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GUIDE FOR WRITERS OF THESES AND DISSERTATIONS

INTRODUCTION

Boston University students completing a master's thesis or doctoral dissertation as a requirement for their degree must submit a PDF copy of their manuscript to Boston University Libraries so as to preserve a record of their scholarly achievement and to share the benefits of their research with other scholars. The thesis / dissertation will be deposited into both ProQuest Dissertations & Theses Global™ and OpenBU (<https://open.bu.edu/>) Boston University's open-access database.

Steps to depositing Boston University Libraries thesis/dissertation copy:

- **Prepare the manuscript** for library submission following the guidelines in this Research Guide.
- **Review the final draft** of your thesis/dissertation with the person responsible for your school or college as early as possible.
- **Meet the deadlines** for submission; complete **all** degree requirements before formal library submission.
- **Submit your thesis/dissertation electronically** via the ProQuest ETD Administrator (<https://www.etsadmin.com/bu>)

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1 Prepare the Manuscript

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 advisor(s) or department may suggest or require you to follow a specific journal or other style for your work. Consult the bibliography at the end of this guide for sources about thesis/dissertation styles. This guide takes precedence should there be any conflict in formatting or standard requirements.

In addition to reading this guide, take the time to view these helpful Thesis & Dissertation Prep instructional videos:

- Introduction
<http://www.bu.edu/buniverse/view/?v=DE2741Lq>
- Open Access
<http://www.bu.edu/buniverse/view/?v=17FmMT1Lr>
- ETD Administrator Walkthrough I
<http://www.bu.edu/buniverse/view/?v=DF9y71Ls>
- ETD Administrator Walkthrough II
<http://www.bu.edu/buniverse/view/?v=uvTcT1Lt>
- Pagination in MS Word
<http://www.bu.edu/buniverse/view/?v=1MUcM21Lu>
- Creating a Table of Contents in MS Word
<http://www.bu.edu/buniverse/view/?v=DljMX1Lv>

1.1 General formatting requirements

1.1.1 Double space

Double space all textual material and preliminary pages, including table of contents. Footnotes, figure and table captions, and long quotations may be single spaced. The bibliography may be single-spaced, with one extra space between each citation.

1.1.2 Typeface size and style

Use 12-point font for the text, all headings, and subheadings. Titles or major headings may be in all upper case letters, bold, italics, or underlined, but they cannot be larger than 12-point. Font of 11-point or 10-point may be used for footnotes, long quotations, and tables that do not fit comfortably within required margins. Do not use smaller than 10-point font.

ProQuest requires students to 1). Embed all fonts and 2). Use only TrueType fonts. Otherwise, your text may not reproduce correctly or at all. MS Word users on a PC

must save the document through the “File” pull-down menu and check the box next to “Embed fonts.” MS Word 2008 or later users on a Mac OS X computer will have their fonts embedded automatically when converting your document to a PDF. For students using LaTeX, embedding directions can be found here

<https://www.karlrupp.net/2016/01/embed-all-fonts-in-pdfs-latex-pdflatex/>

Use font type and sizes consistently throughout the work. Use standard font types such as Arial, Cambria, Garamond, Palatino Linotype, Times New Roman, Verdana etc. Avoid using Times New Roman at sizes smaller than 11-point as it prints out illegibly. Avoid Calibri, a default typeface for MS-Word. All print must be dark, unbroken, and legible, including any material copied from other sources.

1.1.3 Margins

Compose the thesis or dissertation so that it can be printed single sided and facing in one direction only on 8.5” X 11” paper. Do not arrange a caption placed on a separate page so that it is facing the figure page.

- 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.
- Bottom margin: at least 1 inch from the bottom of the page

Use these margins at all times. Do not exceed the right hand 1-inch margin. Extra wide margins are not allowed. Only the page number lies outside these margins (see below).

Reset charts, graphs, tables, footnotes, illustrations, or figures to fit within these margins. Tables or figures that do not fit well with the margins may be rotated 90 degrees (using landscape format). Note: neither the margins nor the page number rotate, but remain the same as in regular portrait view. Legal size, 8.5” X 14,” or 11” X 17” formatting may be used in rare cases if necessary. Larger sizes should be approved prior to final submission.

1.1.4 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. In addition to reading the following it is recommended that you watch the video Thesis & Dissertation Prep 5: Pagination in MS Word at <http://www.bu.edu/buniverse/view/?v=1MUcM21Lu> for guidance.

Numbering must be sequential. Suffix pages are not allowed (e.g., no 10a). Appendices continue sequential numbering from the last page of the last chapter and cannot be paginated separately (e.g., cannot be A-1, A-2, etc.).

Check the document for pagination carefully before submitting the final copy. It will be necessary to revise and resubmit the document if a page is omitted from the count or if the same number is assigned to two or more different pages. Do not use blank enumerated pages between chapters. They will need to be removed and the remaining pages repaginated. Errors can occur, for example, when using section breaks in the document instead of simple page breaks.

1.1.5 Page numbering, page number placement and required sections

The title page, copyright page, and approval page will have page numbers assigned to them, but the numbers should not be on those pages themselves.

Other preliminary pages must have lower case Roman numerals (e.g., iv, viii, xii), placed at the bottom center of the page.

The main text will have Arabic numerals **with the first page starting at page 1**. Select one of the following page number placement options for those pages with Arabic numerals: top center, top right, bottom center or bottom right. No page number should be placed on the left-hand side of any page.

Page numbers should be placed one inch (1") from the top of the page or three-quarters of an inch (0.75") from the bottom of the page.

Note on using MS-Word for page number margin settings: The default header and footer margin settings in MS-Word for Mac and PC are both half an inch (0.5"). Changing settings in MS-Word can vary depending upon the version of MS-Word or operating system in use. The following instructions for one situation are provided to be helpful and not as specific instructions: To change the default setting, look for Page Layout in the pulldown menus and then look for Margins. Go to Custom Margins and click on the tab for Layout. Look for boxes that contain the settings for the Header and the Footer that can then be reset to one inch (1") and three-quarters of an inch (0.75"), respectively. One can also double click on the top or bottom of a page to activate/open the Header and Footer. Then when you select Header and Footer work tab look in the toolbar for the Header and Footer margin settings. You can set the margin to one inch (1") and three-quarters of an inch (0.75") there. After resetting the Header and Footer, check to be certain an extra line has not been added to either of them, pushing the page

number further down or up on the page than desired. Check to be sure the Header and Footer are set to single spacing, too.

1.1.6 Order of pagination

Preliminary Pages	Page Number
Title page (required)	i (counted, does not appear on page)
Copyright page (required)	ii (counted, does not appear on page)
Readers' Approval page (required)	iii (counted, does not appear on page; unsigned – without signatures)
Dedication page (optional)	iv
Acknowledgments (optional)	v
Abstract (required)	vi
Preface (optional)	vii
Table of Contents (required)	viii
List of Tables (required, if any)	ix
List of Figures (required, if any)	x
List of Illustrations or Schemes (required, if any)	xi
List of Abbreviations (in alphabetical order)	xii
Glossary (if applicable)	xiii
First page of text	1
Second page of text	2, etc.

Starting with the Acknowledgments, each preliminary section can be more than one page in length, if necessary. Pagination is continuous. Do not skip a page number if you do not include one of the options listed above. Simply continue the pagination.

Following the preliminary pages is the text of the dissertation or thesis, which begins, as illustrated above, with **Arabic numeral 1**. At the conclusion of the dissertation text place these sections in this order:

Appendices (if applicable)	continues Arabic numeral pagination
Bibliography (required)	continues Arabic numeral pagination
Vita (required) (the last numbered page(s))	continues Arabic numeral pagination

Note on using MS-Word section breaks for page numbering purposes: One can use section breaks to separate those sections that need different page numbering. The first section includes those pages with no numbers on them (but counted), the second set

those with Roman numerals, and the third set those with Arabic numerals. It is important to make the changes in this order for this method to work: first set the section breaks, then change the numbering. In the Arabic numerals section then specify that the numbering starts with 1, instead of continuing pagination from the previous section. The video Thesis & Dissertation Prep 5: Pagination in MS Word at <http://www.bu.edu/buniverse/view/?v=1MUcM21Lu> describes this.

1.1.7 Table of Contents, List of Tables, Figures, Abbreviations

The Table of Contents must include the page number for each major heading. Committees often require subheadings to be included as well. The List of Tables, Figures, etc. must include the page number of each respective table, figure, etc. If you include a List of Abbreviations, it must be arranged alphabetically, not by order of appearance of the abbreviation in the text.

Watch the video Thesis & Dissertation Prep 6: Creating a Table of Contents in MS Word at <http://www.bu.edu/buniverse/view/?v=DijMX1Lv> for one approach to preparing the Table of Contents.

1.1.8 Numbering of Tables and Figures

Number Tables and Figures sequentially (e.g., 1, 2 or 3) or by chapter or appendix (e.g., 3.1, 3.2, 3.3; A.1, A.2). Numbering needs to be unique. Do not repeat the same numbers with each new chapter (i.e., each chapter should not begin anew with figure 1 or table 1).

1.2 Title page

1.2.1 Brief and descriptive title

A descriptive title that is a brief, meaningful description of the contents works best. Title words are searchable as keywords in online databases, including ProQuest Dissertations & Theses Global™, a comprehensive database that helps scholars locate relevant resources.

Avoid oblique or obscure references in the title. ProQuest cannot reproduce many characters such as mathematical formulae, non-alphabetical symbols, superscripts, subscripts, or non-Roman scripts if they are used in the title. The use of acronyms is discouraged, but not prohibited. Any of these elements used in the title must include an English equivalent. Diacritics or accent marks are acceptable.

1.2.2 Sample titles

Example titles 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*

1.2.3 Formatting title page

Consult the sample title page at the end of this document for proper formatting or use the Mugar MS Word template (<http://www.bu.edu/library/guide/theses/>).

Include the year in which you are graduating officially. Do not include the month. Include the degree you are being awarded. Do not include the discipline. For example, use Doctor of Philosophy, not Doctor of Philosophy in Biology; use Master of Arts, not Master of Arts in Chemistry.

1.3 Copyright page

Include a copyright statement page.

1.3.1 Formatting the copyright page

Consult the sample copyright page at the end of this document for proper formatting, or use the Mugar MS Word template (<http://www.bu.edu/library/guide/theses/>).

1.3.2 Previously published work in the thesis/dissertation

If you have published one or more chapters of your work previously, and the copyright is registered for that publisher, you must indicate that in the copyright notice. For example: ©2019 by Joan Q. Public. All rights reserved except for chapters 2 and 3, which are ©2017 Journal of Academic Studies.

1.3.3 Options to register copyright

You may choose to register your copyright. You can authorize ProQuest to register copyright with the United States Copyright Office on your behalf for a \$55.00 fee. Alternatively, you may register copyright on your own with the United States Copyright Office at <http://www.copyright.gov/>. The direct copyright registration fee at this site is \$35.00.

1.4 Readers' approval page

1.4.1 Submit approval page with signatures

Submit a paper copy of the approval page with original signatures of the candidate's committee members or readers who are required to sign it. This will usually be submitted to the thesis or dissertation coordinator at your school or college. Consult the sample approval page at the end of this document for proper formatting, or use the Mugar MS Word template (<http://www.bu.edu/library/guide/theses/>).

Be certain to include a copy of this readers' approval page without signatures in the thesis or dissertation submitted electronically. See 1.1.6 in this guide for placement of the approval page.

1.4.2 Original signatures only

Photocopied, scanned, faxed, or other methods of reproduced signatures will not be accepted. Administrative assistants or other committee members cannot sign and initial on behalf of others. Signatures divided among multiple pages will not be accepted.

1.4.3 Readers' titles and affiliation

Place a reader's official title after the name (e.g., Professor of History, or Adjunct Associate Professor of Psychology, etc.). It is assumed your readers are Boston University faculty. If a reader is not a Boston University faculty member, add the name of the institution after the official title. If you are on the Charles River Campus and a reader is from the University's School of Medicine or School of Public Health, the name of the school may be included. Conversely, if you are on the Medical Campus, and a reader is from a school on the Charles River Campus, the name of that school or college can be included.

1.5 Abstract page

Only master's candidates in the Creative Writing and Playwriting programs of the Department of English are exempt from this requirement.

1.5.1 Purpose in writing the abstract

The abstract should contain a clear and brief statement of the problem, the procedure(s) and/or method(s) followed, the result(s), and the conclusion(s). The purpose of an abstract is to help a reader decide if they want to consult the complete work.

As with the title, the abstract is searchable in many databases, including ProQuest Dissertations & Theses Global™. Include relevant place names, full personal names, and other proper nouns, which can be very useful keywords for scholars locating resources.

1.5.2 Write abstract in English

The abstract must be written in English. Please be clear and concise.

1.5.3 Formatting abstract page

Consult the sample abstract pages at the end of this document for proper formatting, including placement of the title, author, and other information at the head of the abstract. The dissertation abstract is also used in the Mugar MS Word template (<http://www.bu.edu/library/guide/theses/>).

Do not include graphs, charts, tables, or illustrations in the abstract. Include all accents and/or diacritic marks.

1.5.4 Formatting for MD/PhD candidates

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 202x
(the date is the year of the next graduation date after submission of the manuscript)
Dual M.D./Ph.D. degrees expected in 202x
(the date is the year in which the degrees are expected to be awarded officially)

1.6 Table of contents

The Table of Contents must include the page number for each major heading. Committees often require subheadings to be included as well.

1.7 Appendices

Appendices should precede the bibliography. Rare exceptions are allowed at the discretion of your major advisor. If you are using materials copied from another source, make sure the print is clear, dark, and legible. Seek permission to use copyrighted material, if necessary. See the section on Permission to Use Copyrighted Material.

1.8 Bibliography

1.8.1 Formatting the bibliography

Include a complete bibliography at the end of the work. Arrange the bibliography alphabetically by the last name of the primary author. You may single-space citations, but leave one line of space between citations. If you use an article style format, where each chapter has its own separate bibliography, you must also include a cumulative bibliography at the end of the work.

Students in the medical or science fields frequently number their sources and can then use them in one of two different ways. The bibliography can be arranged by the order in which the sources are cited in the text (i.e., numerically, not alphabetically by the surname of the primary author). Conversely, you can arrange all of your sources alphabetically by author surname, then number them, and embed those numbers in the main text non-sequentially (e.g., 5, 63, 48, 100, 16). Please do not intermix those two citation methods.

Verify any other requirements for formatting the bibliography at the end of the work. Certain disciplines, departments, or your first reader may require an alternate arrangement to the bibliography, for example, separating primary and secondary sources and then arranging each alphabetically by last name of author.

1.8.2 Abbreviated titles in citations

If you use abbreviated journal or conference titles in your references, then you must include a list of all those abbreviations, in alphabetical order, with the corresponding full titles. Place the List of Abbreviated Titles at the start of the bibliography.

Some journal abbreviations are the accepted title (e.g., EMBO Journal, not European Molecular Biology Organization Journal). Below is an example List, illustrating some commonly used journal abbreviations with the corresponding full titles.

List of Abbreviated Journal Titles

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

1.8.3 Determining full titles of abbreviations

Do not convert abbreviations to full titles without first verifying them. Consult databases in your field or ask a reference librarian for assistance in determining the full and complete title of a journal or publication. Many online databases now include a function that can provide you with the full title of a journal if you enter an abbreviation. For example, in Medline/PubMed this is called “Journals in NCBI Databases,” link located on the right side of the top page or via this direct link <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

1.9 Vita

Both doctoral and master’s degree candidates must include a vita in their work. The vita is a short description of your professional life up to the point of being awarded your degree. The vita may be written in CV, résumé, or narrative format. Include the following basic information: your full name, and a contact address (e.g., your department) where you expect you can be reached for at least the next 1–2 years. A vita may also include (but is not limited to) prior education, degrees, awards or honors, professional positions held, and publications. Please try to limit the vita to three or four pages.

1.10 Multiple volume works

With electronic submission of theses and dissertations, there is no longer any requirement for splitting lengthy manuscripts into two or more volumes.

1.11 Charts, graphs, tables, and audio/visual materials

1.11.1 Visibility

Please consider visibility when creating illustrations. Black text against dark blue or other dark backgrounds may not be legible. Yellow or other pastels may be too light to read against white/light backgrounds.

1.11.2 Readability

Take care that each figure, table, etc. is large enough to be readable. Do not place multiple illustrations onto a single page if that renders them unreadable. It is acceptable to use more than one page for a specific figure, table, etc. if it will not fit legibly onto one page.

1.12 Photographs

When using scanning or other methods of reproduction ensure the quality of the image you are using is not diminished from the original. Scan images at no less than 300 dpi,

and preferably at higher resolution, such as 600 dpi or higher, if possible.

1.13 Include Videos or Audio Files Only as Separate Files

Please do not embed an MPEG or other type of audio/visual material within a Word file as it will not transfer to a PDF. If you must include such materials as part of your thesis or dissertation submission, please upload them as separate, supplementary files to your ProQuest ETD Administrator record. The formats acceptable to ProQuest can be found here

<https://media2.proquest.com/documents/Preparing+Your+Manuscript+for+Submission+Revised+31jul2015.pdf>

1.14 Permission to use copyrighted material

If you reproduce material directly from a copyrighted source in the 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, psychological scales, standardized tests, computer programs, databases, et al.

ProQuest Information and Learning policies for fair use of text and figures (not requiring explicit permission) of copyrighted material are as follows:

1.14.1 Policy on use of copyrighted textual material

The use of up to 1.5 pages of single-spaced text from one source is considered acceptable fair use. If the text from a single source is distributed throughout the text, the author needs to determine if the total text used is under this acceptable threshold. Quotations of several lines of text from a source in the body of the manuscript do not require written permission. Simply footnote the source.

1.14.2 Policy on use of figures

Copying up to three figures from any one source is considered fair use. When using more than three figures, ProQuest Information and Learning will require permission from the copyright owner.

1.14.3 Guidelines on what is copyrighted material

Carefully determine if materials you use are copyrighted and keep detailed records of your findings. Consult the guide Copyright and Your Dissertation or Thesis supplied by ProQuest at

https://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf

ProQuest maintains extensive records of publishers' copyright policies. They encourage you to call their Publishing Unit at 800-521-0600, ext. 77020 as it may spare you time and energy.

1.14.4 Seek copyright permissions early

Seek any necessary permission as soon as possible. Use of copyrighted material without permission delays circulation of the work and could bring about legal action by the copyright holder. Obtaining permissions may take months. 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 in the file of Sample pages.

2 Review the final draft with the person responsible for your school or college

Review the final draft, either in electronic or paper form, with the person responsible in your school or college for library submission. Do not submit the manuscript pdf to the ETD Administrator until the final draft has been reviewed.

2.1 Contacts for submitting your dissertation/thesis to the library

Graduate School of Arts and Sciences (GRS)

Jessica Aither, grsrec@bu.edu, (617) 353-2696

Henry M. Goldman School of Dental Medicine (GSDM)

Leslie Gascon, gsdmlib@bu.edu, (617) 358-2390

Medical School/Division of Graduate Medical Sciences (MED)

Millie Agosto, millie@bu.edu, (617) 358-9512

School of Theology (STH)

Stacey Duran, sbattles@bu.edu, (617) 353-5357

All other college and schools

Brendan McDermott, theses@bu.edu, (617) 353-9387

Mugar Memorial Library, Room 306

<http://www.bu.edu/library/profile/mcdermott-brendan>

2.2 Final version

The manuscript should be error free when submitted. A thesis or dissertation remains exactly the same as when a student submits it, with the possible exception of copyrighted materials the author may have included in the manuscript.

3 Meet the deadlines for submission; complete all other degree requirements before formal library submission.

Complete all requirements for your master thesis or doctoral dissertation by your school or college deadline (check with the administrator in your school or college for those dates). Submitting your thesis or dissertation to Boston University Libraries is the last step to fulfill at the University before you graduate and are awarded your degree.

4 Submit your thesis/dissertation library copy electronically

Boston University Libraries use the services of ProQuest to manage electronic submission of dissertations and theses through ProQuest's ETD Administrator.

4.1 ETD Administrator Submission

Go to <http://www.etsadmin.com/bu> to submit your thesis/dissertation.

Click on "Submit my dissertation/thesis" and then on "Create an Account." You must use your BU email address when creating your account. The University will not accept your submission otherwise. The dissertation/thesis is submitted in PDF format. You can also click on a link within the ETD Administrator to upload an MS Word file and have it converted to PDF for you.

Take the time to view these helpful Thesis & Dissertation Prep instructional videos:

- Introduction
<http://www.bu.edu/buniverse/view/?v=DE2741Lq>
- Open Access
<http://www.bu.edu/buniverse/view/?v=17FmMT1Lr>
- ETD Administrator Walkthrough I at
<http://www.bu.edu/buniverse/view/?v=DF9y71Ls>
- ETD Administrator Walkthrough II at
<http://www.bu.edu/buniverse/view/?v=uvTcT1Lt>

ProQuest provides an ETD FAQ page at

<https://support.proquest.com/article/detail?id=kA11W000000PEa5SAG>

You may be notified that you need to review and resubmit the electronic copy with any necessary corrections before final acceptance, even though you have reviewed your final draft on campus as described above.

4.2 Fees for Processing Dissertations and Theses

Dissertation \$115.00, payable to Boston University

Thesis \$25.00, payable to Boston University

Submit your processing by credit card at:

<http://www.bu.edu/phpbin/telegraph/login/display.php?url=http://www.bu.edu/library/dissertationthesis-processing-fee-payment-form/>

Optional Fees:

Copyright fee \$55.00, payable to ProQuest (credit card)

Printed/bound copies varies, payable to ProQuest (credit card)

These optional fees must be credited the FIRST TIME you submit your draft through the ETD Administrator. The services will be applied only to the final, accepted version (which may or may not be the first draft that you submit), but the first submission is the only point at which payment will be processed.

4.3 Include ORCID iD

We recommend that you include an ORCID iD when you submit your thesis or dissertation to ProQuest. The Open Researcher and Contributor ID (ORCID) registry provides persistent, non-proprietary identifiers that uniquely identify scientific and other academic authors and contributors. Graduate students and those who anticipate pursuing publication in their future careers should consider getting an ORCID now and using it often. Sign up here: <https://orcid.org/register>

4.4 ProQuest Dissertations & Theses Global™ (PQD&T)

<http://search.proquest.com.ezproxy.bu.edu/pqdft/index?accountid=9676>

ProQuest Dissertations & Theses is “the official digital dissertations archive for the Library of Congress” and describes itself as “the database of record for graduate research.” Hundreds of thousands of full text dissertations and theses submitted since 1997 by many institutions are made available to Boston University students via the library’s ProQuest Dissertations & Theses Global™ database. This includes nearly all Boston University dissertations since 1997 and with incomplete full text coverage from 1960-1996. This database also includes millions of additional citations without the full text. Make use of this extensive and powerful database when conducting your own research.

4.5 Deposit to OpenBU

Your dissertation/thesis will be deposited into OpenBU, <http://open.bu.edu/>, the digital repository for Boston University. The University is scanning all historical theses and dissertations in the library collection from 1851 through 2011 and adding them to OpenBU, with the eventual goal of making all such works freely available online. Dissertation records found through Boston University Libraries Search, <http://www.bu.edu/library/>, will include a link to the OpenBU record and digital copy. If you have questions about this please view the video about Open Access at <http://www.bu.edu/buniverse/view/?v=17FmMT1Lr> and contact the OpenBU & ETD Program Librarian, Eleni Castro, at elenic@bu.edu.

4.6 Embargoes

A graduate student's final work is a significant contribution to their field of study. A chief purpose of disseminating theses and dissertations is to share the benefits of research among scholars. However, in some cases an embargo may be necessary. Students may request an embargo on a thesis or dissertation restricting its availability by following the procedures described below.

4.6.1 Availability of Submission

Theses/dissertations will be available from two sources: ProQuest (PQ), the official Library of Congress archive of U.S. theses and dissertations, and OpenBU (IR), the University's open access institutional repository. The full work will not be accessible from either source until the embargo expires. Descriptive information, including citation and abstract, will be publicly available in OpenBU and in search engines. If you have any questions about this, please contact the OpenBU and ETD Program Librarian, Eleni Castro, at elenic@bu.edu.

During the embargo period any requests to read the work will require the author's written permission. Requests to read the manuscript will be forwarded to the author at their BU email address. It is the author's responsibility to respond to such requests.

4.6.2 Length of Initial Embargo

Embargo length is indicated in two locations in the ETD Administrator: PQ publishing options and IR publishing options. The ETD Administrator default options for the initial embargo are six months, one year, or two years. Students who are recommended to request a longer embargo (e.g., by the American Historical Association) should first select the two-year option in the ETD Administrator. The embargo request letter (see section 4.6.3) should then specify the longer term required. The initial embargo may extend for up to seven years. However long the embargo requested, if you want to

renew it before it expires, then you must contact the Mugar thesis/dissertation coordinator. You may renew for up to five more years. If you do not contact the coordinator, your embargo will lapse.

Students from Theology or the Goldman School of Dental Medicine do not contact the coordinator to renew their embargoes. They contact the responsible person in either the Theology or Alumni Medical libraries.

4.6.3 Embargo request letter required

When an embargo is needed, an embargo request letter must be submitted via the ETD Administrator along with the manuscript. The letter must include:

- your name,
- the title of the thesis or dissertation,
- the reason for the delay,
- the embargo length requested,
- contact information, and
- signatures of both the student and the major advisor/first reader,
- and, if necessary, any other required signature.

Individual schools or colleges may require additional review of embargo request letters. Please check with your school or college. As of December, 2018:

- GMS embargo request letters must also include the signed permission of the Associate Provost, Graduate Medical Sciences.
- GRS embargo request letters must also include the signed permission of the Associate Dean of the Graduate School of Arts & Sciences.

The embargo request letter is uploaded by the thesis/dissertation coordinator to the Administrative Documents section of your ProQuest online form later in the submission process. The embargo/restriction starts the day the Thesis/Dissertation Coordinator delivers the submitted thesis or dissertation PDF to ProQuest.

4.6.4 Reasons for an embargo

Embargoes may be requested for a variety of reasons, including, but not limited to:

- sensitive material that cannot be published safely or appropriately at the time;
- plans to publish with a publisher who will not consider openly accessible works for publication;
- material under a third party's copyright for which permissions have not been obtained, and which cannot be easily included in a supplemental file submitted with the main work;
- patentable material.

4.7 Bound personal copies

As noted above, ProQuest offers hardcover or softcover copies at full size or reduced size at varying prices, and offers an “Author’s Discount” both at the time of submission and in the future. Note, however, that print copies can be ordered via the ETD Administrator only the first time you log in. Discounts apply if you order 3-4 or more copies. If you wish to print personal copies yourself and have them bound, the following company has informed us that they can provide binding services:

Acme Binding	(617) 242-1100
80 Cambridge Street	(800) 242-1821
Charlestown, MA 02129-0212	http://acmebinding.com/

SOURCES AVAILABLE FOR WRITERS OF DISSERTATIONS AND THESES

Questions? Please contact:

Brendan McDermott
Thesis/Dissertation Coordinator
Mugar Memorial Library, Room 306 theses@bu.edu / (617) 353-9387
<http://www.bu.edu/library/profile/mcdermott-brendan/>

The staff of the IT Help Center, <http://www.bu.edu/tech/about/help-center/>, may be able to assist you with computer, software, or word processing questions.

Visit IT Help Center, locations at: 1st Floor, Mugar Memorial Library or
179 Amory Street, West Campus

Or contact them:

Online at <http://www.bu.edu/tech/contact>
By email at ithelp@bu.edu
By phone at 617-353-HELP (353-4357)

LaTeX users may find useful “MS Thesis & PhD Dissertation Latex Template”, provided by Professor Janusz Konrad of the Electrical and Computer Engineering Dept. Located at: <http://www.bu.edu/eng/departments/ece/resourcesforcurrentstudent/ece-ms-and-phd-thesis-prep/ms-thesis-phd-dissertation/>

Consult the Boston University Libraries Research Guide Theses & Dissertations: Resources for information regarding locating dissertations and theses and for guidance about writing a dissertation or thesis.

Found at: <http://library.bu.edu/friendly.php?s=dissertations>

Boston University Libraries Research Guides may be useful for research guidance.

Found at: <http://www.bu.edu/library/research/guides/research-guides/>

Updated: November 7, 2019

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 Heading for Doctoral dissertation

Abstract Heading for Master's thesis

Sample letter requesting permission to use copyrighted material

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[Use official school name from attached list]

SCHOOL OF CANDIDATE

Dissertation

**THE TITLE OF THE DOCTORAL DISSERTATION IN ALL
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by

YOUR NAME IN ALL CAPITALS BOLD AND CENTERED

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

B.A., University of Jupiter, 2007
A.M., Andromeda University, 2012

[Enter YOUR degree(s). These degrees are just for example]

Submitted in partial fulfillment of the
requirements for the degree of

[Year degree officially conferred, not when you defended or submitted the dissertation]

Doctor of _____

202_

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BOSTON UNIVERSITY

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SCHOOL OF CANDIDATE

Thesis

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by

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

A.A., University of Jupiter, 2007
B.A., Andromeda University, 2012

[Enter YOUR degree(s). These degrees are just for example]

Submitted in partial fulfillment of the
requirements for the degree of

[Year degree officially conferred, not when you defended or submitted the thesis]

Master of _____

202_

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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

QUESTROM SCHOOL OF BUSINESS

SARGENT COLLEGE OF HEALTH AND REHABILITATION SCIENCES

(Note: This is the name to use for Sargent College. Do NOT use “College of Health and Rehabilitation Sciences – Sargent College”)

SCHOOL OF MEDICINE

SCHOOL OF PUBLIC HEALTH

SCHOOL OF THEOLOGY

WHEELLOCK COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

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First Reader

[Do not put 'Dr.' before any reader's name. The doctoral degree initials after the name already indicate that.]

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.
Assistant Professor of
Harvard University

Fourth Reader

Name of Fourth Reader, Ph.D.
Lecturer in
Massachusetts Institute of Technology

[NOTE: It is assumed that any reader is B.U. faculty unless you indicate she or he is from another university or college.]

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*[A Roman numeral does **not** appear at the bottom center of this page, although the page counts as page iii]*

[The first page on which a number appears is page iv, which is usually either the Dedication or Acknowledgments. If you have neither, then the Abstract is the first numbered page.]

THE TITLE OF THE DOCTORAL DISSERTATION

IN ALL CAPITAL LETTERS, BOLD

AND CENTERED

**YOUR FULL NAME (FIRST LAST) IN ALL CAPITAL LETTERS, BOLD AND
CENTERED**

Boston University School of Author, 202_

Major Professor: Enter 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. There is no
longer a word limit on the length of the abstract, but please be concise.

*[Insert a lower case Roman numeral at the bottom center
of this page. Set the Footer to .75". Check to see if there
are any blank lines or extra spacing in the Footer that
might push the page number up higher than .75"]*

THE TITLE OF THE MASTER'S THESIS IN ALL

CAPITAL LETTERS, BOLD AND CENTERED

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ABSTRACT

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[Name and address of addressee]

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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: _____