example of a dissertation title page:

use this title page when degree

and department are the same

by

Student’s Full Name

A dissertation submitted to the faculty of

The University of Utah

in partial fulfillment of the requirements for the degree of

Doctor of Philosophy

Population Health Sciences

The University of Utah

December 2012

Copyright © Student’s Full Name 2012

All Rights Reserved

**The University of Utah Graduate School**

**STATEMENT OF DISSERTATION APPROVAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The dissertation of | | **type your name here** | | | |
| has been approved by the following supervisory committee members: | | | | | |
|  | | | | | |
| **type the name of your chair here** | | | | , Chair | **date approved** |
|  | | | | | Date Approved |
| **type the name of a committee member here** | | | | , Member | **date approved** |
|  | | | | | Date Approved |
| **type the name of a committee member here** | | | | , Member | **date approved** |
|  | | | | | Date Approved |
| **type the name of a committee member here** | | | | , Member | **date approved** |
|  | | | | | Date Approved |
| **type the name of a committee member here** | | | | , Member | **date approved** |
|  | | | | | Date Approved |
|  | | | | | |
| and by | **type the name of the chair of your department here** | | | | , Chair/Dean of |
| the Department/College/School of | | | **type the name of your department here** | | |
|  | | | | | |
| and by David B. Kieda, Dean of The Graduate School. | | | | | |

ABSTRACT

The text of the abstract begins here. You may select this text and replace it with your own. The abstract counts as page iii, but as for all other pages with main headings (titles in all capital letters), a page number is not shown on it. The abstract is a required component of the thesis or dissertation, even in cases where individual chapters have their own abstracts. It should be a concise, carefully composed summary of the contents of the thesis or dissertation in which the problem is defined, the research method and design are described, and the results and conclusions are summarized.

There should be no more than 350 words in the abstract, which will normally make up about one and a half pages. No diagrams, citations, illustrations, or subheadings are included. If there are two pages in the abstract, the second page will be numbered iv, and this page number should appear centered at the bottom of the page.

If you wish to have a dedication, it should follow the abstract. It is centered in the middle of the page. The dedication is counted but not listed in the contents, and it is not titled “Dedication.” If you do not need this page, discard it.

If used, a frontispiece would appear here. This is an illustration that highlights the theme of the work. It is a very uncommon entry. The frontispiece is counted but not listed in the contents, and it is not titled “Frontispiece.” Discard this page if you have no frontispiece.

An epigraph, similar to a frontispiece in purpose, is a quotation that is meaningful and relevant to the text. It should be attributed: The name of the author, date, and, if needed, the name of the publication are placed beneath the quotation. The epigraph is counted but not listed in the contents, and it is not titled “Epigraph.” Discard this page if you have no epigraph.

TABLE OF CONTENTS

ABSTRACT iii

LIST OF TABLES #

LIST OF FIGURES #

ACKNOWLEDGEMENTS #

Chapters

1. INTRODUCTION 1

1.1 How to Use This Template 1

1.2 Variations 2

1.2.1 Numbering 2

1.3 Other Structural Styles 3

1.4 Chapters in This Template 4

2. ORGANIZING AND FORMATTING THE TEXT 5

2.1 Fundamental Rules 5

2.1.1 Margins 5

2.1.2 Fonts and Font Sizes 5

2.1.3 Spacing 6

2.1.4 Paragraphs and Indentations 8

2.2 Other Important Rules and Considerations 9

2.2.1 Page Numbers 9

2.2.2 Special Rules for Headings and Title Pages 9

2.3 What Is a Triple Space? 11

2.3.1 Additional Elements Requiring Triple Spaces 11

3 HOW TO FORMAT, PLACE, ARRANGE, AND REFERENCE

FIGURES AND TABLES 14

3.1 Basic Rules 14

3.1.1 Placement of Figures and Tables 15

3.2 The Difference Between Figures and Tables 16

3.3 Figures and Tables on Pages Alone 17

3.3.1 Figures and Tables in Portrait Orientation 17

3.3.2 Figures and Tables in Landscape Orientation 17

3.3.3 Figure or Table Titles on Pages Alone (Part-title Pages) 17

3.4 Figures and Tables with Parts 17

4. CHOOSING A STYLE GUIDE AND INDIVIDUALIZING THE

MANUSCRIPT 20

4.1 Reference Lists and Bibliographies 20

4.2 Materials Unsuitable for This Template 21

5. CONCLUSION 22

APPENDIX: COMPLETE EXAMPLE OF TRIPLE SPACING WITH TWO BLANK

LINES AND FURTHER INFORMATION ON SUBHEADINGS 23

LIST OF TABLES

2.1. Recommended fonts and sizes…………………………………………………. 6

3.1 Thesis office graduation deadlines for 2012…………………………………… 16

3.2 Options for personal copies of theses and dissertations……………………….. 19

LIST OF FIGURES

2.1. Illustrations of triple spacing…………………………………………………… 12

3.1 Contact information for the Thesis Office……………………………………... 15

3.2 University of Utah logo………………………………………………………... 15

3.3 Salt Lake City book bindery that will bind your thesis or dissertation………… 18

ACKNOWLEDGEMENTS

Acknowledgements are used to give thanks and credit to individuals who have helped the author reach the culmination of his or her graduate degree. Mentors, committee members, relatives, friends, and other colleagues may be mentioned.

Acknowledgements may also be used to give credit to the publisher of an author’s work and to show appreciation for grants, equipment, materials, and so forth.

PREFACE

Prefaces are not often used. However, they are useful for presenting background information such as the motives behind the study, research design and methods, and so forth. Essential historical information, data, and other materials needed for the integrity of the text do not belong here.

If the author chooses to use a preface, it is numbered and placed as part of the preliminary pages, and the Acknowledgements appear within the preface rather than independently.

For this and all preceding preliminary pages, the author should choose only the needed pages and discard the others. The fact that a page appears in this template does not suggest that it is required or even recommended. The required elements are the title page, the copyright page, the statement of approval, the abstract, and the table of contents. If the document contains more than 5 and fewer than 25 tables or figures, list(s) of tables and/or figures are also required. Other possible entries for the preliminary pages are lists of acronyms, abbreviations, and so forth.