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 permission to use copyrighted material
BOSTON UNIVERSITY

SCHOOL OF CANDIDATE

[Use official school name from attached list]

THE TITLE OF THE DOCTORAL DISSERTATION IN ALL CAPITAL LETTERS BOLD AND CENTERED

by

YOUR NAME IN ALL CAPITALS BOLD AND CENTERED

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

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

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

Submitted in partial fulfillment of the requirements for the degree of

Doctor of __________

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

20__

[A Roman numeral does not appear at the bottom center of this page, although the page counts as page i]
BOSTON UNIVERSITY

SCHOOL OF CANDIDATE

The Title of the Master’s Thesis in All Capital Letters Bold and Centered

by

Your Name in All Capitals Bold and Centered

A.A., University of Jupiter, 2012
B.A., Andromeda University, 2018

Submitted in partial fulfillment of the requirements for the degree of

Master of __________

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

[A Roman numeral does not appear at the bottom center of this page, although the page counts as page i]
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
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
WHEELOCK COLLEGE OF EDUCATION & HUMAN DEVELOPMENT
Approved by

First Reader

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

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

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.]

[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, 20__

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.
THE TITLE OF THE MASTER’S THESIS IN ALL CAPITAL LETTERS, BOLD AND CENTERED

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

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”]
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[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/master’s thesis at Boston University entitled “_____.” I would like your permission to reprint in my dissertation/thesis excerpts from the following:

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

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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:

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[Type name of addressee below signature line]

Date: _________________________