

SAMPLES OF THE PRELIMINARY PAGES

Title page for Master's thesis

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Copyright page

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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]* →

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__

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

© Copyright by
FULL NAME IN ALL CAPS
201__

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(NOTE: You include this page in your manuscript only if you are officially registering copyright)

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 _____
Name of Third Reader, Ph.D. (if applicable)
Lecturer in
Harvard University, School of Medicine

(NOTE: It's assumed that readers are B.U. faculty unless otherwise indicated)

A Roman numeral does not appear on this page, although the page is counted.
The first page on which a number appears is the dedication or acknowledgments.
If you have neither a dedication nor acknowledgments, then the first page on which a number
appears is the first page of the abstract.

THE TITLE OF THE MASTER'S THESIS

IN ALL CAPITAL LETTERS BOLD

AND CENTERED

YOUR FULL NAME (FIRST, LAST) IN ALL CAPITALS BOLD 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, 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 (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 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 MASTER'S THESIS**

[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 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: _____