

THAYER SCHOOL OF ENGINEERING

Instructions for Preparing and Submitting Theses

I. PREPARATION OF THE MANUSCRIPT

There are thesis templates available on Thayer Express if you wish to use them. The textual material should be on only one side of the paper, and should be **DOUBLE-SPACED**, except for footnotes and long, quoted passages. **A good grade of BOND paper should be used – preferably Dartmouth Bond.** You can purchase Dartmouth Bond through Central Stores located in the Hillcrest Building at Centerra Park, Lebanon, NH (<http://www.dartmouth.edu/~control/departments/inventoryops/central.html>). **You are responsible for purchasing this yourself.** The paper should be 8 1/2 x 11 inches in size. **The left-hand margin must be at least 1 1/2 inches wide on all pages of the thesis, including figures, appendices, etc. The top, bottom, and right-hand margins at must be at least one inch wide.** It is essential that the manuscript be attractive in appearance and free from error.

PLEASE NOTE: ALL THESES MUST BE ON PLAIN PAPER, NOT DRILLED PAPER OR BOUND OR STAPLED. THE OFFICIAL COPIES MUST HAVE ORIGINAL SIGNATURES.

Tables and graphs can be color coded if the thesis is published with color images, keep in mind that when tables and graphs are published in black and white, the color scheme may not be readable. Consider using symbols for coding to avoid this issue. If black and white photographs are to be used, care must be taken that they do not have too much contrast. Please keep in mind that margins must be 1 1/2 inches on the left and 1 inch on the top, bottom and right. If it is necessary to have materials larger than the standard size page, which must be folded in, these should first be reduced as much as possible consistent with their use, so that there will be as few folds as possible. It is possible to reduce charts and graphs in size by the use of reduced photostats.

Each student is required to submit a project form (contact Jenna Wheeler) and a 100 word abstract for the Thayer School Archives. This should be submitted to the Thayer Registrar along with the two unbound copies of your signed thesis.

II. FORMAT

A thesis or dissertation ordinarily has three main parts: the preliminaries, the text, and the reference matter. The order of these may vary but is usually as follows:

A. The Preliminaries

1. Title page (must conform to the sample title page appended), followed by a blank page.
2. Abstract (Double-spaced, must not exceed 350 words, see attached sample sheet).

3. Preface, including Acknowledgements (Double-spaced)
4. Table of Contents, with page references (Double-spaced)
5. List of Tables, with titles and page references. (Double-spaced between each one)
6. List of Illustrations, with titles and page references. (Double-spaced between each one)

B. The Text

1. Introduction (Double-spaced)
2. Main body, with the larger divisions and more important minor divisions indicated by suitable heading. (Double-spaced)

C. References

1. Appendices (Double-spaced between each one)
2. Bibliography (Double-spaced between each one)

Each page in a thesis, except the blank page following the title page, should be assigned a number. The following plan of page numbering is recommended:

- 1) For the Preliminaries, small Roman numerals (i, ii, iii, etc.) are used. The numbering should begin with ii; the title page counts as page i, but the number does not appear. The blank page is not numbered or counted.
- 2) For the remainder of the dissertation, including the text, illustrations, appendices, and references, Arabic numerals are used. Each page must be numbered. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with 1 and run consecutively to the end of the dissertation. The page number is placed at the center bottom. If the description of an illustration is too long to be placed on the same page, it should be placed on the previous page, not on an unnumbered page.

Please note: ALL THESES MUST BE ON PLAIN PAPER, NOT DRILLED, BOUND OR STAPLED.

SAMPLE TITLE PAGE

TITLE OF YOUR THESIS

by

STUDENT'S NAME

Bachelor of Arts Honors Thesis or Independent Project

Thayer School of Engineering
Dartmouth College
Hanover, New Hampshire

Date _____

Approved: _____
Advisor's Signature

Signature of Author

ABSTRACT

(Not To Exceed 350 Words – Double-Spaced) To contain: Statement of problem, procedure or method, results, and conclusions.

SAMPLE ABSTRACT FOR THAYER SCHOOL ARCHIVES

(Does not appear in your Thesis)

The Abstract (100 Words) must be sent to the Registrar by blitz (microsoft word preferred).

The Abstract must include:

- a. **Title** Initial caps, underlined, no italics, maximum length--two lines.
- b. **Funding** (if any). Include company/agency, city, & state
- c. **Name** As you wish to have it published
- d. **Faculty Advisor's Name**

Tetragonal Lysozyme Crystal Growth in the Presence of an Electric Field

John Doe
Professor Jane Doe

Hen eggwhite lysozyme was used as a model protein to study the influence of an external electric field on protein crystal growth reported. As a baseline, tetragonal crystals were grown without electric field ...