



Tufts
UNIVERSITY

Sackler School
of Graduate
Biomedical Sciences

Guidelines for Preparation and Electronic Submission of the Master's Thesis and Doctoral Dissertation

DEGREE AWARD SCHEDULE

Tufts University awards degrees in August, November, February, and May. The Schedule of Requirements for Awarding of Degrees with important deadline dates is posted on the Sackler School web site (<http://www.tufts.edu/sackler/currentStudents/schDegree.html>).

ORGANIZATION

The final master's thesis or doctoral dissertation should be assembled in the order listed below:

1. Title page, indicating month and year of graduation and copyright notice, if applicable (see sample at <http://www.tufts.edu/sackler/currentStudents/gradInfo.html>)
2. Abstract (required; 350 words or less double-spaced)
3. Acknowledgments (optional)
4. Table of contents
5. List of tables (if appropriate)
6. List of figures (if appropriate)
7. Text (main body of thesis/dissertation)
8. Appendix or appendices (if appropriate)
9. Endnotes (if compiled at the end of the text)
10. Bibliography

SPACING AND MARGINS

All text material and preliminary pages, including the extract, should be double-spaced. Notes, bibliographic references, and long quotations may be single-spaced. The document should be arranged as if it were to be single-sided. The left margin should be 1 ½ inches wide. The right margin, as well as top and bottom margins, should be one inch.

PAGINATION

The title page would be lowercase Roman numeral “i” but is not typed. Subsequent pages should be typed as “ii, iii,” etc., until the thesis proper is reached. The first page of the thesis proper is Arabic “1” and repeats the title only. Pagination appears within the one-inch margin, about ¾” from the top and right-hand edges of the paper or ¾” from the bottom edge of the paper and centered. Pagination that includes pages such as “10a,” “10b,” etc., should be avoided.

STYLE AND DOCUMENTATION

Style and techniques of presentation, including documentation, should correspond to standard practices employed in the scholarly field of the thesis. Each candidate should resolve all questions of style and technique with his/her adviser before preparing the final copy.

DETAILS OF SUBMITTAL

The final approved thesis or dissertation must be submitted online at:

<http://dissertations.umi.com/tuftssackler>. Before the submission of their thesis or dissertation will be approved, candidates must deliver the following forms to the Sackler School Dean's Office in Sackler 814. These forms are on the Sackler School web site (<http://www.tufts.edu/sackler/currentStudents/gradInfo.html>) and are fillable pdfs.

- Application for Award of Degree Form
- Certificate of Fitness Form
- Approval of Master's Thesis or Doctoral Dissertation for Submission Form
- The Survey of Earned Doctorate (Ph.D. candidates only)

Please note that theses and dissertations will be released to UMI after the Tufts University Board of Trustees has officially met and voted to grant student degrees.

In general, students should not delay the release of the thesis/dissertation by selecting the embargo option on the order form. However, if a student chooses this option, it will not be granted without the support in writing of the candidate's program director.

SUBJECT CATEGORIES

Degree candidates will be asked to choose one main category from a dropdown list. Listed below are the Sackler School Programs with the corresponding category that should be selected.

Sackler School Program	UMI Subject Category
Biochemistry	Chemistry, Biochemistry (0487)
Cell, Molecular & Developmental Biology	Biology, Cell (0379)
Cellular & Molecular Physiology	Biology, Physiology (0719)
Clinical Research (category options)	Health Sciences, Epidemiology (0766) Health Sciences, General (0566) Health Sciences, Medicine & Surgery (0564) Health Sciences, Mental Health (0347) Health Sciences, Obstetrics & Gynecology (0380) Health Sciences, Public Health (0573)
Genetics	Biology, Genetics (0369)
Immunology	Health Sciences, Immunology (0982)
Molecular Microbiology	Biology, Microbiology (0410)
Neuroscience	Biology, Neuroscience (0317)
Pharmacology & Experimental Therapeutics	Health Sciences, Pharmacology (0419)

COPYRIGHT INFORMATION

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ORDERING COPIES OF THE THESIS/DISSERTATION

During the electronic submission process, students are given the opportunity to order bound paper copies of their thesis or dissertation from ProQuest. In addition to personal copies, candidates should order copies for their program and their thesis or dissertation adviser.

Students may opt to use Acme Bookbinding for personal, program, and/or adviser copies:

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