The Cover Page Manual

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

Sections:

Section 1: The Cover Page (pp. 1-4)

Section 2: Cover Page Help (Correct Degree Titles) (pp. 5-9)

Section 3: Cover Page Help (Academic Units) (pp. 10-14)

Cover Page Samples

1. Sample Cover Page for Master’s Thesis
2. Sample Cover Page for Doctoral Dissertation
3. Sample Cover Page for Single Author Doctoral Project
4. Sample Cover Page for Multiple Author Doctoral Project
Section 1: The Cover Page

6 Main Sections of the Cover Page:

1. Title of Thesis or Dissertation
2. Your Legal Name
3. A list of any degrees equivalent to a Bachelor’s degree or higher that have already been conferred.
4. The correct degree name
5. The correct department name/ The correct college name/ The Graduate College
6. University of Nevada, Las Vegas/ Graduation Date (Last month/year of the semester you are graduating)

General Format:

- First page of the thesis or dissertation document.
- Not numbered.
- Each line of type is centered between the 1 inch margin on the left and the 1 inch margin on the right.
- No headers or footers in the margins.
- Do not divide words at the end of lines.
- Each section should be separated by at least one blank line.

Section 1: Format of the Thesis or Dissertation Title:

- The title is in all CAPITAL LETTERS, centered in an inverted triangle as shown in the examples (below).
- It is double-spaced.
- It is the same font and size as the rest of the document.

Section 2: Format of Your Name:

- Immediately follows the Thesis or Dissertation title.
- Consists of two lines:
  i. By
  ii. Legal Name
- Must use your full legal name as listed as your primary name in MyUNLV.
  - If you would like to change your name, please see the following link: http://system.nevada.edu/Nshe/index.cfm/administration/academics-student-affairs/forms/personal-identification-data/
Section 3: Format for the List of Degrees:

- Only degrees equivalent to a Bachelor’s degree or higher that have already been conferred are listed immediately under your name.
  - If you are receiving your first master’s degree (example below), then only the information for your bachelor’s degree is listed.
  - If you are receiving another master’s degree, then the master’s degree(s) you have already received will be listed below the bachelor’s degree.
- Information included: Degree, University, Year of Degree Conferment. These three pieces of information need to go on 3 separate lines.
- The bachelor degree(s) should always be listed first.
- The master degree(s) or professional degree(s) are listed after the bachelor degree(s).

Section 4: Format for the Correct Degree Name:

- This section contains two parts:
  1. A dissertation (thesis) submitted in partial fulfillment of the requirements for the 
  2. Correct degree name
- For the first part, dissertation or thesis is chosen depending on whether the degree being conferred is a doctoral or master’s degree, respectively.
- For the second part, the degree the student is obtaining should not include the word “degree”. Some examples of the correct degree titles include: Master of Arts -- Criminal Justice, and Doctor of Philosophy in Engineering.
- See Section 2: Cover Page Help: Correct Degree Names (starts on p. 4) for the complete list of correct degree names. This will allow you to correctly determine the respective degree title for your thesis or dissertation.
- If you already have multiple degrees, the degree order is bachelors, masters/professional, then doctoral. For example, if you already have an M.A., J.D., and M.D. then your section would be listed in order of Bachelor’s, Master’s, Juris Doctor, and Doctor of Medicine:

  Bachelor of Arts – Elementary Education  
  Western Michigan University  
  1992

  Master of Arts – Sociology  
  University of Arizona  
  1994

  Juris Doctor  
  University of New Mexico  
  1996

  Doctor of Medicine  
  University of California, Los Angeles  
  2002
- 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 degrees’ (1998 and 2002) and a master’s degree (2010), then your section would be listed in the order of BA (1998), BA (2002), and MA (2010):

  Bachelor of Arts – Elementary Education  
  Western Michigan University  
  1998

  Bachelor of Arts – Sociology  
  University of Arizona  
  2002

  Master of Arts – Sociology  
  University of New Mexico  
  1996

- If you have earned two of the same type of degree from the same institution in the same year, they would just be stacked in the same entry:

  Bachelor of Arts – Elementary Education  
  Bachelor of Arts – Sociology  
  Western Michigan University  
  1992

  Master of Arts – Sociology  
  University of New Mexico  
  1996

Section 5: Format for the correct department name, correct college name, and the Graduate College:

- This section consists of three lines:
  i. Correct department name
  ii. Correct college name
  iii. The Graduate College
- See the Section 3: Cover Page Help: Academic Units (starting below on pg. 8) for a list of how to write out this information for your respective academic unit. This will allow you to copy and paste the information onto your cover page to minimize errors (make sure to change the font style and size to match the rest of your document).

Section 6: Format for listing the University of Nevada Las Vegas and Graduation Date:

- This section consists of two lines:
  i. University of Nevada, Las Vegas
ii. Graduation Date
- Make sure the comma separates ‘University of Nevada’ and ‘Las Vegas’
- The graduation date should include the **month & year** of official graduation (only **options**: December, May or August).
  - If graduating in the Fall semester, the date should include December Year.
  - If graduating in the Spring semester, the date should include May Year.
  - If graduating in the Summer semester, the date should include August Year.
Section 2: Cover Page Help (Correct Degree Titles)

Division of Health Sciences

Doctor of Philosophy – Interdisciplinary Health Studies

School of Allied Health Sciences
Master of Science – Exercise Physiology
Master of Science – Health Physics
Master of Science – Kinesiology
Doctor of Philosophy – Health Physics
Doctor of Philosophy – Kinesiology
Doctor of Physical Therapy

School of Dental Medicine
Master of Science – Oral Biology

School of Nursing
Master of Science – Nursing
Doctor of Philosophy – Nursing
Doctor of Nursing Practice

School of Community Health Sciences
Master of Health Care Administration
Master of Public Health
Doctor of Philosophy – Public Health

William F. Harrah College of Hotel Administration

Master of Science – Hotel Administration

Executive Master of Hospitality Administration

Doctor of Philosophy – Hospitality Administration

Lee Business School

Accounting
Master of Science – Accounting

Economics
Master of Arts – Economics
College of Liberal Arts

Anthropology
Master of Arts – Anthropology
Doctor of Philosophy – Anthropology

English
Master of Arts – English
Master of Fine Arts – Creative Writing
Doctor of Philosophy – English

History
Master of Arts – History
Doctor of Philosophy – History

Political Sciences
Master of Arts – Political Science
Doctor of Philosophy – Political Science

Psychology
Doctor of Philosophy – Psychology

Sociology
Doctor of Philosophy – Sociology

World Languages and Cultures
Master of Arts – Hispanic Studies

Howard R. Hughes College of Engineering

Civil and Environmental Engineering and Construction
Master of Science – Construction Management
Master of Science in Engineering – Civil and Environmental Engineering
Master of Science in Transportation
Doctor of Philosophy – Civil and Environmental Engineering

Computer Science
Master of Science in Computer Science
Doctor of Philosophy – Computer Science

Electrical & Computer Engineering
Master of Science in Engineering – Electrical Engineering
Doctor of Philosophy – Electrical Engineering

Mechanical Engineering
Master of Science in Aerospace Engineering
Master of Science in Engineering – Mechanical Engineering
Master of Science – Biomedical Engineering
Master of Science – Materials and Nuclear Engineering
Doctor of Philosophy – Mechanical Engineering

College of Education

Educational Psychology and Higher Education
Master of Education – Higher Education
Master of Science – Educational Psychology
Doctor of Philosophy – Learning and Technology
Doctor of Philosophy – Educational Psychology
Doctor of Philosophy – Higher Education
Educational Specialist – Educational Psychology

Education and Clinical Studies
Master of Education – Early Childhood Education
Master of Education – Special Education
Master of Education – School Counseling
Master of Science – Clinical Mental Health Counseling
Doctor of Philosophy – Special Education

Teaching and Learning
Master of Science – Curriculum & Instruction
Doctor of Education – Curriculum & Instruction
Doctor of Philosophy – Curriculum & Instruction
Doctor of Philosophy – Teacher Education
Educational Specialist – Curriculum & Instruction

College of Fine Arts

School of Architecture
Master of Architecture

Music
Master of Music
Doctor of Musical Arts

Theatre
Master of Arts – Theatre
Master of Fine Arts – Theatre

**College of Sciences**

Master of Arts in Science

*Mathematical Sciences*
Master of Science – Mathematical Sciences
Doctor of Philosophy – Mathematical Sciences

*Chemistry*
Master of Science – Biochemistry
Doctor of Philosophy – Chemistry
Doctor of Philosophy – Radiochemistry

*Physics & Astronomy*
Master of Science – Astronomy
Master of Science – Physics
Doctor of Philosophy – Astronomy
Doctor of Philosophy – Physics

*Geoscience*
Master of Science – Geoscience
Doctor of Philosophy – Geoscience

*Water Resources Management*
Master of Science – Water Resource Management

*School of Life Sciences*
Master of Science – Biological Sciences
Doctor of Philosophy – Biological Sciences

**Greenspun College of Urban Affairs**

*Communication Studies*
Master of Arts – Communication Studies

*Criminal Justice*
Master of Arts – Criminal Justice
Doctor of Philosophy – Criminal Justice

*Hank Greenspun School of Journalism & Media Studies*
Master of Science – Marriage and Family Therapy
School of Public Policy and leadership
Master of Arts – Urban Leadership
Master of Science – Environmental Science
Doctor of Philosophy – Environmental Science
Doctor of Philosophy – Public Affairs
Doctor of Philosophy – Workforce Development and Organization Leadership

Social Work
Master of Social Work
Section 3: Cover Page Help (Academic Units)

School of Allied Health Sciences

Department of Health Physics and Diagnostic Sciences
School of Allied Health Sciences
Division of Health Sciences
The Graduate College

Department of Kinesiology and Nutrition Sciences
School of Allied Health Sciences
Division of Health Sciences
The Graduate College

Department of Physical Therapy
School of Allied Health Sciences
Division of Health Sciences
The Graduate College

Lee Business School

Department of Accounting
Lee Business School
The Graduate College

Department of Economics
Lee Business School
The Graduate College

Department of Finance
Lee Business School
The Graduate College

Department of Management, Entrepreneurship, and Technology
Lee Business School
The Graduate College

Department of Marketing and International Business
Lee Business School
The Graduate College
School of Community Health Sciences

Department of Environmental and Occupational Health
School of Community Health Sciences
Division of Health Sciences
The Graduate College

Department of Health Care Administration and Policy
School of Community Health Sciences
Division of Health Sciences
The Graduate College

School of Dental Medicine

School of Dental Medicine
Division of Health Sciences
The Graduate College

College of Education

Department of Educational and Clinical Studies
College of Education
The Graduate College

Department of Educational Psychology and Higher Education
College of Education
The Graduate College

Department of Teaching and Learning
College of Education
The Graduate College

Howard R. Hughes College of Engineering

Department of Civil and Environmental Engineering and Construction
Howard R. Hughes College of Engineering
The Graduate College

Department of Computer Science
Howard R. Hughes College of Engineering
The Graduate College

Department of Electrical and Computer Engineering
Howard R. Hughes College of Engineering
The Graduate College
Department of Mechanical Engineering
Howard R. Hughes College of Engineering
The Graduate College

**College of Fine Arts**

School of Architecture
College of Fine Arts
The Graduate College

Department of Art
College of Fine Arts
The Graduate College

Department of Film
College of Fine Arts
The Graduate College

School of Music
College of Fine Arts
The Graduate College

Department of Theater
College of Fine Arts
The Graduate College

**William F. Harrah College of Hotel Administration**

Resort, Gaming, and Golf Management
William F. Harrah College of Hotel Administration
The Graduate College

Hospitality Management
William F. Harrah College of Hotel Administration
The Graduate College

Food & Beverage and Event Management
William F. Harrah College of Hotel Administration
The Graduate College

**College of Liberal Arts**

Department of Anthropology
College of Liberal Arts
The Graduate College
Department of English
College of Liberal Arts
The Graduate College

Department of History
College of Liberal Arts
The Graduate College

Department of Political Science
College of Liberal Arts
The Graduate College

Department of Psychology
College of Liberal Arts
The Graduate College

Department of Sociology
College of Liberal Arts
The Graduate College

Department of World Languages and Cultures
College of Liberal Arts
The Graduate College

**School of Nursing**

School of Nursing
Division of Health Sciences
The Graduate College

**College of Sciences**

Department of Chemistry and Biochemistry
College of Sciences
The Graduate College

Department of Geoscience
College of Sciences
The Graduate College

School of Life Sciences
College of Sciences
The Graduate College
Department of Mathematical Sciences
College of Sciences
The Graduate College

Department of Physics and Astronomy
College of Sciences
The Graduate College

Water Resources Management Program
College of Sciences
The Graduate College

**Greenspun College of Urban Affairs**

Department of Communication Studies
Greenspun College of Urban Affairs
The Graduate College

Department of Criminal Justice
Greenspun College of Urban Affairs
The Graduate College

School of Public Policy and Leadership
Greenspun College of Urban Affairs
The Graduate College

Hank Greenspun School of Journalism and Media Studies
Greenspun College of Urban Affairs
The Graduate College

Marriage and Family Therapy Program
Greenspun College of Urban Affairs
The Graduate College

School of Social Work
Greenspun College of Urban Affairs
The Graduate College
SAMPLE COVER PAGE FOR MASTER’S DEGREE

ANALYZING THE SOCIAL EFFECTS OF A BETTER MOUSE TRAP: WHY DID MICKEY HAVE TO DIE?

By

Jerry D. Mouse

Bachelor of Arts – Elementary Education
Western Michigan University
1992

A thesis submitted in partial fulfillment of the requirements for the

Master of Arts – Sociology

Department of Sociology
College of Liberal Arts
The Graduate College

University of Nevada, Las Vegas
May 2015

Remember:

- No page numbers
- Each line of type is centered between the 1 inch margin on the left and the 1 inch margin on the right

Title is in all CAPS and centered in an inverted triangle

Full legal name as listed as your primary name in MyUNLV—see Section 2, p. 1 for more information

Only bachelor’s degree listed since the first master’s degree is being granted

See Section 2 in this manual for lists of correct degree titles

See Section 3 in this manual for lists of the academic units

REMEMBER
The comma ☺

Fall Graduation: December Year
Spring Graduation: May Year
Summer Graduation: August Year
SAMPLE COVER PAGE FOR DISSERTATION

ANALYZING THE SOCIAL EFFECTS OF A BETTER MOUSE TRAP: WHY DID MICKEY HAVE TO DIE?

By

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Western Michigan University
1992

Master of Arts – Sociology
University of New Mexico
1993

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 2015

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See Section 3 in this manual for lists of the academic units

REMEMBER
The comma 😊

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Title is in all CAPS and centered in an inverted triangle

Full legal name as listed as your primary name in MyUNLV—see Section 2, p. 1 for more information

Both the bachelor’s degree and master’s degree are listed since a doctoral degree is being granted
PRACTICAL TREATMENTS FOR MOUSETRAP INJURIES:
DID MICKEY HAVE TO DIE?

By

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1992

Master of Arts – Sociology
University of New Mexico
1993

A doctoral project submitted in partial fulfillment
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Doctor of Nursing Practice

School of Nursing
Division of Health Sciences
The Graduate College

University of Nevada, Las Vegas
May 2015
SAMPLE COVER PAGE FOR MULTIPLE AUTHOR DOCTORAL PROJECT

PRACTICAL TREATMENTS FOR MOUSETRAP INJURIES:

DID MICKEY HAVE TO DIE?

By

Jerry D. Mouse
Min E. Mouse
Howard D. Duck
R. Racoon

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

Doctor of Physical Therapy

Department of Physical Therapy
School of Allied Health Sciences
Division of Health Sciences
The Graduate College

University of Nevada, Las Vegas
May 2015