



The Cover Page Manual

This manual provides instructions on how to properly format the cover page and provides examples as well.

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Section 1: Cover Page Essentials Overview

All sections on the Cover Page

- Centered on the page
- All sections should be separated from one another by the equivalent of at least one single-spaced line break (using Layout tool in Word, add at least 12 pt after the paragraph)
- No page number on the Cover Page

Title

- All CAPS (all capital letters)
- Double-spaced
- If more than one line, it should be in the shape of an inverted triangle, with the longest line at the top, and the shortest line at the bottom 

“By”

- “B” should be capitalized

Name(s)

- Must be your legal name as listed on your MyUNLV account
- If more than one author, names should have the equivalent of one single-spaced line break separating them (at least 12 pt after)

Previous Degrees Earned

- Bachelor’s degree and above
- Should have official degree name on the first line, official university name on the second line, and year of graduation (no month) on the third line
- Each degree block should be separated by the equivalent of at least one line break

“A thesis/dissertation/doctoral project submitted...”

- The phrase “A thesis/dissertation/doctoral project submitted in partial fulfillment” should be on one line, and the second line should read ‘of the requirements for the’
- This section should always be separated between ‘fulfillment’ and ‘of’

Degree Title

- See **Section 3: Correct Degree Titles and Academic Units for Degrees with Thesis or Dissertation as Their Culminating Experience** in this document for a list

of degrees that you can copy and paste onto your Cover Page

Department, School, The Graduate College

- See **Section 3: Correct Degree Titles and Academic Units for Degrees with Thesis or Dissertation as Their Culminating Experience** in this document for a table of the correct Department, School/College, and The Graduate College names that you can copy and paste onto your Cover Page

University of Nevada, Las Vegas and the Month and Year of degree conferral

- There must be a comma after 'Nevada' followed by 'Las Vegas'
- The date should appear on the line directly under the university name
- The month listed should match the following
 - Fall Graduation: December
 - Spring Graduation: May
 - Summer Graduation: August
- This should be the last section on the Cover Page

Section 2: The Cover Page – Required Components and Accessibility Formatting

General Format and Accessibility Requirements

- First page of the thesis, dissertation, or doctoral project document
- Cover Page is NOT numbered
- No bold text on the Cover Page
- Page has 1” margins on all sides and text is centered
- No headers or footers
- Each component of the Cover Page is separated by the equivalent of at least one single-spaced line break, achieved using the Layout tools in Word (see Component 2 below for examples)

6 Main Components

1. Title of your Thesis/Dissertation/Doctoral Project) (only section to be double-spaced on the Cover Page)
2. Your full legal name (as found on MyUNLV)
3. A list of any degrees equivalent to a Bachelor’s degree or higher that have already been conferred (see Component 3 below for specific examples)
4. The correct degree name of the degree you are receiving (see Section 2 of this manual)
5. The correct Department name, correct College name, and The Graduate College (see Section 3 of this manual)
6. University of Nevada, Las Vegas and Graduation date (Last month and year of the semester in which you are graduating – May, August, December)

Component 1: Formatting the Title

The title must be:

- in all CAPITAL LETTERS
- centered
- the same font and font size as the rest of your document (i.e., Arial, 12-pt)
- If more than one line, it must be broken up so that the title is in the shape of an inverted triangle, with the longest line at the top and the shortest line at the bottom (see the example below):

POVERTY AND HEALTH DISPARITIES: ANALYZING THE SOCIAL EFFECTS

OF FOOD DESERTS IN AMERICAN URBAN CENTERS

- The title is the only section on the Cover Page that is double-spaced. All other sections on the Cover Page must be single-spaced

Accessibility Note:

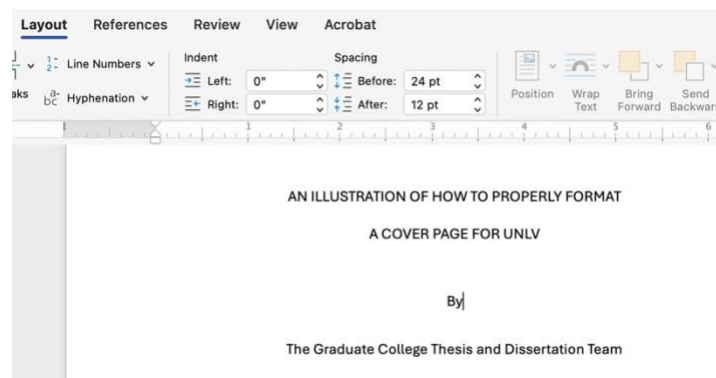
- Title is Heading 1
 - once title is properly formatted, highlight the title, right-click on Heading 1 in the Styles box, and click “Update to Match Selection”
 - you will not have any other headings as Heading 1 in the document; see the Headings & Subheadings Manual on the [Thesis & Dissertation Guidelines page](#) for more information

Component 2: Formatting Your Name

- The words “By” and your name immediately follow the Thesis/Dissertation title
- Consists of two lines:
 - By (make sure that “By” is capitalized)
 - Legal name (as listed on MyUNLV)
 - If you would like to change the name listed in your MyUNLV account, please visit the [Office of the Registrar’s Forms and Policies website](#) and the [Change of Personal Identification Data form](#).

Accessibility Note:

- Each line separated by the equivalent of at least one single-spaced line break
 - please use the Layout ribbon to add at least 12 pt after each line; do not click “Enter” to create space
 - in the example below, you can see that the cursor is placed on the “By” line, and we have chosen to set the Before spacing to 24 pt and the After to 12 pt)



Component 3: Format for the List of Previously Earned Degrees

- Must contain: Degree, University/School, Year of Degree Conferment
- These three pieces of information need to go on three separate single-spaced lines (ensure that line spacing is set to single, and hit “Shift” + “Enter” to get to the next line of the component)
- Degree name is the official name written out exactly as it would be on your transcript, e.g., Bachelor of Arts – Psychology and **not** Bachelor’s Degree in Psychology
- Only degrees equivalent to a Bachelor’s degree or higher you have already received are listed immediately under your name (do not list the degree you are receiving; that is Component 4)
- If you are receiving your first Master’s degree, then only the information for your Bachelor’s degree is listed:

Bachelor of Arts – Psychology
Western Michigan University
2022

A thesis submitted in partial fulfillment
of the requirements for the

Master of Arts – Clinical Psychology

- If you are receiving a second Master’s degree, then the Master’s degree you have already received will be listed below your Bachelor’s degree:

Bachelor of Arts – Psychology
Western Michigan University
2020

Master of Arts – Sociology
Western Michigan University
2022

A thesis submitted in partial fulfillment
of the requirements for the

Master of Arts – Clinical Psychology

Accessibility Notes:

- To go to the next line, hit “Shift” + “Enter” to maintain single-spacing for each degree block
- To separate degree blocks, use the Layout ribbon in Word to add at least 12 pt between each degree block

Notes:

- The Bachelor’s degree(s) should always be listed first
- The Master’s degree(s) and/or professional degree(s) are listed after the Bachelor’s degree(s)
- If you *already* have multiple degrees, the degree order is Bachelor’s, Master’s/professional, then doctoral. For example, if you already have an MA, JD, and MD, then your component would list the degrees in the following order: Bachelor’s, Master’s, Juris Doctor, then Doctor of Medicine
- If you have multiple of one type of degree, such as a Bachelor’s degree, they will appear chronologically listed through the filter of degree type. For example, if you are a doctoral student with two Bachelor’s degrees (2015 and 2023) and a Master’s degree (2017), then your component would list degrees in the following order: BA (2015), BA (2023), and MA (2017)
- If you have earned two of the same type of degree from the same institution in the same year (double major), they would be stacked in the same entry:

Bachelor of Arts – Sociology
Bachelor of Arts – Elementary Education
University of New Mexico
2023

Component 4: Format for the Correct Degree Name

This component consists of two parts:

1. A thesis/dissertation/doctoral project submitted in partial fulfillment of the requirements for the (this block of text should always be split between the words “fulfillment” and “of” (see Section 3 for examples):

A thesis/dissertation/doctoral project submitted in partial fulfillment
of the requirements for the

2. Correct degree name, e.g.

Master of Arts – Sociology

- For the first part, "thesis" or "dissertation" or "doctoral project" is used depending on whether the degree being conferred is a master's or doctoral degree, respectively
 - **Please note:** only students completing a D.N.P., D.M.A., D.P.T., or O.T.D. can use "doctoral project." All other doctoral degrees must use "dissertation."
- For the second part, the degree the student is receiving should not include the word "degree"
 - Please see **Section 3: Correct Degree Titles and Academic Units** in this manual for the complete list of official degree names. You may copy and paste this information onto your Cover Page.

Component 5: Format for the Correct Department Name, Correct College Name, and The Graduate College

This component consists of three lines:

1. Correct Department Name
2. Correct College Name
3. The Graduate College

See **Section 3: Correct Degree Titles and Academic Units** of this manual to see how to write out this information for your respective academic unit. Please note that depending on your department/college, you may not have three lines. Please copy and paste the information in Section 3 onto your Cover Page to minimize errors (be sure to change the font style and size to match the rest of your document text).

Component 6: Formatting for Listing UNLV and Graduation Date

This component consists of two lines:

1. University of Nevada, Las Vegas
2. Graduation Date

Notes:

- Make sure a comma separates 'University of Nevada' and 'Las Vegas'
- The graduation date should be the month and year of graduation (only options: December, May, or August). Do not put a comma between the month and the year
 - If graduating in the Fall semester, the date should be: December Year
 - If graduating in the Spring semester, the date should be: May Year.
 - If graduating in the Summer semester, the date should be: August Year.

See **Section 4: Cover Page Examples** of this manual to see complete cover pages with correct formatting.

Section 3:**Correct Degree Titles and Academic Units for Degrees with Thesis or Dissertation as Their Culminating Experience****College of Education**

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Doctor of Philosophy – Counselor Education and Supervision	Department of Counselor Education, School Psychology, and Human Services	College of Education	The Graduate College
Doctor of Philosophy – School Psychology	Department of Counselor Education, School Psychology, and Human Services	College of Education	The Graduate College
Doctor of Philosophy – Special Education	Department of Early Childhood, Multilingual, and Special Education	College of Education	The Graduate College
Doctor of Philosophy – Special Education and Juris Doctor	Department of Early Childhood, Multilingual, and Special Education	College of Education William S. Boyd School of Law	The Graduate College
Doctor of Education – Educational Leadership [name change 2024-25 from Executive Educational Leadership]	Department of Educational Psychology, Leadership, and Higher Education	College of Education	The Graduate College

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science – Educational Psychology	Department of Educational Psychology, Leadership, and Higher Education	College of Education	The Graduate College
Doctor of Philosophy – Educational Psychology	Department of Educational Psychology, Leadership, and Higher Education	College of Education	The Graduate College
Doctor of Philosophy – Higher Education	Department of Educational Psychology, Leadership, and Higher Education	College of Education	The Graduate College
Doctor of Philosophy – Learning Sciences	Department of Educational Psychology, Leadership, and Higher Education	College of Education	The Graduate College
Master of Science – Curriculum and Instruction	Department of Teaching and Learning	College of Education	The Graduate College
Doctor of Philosophy – Curriculum and Instruction	Department of Teaching and Learning	College of Education	The Graduate College
Doctor of Education – Curriculum and Instruction	Department of Teaching and Learning	College of Education	The Graduate College
Doctor of Philosophy – Teacher Education	Department of Teaching and Learning	College of Education	The Graduate College

College of Fine Arts

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Architecture*	School of Architecture	College of Fine Arts	The Graduate College
Master of Design (On Hold)	School of Architecture	College of Fine Arts	The Graduate College
Doctor of Musical Arts in Performance	School of Music	College of Fine Arts	The Graduate College
Master of Music	School of Music	College of Fine Arts	The Graduate College
Master of Arts – Theatre (On Hold)	Department of Theatre	College of Fine Arts	The Graduate College
Master of Fine Arts – Theatre	Department of Theatre	College of Fine Arts	The Graduate College

*This degree offers a thesis and a non-thesis track

College of Liberal Arts

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Arts – Anthropology*	Department of Anthropology	College of Liberal Arts	The Graduate College
Doctor of Philosophy - Anthropology	Department of Anthropology	College of Liberal Arts	The Graduate College
Master of Fine Arts – Creative Writing	Department of English	College of Liberal Arts	The Graduate College
Master of Arts – English*	Department of English	College of Liberal Arts	The Graduate College
Doctor of Philosophy – English	Department of English	College of Liberal Arts	The Graduate College
Master of Arts – History*	Department of History	College of Liberal Arts	The Graduate College
Doctor of Philosophy – History	Department of History	College of Liberal Arts	The Graduate College
Doctor of Philosophy – Political Science	Department of Political Science	College of Liberal Arts	The Graduate College
Master of Arts – Clinical Psychology	Department of Psychology	College of Liberal Arts	The Graduate College
Doctor of Philosophy – Clinical Psychology	Department of Psychology	College of Liberal Arts	The Graduate College
Master of Arts – Psychological and Brain Sciences	Department of Psychology	College of Liberal Arts	The Graduate College
Doctor of Philosophy – Sociology	Department of Sociology	College of Liberal Arts	The Graduate College

*This degree offers a thesis and a non-thesis track

College of Sciences

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science – Biochemistry	Department of Chemistry and Biochemistry	College of Sciences	The Graduate College
Master of Science – Chemistry	Department of Chemistry and Biochemistry	College of Sciences	The Graduate College
Doctor of Philosophy – Chemistry	Department of Chemistry and Biochemistry	College of Sciences	The Graduate College
Master of Science – Geoscience	Department of Geoscience	College of Sciences	The Graduate College
Doctor of Philosophy – Geoscience	Department of Geoscience	College of Sciences	The Graduate College
Master of Science – Biological Sciences	School of Life Sciences	College of Sciences	The Graduate College
Doctor of Philosophy – Biological Sciences	School of Life Sciences	College of Sciences	The Graduate College
Master of Science – Mathematical Sciences*	Department of Mathematical Sciences	College of Sciences	The Graduate College
Doctor of Philosophy – Mathematical Sciences	Department of Mathematical Sciences	College of Sciences	The Graduate College
Master of Science – Astronomy	Department of Physics and Astronomy	College of Sciences	The Graduate College
Doctor of Philosophy – Astronomy	Department of Physics and Astronomy	College of Sciences	The Graduate College

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science – Physics	Department of Physics and Astronomy	College of Sciences	The Graduate College
Doctor of Philosophy – Physics	Department of Physics and Astronomy	College of Sciences	The Graduate College

*This degree offers a thesis and a non-thesis track

The Graduate College – Interdisciplinary Programs

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science – Biomedical Engineering*	{leave blank}	{leave blank}	The Graduate College
Doctor of Philosophy – Water Resources	{leave blank}	{leave blank}	The Graduate College
Master of Science – Water Resources*	{leave blank}	{leave blank}	The Graduate College
Doctor of Philosophy – Neuroscience	{leave blank}	{leave blank}	The Graduate College

*This degree offers a thesis and a non-thesis track

Greenspun College of Urban Affairs

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Arts – Communication Studies [Final Term – Fall 2030]	Department of Communication Studies	Greenspun College of Urban Affairs	The Graduate College
Master of Arts – Criminal Justice	Department of Criminal Justice	Greenspun College of Urban Affairs	The Graduate College
Doctor of Philosophy – Criminology and Criminal Justice	Department of Criminal Justice	Greenspun College of Urban Affairs	The Graduate College
Master of Arts – Journalism and Media Studies*	Hank Greenspun School of Journalism and Media Studies	Greenspun College of Urban Affairs	The Graduate College
Doctor of Philosophy – Public Affairs	School of Public Policy and Leadership	Greenspun College of Urban Affairs	The Graduate College
Master of Social Work	School of Social Work	Greenspun College of Urban Affairs	The Graduate College

*This degree offers a thesis and a non-thesis track

Howard R. Hughes College of Engineering

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science in Engineering – Civil and Environmental Engineering	Department of Civil and Environmental Engineering and Construction	Howard R. Hughes College of Engineering	The Graduate College
Doctor of Philosophy – Civil and Environmental Engineering	Department of Civil and Environmental Engineering and Construction	Howard R. Hughes College of Engineering	The Graduate College
Master of Science – Construction and Infrastructure Management	Department of Civil and Environmental Engineering and Construction	Howard R. Hughes College of Engineering	The Graduate College
Master of Science – Computer Science*	Department of Computer Science	Howard R. Hughes College of Engineering	The Graduate College
Doctor of Philosophy – Computer Science	Department of Computer Science	Howard R. Hughes College of Engineering	The Graduate College
Master of Science in Engineering – Electrical Engineering	Department of Electrical and Computer Engineering	Howard R. Hughes College of Engineering	The Graduate College
Doctor of Philosophy – Electrical Engineering	Department of Electrical and Computer Engineering	Howard R. Hughes College of Engineering	The Graduate College
Master of Science in Aerospace Engineering*	Department of Mechanical Engineering	Howard R. Hughes College of Engineering	The Graduate College
Master of Science – Materials and Nuclear Engineering*	Department of Mechanical Engineering	Howard R. Hughes College of Engineering	The Graduate College

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science in Engineering – Mechanical Engineering*	Department of Mechanical Engineering	Howard R. Hughes College of Engineering	The Graduate College
Doctor of Philosophy – Mechanical Engineering	Department of Mechanical Engineering	Howard R. Hughes College of Engineering	The Graduate College

*This degree offers a thesis and a non-thesis track

Lee Business School

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science – Management Information Systems*	Department of Information Systems	Lee Business School	The Graduate College
Master of Arts – Economics (through Summer 2027)	Department of Economics	Lee Business School	The Graduate College

*This degree offers a thesis and a non-thesis track

School of Integrated Health Sciences

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Occupational Therapy Doctorate	{leave blank}	School of Integrated Health Sciences	The Graduate College
Post-Professional Occupational Therapy Doctorate (on hold)	{leave blank}	School of Integrated Health Sciences	The Graduate College
Master of Science – Health Physics*	Department of Health Physics and Diagnostic Sciences	School of Integrated Health Sciences	The Graduate College
Doctor of Medical Physics	Department of Health Physics and Diagnostic Sciences	School of Integrated Health Sciences	The Graduate College
Master of Science – Exercise Physiology (on hold)	Department of Kinesiology and Nutrition Sciences	School of Integrated Health Sciences	The Graduate College
Master of Science – Kinesiology*	Department of Kinesiology and Nutrition Sciences	School of Integrated Health Sciences	The Graduate College
Master of Science – Nutrition Sciences*	Department of Kinesiology and Nutrition Sciences	School of Integrated Health Sciences	The Graduate College
Doctor of Physical Therapy	Department of Physical Therapy	School of Integrated Health Sciences	The Graduate College

*This degree offers a thesis and a non-thesis track

School of Dental Medicine

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Doctor of Philosophy – Oral Biology	{leave blank}	School of Dental Medicine	The Graduate College
Master of Science – Oral Biology	{leave blank}	School of Dental Medicine	The Graduate College

School of Nursing

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Doctor of Philosophy – Nursing	{leave blank}	School of Nursing	The Graduate College
Doctor of Nursing Practice	{leave blank}	School of Nursing	The Graduate College

School of Public Health

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Public Health*	Department of Environmental and Global Health	School of Public Health	The Graduate College
Doctor of Philosophy – Public Health	Department of Environmental and Global Health	School of Public Health	The Graduate College
Master of Healthcare Administration [thesis track on hold]	Department of Healthcare Administration and Policy	School of Public Health	The Graduate College

*This degree offers a thesis and a non-thesis track

Kirk Kerkorian School of Medicine

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Master of Science – Couple and Family Therapy	Department of Psychiatry and Behavioral Health	Kirk Kerkorian School of Medicine	The Graduate College

William F. Harrah College of Hospitality

Component 4: Degree Name	Component 5a: Department Name	Component 5b: College Name	Component 5c: The Graduate College
Doctor of Philosophy – Hospitality Administration	{leave blank}	William F. Harrah College of Hospitality	The Graduate College
Master of Science – Hotel Administration	{leave blank}	William F. Harrah College of Hospitality	The Graduate College

Section 4: Cover Page Examples

A: SAMPLE COVER PAGE FOR MASTER'S THESIS

I CAN'T MAKE IT OUT TONIGHT: THE EFFECTS OF ANXIETY ON
UNIVERSITY STUDENT SOCIALIZATION

By

Oscar B. Maxwell

Bachelor of Arts – Psychology
Western Michigan University
2022

A thesis submitted in partial fulfillment
of the requirements for the

Master of Arts – Clinical Psychology

Department of Psychology
College of Liberal Arts
The Graduate College

University of Nevada, Las Vegas
December 2025

B: SAMPLE COVER PAGE FOR DOCTORAL DISSERTATION

**BUY, EAT, AND REPEAT: ANALYZING THE EFFECTS OF MARKETING FOOD TO
CHILDREN IN THE UNITED STATES**

By

Lidia M. Matthews

**Bachelor of Arts – Sociology
Western Michigan University
2020**

**Master of Arts – Sociology
University of New Mexico
2022**

**A dissertation submitted in partial fulfillment
of the requirements for the**

Doctor of Philosophy – Sociology

**Department of Sociology
College of Liberal Arts
The Graduate College**

**University of Nevada, Las Vegas
May 2026**

C: SAMPLE COVER PAGE FOR SINGLE AUTHOR DOCTORAL PROJECT

UNDERSTANDING THE EMOTIONS IN PATIENT-CENTERED TREATMENT:

RETHINKING PLANS FOR THOSE WITH LONG-TERM ILLNESSES

By

Winston M. Miller

Bachelor of Science – Biology
Arizona State University
2021

Master of Science – Nutrition Sciences
University of New Mexico
2023

A doctoral project submitted in partial fulfillment
of the requirements for the

Doctor of Nursing Practice

School of Nursing
The Graduate College

University of Nevada, Las Vegas
May 2026

D: SAMPLE COVER PAGE FOR MUTIPLE AUTHOR DOCTORAL PROJECT

PRACTICAL TREATMENTS FOR WORKPLACE INJURIES: REDUCING HEALING TIMES

FOR INJURIES THAT TAKE PLACE WHILE EMPLOYEES

ARE ON THE CLOCK

By

William P. Hernandez

Monique S. Jackson

Jerry F. Tan

Michelle L. Thomason

A doctoral project submitted in partial fulfillment
of the requirements for the

Doctor of Physical Therapy

Department of Physical Therapy
School of Integrated Health Sciences
The Graduate College

University of Nevada, Las Vegas
May 2026