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## RESEARCH GUIDE FOR WRITERS OF THESES AND DISSERTATIONS

### INTRODUCTION

Boston University students completing a master's thesis or doctoral dissertation as a requirement for their degree submit a copy of their manuscript to Boston University Libraries so as to preserve a record of their scholarly achievement and to share the benefits of their research with other scholars. A copy of the thesis / dissertation will be deposited into OpenBU (<http://open.bu.edu/>).

Steps to depositing Boston University Libraries thesis/dissertation copy:

- **Prepare the manuscript for library submission following the guidelines in this Research Guide.**
- **Review the final draft of your thesis/dissertation with the person responsible for your school or college as early as possible.**
- **Meet the deadlines for submission; complete all degree requirements before formal library submission.**
- **Submit your thesis/dissertation electronically.**

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## **1 Prepare the Manuscript**

This guide does not provide directions on how to research or write a thesis or dissertation. Nor does this guide set major stylistic or bibliographic rules for the author. Your advisor(s) or department may suggest or require you to follow a specific journal or other style for your work. Consult the bibliography at the end of this guide for sources about thesis/dissertation styles. This guide takes precedence should there be any conflict in formatting or standard requirements.

In addition to reading this guide, take the time to view these helpful Thesis & Dissertation Prep instructional videos:

- Introduction  
<http://www.bu.edu/buniverse/view/?v=DE2741Lq>
- Open Access  
<http://www.bu.edu/buniverse/view/?v=17FmMT1Lr>
- ETD Administrator Walkthrough I  
<http://www.bu.edu/buniverse/view/?v=DF9y71Ls>
- ETD Administrator Walkthrough II  
<http://www.bu.edu/buniverse/view/?v=uvTcT1Lt>
- Pagination in MS Word  
<http://www.bu.edu/buniverse/view/?v=1MUcM21Lu>
- Creating a Table of Contents in MS Word  
<http://www.bu.edu/buniverse/view/?v=DljMX1Lv>

### **1.1 General formatting requirements**

#### **1.1.1 Double space**

Double space all textual material and preliminary pages, including table of contents. Footnotes, figure and table captions, and long quotations may be single spaced. The bibliography may be single-spaced, with one extra space between each citation.

#### **1.1.2 Typeface size and style**

Use 12-point font for the text, all headings, and subheadings. Titles or major headings may be in all upper case letters, bold, italics, or underlined, but they cannot be larger than 12-point. Font of 11-point or 10-point may be used for

footnotes, long quotations, and tables that do not fit comfortably within required margins. Do not use smaller than 10-point font.

Use font type and sizes consistently throughout the work. Use standard font types such as Arial, Times, Palatino Linotype, Bookman, etc. Avoid using Times New Roman at sizes smaller than 12-point as it prints out illegibly. Avoid Calibri, a default typeface for MS-Word. All print must be dark, unbroken, and legible, including any material copied from other sources.

### **1.1.3 Margins**

Compose the thesis or dissertation so that it can be printed single sided and facing in one direction only on 8.5" X 11" paper. Do not arrange a caption placed on a separate page so that it is facing the figure page.

- Top margin: 1.5 inches to first line of text or heading
- Left margin: 1.5 inches
- Right margin: 1 inch. You may choose to justify the right margin.
- Bottom margin: at least 1 inch from the bottom of the page

Use these margins at all times. Do not exceed the right hand 1 inch margin. Extra wide margins are not allowed. Only the page number lies outside these margins (see below).

Reset charts, graphs, tables, footnotes, illustrations, or figures to fit within these margins. Tables or figures that do not fit well with the margins may be rotated 90 degrees (using landscape format). Note: the margins do not rotate. Legal size, 8.5" X 14," or 11" X 17" formatting may be used in rare cases if necessary. Larger sizes should be approved prior to final submission.

### **1.1.4 Pagination**

Every page in a dissertation or thesis must be assigned a number, starting with the title page and ending with the last page of the vita. In addition to reading the following it is recommended that you watch the video Thesis & Dissertation Prep 5: Pagination in MS Word at <http://www.bu.edu/buniverse/view/?v=1MUcM21Lu> for guidance.

Numbering must be sequential. Suffix pages are not allowed (e.g., no 10a). Appendices continue sequential numbering from the last page of the last chapter and cannot be paginated separately (e.g., cannot be A-1, A-2, etc.).

Check the document for pagination carefully before submitting the final copy. It will be necessary to revise and resubmit the document if a page is omitted from the count or if the same number is assigned to two or more different pages. Do not use blank enumerated pages between chapters. They will need to be removed and the remaining pages repaginated. Errors can occur, for example, when using section breaks in the document instead of simple page breaks.

#### **1.1.5 Page numbering, page number placement and required sections**

The title page, copyright page, and approval page will have page numbers assigned to them, but the numbers should not be on those pages themselves.

Other preliminary pages must have lower case Roman numerals (e.g., iv, viii, xii), placed at the bottom center of the page.

The main text will have Arabic numerals (e.g., 1, 2, 3). Select one of the following page number placement options for those pages with Arabic numerals: top center, top right, bottom center or bottom right. No page number should be placed on the left-hand side of any page.

Page numbers should be placed one inch (1") from the top of the page or three-quarters of an inch (0.75") from the bottom of the page.

Note on using MS-Word for page number margin settings: The default header and footer margin settings in MS-Word for PC are half an inch (0.5") for both top and bottom. Changing settings in MS-Word can vary depending upon the version of MS-Word or operating system in use. The following instructions for one situation are provided to be helpful and not as specific instructions: To change the default setting, look for Page Layout in the pulldown menus and then look for Margins. Go to Custom Margins and click on the tab for Layout. Look for boxes that contain the settings for the Header and the Footer that can then be reset to one inch (1") and three-quarters of an inch (0.75"), respectively. One can

also double click on the top or bottom of a page to activate/open the Header and Footer. Then when you select Header and Footer work tab look in the toolbar for the Header and Footer margin settings. You can set the margin to one inch (1") and three-quarters of an inch (0.75") there. After resetting the Header and Footer, check to be certain an extra line has not been added to either of them, pushing the page number further down or up on the page than desired. Check to be sure the Header and Footer are set to single spacing, too.

### 1.1.6 Order of pagination

Preliminary Pages	Page Number
*Title page	i (counted, does not appear on page)
*Copyright page	ii (counted, does not appear on page)
*Readers' Approval page	iii (counted, does not appear on page; unsigned – without signatures)
Dedication page (optional)	iv
Acknowledgments (optional)	v
*Abstract	vi
Preface (optional)	vii
*Table of Contents	viii
List of Tables (required, if any)	ix
List of Figures (required, if any)	x
List of Illustrations or Schemes (required, if any)	xi
List of Abbreviations (in alphabetical order)	xii
Glossary (if applicable)	xiii
First page of text	1
Second page of text	2, etc.
*Required	

Starting with the Acknowledgments, each preliminary section can be more than one page in length, if necessary. Pagination is continuous. Do not skip a page number if you do not include one of the options listed above. Simply continue the pagination.

Following the preliminary pages is the text of the dissertation or thesis, which begins, as illustrated above, with Arabic numeral 1. At the conclusion of the dissertation text place:

Appendices (if applicable)	continues Arabic numeral pagination
*Bibliography	continues Arabic numeral pagination
*Vita (the last numbered page(s))	continues Arabic numeral pagination
*Required	

Note on using MS-Word section breaks for page numbering purposes: One can use section breaks to separate those sections that need different page numbering. The first section includes those pages with no numbers on them (but counted), the second set those with Roman numerals, and the third set those with Arabic numerals. It is important to make the changes in this order for this method to work: first set the section breaks, then change the numbering. In the Arabic numerals section then specify that the numbering starts with 1, instead of continuing pagination from the previous section. The video Thesis & Dissertation Prep 5: Pagination in MS Word at <http://www.bu.edu/buniverse/view/?v=1MUcM21Lu> describes this.

### **1.1.7 Table of Contents, List of Tables, Figures, Abbreviations**

The Table of Contents must include the page number for each major heading. Committees often require subheadings to be included as well. The List of Tables, Figures, etc. must include the page number of each respective table, figure, etc. If you include a List of Abbreviations, it must be arranged alphabetically, not by order of appearance of the abbreviation in the text.

Watch the video Thesis & Dissertation Prep 6: Creating a Table of Contents in MS Word at <http://www.bu.edu/buniverse/view/?v=DljMX1Lv> for one approach to preparing the Table of Contents.

### **1.1.8 Numbering of Tables and Figures**

Number Tables and Figures sequentially (e.g., 1, 2 or 3) or by chapter or appendix (e.g., 3.1, 3.2, 3.3; A.1, A.2). Numbering needs to be unique. Do not



repeat the same numbers with each new chapter (i.e., each chapter should not begin anew with figure 1 or table 1).

## **1.2 Title page**

### **1.2.1 Brief and descriptive title**

A descriptive title that is a brief, meaningful description of the contents works best. Title words are searchable as keywords in online databases, including ProQuest Dissertations & Theses Full Text, a comprehensive database that helps scholars locate relevant resources.

Avoid oblique or obscure references in the title. ProQuest cannot reproduce characters such as mathematical formulae, non-alphabetical symbols, superscripts, subscripts, or non-Roman scripts if they are used in the title. The use of acronyms is discouraged, but not prohibited. Any of these elements used in the title must include an English equivalent. Diacritics or accent marks are acceptable.

### **1.2.2 Sample titles**

Examples titles cited by ProQuest as being acceptable:

- Surface and colloid chemical studies of gamma ferric oxide dispersions
- Neutral kaon and lambda production in electron-positron annihilation at 29 GeV and the Z boson resonance
- Chromosomal localization of the alpha- and beta-globulin of the chicken, *Gallus domesticus*

### **1.2.3 Formatting title page**

Consult the sample title page for proper formatting.

Include the year in which you are graduating officially. Do not include the month. Include the degree with which you are graduating. Do not include the discipline. For example, use Doctor of Philosophy, not Doctor of Philosophy in Biology; use Master of Arts, not Master of Arts in Chemistry.

### **1.3 Copyright page**

Include a copyright statement page.

#### **1.3.1 Formatting the copyright page**

Consult the sample copyright page for proper formatting.

#### **1.3.2 Previously published work in the thesis/dissertation**

If you have published one or more chapters of your work previously, and the copyright is registered for that publisher, you must indicate that in the copyright notice. For example: ©2013 by Joan Q. Public. All rights reserved except for chapters 2 and 3, which are ©2011 Journal of Academic Studies.

#### **1.3.3 Options to register copyright**

You may choose to register your copyright. You can authorize ProQuest to register copyright with the United States Copyright Office on your behalf for a \$55.00 fee. Alternatively, you may register copyright on your own with the United States Copyright Office at <http://www.copyright.gov/>. The direct copyright registration fee at this site is \$35.00.

### **1.4 Readers' approval page**

#### **1.4.1 Submit approval page with signatures**

Submit a paper copy of the approval page with original signatures of all of the candidate's committee members or readers. This will usually be submitted to the thesis or dissertation coordinator at your school or college. Consult the sample approval page for proper formatting, which can be found linked from the Guide for Writers of Theses and Dissertations web page at <http://www.bu.edu/library/guide/theses/>.

Be certain to include a copy of this readers' approval page without signatures in the thesis or dissertation submitted electronically. See 1.1.6 in this guide for placement of the approval page.

#### **1.4.2 Original signatures only**

Photocopied, scanned, faxed, or other methods of reproduced signatures will not be accepted. Administrative assistants or other committee members cannot sign and initial on behalf of others. Signatures divided among multiple pages will not be accepted.

### **1.4.3 Readers' titles and affiliation**

Place a reader's official title after the name (e.g., Professor of History, or Adjunct Associate Professor of Psychology, etc.). It is assumed your readers are Boston University faculty. If a reader is not a Boston University faculty member, add the name of the institution after the official title. If you are on the Charles River Campus and a reader is from the University's School of Medicine or School of Public Health, the name of the school may be included. Conversely, if you are on the Medical Campus, and a reader is from a school on the Charles River Campus, the name of that school or college can be included.

## **1.5 Abstract page**

Only master's candidates in the Creative Writing and Playwriting programs of the Department of English are exempt from this requirement.

### **1.5.1 Purpose in writing the abstract**

The abstract should contain a clear and brief statement of the problem, the procedure(s) and/or method(s) followed, the result(s), and the conclusion(s). The purpose of an abstract is to help a reader decide if they want to consult the complete work.

As with the title, the abstract is searchable in many databases, including ProQuest Dissertations & Theses Full Text. Include relevant place names, full personal names, and other proper nouns, which can be very useful keywords for scholars locating resources.

### **1.5.2 Written in English and limited in length**

The abstract must be written in English. A dissertation abstract is limited to 350 words or approximately 2,450 characters. A thesis abstract is limited to 250 words or approximately 1,750 characters.

ProQuest suggests counting the number of characters, including spaces and punctuation marks in one line of average length and multiplying by the number of lines. Most word-processing applications will automatically count the number of words or characters in a file. ProQuest will shorten abstracts exceeding the limit for publication in their database. The abstract within the manuscript will not be affected.

### **1.5.3 Formatting abstract page**

Consult the sample abstract pages for proper formatting, including placement of the title, author, and other information at the head of the abstract. The samples can be found linked from the Guide for Writers of Theses and Dissertations web page at <http://www.bu.edu/library/guide/theses/>.

Do not include graphs, charts, tables, or illustrations in the abstract. Include all accents and/or diacritic marks.

## **1.6 Table of contents**

The Table of Contents must include the page number for each major heading. Committees often require subheadings to be included as well.

## **1.7 Appendices**

Appendices should precede the bibliography. Rare exceptions are allowed at the discretion of your major advisor. If you are using materials copied from another source, make sure the print is clear, dark, and legible. Seek permission to use copyrighted material, if necessary. See the section on Permission to Use Copyrighted Material.

## **1.8 Bibliography**

### **1.8.1 Formatting the bibliography**

Include a complete bibliography at the end of the work. Arrange the bibliography alphabetically by the last name of the primary author. You may single-space citations, but leave one line of space between citations. If you use an

article style format, where each chapter has its own separate bibliography, you must also include a cumulative bibliography at the end of the work.

Verify any other requirements for formatting the bibliography at the end of the work. Certain disciplines/departments may require an alternate arrangement to the bibliography, for example, separating primary and secondary sources and then arranging each alphabetically by last name of author.

### **1.8.2 Abbreviated titles in citations**

If you use abbreviated journal or conference titles in your references, then you must include a list of all those abbreviations, in alphabetical order, with the corresponding full titles. Place the List of Abbreviated Titles at the start of the bibliography.

Some journal abbreviations are the accepted title (e.g., EMBO Journal, not European Molecular Biology Organization Journal). Below is an example List, illustrating some commonly used journal abbreviations with the corresponding full titles.

#### List of Abbreviated Journal Titles

BMJ	BMJ: British Medical Journal
EMBO J.	EMBO Journal
FASEB J.	FASEB Journal
FEBS Lett.	FEBS Letters
IEEE J. Oceanic Eng.	IEEE Journal of Oceanic Engineering
JAMA	JAMA: the Journal of the American Medical Association
Proc. Nat. Acad. Sci. USA	Proceedings of the National Academy of Sciences of the United States of America

### **1.8.3 Determining full titles of abbreviations**

Do not convert abbreviations to full titles without verification. Consult databases in your field or ask a reference librarian for assistance in determining the full and complete title of a journal or publication. Many online databases now include a

function that can provide you with the full title of a journal if you enter an abbreviation. For example, in Medline/PubMed this is called “Journals in NCBI Databases,” link located on the right side of the top page at <http://www.ncbi.nlm.nih.gov/pubmed>.

## **1.9 Vita**

Both doctoral and master’s degree candidates must include a vita in their work. The vita is a short description of your professional life up to the point of being awarded your degree. The vita may be written in CV, résumé, or narrative format. Include the following basic information: your full name, your year of birth (not your birth date), and a contact address (e.g., your department) where you expect you can be reached for at least the next 1-2 years. A vita may also include (but is not limited to) prior education, degrees, awards or honors, professional positions held, and publications. Please try to limit the vita to three of four pages.

## **1.10 Multiple volume works**

With electronic submission of theses and dissertations, there is no longer any requirement for splitting lengthy manuscripts into two or more volumes.

## **1.11 Charts, graphs, and tables**

### **1.11.1 Visibility**

Please consider visibility when creating illustrations. Black text against dark blue or other dark backgrounds may not be legible. Yellow or other pastels may be too light to read against white/light backgrounds.

### **1.11.2 Readability**

Take care that each figure, table, etc. is large enough to be readable. Do not place multiple illustrations onto a single page if that renders them unreadable. It is acceptable to use more than one page for a specific figure, table, etc. if it will not fit legibly onto one page.

## **1.12 Photographs**

When using scanning or other methods of reproduction ensure the quality of the image you are using is not diminished from the original. Scan images at no less

than 300 dpi, and preferably at higher resolution, such as 600 dpi or higher, if possible.

### **1.13 Permission to use copyrighted material**

If you reproduce material directly from a copyrighted source in the manuscript you may need to obtain written permission for its use and indicate that permission in a footnote or caption with the material. Such material may include graphs, charts, figures, photographs, artworks, musical passages, psychological scales, standardized tests, computer programs, databases, et. al.

ProQuest Information and Learning policies for fair use of text and figures (not requiring explicit permission) of copyrighted material are as follows:

#### **1.13.1 Policy on use of copyrighted textual material**

The use of up to 1.5 pages of single-spaced text from one source is considered acceptable fair use. If the text from a single source is distributed throughout the text, the author needs to determine if the total text used is under this acceptable threshold. Quotations of several lines of text from a source in the body of the manuscript do not require written permission. Simply footnote the source.

#### **1.13.2 Policy on use of figures**

Copying up to three figures from any one source is considered fair use. When using more than three figures, ProQuest Information and Learning will require permission from the copyright owner.

#### **1.13.3 Guidelines on what is copyrighted material**

Carefully determine if materials you use are copyrighted and keep detailed records of your findings. Consult the guide Copyright and Your Dissertation or Thesis supplied by ProQuest at [http://media2.proquest.com/documents/UMI\\_CopyrightGuide.pdf](http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf).

ProQuest maintains extensive records of publishers' copyright policies. They encourage you to call their Publishing Unit at 800-521-0600, ext. 77020 as it may spare you time and energy.

#### **1.13.4 Seek copyright permissions early**

Seek any necessary permission as soon as possible. Using of copyrighted material without permission delays circulation of the work and could bring about legal action by the copyright holder. Obtaining permissions may take months. Letters of permission may or may not be included as part of the manuscript, but you must submit them along with the final draft of your work so that the library can see that you are allowed to reproduce the material in question. A sample permission letter is provided in the file of Sample pages.

## **2 Review the final draft with the person responsible for your school or college**

Review the final draft, either in electronic or paper form, with the person responsible in your school or college for library submission. Do not submit the manuscript pdf to the ETD Administrator until the final draft has been reviewed.

### **2.1 Contacts for submitting your dissertation/thesis to the library**

Graduate School of Arts and Sciences (GRS)

Doctoral candidates                      Laura Wipf, lwipf@bu.edu, (617) 353-2696

Master's candidates                      Jessica Caruso, jcaruso@bu.edu, (617) 353-2696

Medical School/Division of Graduate Medical Sciences (MED)

Millie Agosto, millie@bu.edu, (617) 638-5124

School of Theology

Olga Potap, opotap@bu.edu, (617) 353-3070

All other college and schools

Brendan McDermott, brendan@bu.edu,  
(617) 353-9387

Mugar Memorial Library, Room 306

<http://www.bu.edu/library/profile/mcdermott-brendan>

### **2.2 Final version**

The manuscript should be error free when submitted. A thesis or dissertation remains exactly the same as when a student submits it, with the possible



exception of copyrighted materials the author may have included in the manuscript.

### **3 Meet the deadlines for submission; complete all other degree requirements before formal library submission.**

Complete all requirements for your master thesis or doctoral dissertation by your school or college deadline (check with the administrator in your school or college for those dates). Submitting your thesis or dissertation to Boston University Libraries is the last step to fulfill at the University before you graduate and are awarded your degree.

### **4 Submit your thesis/dissertation library copy electronically**

Boston University Libraries use the services of ProQuest Information and Learning to manage electronic submission of dissertations and theses.

#### **4.1 ETD Administrator Submission**

Go to <http://www.etsadmin.com/bu> to submit your thesis/dissertation.

Click on “Submit my dissertation/thesis” and then on “Create an Account.” You must use your BU email address when creating your account. The University will not accept your submission otherwise. The dissertation/thesis is submitted in PDF format.

Take the time to view these helpful Thesis & Dissertation Prep instructional videos:

- Introduction  
<http://www.bu.edu/buniverse/view/?v=DE2741Lq>
- Open Access  
<http://www.bu.edu/buniverse/view/?v=17FmMT1Lr>
- ETD Administrator Walkthrough I at  
<http://www.bu.edu/buniverse/view/?v=DF9y71Ls>
- ETD Administrator Walkthrough II at  
<http://www.bu.edu/buniverse/view/?v=uvTcT1Lt>

ProQuest provides an ETD Administrator Help page at <http://www.etdadmin.com/GlobalTemplates/ETDAdmin/StudentHelp/faq.html>

You may be notified that you need to review and resubmit the electronic copy with any necessary corrections before final acceptance, even though you have reviewed your final draft on campus as described above.

#### **4.2 Fees for Processing Dissertations and Theses**

Dissertation \$115.00, payable to Boston University  
(U.S. Postal service money order only)

Thesis \$25.00, payable to Boston University  
(U.S. Postal service money order only)

Optional Fees:

Copyright fee \$55.00, payable to ProQuest (credit card)

Printed/bound copies varies, payable to ProQuest (credit card)

These optional fees must be credited the FIRST TIME you submit your draft through the ETD Administrator. The services will be applied only to the final, accepted version (which may or may not be the first draft that you submit), but the first submission is the only point at which payment will be processed.

#### **4.3 ProQuest Dissertations & Theses Full Text (PQDT)**

<http://search.proquest.com.ezproxy.bu.edu/pqdtft/index?accountid=9676>

ProQuest Dissertations & Theses is “the official digital dissertations archive for the Library of Congress” and describes itself as “the database of record for graduate research.” Hundreds of thousands of full text dissertations and theses submitted since 1997 by many institutions are made available to Boston University students via the library’s ProQuest Dissertations & Theses Full Text database. This includes nearly all Boston University dissertations since 1997 and with incomplete full text coverage from 1960-1996. This database also includes millions of additional citations without the full text. Make use of this extensive and powerful database when conducting your own research.

#### **4.4 Deposit to OpenBU**

Your dissertation/thesis will be deposited into OpenBU, <http://open.bu.edu/>, the digital repository for Boston University. The University is scanning all historical theses and dissertations in the library collection from 1885 through at least 1963 and adding them to OpenBU, with the eventual goal of making all such works freely available online. Dissertation records found through Boston University Libraries Search, <http://www.bu.edu/library/>, will include a link to the OpenBU record and digital copy. If you have questions about this please view the video about Open Access at <http://www.bu.edu/buniverse/view/?v=17FmMT1Lr> and contact the Institution Repository Librarian, Vika Zafrin, at [vzafrin@bu.edu](mailto:vzafrin@bu.edu).

#### **4.5 Embargoes**

A graduate student's final work is a significant contribution to their field of study. A chief purpose of disseminating theses and dissertations is to share the benefits of research among scholars. However, in some cases an embargo may be necessary. It is possible to request an embargo on a thesis or dissertation restricting its availability by following the procedures described below. A renewable embargo may be requested for any period between six months and seven years.

Theses/dissertations will be available from two sources: ProQuest (PQ), the official Library of Congress archive of U.S. theses and dissertations, and OpenBU (IR), the University's open access institutional repository. The full work will not be accessible from either source until the embargo expires. Descriptive information, including citation and abstract, will be available.

Embargo length is indicated in two locations in the ETD Administrator: PQ publishing options and IR publishing options. The ETD Administrator default embargo options are six months, one year, or two years. Students who need a longer embargo should select the two year option in the ETD Administrator and write a note in the text field below indicating the length of the requested embargo. The embargo request letter described below is uploaded in the Administrative Documents step later in the submission process.

During the embargo period any requests to read the work will require the author's written permission. Requests to read the manuscript will be forwarded

to the author at their BU email address. It is the author's responsibility to respond to such requests.

#### **4.5.1 Embargo request letter**

When an embargo is needed, an embargo request letter must be submitted via the ETD Administrator along with the manuscript. The letter must include:

- your name,
- the title of the thesis or dissertation,
- the reason for the delay,
- the embargo length requested,
- contact information, and
- signatures of both the student and the major advisor,
- and, if necessary, any other required signature.

Individual schools or colleges may require additional review of embargo request letters. Please check with your school or college. As of December, 2014:

- GMS embargo request letters must also include the signed permission of the Associate Provost, Graduate Medical Sciences.
- GRS embargo request letters must also include the signed permission of the Associate Dean of the Graduate School of Arts & Sciences.

The restriction starts with the date on the letter.

#### **4.5.2 Reasons for an embargo**

Embargoes may be requested for a variety of reasons, including, but not limited to:

- sensitive material that cannot be published safely or appropriately at the time;
- plans to publish with a publisher who will not consider openly accessible works for publication;
- material under a third party's copyright for which permissions have not been obtained, and which cannot be easily included in a supplemental file submitted with the main work;
- patentable material.

#### **4.5.3 Expiring embargoes**

An author may renew their embargo. To do so, notify Boston University Libraries at [theses@bu.edu](mailto:theses@bu.edu) with a request to renew the embargo. Works whose embargoes are not renewed will be released and made available through OpenBU and ProQuest. Bound personal copies

#### 4.6 Bound personal copies

As noted above, ProQuest offers hardcover or softcover copies at full size or reduced size at varying prices, and offers an "Author's Discount" both at the time of submission and in the future. Note, however, that print copies can be ordered via the ETD Administrator only the first time you log in. Discounts apply if you order 3-4 or more copies. If you wish to print personal copies yourself and have them bound, the following companies have informed us that they can provide binding services:

##### Acme Bookbinders

100 Cambridge Street  
Charlestown, MA 02129-0212  
(617) 242-1100  
(800) 242-1821  
<http://www.acmebook.com/>

##### Wells Bindery, Inc.

54 Stearns Street  
Waltham, MA 02453  
(781) 893-3050  
<http://www.wellsbindery.com/>

#### SOURCES AVAILABLE FOR WRITERS OF DISSERTATIONS AND THESES

Questions? Please contact:

Brendan McDermott  
Thesis/Dissertation Coordinator  
Mugar Memorial Library, Room 306  
[brendan@bu.edu](mailto:brendan@bu.edu) / (617) 353-9387

<http://www.bu.edu/library/profile/mcdermott-brendan/>

The staff of the IT Help Center, <http://www.bu.edu/tech/about/help-center/>, may be able to assist you with computer, software, or word processing questions.

Visit IT Help Center, locations at: 1<sup>st</sup> Floor, Mugar Memorial Library or  
533 Commonwealth Avenue

Or contact them:

Online at <http://www.bu.edu/tech/contact>  
By email at [ithelp@bu.edu](mailto:ithelp@bu.edu)

By phone at 617-353-HELP (353-4357)

LaTeX users may find How do I prepare an MS thesis or PhD dissertation using LaTeX?, provided by Professor Janusz Konrad of the Electrical and Computer Engineering Department, helpful.

Located at: <http://collaborate.bu.edu/ece/ThesisTechReports>

Boston University Libraries Research Guides may be useful for research guidance:

Found at: <http://www.bu.edu/library/research/guides/research-guides/>

Books available online, at Mugar Memorial Library, and elsewhere, as noted:

CHICAGO MANUAL OF STYLE. 16<sup>th</sup> ed. Chicago: University of Chicago Press, 2010.

Online at <http://www.chicagomanualofstyle.org.ezproxy.bu.edu/home.html>

Law Reference

Z253 C4 2010

A MANUAL FOR WRITERS OF TERM PAPERS, THESES, AND DISSERTATIONS, by Kate L. Turabian. 7<sup>th</sup> ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff. Chicago: University of Chicago Press, 2013.

Theology Library Reference

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BEDFORD HANDBOOK, by Diana Hacker, Nancy I. Sommers, Thomas Robert Jehn, Jane Rosenzweig, and Marcy Carbajan Van Horn. 8<sup>th</sup> ed. Boston, Mass.: Bedford/St. Martin's, 2010.

Covers English writing and grammar.

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THE COPYRIGHT BOOK: A PRACTICAL GUIDE, by William S. Strong. 5<sup>th</sup> ed. Cambridge, Mass.: MIT Press, 1999

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KF2994 S75 1999

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KF 2994 S75 1999

THE DISSERTATION HANDBOOK: A GUIDE TO SUCCESSFUL  
DISSERTATIONS, by Eileen T. Nickerson. 2<sup>nd</sup> ed. Dubuque, Iowa:  
Kendall/Hunt Pub. Co., 1993

Education Reference

LB2369 N5 1993