

Binding\$25.00 per copy
Microfilm.....\$65.00/\$160 (PhD)
Microfilm.....\$55.00/\$150 (Masters)
Copyright.....\$65.00 (optional)
Pockets (CD's).....\$15.00 per copy (optional)

THESIS AND DISSERTATION
MANUAL

The Graduate School
University of New Hampshire

Revised
September 2009

FOREWORD

Every thesis and dissertation accepted as part of a graduate degree program at the University of New Hampshire is deposited in the Dimond Library's permanent collection. Because theses and dissertations are written in a variety of disciplines, the Graduate School has not prescribed a particular style manual to be followed, as long as the style chosen is appropriate to the student's field of study. However, the Graduate School has adopted standards for form and organization. These standards are set forth in this manual and must be met if the thesis or dissertation is to be accepted.

Table of Contents

FOREWORD	2
INTRODUCTION	4
CHAPTER I: PREPARATION OF THE THESIS	5
Preliminary Steps	5
Dissertation Requirements	6
Organization of the Thesis	7
Type Style	7
Margins	8
Spacing	8
Pagination	8
Headings	9
Footnotes	10
Use of Copyrighted Materials	10
Charts, Graphs, Tables, Figures	10
Photographs	11
Facing Pages	11
Oversize Pages	11
Bibliography or List of References	12
Appendices	12
Two Volume Thesis	13
Two Part Thesis or Dissertation	13
Human Subjects	13
Animal Research	14
CHAPTER II: PAPER/PRINT QUALITY	15
Paper Quality	15
Print/Duplication Processes	15
Corrections	15
CHAPTER III: FINAL STEPS	16
Thesis Review Process	16
Submission of Final Copies	16
Binding	17
Fees	17
Microfilming and Copyrighting	18
Survey of Earned Doctorates	18
Publication of Thesis	19
APPENDICES	20
SAMPLE MASTER’S TITLE PAGE	21
SAMPLE PhD TITLE PAGE	22
SAMPLE COPYRIGHT PAGE	23
SAMPLE MASTER’S SIGNATURE/APPROVAL PAGE	24
SAMPLE PhD SIGNATURE/APPROVAL PAGE	25
SAMPLE TABLE OF CONTENTS	26
SAMPLE ABSTRACT	27
Masters Student Thesis Binding Checklist	28
PhD Student Dissertation Binding Checklist	29

INTRODUCTION

A thesis or dissertation is an accurate report of the process followed and the results of original research conducted by a student in partial fulfillment of the requirements for a graduate degree. The thesis or dissertation should be presented in a manner which will reflect credit on the student, the department, and the University. This manual is to serve as a general guideline for writing and formatting the thesis document. The term “thesis” is used throughout this manual to refer to both the master’s thesis and the doctoral dissertation.

Students are reminded that, in cooperation with their advisers, they are responsible for complying with all of the regulations concerning the selection and approval of thesis topics, the appointment of committees, the filing of an Intent to Graduate, and the submission of the final thesis as stipulated in the Graduate Catalog. The manner in which the research is conducted and presented in the thesis is the responsibility of the student, the thesis adviser, and the committee.

Students are also reminded that prior to starting research involving **human subjects they must have written approval by the Institutional Review Board (IRB), while animal research must have written approval by the Animal Care and Use Committee (ACUC)**. A copy of the approval letter is required and must be included as an appendix in the thesis/dissertation.

CHAPTER I: PREPARATION OF THE THESIS

Preliminary Steps

The students often find the writing of the thesis, particularly getting the thesis in an acceptable form, as, or more difficult than, conducting the research. In preparation for writing the thesis, students should consult the leading journals or technical style manuals used in their fields, and such standard manuals as The Chicago Manual of Style 14th ed., (Chicago: University of Chicago Press, 1993); Kate L. Turabian, A Manual for Writers and Term Papers, Theses, and Dissertations, 6th ed., revised, (Chicago: University of Chicago Press, 1996); The MLA Handbook for writers of Research Papers, Theses and Dissertations, (Modern Language Association of America, 5th ed., 1999); Publication Manual of the American Psychological Association, 5th ed., (Washington: American Psychological Association, 2001); Edward J. Huth, Scientific Style and Format: The CBE Manual for Authors (Cambridge University Press, 6th edition, 1994), The ACS Style Guide: A Manual for Authors and Editors, Janet Dodd, editor.

Refer to the manuals cited above for questions on the presentation of data, references, bibliography, etc. A number of manuals that provide guidance in writing accurately and effectively using the English language are also available. Two of these are Follett, Wilson, Modern American Usage: A Guide (American Hill & Wang, rev. 1998) ; and Strunk, William, Jr., and White, E.B, The Elements of Style, 4th ed., (Allyn and Bacon, 2000).

Students should also become thoroughly familiar with this manual as all requirements presented here must be met if the thesis is to be accepted by the Graduate School.

Students are cautioned not to consult bound copies of theses for answers on formatting issues. While bound copies may provide ideas for possible procedures, rules may have changed or specific exceptions approved. If you have a question, ask the Graduate School's thesis clearance adviser.

The Graduate School is the final authority on all matters related to form that are not resolved by material in this manual.

Students are strongly urged to bring thesis drafts to the Graduate School for review prior to submitting final copies for binding. While this is not required, Theses/Dissertations that are submitted for

binding with formatting errors will NOT be accepted. Please see Chapter III for more information about the review process.

Dissertation Requirements

All dissertations must include an acknowledgement of funding sources used to support the research that is reported, including both University awards (e.g., a Graduate School Dissertation Fellowship) and external grants and contracts.

The use of reprints or preprints within the body of a dissertation is generally discouraged, especially those that are multi-authored. When a reprint or preprint is used, the dissertation author must also be first or sole author, and the article must be fully integrated into the text of the dissertation, with the appropriate introduction of the material, a description of its relation to other sections of the dissertation, and a specific description of the dissertation author's role in the research presented in the reprint/preprint.

Any deviation from dissertation formatting requirements must be requested at the time of the submission of the dissertation proposal, or at least one year prior to the anticipated completion date of the dissertation, and approved by the student's dissertation committee as well as the Graduate School.

The Graduate School is responsible for seeing that policies are followed and assisting students in the final preparation of their theses to insure the highest standard of quality. The primary formatting concerns which the Graduate School reviews are: organization, neatness, mechanical correctness and consistency.

Organization of the Thesis

A thesis is made up of three main parts: preliminary pages, text, and references.

Preliminary Pages

- Title page (roman numeral i assigned but not typed)
see appendix for sample
- Copyright page (if needed, roman numeral assigned, but not typed) see appendix for sample
- Signature/Approval page (roman numeral assigned not typed) see appendix for sample
- Dedication page (optional)
- Acknowledgements (required for PhD, Masters optional)
- Preface or Foreword (optional)
- Table of Contents (see appendix for sample)
- List of Tables
- List of Figures
- Abstract (required for all students)
(see appendix for sample and instructions)

Text*

- Introduction (if any), or Chapter I through the last page of text. **Must begin with page 1**

Reference*

- Bibliography or List of References**

Appendix*

- Appendix or Appendices (if any) **
may precede or follow
Bibliography or List of References
- In Research involving Human Subjects and/or vertebrate animals documentation of prior approval by the Institutional Review Board for the Protection of Human Subjects and/or the Institutional Animal Care and Use Committee is required. Alternatively a letter from the relevant Board/Committee describing why such approval was not required may be acceptable.

***These pages are numbered consecutively with Arabic numerals beginning with page 1 and continuing through the last page of the thesis. (Please see Pagination on the next page for more information)**

****Separation sheets for Bibliography see p. 9 or List of References or Appendices are optional**

Type Style

The Graduate School does not prescribe any style of type, although the selected style must be **consistent** throughout the thesis. Recommended size is 12 point but not less than 10. Preferred fonts include Arial, Helvetica or Century Gothic. If you choose to use Times Roman, then 12 font is preferred.

Symbols in equations and figures may be hand lettered if done neatly and legibly. Hand lettering which is not legible will not be accepted. Hand lettering must be in black, opaque ink. It is recommended that the printer used for preparing the original copy which can then be duplicated, be of high quality, such as a laser printer. Bubble jet and inkjet printers are not acceptable. Check with the Graduate School's thesis clearance adviser. Be sure to have the sample for him/her to examine.

Margins

Margin size is **crucial** to ensure proper binding. Margins are 1-1/2" on the left and 1" at the bottom and right. On the first page of a chapter or major section, the top margin is 1-1/2". On all other pages, the top margin is 1". The margins of facing pages (if any) are reversed. Hence, 1" left margin and 1-1/2" right margin. Margins must be exact or text may get cut off in the binding process.

Spacing

The text of the thesis must be double-spaced. Footnotes, Bibliography or List of Reference entries, table and figure captions, and the data within tables are all single-spaced. Footnotes and Bibliography or Reference List entries are separated by a double space. Lengthy descriptions in the Appendix may be single-spaced.

Quoted material of more than 4-1/2 lines in length should be set off from the text by single spacing without quotations. The quote is indented in its entirety four spaces from **both** the left and right margins of the text.

Pagination

A page number in some form must appear on every page of the thesis **with the exception of the title page, signature/approval page and copyright page (if copyrighting.)** These pages are counted, but the actual page number does not appear. Preliminary pages should be numbered with **small Roman numerals**. After the preliminary pages all pages are consecutively numbered using Arabic numbers beginning with the first page of the text (Chapter 1 or Introduction), including the Bibliography and Appendices. The first page of actual text is page 1, regardless of how many preliminary pages there are. Please be consistent with the placement of all page numbers, making sure they are four lines from the edge

of the page. Here is a link to the most frequently asked question: [How to put a portrait page number on a landscape page](http://word.mvps.org/FAQs/Formatting/LandscapeSection.htm)

<http://word.mvps.org/FAQs/Formatting/LandscapeSection.htm>

Each page must contain a minimum of two lines of typing. Please remember that the thesis/dissertation pages are one sided.

Headings

Headings represent the major division and subdivision of the thesis. Each chapter should be capitalized and centered. Below is an example of acceptable heading spacing:

CHAPTER I – 1-1/2” from top of page
(triple space)

THE CAPITALIZED TITLE OF THE CHAPTER
(triple space)

Text or subheading

It is permissible to have a division entitled INTRODUCTION before beginning the first numbered Chapter but each subsequent division must be properly labeled and numbered as a Chapter. If Introduction is used, it should be centered and CAPITALIZED, 1-1/2” from the top of the page.

For the purposes of most theses, more than three levels of subheadings are usually unnecessary. It is recommended that subheadings appear as follows:

First Level Centered, Bold, and Underlined

Second Level to the Side and Underlined - with the first letter of all-important words capitalized.

Third Level - Is an underlined heading beginning at the paragraph indentation, followed by a period and the text.

The first word and any proper nouns are capitalized. If a first or second level subheading is used, please double space before beginning the text. In some cases liberties may be taken with the spacing of headings as long as the writer is consistent throughout the document. Students are encouraged to contact the Graduate School if they are unsure whether their spacing will be acceptable. The overall use of headings must be consistent throughout the thesis.

Footnotes

Footnotes, if appropriate to the style manual being followed, are normally placed on the bottom of the page on which the reference is made. A solid line two inches long should be typed between the text and the beginning of the first footnote. This line should be one line space below the end of the text and followed by a double space. Consistency is required in the use of footnotes and should follow a standard style manual. Footnotes are single spaced with double spacing between each footnote. They must adhere to the 1-1/2" left margin and 1" right margin specifications.

Footnotes may also be placed at the end of the thesis or at the end of each chapter. If footnotes are placed at the end of the thesis, they are normally referred to as reference notes. If footnotes are placed at the end of a chapter, they are referred to as chapter notes. Footnotes may be numbered consecutively throughout the thesis or, if used as chapter notes, numbered consecutively within each chapter.

Use of Copyrighted Materials

When any copyrighted material is used extensively (normally over 200 words, although this can vary from publisher to publisher), the author of the thesis must, for his or her own protection, obtain written permission from the copyright owner (usually the publisher). You must always seek written permission to quote a table, figure chapter, etc., presented in its entirety. Publishers, particularly publishers of academic works, are usually quite willing to grant permission and normally handle such requests quickly.

Charts, Graphs, Tables, Figures

Illustrative materials included in the body of the thesis must be on paper that meets the specifications described on page 12 of this manual.

Illustrative material that must be drawn in ink or hand lettered can be reproduced satisfactorily on microfilm provided the ink is opaque and black. Color materials may be used in the thesis, however the copy submitted for microfilming must be entirely black and white, so some key should be used on maps, graphs, etc., in cases where color is significant. Each figure, chart, or graph must be numbered and

captioned and the caption must appear on the same page as the figure, chart, graph, etc. unless facing pages are used.

Photographs

Ideally, each photograph should have a full range of contrast from true black to pure white. UNH Media Services can reproduce black and white photographs on thesis paper, which can be bound directly into the thesis and is preferred over dry mounting. Color photographs may be used in the thesis, although their use is discouraged unless a full range of contrast is accomplished. It is possible to get color photographs scanned on acceptable thesis paper with minimal loss of color contrast. All copies must contain original photographs or photographs reproduced on thesis paper. It is best to check all processes with the Graduate School prior to submitting your final copies. If reproducing photographs on thesis paper cannot be accomplished, then dry mounting is required. Required margins must be observed at all times. Slides are not permitted. It is advisable to check with the Graduate School if photographs are to be used.

Facing Pages

A facing page is acceptable for labeling photographs, tables, charts, figures, etc., although it is preferred that such information appear on the same page as the material described. The page on which the table, photographs, etc., appears must also be labeled. If facing pages are used, they are numbered as a separate page in the text. The margins are reversed. Hence, the left margin is 1" and the right margin is 1-1/2".

Oversize Pages

If charts, graphs, maps, tables, or computer printouts that are larger than the standard page size of the thesis they should be carefully folded into the manuscript, with the fold at least 1/4" in from the right-hand edge of other pages to avoid trimming in binding. However, such oversize pages complicate microfilming, and it is recommended that they be avoided in doctoral dissertations unless absolutely necessary. Test various layouts for a chart or table to see if it can be placed on a standard page, or use a photographic reduction of the graphic material. In any event, make as few folds as possible. Required margins must be observed. Pockets are available for material that cannot be produced on thesis paper and computer disks. Check with the Graduate School's thesis advisor for further information.

Bibliography or List of References

Each thesis must include a complete bibliography or list of references at the end of the manuscript. In scientific writing, the Reference format (References, List of References, Literature Cited, List of Works Cited) is usually preferred. This format consists of placing, at the end of the thesis, a single listing of sources actually cited, compiled either alphabetically or numerically.

In nonscientific fields, the Bibliography format (Bibliography, Selected Bibliography, Annotated Bibliography, or Sources Consulted) is usually preferred and provides for entries in addition to those actually cited in the text. The Bibliography is alphabetized and may be divided into sections such as Books Published, Unpublished Works, etc.

Entries in the Bibliography or List of References are single spaced with a double space between entries. The format for entries usually follows the Style Manual accepted by the major journals in the student's field of study. The style selected must be used consistently throughout the thesis. In the field of history, it is acceptable to present the Bibliography in a narrative format.

The Bibliography or List of References may be set aside from the text by a separation sheet with the upper-case word(s) **BIBLIOGRAPHY** or **LIST OF REFERENCES** centered on the page. A page number is assigned to the separation sheet and it is the page number cited on the Table of Contents.

Appendices

If it is necessary to include an Appendix or Appendices, it may either precede or follow the Bibliography or List of References depending on the style of the major field, and may be preceded by a separation sheet with the word **APPENDIX** (or **APPENDICES**) typed in all capitals and centered on the page. A page number is assigned to the separation page(s) and the number assigned is the one shown on the Table of Contents. Original data and supplementary materials such as tables and figures that the author does not wish to include in the text may be included in the Appendix. This material can be grouped under different headings and classified as Appendix A, Appendix B, etc. It is not necessary, however, to have a separation sheet for each individual appendix. If separation pages are used for one appendix, they must be

used for all appendices. The headings for each appendix are typed in the same manner as a chapter number and title. Appendices may include content that is single-spaced.

Two Volume Thesis

If a thesis is 500 pages or over 3” thick, including preliminary pages and allowing for any extras such as photographs, foldout pages, etc., it must be bound in two volumes. The break between the two volumes must be at the end of a chapter and should be divided as nearly as possible into two equal parts. **Each volume contains a Title Page and a Table of Contents.** The title page for each volume specifies the volume and chapters included in the volume. The Table of Contents for Volume I lists the material contained in the entire thesis (both volumes). The pagination is continuous from Volume I through Volume II. The Title Page and Table of Contents page in Volume II are assigned Arabic numerals.

Two Part Thesis or Dissertation

In some departments, a student may do research on two or more generally related areas which would be difficult to combine into a single well-organized thesis. The solution is the two (or more) part thesis. In a two part thesis, each part is usually considered a separate unit with its own chapters, Bibliography or List of References, and Appendix (if necessary); it may, however, have a combined Bibliography or List of References or Appendix. The pages of a two-part thesis are numbered consecutively throughout the entire thesis. (Therefore, the first page of Part II is not page 1.) The chapter numbering begins with CHAPTER I for each part, or the chapters may be numbered consecutively. Each part must be preceded by a separation sheet listing the appropriate number and title. Since a page number is allowed for each of these separation sheets, the first separation sheet becomes page 1 and the first page of Part I, Chapter I, is page 2. A two – part thesis has **one title page, one Table of Contents, one abstract, one list of figures, and one list of tables.**

Human Subjects

Any University of New Hampshire graduate student whose research involves the use of human subjects must submit his/her research protocol to the UNH Institutional Review Board (IRB) and receive

written, unconditional approval PRIOR to starting any activities involving human subjects. This includes research involving surveys, questionnaires, oral histories, and interviews, whether conducted in person, over the telephone or via the mail.

Conducting human research projects without IRB approval is a violation of University policy. Research projects involving human subjects will not be accepted by the Graduate School without proof of IRB approval. Application materials are available from the Office of Sponsored Research (Service Building) or on-line at <http://www.unh.edu/osr/compliance/irb.html>

It is the researcher's responsibility to see that materials are properly completed, signed by the appropriate parties, submitted in a timely manner, and that he/she receives the approval prior to commencing the research. **A copy of the IRB approval letter must be included in all copies of a dissertation or thesis and this is treated as an appendix.**

Animal Research

Any University of New Hampshire graduate student whose research involves the use of vertebrate animals must submit his/her research protocol to the UNH Institutional Animal Care and Use Committee (IACUC) and receive written, unconditional approval PRIOR to starting any activities involving vertebrate animals.

Conducting research involving vertebrate animals without IACUC approval is a violation of University policy. Research projects involving vertebrate animals will not be accepted by the Graduate School without proof of IACUC approval.

Application materials are available at the Office of Sponsored Research (Service Building) or on-line at <http://www.unh.edu/osr/compliance/iacuc.html> It is the researcher's responsibility to see that materials are properly completed, signed by the appropriate parties, submitted in a timely manner, and that he/she receives approval prior to commencing the research. **A copy of the IACUC approval letter must be included in all copies of a dissertation or thesis and this is treated as an appendix.**

CHAPTER II: PAPER/PRINT QUALITY

Paper Quality

The paper quality of every page of the copy required by the Graduate School for binding **must** be at least **25%** cotton, 20-or 24 pound, **acid-free** white bond paper with a smooth finish. **This includes the signature/approval page with original signatures.** This ensures that copies will not deteriorate rapidly. Erasable, glossy, or colored paper is **not** acceptable. Theses on unapproved paper will **not** be accepted. Personal copies can be submitted for binding on non-thesis paper as long as the paper meets the standards set by this manual.

Print/Duplication Processes

Print must be letter quality-dark, crisp, clear, and straight on the pages. If at all possible a laser printer should be used produce the text. If photographic copies are used (graphs and maps) care must be taken to insure an acceptable (clear and crisp) copy. Inferior copies will not be accepted.

The manner in which copies are reproduced is up to the student. The student should check with their preferred copy service to see what their requirements are. The UNH MUB copy center prefers that the document file is supplied to them in PDF format. **Note: Students are responsible for all printing and binding costs.**

Corrections

Corrections must be made using your computer. Liquid paper is **never** acceptable on the submitted copies or on the signature pages.

CHAPTER III: FINAL STEPS

Thesis Review Process

Before the final copies are made, the original should be checked for format by the Graduate School. While a format check is not mandatory it is strongly advised. The University of New Hampshire has certain standards that all students submitting final manuscripts must follow. The binding company also has certain standards that the Graduate School must adhere to in order for them to bind the documents that we submit to them.

To have a thesis/dissertation reviewed for formatting a hard copy must be dropped off or delivered to the Graduate School office. The formatting will be checked thoroughly and any errors will be noted. The student will then be notified via email of any errors that need to be corrected and they will then be able to come and pick up the reviewed copy from our office if they wish. Please note that the Graduate School does not review the content or spelling of the theses or dissertations. It is the responsibility of the student and his or her department to make sure that the thesis or dissertation is void of any spelling or grammar errors and that the document meets the specific style guidelines set by the department.

Theses and Dissertations submitted for binding with formatting errors will not be accepted. The errors will have to be corrected, at the cost of the student, and the copies resubmitted to the Graduate School before the deadline. Theses/ Dissertations will be accepted for review no later than the posted deadline for format review, which is posted on the graduate calendar and available via <http://www.gradschool.unh.edu/home/calendar.html>. The deadline for format review is usually 3 weeks prior to the final copy submission deadline. Under no circumstances will Theses/Dissertations be accepted for review after this point.

Submission of Final Copies

ONE copy of the approved thesis ready for binding printed on quality thesis paper must be submitted to the Graduate School **PLUS** one black and white copy on quality bond for microfilming. The

specific deadline for submission for each commencement date is published in the Graduate School calendar at <http://www.gradschool.unh.edu/home/calendar.html>

While each copy submitted must include a signed signature/approval page, the copy required by the Graduate School must include a signature/approval page with original ink signatures. All students, both Master's and Doctoral candidates must submit a **black and white** copy of their entire thesis/dissertation on 20lb white paper for use in Microfilming. The copy **MUST** be black and white to be accepted. We also require that you submit two extra copies of your title page and abstract as well as an extra copy of your signature page (a photocopy is fine) for our records.

Some departments may require additional copies of the thesis. These copies, along with any personal copies that you want bound must be submitted with the copies required by the Graduate School. **Please refer to the PhD or Master's checklist at the end of this document for additional information.**

Binding

The student is responsible for the cost of binding **ALL** thesis copies required by the Graduate School and his/her program as well as well as any personal copies ordered. If additional copies are submitted for binding, other than the one copy required by the Graduate School, it is the student's responsibility to inform his/her major department of the distribution of those extra copies. When copies are returned from the bindery, usually 8-10 weeks after the graduation date, the Graduate School's Academic Counselor sends them to the Graduate Program Coordinator in the appropriate department. Please ensure that the Coordinator is informed of your wishes regarding the distribution of copies.

Fees

All fees are the responsibility of the student and must be paid in full at the time the final copies are submitted to the Graduate School. The current fee schedule is printed on the Title Page of this manual. Cash and checks are acceptable forms of payment and all fees are subject to change without notice. Please note that the Graduate School does **NOT** accept credit cards. If a student's department is willing to pay for the cost of binding in whole or in part then the Graduate School must be supplied with a letter/email from the department that includes the PO number to be used and grants us authorization to charge the account.

Microfilming and Copyrighting

All Master's and Doctoral students are **required** to have their thesis/dissertations microfilmed by ProQuest, Ann Arbor, Michigan. Thesis/Dissertations are microfilmed and offered for sale by ProQuest only within the limited specifications of the agreement between the student and ProQuest. This agreement does not prevent a student from granting other publishing rights. **Students must download and fill out a UMI Publishing Agreement Form before submitting their final copies.** The agreement can be found at <http://www.il.proquest.com/dissertationagree/>. Students can access the form by using the user name: dissertations and the password: publish. ProQuest also offers master's and doctoral students the option of registering the copyright of their thesis/dissertations. If you wish to have your thesis/dissertation copyrighted you will need to fill out the Copyright Registration Form that is included in the publishing agreement.

Important Note

If a thesis or dissertation is copyrighted, an extra page **must** be inserted in the thesis **after the title page**. A sample copyright page can be found in the Appendix. The copyright page is assigned page number ii, although the ii is **not** typed. You will also be responsible for paying the copyright fee.

MFA Students

Student's who are writing novels as the final requirement for their Masters of Fine Arts in Writing degree do not need to have their novels microfilmed. Thus, they will not need to submit the publishing agreement or the black and white copy for microfilming.

Survey of Earned Doctorates

All doctoral candidates are required to complete a Survey of Earned Doctorates form for the National Research Council. The Graduate School has hard copies of this form available in their office or the form can be found online at norc.org/projects/Survey+of+Earned+Doctorates.htm.

Publication of Thesis

If a thesis or any portion of it is to be published, credit that the research was from a thesis submitted to the Graduate School at the University of New Hampshire as part of the requirements for completion of the master's or doctoral degree should appear.

NOTE: The Appendices below include sample pages for use when constructing your thesis/dissertation. Please also pay close attention to the checklists at the end of this document as they will be helpful when submitting your final copies to the Graduate School for binding.

APPENDICES

SAMPLE MASTER'S TITLE PAGE

TITLE IN CAPITAL LETTERS

Centered Within Prescribed Margins

BY

STUDENT'S NAME

Baccalaureate Degree(s) (BA BS, etc.), College, Year Awarded

THESIS

Submitted to the University of New Hampshire
in Partial Fulfillment of
the Requirements for the Degree of

Master of *

in

Major

Month, Year**

**Arts, Science, Education, Arts in Teaching, Liberal Studies or Adult and Occupational Education*

***Month (May, September, December), year of Graduation*

SAMPLE PhD TITLE PAGE

TITLE IN CAPITAL LETTERS

Centered within Prescribed Margins

BY

STUDENT'S NAME

Baccalaureate Degree(s) (BA BS, etc.), College, Year Awarded

Master's Degree (if any), College, Year Awarded

DISSERTATION

Submitted to the University of New Hampshire

in Partial Fulfillment of

the Requirements for the Degree of

Doctor of Philosophy

in

Major

Month, Year*

**Month (May, September, December), year of graduation*

SAMPLE COPYRIGHT PAGE

*THIS PAGE SHOULD BE USED ONLY IF AN OFFICIAL
STATUTORY COPYRIGHT HAS BEEN FILED.*

ALL RIGHTS RESERVED

© Year

Author's Name

SAMPLE MASTER’S SIGNATURE/APPROVAL PAGE

This thesis has been examined and approved.

Thesis Director, Faculty Name, Title (includes discipline)

Faculty Name, Title (includes discipline)

Faculty Name, Title (includes discipline)

Date

NOTE:

Each thesis copy submitted to the Graduate School MUST include a signature page

This committee must have been officially approved by the Dean of the Graduate School, prior to defense of the thesis.

Type out each faculty member’s full name and title under the line or the signature. The title must be as it appears in the Graduate Catalog. For Non-UNH committee members, please include their title and affiliation.

Original signatures on thesis paper are required for the Graduate School copy.

SAMPLE PhD SIGNATURE/APPROVAL PAGE

This dissertation has been examined and approved.

Dissertation Director, Faculty Name, Title
(includes discipline)

Faculty Name, Title (includes discipline)

Faculty Name, Title (include discipline)

Faculty Name, Title (includes discipline)

Faculty Name, Title (includes discipline)

Date

NOTE: Each dissertation copy submitted to the Graduate School MUST include a signature page

This committee must have been officially approved by the Dean of the Graduate School, prior to the defense of the dissertation (normally at the time of advancement to candidacy).

Type out each faculty member's full name and title under the line for the signature. The title must be as it appears in the Graduate Catalog. For Non-UNH committee members, please include their title and affiliation.

Original signatures on thesis paper are required for the Graduate School copy.

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

DEDICATIONiii
ACKNOWLEDGEMENTSiv
PREFACE OR FOREWORDv
LIST OF TABLESvii
LIST OF FIGURESviii
ABSTRACTix

CHAPTER	PAGE
INTRODUCTION.....	1
I. CHAPTER TITLE	4
Subheadings	6
II. CHAPTER TITLE.....	13
Subheadings	13
III. CHAPTER OR SECTION TITLE	23
Subheadings	23
IV. CHAPTER TITLE	28
Subheadings	28
V. CHAPTER TITLE.....	32
Subheadings	32
BIBLIOGRAPHY OR LIST OF REFERENCES	36
APPENDIX (CES).....	38
APPENDIX A TITLE.....	39
APPENDIX B TITLE.....	41

SAMPLE ABSTRACT

ABSTRACT

TITLE IN CAPITAL LETTERS AND
CENTERED OVER TEXT

by

Student's Name

University of New Hampshire, Month, Year*

An abstract of the thesis is required of all students and must be bound into each copy of the thesis immediately preceding the text (see sample of Table of Contents). Two extra copies of the abstract and title page are also required. One copy of the abstract is for eventual publication by ProQuest. One copy is for the Graduate School files.

The body of the abstract should be double spaced and **no more than 350 words in length for PhD students and no more than 150 words for Masters students**. ProQuest will not publish abstracts over this limit. This abstract should accurately and sufficiently describe the contents of the thesis. Normally, the abstract should state the problem, the methods and procedures used, and the main results or conclusions. Whenever possible, authors of scientific and engineering theses should use word substitutes for formulas, symbols, superscripts or subscripts, Greek letters, etc. No tables or figures should be included.

**Month (May, September, December), year of graduation.*

Masters Student Thesis Binding Checklist

When you come in to drop your copies for binding you will need:

[] **One** copy of your entire dissertation on thesis paper (see manual for details on paper quality) with committee members' **original signatures** on the signature/approval page. This copy is for the Graduate School and will not be returned to you.

[] **One** black and white copy of your entire thesis on good quality white paper for microfilming. This copy must be clearly identified. This copy is for microfilming only and will not be bound or returned.

[] **One** completed Master's Thesis Publishing Agreement (available online only)

<http://www.il.proquest.com/dissertationagree>

Username: dissertations

Password: publish

[] **Two** photocopies of your title page and abstract page (**1** of the abstract page must have your **advisor's name** typed out under University of New Hampshire.)

[] **One** extra copy of your signature/approval page for our records. A copy is fine.

[] **As many** hard copies of your entire thesis that you would like bound for yourself, your department, family, or friends. Each copy must contain a signature page (a copy is fine) and must be on good quality 20lb white paper (thesis paper accepted but not required.) These copies will be bound and delivered to your department 10-12 weeks after your graduation date.

Note: A sheet of colored paper must separate each of the copies.

*****Note: Students are responsible for all printing and binding costs.** Remember if your department is paying for any or all of the binding, you **must** have the department email the PO number and authorization to use it to laurie.witham@unh.edu **BEFORE** you bring your copies in for binding.

Below is a breakdown of the cost for binding, copyright, and pockets if requested.

Item	Cost each	Number of copies	Total
Binding	\$25.00	1 copy is required for the Graduate School + any other copies you want bound Required	\$25 per copy
Microfilm	A: \$55.00 B: \$150.00	Choose either: \$55 for Traditional Publishing or \$150 for Open access (see publishing agreement for details) Required	\$55 or \$150
Copyright	\$65.00	Optional	\$
Pockets (CD)	\$15.00	Optional	\$
Total due:			\$

The Graduate School does not accept Credit Cards

Payment: Cash, personal checks, or departmental PO required at time of submission

PhD Student Dissertation Binding Checklist

When you come in to drop your dissertation off for binding you will need to bring:

[] **One** copy of your entire dissertation on thesis paper (see manual for details on paper quality) with committee members' **original signatures** on the signature/approval page. This copy is for the Graduate School and will not be returned to you.

[] **One** black and white copy of your entire dissertation on good quality white paper for microfilming. This copy is required and must be clearly identified. This copy is for microfilming only and will not be bound or returned to you.

[] **One** completed Survey of Earned Doctorates (available in our office or online)
<http://www.norc.org/projects/Survey+of+Earned+Doctorates.htm>

[] **One** completed Dissertation Publishing Agreement (available online only)
<http://www.il.proquest.com/dissertationagree>
 Username: dissertations
 Password: publish

[] **Two** photocopies of the title page and abstract page (**1** of the abstract page must have your **advisor's name** typed out under the University of New Hampshire.)

[] **One** extra copy of your signature/approval page for our records. A copy is fine.

[] **As many** hard copies of your entire dissertation that you would like bound for yourself, your department, family, or friends. Each copy must contain a signature page (a copy is fine) and must be on good quality 20lb white paper (thesis paper accepted but not required.) These copies will be bound and delivered to your department 10-12 weeks after your graduation date.

Note: A sheet of colored paper must separate each of the copies.

*****Note: Students are responsible for all printing and binding costs.** Remember if your department is paying for any or all of the binding, you **must** have the department email the PO number and authorization to use it to laurie.witham@unh.edu **BEFORE** you bring your copies in for binding.

Below is a breakdown of the cost for binding, microfilm, copyright, and CD pockets if requested.

Item	Cost each	Number of copies	Total
Binding	\$25.00	1 copy is required for the Graduate School + any other copies that you want bound Required	\$25.00 per copy
Microfilm	A: \$65.00 B: \$160.00	Choose either: \$65 for Traditional Publishing or \$160 for Open access (see publishing agreement for details) Required	\$65 or \$160
Copyright	\$65.00	Optional	\$
Pockets	\$15.00	Optional	\$
Total due:			\$

The Graduate School does not accept Credit Cards

Payment: Cash, personal checks, or departmental PO required at time of submission