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 letter requesting permission to use copyrighted material
BOSTON UNIVERSITY

SCHOOL OF CANDIDATE

[Use official school name from attached list]

Thesis

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

by

YOUR FULL NAME IN ALL CAPITALS BOLD AND CENTERED

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

A.A., Fisher Junior College, 2003
B.A., Northeastern University, 2006

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

Submitted in partial fulfillment of the requirements for the degree of

Master of __________

[year degree officially conferred] 201_

[Enter YOUR degree(s). These degrees are just for example]
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
(Note: This is the official name for Sargent College. Do NOT use “College of Health and Rehabilitation Sciences – Sargent College)
SCHOOL OF EDUCATION
SCHOOL OF MANAGEMENT
SCHOOL OF MEDICINE
SCHOOL OF PUBLIC HEALTH
UNIVERSITY PROFESSORS PROGRAM
THE TITLE OF THE DOCTORAL DISSERTATION
IN ALL CAPITAL LETTERS BOLD
AND CENTERED

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

Boston University School of Author, 201__

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.
ABSTRACT

The body of the abstract begins here and is typed double spaced. A thesis abstract is limited to 250 words.
SAMPLE LETTER REQUESTING CIRCULATION RESTRICTION

May 15, 201_

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/thesis (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 we both agree. I understand that the dissertation will be processed 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 ProQuest Dissertations & Theses. One electronic copy of the dissertation/thesis 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 THESIS OR 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/masters 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.]

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/thesis, 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: ____________________