

# **MALS Thesis Guidelines**

## **Instructions for preparing and submitting a thesis for the Masters of Arts in Liberal Studies Degree.**

The thesis is the product and the record of your research effort. Each candidate for the MALS degree must submit two official copies of his or her thesis. One copy will be deposited in the Baker Library Archives; another will be placed in general circulation. A thesis may be copyrighted by the author.

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:

- 1) The Preliminaries
  - a) Title Page (should conform to the sample title page appended), followed by a blank page.
  - b) Abstract
  - c) Preface, including acknowledgements
  - d) Table of Contents, with page references
  - e) List of Tables, with titles and page references
  - f) List of illustrations, with titles and page references
  
- 2) The Text
  - a) Introduction
  - b) Main body, with larger divisions and more important minor divisions indicated by suitable headings.
  
- 3)
  - a) Appendices
  - b) Bibliography (If the appendices are bound as a separate volume, the bibliography is bound with the text in the first volume.)

### **FORMAT: preliminaries**

1. **Title Page:** should conform to the sample title page in this pamphlet. The month and year on the title page should correspond to when you turn in your thesis to the MALS Office.
  
2. **Blank Page:** Required. Copyright (optional) goes on this page. Copyright should be located center bottom: **P.S. Do not number this page!!!**

Copyright by  
John Arthur Brown  
1992

3. **Abstract:** required. Each copy should have a brief abstract of the thesis. This should not exceed 350 words, and in most cases should be substantially

shorter. ***Page numbering starts on this page with Roman numeral (ii)***

The abstract should contain:

- (a.) statement of the problem
- (b.) procedure or methods
- (c.) results
- (d.) conclusions

4. **Preface:** required, may be used for acknowledgements only.
5. **Table of Contents:** required, with page references
6. **List of Tables:** with titles & page references  
(You may combine 6 & 7)
7. **List of Illustrations:** with titles and page references  
(You may combine 6 & 7)

### **FORMAT: the text**

1. **Introduction:** a brief discussion of the purpose of your research
2. **Main body:** with larger divisions and more important minor divisions indicated by suitable headings. The textual material should be typed on only one side of the paper and should be double spaced except for footnotes and long quoted passages.
3. **Appendices/Bibliography:** statistics, sources, & bibliography

### **FORMAT: numbering**

Each page in a dissertation, except the title page, and the blank page following the title page (which may contain the copyright), should be assigned a number. The following plan of page numbering is recommended:

1. For the preliminaries (abstract through Table of Contents), small Roman numerals (ii, iii, iv, etc.) are used. The page numbering should begin with ii, on the abstract page. The blank page (optional copyright page) is not counted or numbered. Page numbers should be located center bottom.
2. For the remainder of the thesis (beginning with the Introduction, or Chapter 1 if there is no Introduction), including the text, illustrations, appendices, and bibliography, 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 thesis. The page number is placed at the center bottom.

## **IMPORTANT DEADLINES:**

1. The MALS thesis should be presented in a polished draft form to the candidate's three readers by **MARCH 15**, before June graduation.
2. Any changes or additions required by the readers must be made by **MAY 15**.
3. Two official copies of the thesis in its final form, endorsed by all three readers in **BLACK INK**, shall be submitted to the Graduate Studies Office by **MAY 15**. The title page, certifying completion of the degree requirements, must accompany the thesis.

## **IMPORTANT DETAILS:**

- The textual material should be typed on only one side of the paper and should be double-spaced throughout 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. The paper should be 8 1/2 x 11 inches in size. The left-hand margin **must** be 1 1/2 in. wide on all pages of the thesis, including figures, appendices, etc. The top, bottom, and right hand margins **must** be at least 1 in. wide.
- **Dartmouth bond is available for purchase in the MALS office for \$10 per ream (1 ream = 500 sheets)**
- **Margins:**
  - **Left hand side**                      **1.5 inches (to allow for binding)**
  - **Right, Top, Bottom**              **1.00 inch**
- The thesis must be typewritten. Photocopy reproduction is acceptable if copies have high resolution, i.e. sharp, dark reproduction on clear white background. Computer processed manuscripts may be printed on laser printers, with a 12 point or higher font.
- A new ribbon or cartridge in your printer, typewriter, or laser is VERY important.
- Illustrative materials must be drawn in opaque, dark ink. Identification of lines on a graph should be made by line symbols rather than by variation in color, and large colored areas (e.g., countries on a map) should be indicated by cross hatchings. If black and white photographs are to be used, care must be taken that they do not have too much contrast. Dry mounting is the neatest and most permanent method to employ, although rubber cement and glue are acceptable.
- If it is necessary to have materials larger than the standard page size, 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. All reduced photocopies or

photographs should be clean with a high quality resolution. Any folded pages must fold to within the page boundaries (margins) specified above. If the description of an illustration or chart is too long to be placed on the same page as the graphic, it should be placed on the previous page, not on a separate unnumbered page.

- Please submit your completed thesis, with all readers' signatures to the Graduate Studies office in a box, with your name on it, unbound, unclipped, and without punched holes.

# THE MEAN LIFE OF AN EXCITED ATOM

A Thesis

Submitted to the Faculty

in partial fulfillment of the requirements for the

degree of

Master of Arts

in

Liberal Studies

by

Penelope Doe

DARTMOUTH COLLEGE

Hanover, New Hampshire

Month, Year

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Donald E. Pease  
Department Chair

Thesis Advisors:

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Type your first reader's name here

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Type second reader's name here

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Type third reader's name here

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Brian W. Pogue, Ph.D.  
Dean of Graduate Studies