

## THAYER SCHOOL OF ENGINEERING

### Regulations Regarding Theses Submitted to the Faculty of Arts and Sciences and the Thayer School of Engineering

#### Instructions for Preparing and Submitting Theses and dissertations for the Master's and Doctor's degrees

##### PHD STUDENTS:

Please submit ONE originals of your thesis and email a PDF to the Office of Academic and Student Affairs (103 MacLean). It will then be sent over to the Guarini School of Graduate and Advanced Studies for the Dean's signature\*. You will then need to upload your thesis to ProQuest using the guidelines at the following website:

<https://graduate.dartmouth.edu/academics/graduate-school-forms/thesis-and-dissertation-forms>

You will have the option of either **Traditional Publishing or Open Access**. Should you choose **Open Access**, you will be responsible for the fee at the time you upload your thesis.

Directions for obtaining personal copies can be found on the ProQuest website or, if you prefer, you may have personal copies bound through ACME Book Company at: [www.acmebook.com](http://www.acmebook.com)

##### MASTERS STUDENTS:

Please submit ONE originals of your thesis and email a PDF to the Office of Academic and Student Affairs (103 MacLean). It will then be sent over to the Guarini School of Graduate and Advanced Studies for the Dean's signature\*. You will then need to upload your thesis to ProQuest using the guidelines at the following website:

<https://graduate.dartmouth.edu/academics/graduate-school-forms/thesis-and-dissertation-forms>

You will have the option of either **Traditional Publishing or Open Access (\$95.00)**. Should you choose **Open Access**, please deliver a check in the amount of \$95.00 to the Graduate Office at the time you submit your thesis.

Directions for obtaining personal copies can be found on the ProQuest website or, if you prefer, you may have personal copies bound through ACME Book Company at: [www.acmebook.com](http://www.acmebook.com)

**\*The formatting of your thesis must be reviewed by the Guarini School of Graduate and Advanced Studies before PRINTING the final copy, please email a copy to Amy Gallagher at [Amy.L.Gallagher@Dartmouth.edu](mailto:Amy.L.Gallagher@Dartmouth.edu).**

**2018-2019 THESIS SUBMISSION DEADLINES**

COMPLETION TERM	DUE DATE FOR THESIS SUBMISSION TO THAYER SCHOOL REGISTRAR	GRADUATION DATE
SUMMER	SEPTEMBER 21	NOVEMBER 3
FALL	JANUARY 14	MARCH 2
WINTER	APRIL 3	JUNE 9
SPRING	MAY 15	JUNE 9

**PLEASE NOTE: When scheduling your thesis defense, keep in mind that you must submit your defense notice to the Thayer Registrar two weeks prior to the defense.**

## **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 – preferably Dartmouth Bond**, of sufficient opacity should be used so that typing on the following page will not noticeably show through. You can purchase Dartmouth Bond through Central Stores located in the Hillcrest Building at Centerra Park and 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 must be at least one inch wide.** It is essential that the manuscript be attractive in appearance and free from error.

Alternatively, text that has been previously published or formatted for submission (e.g., journal articles) may be reproduced in its submitted/published form. In that case, the pages should be cropped to remove any PDF margins and rescaled to fill, but not exceed, the space available between margins that are 1 1/2 inches wide on the left-hand side and at least 1/2 inch wide on the top, bottom, and right-hand sides. For any previously published or submitted text that involves multiple authors, an introductory page must be included describing the respective roles the authors played. It is essential to meet relevant copyright permission requirements, and a statement of compliance with copyright requirements must also be included on the introductory page. If multiple works of this type are included, an introductory page may precede each work, or a summary page describing all works may be included at the beginning of the thesis

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 photocopies.

The formatting of your thesis MUST be reviewed by Guarini School of Graduate and Advanced Studies before printing the final copy (before you print it on the bond paper), please email a copy to Amy Gallagher at Amy.L.Gallagher@Dartmouth.edu

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

Each student is required to submit a short Abstract for the Thayer School Archives. The Abstract must be 250-300 words and should include the title of your thesis, sponsor's name and address, your name and degree and advisor's name (see sample attached). It should be blitzed to the Thayer Registrar. Since distribution will be to a broad technical audience, please devote the time and effort that is necessary to properly convey your achievements.

## **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. If you wish to copyright your thesis, the copyright notation should be on this otherwise 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.

3) When the appendices are bound as a separate volume, this volume should contain a title page duplicating the title page of a textual volume, with the addition of the word "Appendices" or similar descriptive word, just below the title. The pages in this volume are numbered consecutively with Arabic numerals, counting the title page as 1 (although this number does not actually appear on the title page).

### **III. PREPARATION FOR THESIS DEFENSE**

1. The student shall be responsible for preparing a signature-ready copy of their thesis for their Committee members. This copy should be given to each committee member at least two weeks prior to your defense.

2. The student should schedule the public thesis defense (through the Registrar) with at least two weeks lead time. **An electronic copy of the notice should be sent to the Registrar at least two weeks prior to the defense for distribution to the faculty.** This notice must contain: The title of your thesis, your name, degree (i.e. Master of Science Thesis Defense), date, place, time, Committee members, and a brief abstract. **(Please keep the two weeks lead time in mind).**

3. The public defense shall be scheduled during regular sessions of the school (examination periods are acceptable) and during normal business hours. Exceptions may be made by the Director of the M.S. and Ph.D. Programs in extenuating circumstances. The scheduling will be done to avoid the occurrence of simultaneous defenses.

4. The defense shall be conducted by the Thesis Committee, and shall be public. The Committee Chair shall notify the student and the Registrar within 24 hours whether the Committee has voted that the student pass, pass with conditions, or fail the defense.

5. Following the defense, the signed copy or copies, (must be original signatures), are to be delivered to the Registrar. It will then be sent over to the Office of Graduate Studies for the Dean's signature\*.

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

**\* The formatting of your thesis must be reviewed by Guarini School of Graduate and Advanced Studies before PRINTING the final copy, please email a copy to Amy Gallagher at [Amy.L.Gallagher@Dartmouth.edu](mailto:Amy.L.Gallagher@Dartmouth.edu).**

SAMPLE TITLE PAGE

TITLE OF YOUR THESIS

A Thesis  
Submitted to the Faculty  
in partial fulfillment of the requirements for the  
degree of

Master of Science or Doctor of Philosophy

in

Engineering Sciences

by YOUR NAME

Thayer School of Engineering  
Guarini School of Graduate and Advanced Studies  
Dartmouth College  
Hanover, New Hampshire

Month/Year of Defense

Examining Committee:

Chairman \_\_\_\_\_  
(Type name here)

Member \_\_\_\_\_  
(Type name here)

Member \_\_\_\_\_  
(Type name here)

Member \_\_\_\_\_  
(Type name here)

\_\_\_\_\_  
F. Jon Kull, Ph.D.  
Dean of the Guarini School of Graduate and Advanced Studies  
(I will obtain this signature)

**NOTE: THE COPIES YOU SUBMIT MUST HAVE ORIGINAL SIGNATURES (PHOTOCOPIES NOT ACCEPTABLE)**

## **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 (250-300 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. **Degree** M.S. or Ph.D.
- e. **Faculty Advisor's Name**

### Tetragonal Lysozyme Crystal Growth in the Presence of an Electric Field

Sponsored by NASA, Washington, D.C.

Yi Kou, M.S.

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 ...