appearance of the abbreviation in the text.

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, in the following order:

Appendices (if applicable)  
Bibliography (required)  
Vita (required, the last numbered page(s))

**Appendices:** should precede the bibliography. Rare exceptions are allowed at the discretion of your major advisor. If you are using copied materials from another source, make sure the print is clear, dark, and legible. Also be sure to check that you have permission if you are reproducing copyrighted materials in your work. A pamphlet from ProQuest titled “Copyright Law & Graduate Research” is available for students who have questions regarding copyrighted materials.

**Bibliography:** You may single-space your citations, but leave one double space between each. If you are using an article-style format for your work, where each chapter has its own separate bibliographic section, then you must also include a cumulative bibliography at the end of the work, arranged alphabetically by the last name of the primary author. If you use abbreviated journal or conference titles in your references, then you must add a list of all those abbreviations, in alphabetical order, with the corresponding complete titles. The List of Abbreviated Journal Titles should be placed at the start of your bibliography. Some journal abbreviations have now become the accepted title of the periodical, (e.g. EMBO J is simply EMBO Journal, not

European Molecular Biology Organization Journal). Below is an example of how your List may appear, along with some commonly-used journal abbreviations and their corresponding full titles:

List of Abbreviated Journal Titles (In Alpha Order)

BMJ	BMJ: British Medical Journal
EMBO J.	EMBO Journal
FASEB J.	FASEB Journal
FEBS Lett.	FEBS Letters
IEEE J. Oceanic Eng.	IEEE Journal of Oceanic Engineering
JAMA	JAMA: the Journal of the American Medical Association
Proc. Nat. Acad. Sci. USA	Proceedings of the National Academy of Sciences of the United States of America

Many electronic indexes now include a function that can provide you with the complete title of a journal if you enter its abbreviation. In Medline/PubMed it's referred to as "Journal Database" and is located in the toolbar on the left side of the page. Consult the database relative to your field or ask a reference librarian for assistance in determining the complete titles. Writing down what you think is the complete title without verifying it, or asking the opinion of friends or other students, are unwise methods.

**Vita:** This is a short description of your professional life up to the point of being awarded your degree. Your vita may be written in either résumé or narrative format. You must include such basic information as your full name, your year of birth (**not** your birthday), and a contact address (e.g., your department) where you can be reached for at least the next 1–2 years. A vita may also include (but is not limited to) your previous education, degrees, awards or honors, professional positions held, and publications. Please try to limit your vita to no more than three pages. Both doctoral and master's degree candidates must include a vita in their work, except for master's candidates in the Graduate School of Arts and Sciences (GRS), for whom the vita is optional.

**Multiple Volume Works:** When a manuscript exceeds 2.5 inches in thickness (usually 400–500 pages), a second volume is needed. Each volume must contain a title page duplicating the title page of the first volume. You must identify them further as Vol. I of III, Vol. II of III, etc. If the material continues from volume to volume, then the pagination will also continue in Arabic numbers. Each and every title page is assigned its own number, although the number is not printed on the title page. If the appendices or illustrations can comprise a separate volume on their own, then the Bibliography and Vita should be placed at the end of Vol. I. If your manuscript needs to be divided into two or more volumes, it is highly recommended that you consult Brendan McDermott, Thesis/Dissertation Coordinator at Mugar Library, Bibliographic Services, Tel. 353-9387 ([brendan@bu.edu](mailto:brendan@bu.edu)).

**Charts, Graphs, Tables:** All authors must number their figures, tables, etc. sequentially. Do not start over again with Figure 1 or Table 1 etc. when beginning a new chapter or section, because this practice is ultimately confusing, especially when citing a specific figure, table etc. Dissertation writers should use illustrative material drawn in dark, opaque ink as this will

microfilm satisfactorily. Using color in charts, graphs, or figures is strongly discouraged. Avoid placing all text, arrows, etc. within any gray-shaded or colored areas. Since microfilming is a black and white photographic process, colors will appear only as shades of gray and dark text will be obscured by gray scale. If you cannot avoid using color, then lines on graphs should be differentiated by labels, symbols, or different line types (e.g. dashes, dots, alternating dots and dashes, etc.), and shaded areas will be less confusing if cross-hatching is used or if text boxes are used to separate text from gray background. Do not use the color yellow or other pastels since they are so light they may not appear on microfilmed copy. Since these are not microfilmed, master's candidates may use color without restriction.

**Photographs:** should be clear black and white prints, with strong contrast from black to white. Photos with limited contrast will reproduce satisfactorily on microfilm, but will be muddy and unclear in paper copies. In the case of color photos, arrange to have black and white reprints made because color photos tend to fade. Dry-mounting tissue provides the neatest and most permanent method of affixing photos, but glue may be used. At least one library copy must have original photographs if you are using photos. Students may utilize new methods of reproduction, such as computer scanning, for both copies as long as the quality of the picture is not diminished.

**Permission to Use Copyrighted Material:** If you directly reproduce material from a copyrighted source in your manuscript you may need to obtain written permission for its use, and indicate that permission in a footnote or caption with the material. Such material may include graphs, charts, figures, photographs, artworks, musical passages, scales or standardized tests, computer programs, databases, et al.

Policies at ProQuest regarding fair use of copyrighted material involve the following: In general, the use of up to 1.5 pages of single-spaced text from one source is fine, after that they would like to have permission from that source. The author would need to keep a mental note of how much text was used throughout the manuscript if it is spread out over several chapters, etc. 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. Also, in general, copying three figures from one source is considered "fair use". If you use more than three, then ProQuest needs permission.

What is copyrighted? ProQuest states that if the work was published in the U.S. before 1978 and does not have a copyright notice (such as the "©" symbol), then the material may be used without restriction. If the work was published in or after 1978, then the lack of a copyright notice is inconclusive. Foreign works published before 1978 may be copyrighted even if they lack the notice. American works published before 1923 are now in the public domain. The latest revisions of copyright law provide for copyright to continue for 70 years after the death of the author or inventor, if the person is known, and 95 years copyright for corporations. If you are in doubt, consider the work to be copyrighted unless you determine it is not and keep detailed records of your findings.

U.S. government publications produced by officials as part of their duties are not copyrightable by statute, but publications written by non-government officials with federal funding may be copyrighted. State governments decide whether or not to copyright their publications, so it is

always wise to check with the appropriate agency. Journals also occasionally print their copyright policy in each issue, so you should check the journal from which you copied the material. Transforming or adapting the material in some way (e.g., adding your own labels to a map or plan) allows you to reproduce it without requesting permission. Your citation would then read “after Smith” rather than “from Smith.” If you have questions regarding the “fair use” of copyrighted material, you may want to consult the following web sites:  
<http://www.bu.edu/copyright/resources/> or <http://www.copyright.iupui.edu/>

ProQuest also maintains extensive records of publishers’ copyright policies. They encourage you to call their Publishing Unit at 800-521-0600, ext. 7020 as it may spare you time and energy. You may also want to consult the following work:

THE COPYRIGHT BOOK: A PRACTICAL GUIDE, by William S. Strong. 5<sup>th</sup> ed. Cambridge: MIT Press, c1999.

Law Annex	KF2994 .S75 1999
Pardee	KF2994 .S75 1999

Using copyrighted material without permission delays microfilming and could bring about legal action by the copyright holder. The failure to obtain copyright permission also means that neither copy of your manuscript can circulate outside of Mugar Library. Obtaining permissions may take months, so do not wait until you are nearly finished with your manuscript to send off the permission requests. Your letters of permission may or may not be included as part of the manuscript, but you must submit them along with the final draft of your work so that the library can see that you are allowed to reproduce the material in question. A sample permission letter is provided at the end of this guide.

**Registering the Copyright:** Should you register copyright on your dissertation? Copyright legislation of 1976 ensures that your work already has a degree of protection even if you do not register it. Registration, however, establishes a public record of your copyright. You cannot file an infringement suit until you have registered, nor can you sue for infringement that occurred prior to registration. You also may be unable to recover attorney's fees or sue for so-called "statutory damages" which the law provides in cases where real damage is difficult to show.

When you submit your dissertation to Mugar Library, ProQuest offers to register your copyright for a fee of \$55. They complete the appropriate paperwork and file an electronic copy of your dissertation with the Copyright Office at the Library of Congress. You may decide to register your copyright personally at a later date. This later registration costs \$45, and requires you to complete a form, which is available from: U.S. Copyright Office, Library of Congress, 101 Independence Ave. S.E., Washington, D.C. 20559-6000. 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). You may also want to visit their website at <http://www.copyright.gov/>. ProQuest is obligated to make available to the Library of Congress electronic copies of all dissertations they receive, whether or not you have asked them to register your copyright, but you may still be asked to supply a copy of your work to the Copyright Office along with the registration forms.

Since theses are not microfilmed, master's candidates do not have the option of registering their copyright through ProQuest. If you wish to register your copyright, you should contact the Copyright Office directly.

**Delayed Circulation:** In rare circumstances, a student may not want his or her dissertation to be placed on reserve, circulate, or be microfilmed and scanned by ProQuest directly after it is submitted to the library. Circulation restrictions are granted only in limited circumstances, but may be allowed by the University if the author plans to sell the work to a publisher, apply for a patent, or if the material covers a sensitive subject that cannot safely or appropriately be published at the time. In such circumstances, you may request a restriction for any period between one and five years. You must submit a letter requesting a restriction to the Thesis/Dissertation Coordinator with the two copies of the final draft. The letter must contain your reason for the restriction, the time limit desired, an address where you can be contacted when the time limit expires, and the signed approval of both you and your major advisor. Students in the Medical School who wish to restrict their work must also obtain the permission of the Associate Dean for the Division of Graduate Medical Sciences. Students in the School of Education and the College of Engineering must also obtain permission from their respective deans. Other Schools and Colleges at B.U. may also require a Dean's approval of circulation restrictions on a case-by-case basis. The restriction will start from the date on the letter. A model letter is provided in a separate file of sample pages. Your manuscript will not be bound or cataloged until the restriction is released. No one is permitted to look at your work unless they have your express written permission to do so. Requests to read your manuscript will be forwarded to you. It is your responsibility to respond to them.

The Thesis/Dissertation Coordinator will try to notify you when the restriction has expired. You may renew the restriction for up to another five years. You should inform the Thesis/Dissertation Coordinator if you move prior to the end of the restriction period. If you do not respond to your notification the two copies will be processed, bound, and added to the library's collection.

If you do not want the manuscript microfilmed and scanned until the restriction has expired, then you must state so in the letter requesting the restriction. The author should still fill out the paperwork for ProQuest so that the work can be microfilmed and scanned upon expiration of the restriction. If you want to purchase personal copies of your dissertation from ProQuest, or to have them register the copyright for your dissertation, then it must be sent to them for microfilming and scanning. The work can still be restricted (see below).

The doctoral candidate also has the option of permitting ProQuest to microfilm the manuscript and register the copyright, while restricting the sale of the work to the author only. This is done simultaneously with your circulation restriction at Mugar Library. Permission given to ProQuest to microfilm a dissertation means that the abstract will be published in Dissertation Abstracts International despite restriction of sale. An electronic version of the dissertation will also be available at the Library of Congress, but anyone wanting to read it must travel there.

**Binding of Extra Copies:** Mugar Library does not bind extra copies for authors. ProQuest offers an "Author's Discount" both before and after the dissertation has been microfilmed for

students who want to buy copies from them. Copies of dissertations ordered from ProQuest are either full sized, or reduced to approximately 75% of the original size. There are additional discounts for both sizes if you order at least 3–4 copies. If you wish to print out personal copies for yourself and have them bound, the following companies have informed us that they are willing to bind them for you:

Acme Bookbinders  
100 Cambridge Street  
Charlestown, MA 02129-0212  
(617) 242-1100  
(800) 242-1821

<http://www.acmebook.com/>

Atlantic Book Binders, Inc.  
2 Flagg Street  
Lancaster, MA 01523  
(978) 365-4524

Wells Bindery, Inc.  
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Waltham, MA 02453  
(781) 893-3050

### **PROCEDURE FOR SUBMITTING THESES AND DISSERTATIONS TO THE LIBRARY**

Students from the School of Medicine submit their manuscript copies to the Division of Graduate Medical Sciences (Room L-315).

The student must complete all of their other requirements prior to submitting the thesis or dissertation. After the thesis or dissertation has been approved at the Medical School, two clean, unbound copies should be placed in separate manila envelopes or boxes of appropriate size. Please do not use binder clips or staples on the final draft. Both copies must be complete and identical.

The candidate must obtain from the Division of Graduate Medical Sciences a multiple-copy, thesis and dissertation approval form signed by that office. This form indicates that all of your other requirements have been fulfilled. Fill out the top section of the form before having it signed. If you have questions about who should sign your form, please contact Brendan McDermott, the Thesis/Dissertation Coordinator at (617) 353-9387.

The candidate presents the approval form, the two copies, an extra copy of the title page and abstract, copyright permission letters (if applicable), and the necessary payments to Millie Agosto Room L-315. Master's candidates do not need to submit the extra copy of the title page and abstract.

Doctoral candidates complete a ProQuest Agreement Form D, which permits ProQuest to microfilm and scan the manuscript and signifies whether or not the candidate wants ProQuest to register their copyright. The copyright registration fee is \$55.00 in the form of a money order payable to ProQuest Information and Learning (or PQIL). At this time, additional copies of the dissertation may be ordered from ProQuest.

The Thesis/Dissertation Coordinator must review the two copies to see if all the library's requirements have been satisfied. All candidates are required prior to submission to review a copy of their final draft with Millie Agosto to prevent major revisions in the two copies



- 9). Every page has a number, but pages i, ii, and possibly iii are not printed. Print is dark and legible on all pages and figures.
- 10). Vita: last numbered page(s) at end of dissertation. This may be in résumé format or in third person narrative, double spaced.
- 11). Count all the pages in both copies. No page numbers should be omitted or duplicated. Numbered blank pages are not acceptable. Numbering the manuscript incorrectly is one of the most common errors, and the most easily prevented.

Further questions: Please contact Brendan McDermott (brendan@bu.edu), Thesis/Dissertation Coordinator, Mugar Library, Bibliographic Services. Third Floor. Tel. (617) 353-9387 or 353-3713.

If you are having computer or word processing difficulties, the staff of the Personal Computing Support Center (PCSC) in room B-19 of 111 Cummington Street may be able to assist you. You can also phone them at (617) 353-7272, or check their website at <http://www.bu.edu/pcsc/>

## **SOURCES AVAILABLE FOR WRITERS OF DISSERTATIONS**

Students who are planning to use LaTeX to write their thesis or dissertation may wish to use the following template thoughtfully provided by Professor Janusz Konrad of the Electrical and Computer Engineering Department:

<http://www.bu.edu/dbin/ece/web/kb/index.php?sid=100955&aktion=artikel&rubrik=003001&id=244&lang=en>

These online library research guides may also be of use to all prospective authors:

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