



**University of  
New Hampshire**

# Graduate School

Thesis and Dissertation  
Formatting Manual

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## Table of Contents

<b>INTRODUCTION</b> .....	<b>3</b>
Student Responsibility .....	3
<b>I: OVERVIEW</b> .....	<b>4</b>
Dissertation Specific Requirements .....	4
<b>II. THESIS FORMATTING</b> .....	<b>5</b>
Thesis Layout.....	5
Type Style .....	6
Margins .....	6
Spacing.....	6
Pagination .....	6
Landscape Pages .....	7
Headings .....	7
Footnotes.....	8
Tables, Figures .....	8
Images .....	8
Bibliography or List of References .....	8
Appendices.....	9
Use of Copyrighted Materials .....	9
Further Publication of Thesis .....	10
Two Part Thesis or Dissertation .....	10
<b>III. INSTITUTIONAL REVIEW BOARD</b> .....	<b>10</b>
Human Subjects .....	10
Animal Research .....	11
<b>IV: FORMAT REVIEW</b> .....	<b>12</b>
Thesis Review Process.....	12
<b>V. FINAL SUBMISSION</b> .....	<b>12</b>
Deadlines.....	12
Preparation .....	13
Publishing Options.....	14
Copyright .....	14
MFA Students .....	14
Bound Copies.....	15
Payment.....	15
<b>VI. ADDITIONAL REQUIREMENTS</b> .....	<b>16</b>
<b>Signature Page</b> .....	16
<b>Survey of Earned Doctorates</b> .....	16
<b>VII: SAMPLE PAGES</b> .....	<b>16</b>
<i>SAMPLE MASTER’S TITLE PAGE</i> .....	17
<i>SAMPLE PhD TITLE PAGE</i> .....	18
<i>THESIS/DISSERTATION COMMITTEE PAGE</i> .....	19
<i>SAMPLE TABLE OF CONTENTS</i> .....	20
<i>SAMPLE ABSTRACT</i> .....	21
<i>SAMPLE SIGNATURE PAGE</i> .....	22

## INTRODUCTION

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.

### Student Responsibility

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.

## **I: OVERVIEW**

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. Students should consult their department offices of copies of acceptable style manuals.

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 should not consult previously bound copies of theses for answers on formatting issues. While bound copies may provide ideas for possible procedures, format procedures may have recently changed. If you have a question, please contact the Graduate School.

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

Students are strongly urged to submit thesis drafts to the Graduate School for review prior to submitting the final thesis. While this is not required, Theses/Dissertations that are submitted for publishing with formatting errors will **NOT** be accepted. Please see chapter IV for more information about the review process.

### **Dissertation Specific 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.

## **II. THESIS FORMATTING**

### **Thesis Layout**

The thesis is broken up into three distinct sections, the preliminary pages, the main text, and the references. Students are also able to include an Appendix section at the end of the thesis if needed. The preliminary section begins with the title page and ends with the abstract. These pages should be numbered with roman numerals. Please see the section on pagination for more information. The remainder of the thesis, beginning at the introduction, or chapter one, is the main text. While the layout of the main text and references of each student's thesis may differ due to discipline/preferred style manual, the layout of the preliminary pages should essentially be the same for all students. Students should model their preliminary pages after the sample pages at the end of this manual.

#### **Preliminary Pages**

- Title page (counted as page i, but no page number appears) see appendix for sample
- Committee Page (see appendix for sample)
- Copyright page (optional)
- Dedication page (optional)
- Acknowledgements (required for PhD, master's optional)
- Preface or Foreword (optional)
- Table of Contents (see appendix for sample)
- List of Tables (if needed)
- List of Figures (if needed)
- Abstract (required for all students) (see appendix for sample)

#### **Text**

- Introduction (if any), or Chapter I through the last page of text. **(Begins on page 1)**

#### **References**

- Bibliography or List of References

#### **Appendix (Optional)**

- May precede or follow references section
- If research has been done involving Human/Animal Subjects a copy of the approved IRB notice should be included here.

## **Type Style**

The Graduate School does not prescribe any style of type, however preferred fonts include Arial, Helvetica or Times New Roman. Recommended size is 12 point but not less than 10. If Times New Roman is used, 12 font is preferred. Please be sure to embed the fonts when saving the document to avoid issues during the publication process.

## **Margins**

Margin size is **crucial** to ensure proper binding as bound copies will be printed double sided by ProQuest. Margins are 1" on the left, right, top and bottom. On the first page of a chapter or major section, the top margin should be roughly 1-1/2". Page numbers should be at least 3/4 of an inch from the edge of the page. Margins must be exact or text may get cut off in the binding process. Please contact the Graduate School with any questions about acceptable margins.

## **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**

Each page of the thesis must contain a minimum of two lines of typing. A page number in some form must appear on every page **with the exception of the title page**. The title page is counted, but the actual page number should 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. Page numbers can appear anywhere on the page as long as placement is consistent throughout.

## **Landscape Pages**

Often times, large figures or charts look best in landscape format. It is possible to insert landscape pages in the middle of a portrait oriented document. If this is the case, care will need to be taken to ensure that the page number placement on the landscape page is consistent with the page number placement in the rest of the document. This means that the orientation of the page number on the landscape page will need to be moved so that it is in portrait format and in the same location as the page numbers on the portrait pages.

Microsoft Word allows for adding landscape pages in the middle of a portrait document. Directions are available on the Microsoft website: <http://office.microsoft.com/en-us/word-help/rotate-a-page-to-landscape-or-portrait-orientation-HA102809745.aspx>

Changing the orientation of the page number is a bit more complicated. The easiest way to do this, if only one or two landscape pages are used, is to simply print out a blank page with the correct page number and photocopy the landscape material on to the page. The pages can then be scanned and reincorporated back into the document. If the document contains multiple landscape pages, it may be beneficial to work within Microsoft to alter the page number position on those pages. Again, the Microsoft website is a great resource for information and 'how to' documents: <http://support.microsoft.com/kb/211930>.

Students are encouraged to contact the Graduate School directly if they encounter problems with formatting landscape pages correctly.

## **Headings**

Headings represent the major division and subdivision of the thesis. In most cases each chapter should be capitalized and centered, however, heading style is the choice of the student/committee. There are many different ways in which to format headings and subheadings. Students should follow the heading styles outlined by their department's preferred style manual. Students should be consistent with the heading styles throughout the document. For the purposes of most theses, more than three levels of subheadings are usually unnecessary. Headings should be roughly 1 ½ inches from the top of the page.

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 ½ inches from the top of the page.

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. 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” 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.

### **Tables, Figures**

Each table and figure must be numbered and captioned and the caption must appear on the same page as the figure, chart, graph, etc. Some liberties may be taken with the font size used as long as the final result is still legible. Care must be taken to ensure proper placement of page numbers when landscape tables and figures are used. Please see the manual’s section on landscape pages for more information.

### **Images**

Images should be the highest resolution possible in order to insure that they are clear and crisp. If copies are to be bound, images will be reproduced exactly as they appear in the digital version of the document.

### **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 page 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 page 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 page 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.

### **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). Students 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.

### **Further 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.

### **Two Part Thesis or Dissertation**

While a rare occurrence, 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 page listing the appropriate number and title. Since a page number is allowed for each of these separation pages, the first separation page 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.**

## **III. INSTITUTIONAL REVIEW BOARD**

### **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/research/irb-application-resources>. 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 the final version of the dissertation or thesis and 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 on-line at <http://www.unh.edu/research/animal-care-use> 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 the final version of the dissertation or thesis and is treated as an appendix.**

## **IV: FORMAT REVIEW**

### **Thesis Review Process**

**Before** the final version is submitted, the thesis 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 a thesis must follow. The publishing company also has certain standards that the Graduate School must adhere to in order for the thesis to be accepted.

To have a thesis/dissertation reviewed for formatting students can E-mail a PDF copy to [grad.school@unh.edu](mailto:grad.school@unh.edu) with the subject line “Thesis Review”. The formatting will be checked thoroughly and any errors will be E-mailed to the student within one week. Please note that the Graduate School does not review the content, spelling, or grammar of 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.

If the final version of the thesis is submitted with formatting errors, it will **not** be accepted. The student will need to correct the errors and resubmit to the Graduate School. Theses/ Dissertations will be accepted for review no later than the posted deadline for format review, which is available on the Graduate School’s website: <http://www.gradschool.unh.edu/dates.php>. The deadline for format review is usually 3 weeks prior to the final copy submission deadline.

## **V. FINAL SUBMISSION**

All master’s and doctoral students will have their thesis/dissertations digitally published through UNH by ProQuest, Ann Arbor, Michigan. Thesis/Dissertations are made available for viewing/purchasing via the ProQuest website only within the limited specifications determined by the student at the time of submission to ProQuest. MFA students should follow the procedures outlined below in order to comply with AWP guidelines. Publishing via ProQuest does not prevent a student from granting other publishing rights. ProQuest also offers students the option of registering the copyright of their thesis/dissertations at the time of submission. The fee for copyright registration is \$55 and is paid at the time of submission.

### **Deadlines**

Students are advised not to wait until the last minute to submit their thesis. As is the case with writing and formatting, submission often takes longer than anticipated. Once the thesis has been submitted it must then be

reviewed by the Graduate School before it is accepted. If there are any errors or missing pieces, the student will be notified and will need to make the necessary corrections and resubmit. Submissions must be received by the published deadline for your intended graduation date (May [date varies], September 1, or December 31) unless an extension has been granted by the Graduate School. The specific deadline for submission for each graduation date is published in the Graduate School calendar at <http://www.gradschool.unh.edu/dates.php>.

### **Preparation**

The final version of the thesis must be submitted electronically to the Graduate School via the secure UNH ProQuest ETD Administrator website: <http://www.etsadmin.com/unh>. Submissions should be made only after a student has successfully passed the defense and has made all of the necessary corrections required by their committee. The specific deadline for submission for each commencement date is published in the Graduate School calendar at <http://www.gradschool.unh.edu/dates.php>.

In order to submit the final thesis or dissertation students will need to visit the [EDT Administrator](#) site and create an account. Once an account has been created select the [Submit new dissertation/thesis](#) link and follow the instructions to submit. The final thesis/dissertation is to be submitted in PDF format only with all fonts embedded. If the thesis is not in PDF format and the student is unable to convert it, a PDF conversion tool is available on the submission website. The website also includes steps on how to embed fonts.

Before beginning the submission students should ensure that the thesis is in its final version and has been fully approved by his or her committee. Once the thesis is submitted, no changes can be made to the document without obtaining Graduate School approval. Before submission please confirm that the thesis is in a single PDF file and includes:

- A correctly formatted title page
- Copyright page (include only if registering for copyright)
- The Thesis/Dissertation Committee page
- A correctly formatted abstract
- Full text including bibliography and appendices (if used)

### **Publishing Options**

Students have the option of selecting either Traditional or Open Access publishing. For more information about the publishing options please refer to the ETD website. Please note that traditional publishing is offered at no cost while open access publishing is \$95.

Other publishing options include whether or not to allow search engines to discover the thesis, as well as delayed release options. UNH does not have any delayed release requirements. If a student does not wish their work to be made available on the internet by ProQuest an infinite embargo can be requested at the time of publication. When selecting publishing options, students should select **No** to the question *I want my work to be available in ProQuest as soon as it is published*. Students should then, in the box provided, indicate that they wish to have an “infinite embargo”. This will prevent the thesis from being made public on the internet. Please note that the thesis will still be electronically available via the UNH library.

### **Copyright**

Students can elect to register copyright of their thesis through ProQuest at the time of submission for a fee of \$55. If copyright is elected, a blank page should be included in the thesis directly after the title page with the following text centered at the bottom of the page:

ALL RIGHTS RESERVED

© Year

Author's Name

For more information about registering copyright please see the information provided on the submission website

### **MFA Students**

In order to comply with AWF guidelines, Master of Fine Arts in Writing students submitting novels/books of poetry as their thesis should be sure to request an infinite embargo at the time of publication. When selecting publishing options, students should select **No** to the question *I want my work to be available in ProQuest as soon as it is published*. Students should then, in the box provided, indicate that they wish to have an “infinite embargo”. This will prevent the thesis from being made public on the internet. Please note that the thesis will still be electronically available via the UNH library. Students can work directly with the library to determine the level of access by the campus community.

MFA students are still required to follow the general procedures and guidelines outlined in this manual. All MFA thesis copies must include a title page, committee page, abstract, and table of contents. Please check with the Graduate School directly about specific formatting procedures.

### **Bound Copies**

The Graduate School does not accept paper copies for binding and does not require any bound copies of the thesis. If bound copies are needed, the student has the option to order them through ProQuest at the time of submission. Bound copies ordered through ProQuest will be printed double sided as a standard. Students are advised to check with their department/committee to determine if any bound copies are required. If the department requires bound copies, the 8 ½ x 11 hardcover binding option is recommended. Students may select any binding option for personal copies.

The 8 ½ x 11 hardcover copies are what ProQuest considers, Milestone Editions. These copies mirror the style of binding used at the Library of Congress. Copies are bound with 2.5mm thick cardboard covered with black linen. The last name of the author and title of the thesis are printed in gold on the spine of the book only. The binding is also sewn in a way to allow for the book to lay flat when open. Please contact ProQuest directly if there are questions about the different binding styles available.

The student is responsible for the cost of binding **ALL** thesis copies required by his/her program as well as any personal copies ordered. Bound copies will be mailed to the address the student provides at the time of submission approximately 8-10 weeks after the graduation date. The student is responsible for distributing any bound copies to their intended recipients.

### **Payment**

Students are responsible for all binding and publishing charges and will be required to pay, via credit/debit card, at the time of submission through the ETD Administrator site. If a student's department has agreed to pay for some or all of binding charges, the student is responsible for working directly with the department to determine a means of payment. The Graduate School does not handle payment of publishing or binding costs.

## **VI. ADDITIONAL REQUIREMENTS**

### **Final Submission Checklist**

The Final Submission Checklist (found here: [http://www.gradschool.unh.edu/pdf/td\\_checklist.pdf](http://www.gradschool.unh.edu/pdf/td_checklist.pdf)) is to be filled out and submitted to the Graduate School, either in person, or by mail, along with the original signed signature page.

### **Signature Page**

The student must create a Signature Page in order to obtain final approval from their committee (please see the sample at the end of this manual). Once the thesis has been approved, each committee member must sign the Signature Page in ink. This original signed page (photocopies, faxes, and scans are not acceptable) will be submitted to the Graduate School as part of the final submission process. If one or more of the committee members are off campus it is the student's responsibility to coordinate mailing the signature page to them to obtain an ink signature well before the deadline. This page should **not** be included in the final version of the thesis. The signed signature page will be kept on file at the Graduate School as part of the official student record.

### **Survey of Earned Doctorates**

All doctoral candidates are required to complete a Survey of Earned Doctorates for the National Science Foundation. For more information about what this survey is used for please visit the NSF website at <http://www.nsf.gov/statistics/srvydoctorates>. This form should be completed online at <https://sed-ncses.org>. An automatic confirmation email will be sent to the Graduate School once the survey has been completed.

## **VII: SAMPLE PAGES**

Students should use the following sample pages as a template for their own work.

***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, Etc.*

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

***SAMPLE COMMITTEE PAGE***

(This page is to be included in your thesis immediately after the title page, or, if you are purchasing copyright, immediately after the copyright page)

This thesis/dissertation was examined and approved in partial fulfillment of the requirements for the degree of [Degree] in [Major] by:

Thesis/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)

On [Date of Defense]

Approval signatures are on file with the University of New Hampshire Graduate School.

***NOTE:***            ***The final version of your thesis/dissertation must include this committee 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. The title must be as it appears in the Graduate Catalog. For Non-UNH committee members, please include their title and affiliation.***

***SAMPLE TABLE OF CONTENTS***

**TABLE OF CONTENTS**

DEDICATION .....	iii
ACKNOWLEDGEMENTS.....	iv
DEDICATION .....	.v
LIST OF TABLES.....	vii
LIST OF FIGURES .....	viii
ABSTRACT .....	ix
CHAPTER .....	PAGE
INTRODUCTION .....	1
I. CHAPTER TITLE.....	4
Subheadings.....	6
II. CHAPTER TITLE .....	13
Subheadings.....	13
III. CHAPTER OR SECTION TITLE.....	23
Subheadings .....	23
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

An abstract of the thesis is required of all students and should appear immediately preceding the text (see sample of Table of Contents).

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.

**SAMPLE SIGNATURE PAGE**

*This page should not be included in the final thesis/dissertation. It is to be submitted to the Graduate School separately.*

TITLE IN CAPITAL LETTERS  
*Centered within Prescribed Margins*

BY

STUDENT'S NAME

This thesis/dissertation has been examined and approved.

\_\_\_\_\_  
Thesis/Dissertation Director, Faculty Name, Title (includes discipline)

\_\_\_\_\_  
Date

**NOTE:**

*This signature page, with all committee members' signatures signed in ink must be submitted to the Graduate School as part of the final requirement.*

*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.*