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 circulation restriction

Sample letters requesting permission to use copyrighted material

BOSTON UNIVERSITY

SCHOOL OF CANDIDATE

[Use official school name from attached list]

Dissertation

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

by

YOUR FULL NAME IN ALL CAPITALS AND CENTERED

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

B.A., University of Maine, 1990 A.M., Harvard University, 1995

[Place volume numbers here if necessary (e.g., Volume I of III)]

Submitted in partial fulfillment of the

requirements for the degree of

Doctor of _____

200

[year degree officially conferred]

BOSTON UNIVERSITY SCHOOL OF CANDIDATE

[Use official school name from attached list]

Thesis

THE TITLE OF THE MASTER'S THESIS IN ALL CAPITAL LETTERS AND CENTERED

by

YOUR FULL NAME IN ALL CAPITALS AND CENTERED

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

A.A., Fisher Junior College, 1989 A.B., Harvard University, 1993

[Place volume numbers here if necessary (e.g., Volume I of III)]

Submitted in partial fulfillment of the requirements for the degree of

Master of	

200

[year degree officially conferred]

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

SARGENT COLLEGE OF HEALTH AND REHABILITATION SCIENCES

SCHOOL OF EDUCATION

SCHOOL OF HOSPITALITY ADMINISTRATION

SCHOOL OF MANAGEMENT

SCHOOL OF MEDICINE

SCHOOL OF PUBLIC HEALTH

THE UNIVERSITY PROFESSORS

© Copyright by FULL NAME IN ALL CAPS 200__

A Roman numeral does not appear on this page, although the page is counted.

Approved by

First Reader	
	Name of First Reader, Ph.D.
	Professor of
Second Reader	
	Name of Second Reader, Ph.D.
	Associate Professor of
Third Reader	
Tima Reader	Name of Third Reader, Ph.D. (if applicable)
	Lecturer in
	Harvard University, School of Medicine

THE TITLE OF THE DOCTORAL DISSERTATION

IN ALL CAPITAL LETTERS

AND CENTERED

(Order No.

) [This number is assigned by the microfilming company <u>after</u> you have submitted the two copies. Just leave a blank space for an eightten digit number as shown here]

YOUR FULL NAME (FIRST, LAST) IN ALL CAPITALS AND CENTERED

Boston University School of Author, 200___

Major Professor: Type 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. A doctoral dissertation abstract is limited to 350 words.

Type lower case Roman numeral here at bottom center. Measure 3/4" to bottom of Roman numeral.

THE TITLE OF THE MASTER'S THESIS IN ALL CAPITAL LETTERS

AND CENTERED

YOUR FULL NAME (FIRST, LAST) IN ALL CAPITALS AND CENTERED

ABSTRACT

The body of the abstract begins here and is typed double spaced.

Type lower case Roman numeral here at bottom center. Measure 3/4 " to bottom of Roman numeral.

SAMPLE LETTER REQUESTING CIRCULATION RESTRICTION

May 15, 200_

Dr. (Your name) (Your address) Boston, MA 02215

Thesis/Dissertation Coordinator Mugar Memorial Library 771 Commonwealth Avenue Boston, MA 02215

Dear Sir:

I would like to request that a circulation restriction be placed on my dissertation (give title) for a period of ____ years. [State reason for restriction (e.g., planning to publish)]. I have discussed this with my major professor and they agree with me. I understand that the dissertation will be microfilmed by ProQuest Information and Learning, but that sales of it will be restricted to the author only until the restriction is lifted. The abstract will be published in *Dissertation Abstracts International*. One electronic copy of the dissertation will be available only at the Library of Congress. I will notify you of my new address if I move before the restriction period has expired.

Sincerely,
_(your signature)
(Print your name and date)
_(your professor's signature)
(Print your major professor's name and date)

SAMPLE LETTER REQUESTING PERMISSION TO USE

COPYRIGHTED MATERIAL IN A DOCTORAL DISSERTATION

[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 at Boston University entitled "" I would like your permission to reprint in my dissertation excerpts from the following:
[Insert full citation and description of the original work.]
The excerpts to be reproduced are: [insert detailed explanation or attach copy].
The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by ProQuest Information and Learning (formerly Bell & Howell Information and Learning; formerly UMI Company). These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own (or your company owns) the copyright to the above-described material.
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:

SAMPLE LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIAL IN A MASTER'S THESIS

[Use letternead 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 Master's thesis at Boston University entitled "" I would like your permission to reprint in my thesis excerpts from the following:
[Insert full citation and description of the original work.]
The excerpts to be reproduced are: [insert detailed explanation or attach copy].
The requested permission extends to any future revisions and editions of my thesis. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own (or your company owns) the copyright to the above-described material.
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: