



## **The Cover Page Manual**

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

### **Manual Sections:**

**Section 1: The Cover Page** (p.2-5)

**Section 2: Cover Page Help** – Correct Degree Titles and Academic Units (p.6-14)

**Section 3: Cover Page Examples** (p.15-18)

- A. Sample Cover Page for Master’s Thesis
- B. Sample Cover Page for Doctoral Dissertation
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- D. Sample Cover Page for Multiple Author Doctoral Project

**Section 4: Cover Page Essentials Overview** (p.19)

## Section 1: The Cover Page

### 6 Main Components of the Cover Page

1. Title of your Thesis/Dissertation (*only section to be double-spaced on the Cover Page*)
2. Your 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 examples for how to format this section)
4. The correct degree name
5. The correct department name/correct college name/Graduate College
6. University of Nevada, Las Vegas/Graduation date (Last month and year of the semester in which you are graduating – May, August, December)

### General Format

- First page of the thesis or dissertation document
- If the title is more than one line of text, it should be broken up so that the title is in the shape of an inverted triangle. See the example below:

POVERTY AND HEALTH DISPARITIES: ANALYZING THE SOCIAL EFFECTS OF FOOD  
DESERTS IN AMERICAN URBAN CENTERS

- The title should be the only section on the Cover Page that is double-spaced. All other sections on the Cover Page must be single-spaced
- Cover Page should NOT be numbered
- Page has 1" margins on all sides and text is centered
- No headers or footers allowed in the margins
- Do not divide words at the ends of lines
- Each component of the Cover Page should be separated by at least three single-spaced line breaks. See examples beginning on page 15 of this document.

### Component 1: Format of the Thesis or Dissertation Title

- The title is
  - in all CAPITAL LETTERS
  - centered
  - and if more than one line, it is an inverted triangle as shown in the examples (p.15-18 of this manual)
- Title must be double-spaced
- Title should be the same size and font as the rest of your document

### Component 2: Format of Your Name

- Immediately follows the Thesis/Dissertation title
- Consists of two lines:
  1. By (***make sure By is capitalized***)
  2. Legal name
- Must use your full legal name as listed as your primary name in MyUNLV
  - If you would like to change the name listed, please visit the [Office of the Registrar's Forms and Policies website](#) and the [Change of Personal Identification Data form](#).

### Component 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 you have already received will be listed below your bachelor's degree
- Information included: Degree, University, Year of Degree Conferment
  - ***These three pieces of information need to go on three 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)
- If you *already* have multiple degrees, the degree order is bachelor's, master's/professional, then doctoral. For example, if you already have an M.A., J.D., and M.D., then your component would list the degrees in the following order: Bachelor's, Master's, Juris Doctor, Doctor of Medicine:

Bachelor of Arts – Elementary Education  
Western Michigan University  
2002

Master of Arts – Sociology  
University of Arizona  
2004

Juris Doctor  
University of New Mexico  
2006

Doctor of Medicine  
University of California, Los Angeles  
2012

- 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 (2004 and 2008) and a master's degree (2011), then your component would list degrees in the following order: BA (2004), BA (2008), and MA (2011):

Bachelor of Arts – Elementary Education  
Western Michigan University  
2004

Bachelor of Arts – Sociology  
University of Arizona  
2008

Master of Arts – Sociology  
University of New Mexico  
2011

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

Bachelor of Arts – Elementary Education  
Bachelor of Arts – Sociology  
Western Michigan University  
2012

Master of Arts – Sociology  
University of New Mexico  
2016

#### 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 line should always be split between the words “fulfillment” and “of”**). See the below example (for more examples see pages 15-18 in this manual).

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

2. Correct degree name
- For the first component, thesis/dissertation/doctoral project is chosen depending on whether the degree being conferred is a doctoral or master’s degree, respectively
    - **Please note:** only students completing a D.N.P., D.M.A., or D.P.T. have the option to use “Doctoral Project.” Students who are completing these degrees may also use dissertation. All other doctoral degrees must use “Dissertation.”
  - For the second component, the degree the student is obtaining should not include the word “degree” (see **Section 2: Cover Page Help** on pages 6-14 in this manual for the complete list of degree names. This will help you correctly determine the respective degree title for your thesis/dissertation).

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

- This component consists of three lines:
  - Correct degree name
  - Correct college name
  - Graduate College
  
- See **Section 2: Cover Page Help (Correct Degree Titles and Academic Units)** beginning on p. 6 of this manual, for a list of how to write out this information for your respective academic unit. Please note that depending on your department/college, you will not have three lines. Please copy and paste the information in Section 2 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
- Make sure the 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).
  - 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.

**Section 2:  
Correct Degree Titles and Academic Units for Degrees with Thesis or Dissertation as their culminating experience**

<b>College of Education</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Doctor of Education – Executive Educational Leadership	Department of Educational Psychology & Higher Education	College of Education	The Graduate College
Doctor of Education – Curriculum & Instruction	Department of Teaching & Learning	College of Education	The Graduate College
Doctor of Philosophy – Curriculum & Instruction	Department of Teaching & Learning	College of Education	The Graduate College
Doctor of Philosophy – Educational Psychology	Department of Educational Psychology & Higher Education	College of Education	The Graduate College
Doctor of Philosophy – Higher Education	Department of Educational Psychology & Higher Education	College of Education	The Graduate College
Doctor of Philosophy – Learning Sciences	Department of Educational Psychology & Higher Education	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 – Teacher Education	Department of Teaching & Learning	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
Master of Science – Curriculum & Instruction	Department of Teaching & Learning	College of Education	The Graduate College
Master of Science – Educational Psychology	Department of Educational Psychology & Higher Education	College of Education	The Graduate College

<b>College of Fine Arts</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Master of Architecture	School of Architecture	College of Fine Arts	The Graduate College
Master of Arts – Theatre	Department of Theatre	College of Fine Arts	The Graduate College
Master of Fine Arts – Art	Department of Art	College of Fine Arts	The Graduate College
Master of Healthcare Interior Design New Name: Master of Design (effective from December 8th 2020)	Department of Architecture	College of Fine Arts	The Graduate College
Doctor of Musical Arts	School of Music	College of Fine Arts	The Graduate College

<b>College of Liberal Arts</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Doctor of Philosophy – Anthropology	Department of Anthropology	College of Liberal Arts	The Graduate College
Doctor of Philosophy – English	Department of English	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
Doctor of Philosophy – Psychology	Department of Psychology	College of Liberal Arts	The Graduate College
Doctor of Philosophy – Sociology	Department of Sociology	College of Liberal Arts	The Graduate College
Master of Arts – Anthropology	Department of Anthropology	College of Liberal Arts	The Graduate College
Master of Arts – 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
Master of Arts – Psychology	Department of Psychology	College of Liberal Arts	The Graduate College
Master of Fine Arts – Creative Writing	Department of English	College of Liberal Arts	The Graduate College

<b>College of Sciences</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Doctor of Philosophy – Astronomy	Department of Physics and Astronomy	College of Sciences	The Graduate College
Doctor of Philosophy – Biological Sciences	School of Life Sciences	College of Sciences	The Graduate College
Doctor of Philosophy – Chemistry	Department of Chemistry and Biochemistry	College of Sciences	The Graduate College
Doctor of Philosophy – Geoscience	Department of Geoscience	College of Sciences	The Graduate College
Doctor of Philosophy – Mathematical Sciences	Department of Mathematical Sciences	College of Sciences	The Graduate College
Doctor of Philosophy – Physics	Department of Physics and Astronomy	College of Sciences	The Graduate College
Doctor of Philosophy – Radiochemistry	Department of Chemistry and Biochemistry	College of Sciences	The Graduate College
Master of Science – Astronomy	Department of Physics and Astronomy	College of Sciences	The Graduate College
Master of Science – Biochemistry	Department of Chemistry and Biochemistry	College of Sciences	The Graduate College
Master of Science – Biological Sciences	School of Life Sciences	College of Sciences	The Graduate College
Master of Science – 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
Master of Science – Mathematical Sciences	Department of Mathematical Sciences	College of Sciences	The Graduate College
Master of Science – Physics	Department of Physics and Astronomy	College of Sciences	The Graduate College
Master of Science – Water Resources Management	{leave blank}	College of Sciences	The Graduate College



<b>Graduate College - Interdisciplinary Programs</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Doctor of Philosophy – Interdisciplinary Health Sciences	{leave blank}	{leave blank}	The Graduate College
Doctor of Philosophy – Neuroscience	{leave blank}	{leave blank}	The Graduate College

<b>Greenspun College of Urban Affairs</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Doctor of Philosophy – Criminology and Criminal Justice	Department of Criminal Justice	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
Doctor of Philosophy – Workforce Development and Organizational Leadership	School of Public Policy and Leadership	Greenspun College of Urban Affairs	The Graduate College
Master of Arts – Communication Studies	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
Master of Arts – Journalism & Media Studies	Hank Greenspun School of Journalism and Media Studies	Greenspun College of Urban Affairs	The Graduate College
Master of Social Work	School of Social Work	Greenspun College of Urban Affairs	The Graduate College

Howard R. Hughes College of Engineering	Component 5: Correct Department and College Name and The Grad College:		
Component 4: Correct Degree Name:	i. Department Name	ii. College Name	iii. The Graduate College
Doctor of Philosophy – Civil & Environmental Engineering	Department of Civil and Environmental Engineering and Construction	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
Doctor of Philosophy – Electrical Engineering	Department of Electrical and Computer 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
Master of Science – Biomedical Engineering	Department of Mechanical Engineering	Howard R. Hughes College of Engineering	The Graduate College
Master of Science – Construction Management	Department of Civil and Environmental Engineering and Construction	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
Master of Science in Aerospace Engineering	Department of Mechanical Engineering	Howard R. Hughes College of Engineering	The Graduate College
Master of Science in 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
Master of Science in Engineering – Mechanical Engineering	Department of Mechanical Engineering	Howard R. Hughes College of Engineering	The Graduate College
Master of Science in Engineering – Civil & Environmental Engineering	Department of Civil and Environmental Engineering and Construction	Howard R. Hughes College of Engineering	The Graduate College
Master of Science in Transportation	Department of Electrical and Computer Engineering	Howard R. Hughes College of Engineering	The Graduate College

<b>Lee Business School</b>		<b>Component 5: Correct Department and College Name and The Grad College:</b>	
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Master of Arts – Economics	Department of Economics	Lee Business School	The Graduate College
Master of Science – Management Information Systems	Department of Management Entrepreneurship, and Technology	Lee Business School	The Graduate College

<b>School of Integrated Health Science</b>		<b>Component 5: Correct Department and College Name and The Grad College:</b>	
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Master of Science – Exercise Physiology	Department of Kinesiology and Nutrition Sciences	School of Integrated Health Science	The Graduate College
Master of Science – Health Physics	Department of Health Physics and Diagnostic Sciences	School of Integrated Health Science	The Graduate College
Master of Science – Kinesiology	Department of Kinesiology and Nutrition Sciences	School of Integrated Health Science	The Graduate College
Master of Science – Nutrition Sciences	Department of Kinesiology and Nutrition Sciences	School of Integrated Health Science	The Graduate College
Doctor of Philosophy – Kinesiology (eliminated in 2019)	Department of Kinesiology and Nutrition Sciences	School of Integrated Health Science	The Graduate College

<b>School of Dental Medicine</b>		<b>Component 5: Correct Department and College Name and The Grad College:</b>	
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
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

<b>School of Nursing</b>		<b>Component 5: Correct Department and College Name and The Grad College:</b>	
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Doctor of Philosophy – Nursing	{leave blank}	School of Nursing	The Graduate College
Doctor of Nursing Practice	{leave blank}	School of Nursing	The Graduate College

<b>School of Public Health</b>		<b>Component 5: Correct Department and College Name and The Grad College:</b>	
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Doctor of Philosophy – Public Health	Department of Environmental and Occupational Health	School of Public Health	The Graduate College
Doctor of Philosophy – Public Health	Department of Health Care Administration and Policy	School of Public Health	The Graduate College
Doctor of Philosophy – Public Health	Department of Epidemiology and Biostatistics	School of Public Health	The Graduate College
Master of Healthcare Administration	Department of Health Care Administration and Policy	School of Public Health	The Graduate College
Master of Public Health	Department of Environmental and Occupational Health	School of Public Health	The Graduate College
Master of Public Health	Department of Health Care Administration and Policy	School of Public Health	The Graduate College
Master of Public Health	Department of Epidemiology and Biostatistics	School of Public Health	The Graduate College

<b>School of Medicine</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
Master of Science – Couple and Family Therapy	Department of Psychiatry and Behavioral Health	School of Medicine	The Graduate College

<b>William F. Harrah College of Hospitality</b>	<b>Component 5: Correct Department and College Name and The Grad College:</b>		
<b>Component 4: Correct Degree Name:</b>	<b>i. Department Name</b>	<b>ii. College Name</b>	<b>iii. The Graduate College</b>
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

**A: SAMPLE COVER PAGE FOR MASTER'S THESIS**

**POVERTY AND HEALTH DISPARITIES: ANALYZING THE SOCIAL EFFECTS OF FOOD DESERTS  
IN AMERICAN URBAN CENTERS**

By

Oscar B. Maxwell

Bachelor of Arts – Elementary Education  
Western Michigan University  
2015

A thesis submitted in partial fulfillment  
of the requirements for the

Master of Arts – Sociology

Department of Sociology  
College of Liberal Arts  
Graduate College

University of Nevada, Las Vegas  
August 2019

**B: SAMPLE COVER PAGE FOR DOCTORAL DISSERTATION**

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

By

Lidia M. Matthews

Bachelor of Arts – Elementary Education  
Western Michigan University  
2012

Master of Arts – Sociology  
University of New Mexico  
2015

A dissertation submitted in partial fulfillment  
of the requirements for the

Doctor of Philosophy – Sociology

Department of Sociology  
College of Liberal Arts  
Graduate College

University of Nevada, Las Vegas  
August 2019

**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 Arts – Elementary Education  
Western Michigan University  
2012

Master of Arts – Sociology  
University of New Mexico  
2015

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

Doctor of Nursing Practice

School of Nursing  
Graduate College

University of Nevada, Las Vegas  
August 2019



**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

Jerry F. Tan

Michelle L. Thomason

Monique S. Jackson

William P. Hernandez

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  
Graduate College

University of Nevada, Las Vegas  
August 2019

## Section 4: Cover Page Essentials Overview

- Title
  - All CAPS
  - Double-spaced
  - Centered on the page
  - If more than one line, it is an inverted triangle (example p.2)
  
- “By”
  - This must be capitalized
  - Centered on the page
  - Separated from other sections by at least 3 single-spaced line breaks
  
- Name(s)
  - Must be your legal name as seen on your MyUNLV
  - Centered on the page
  - Separated from other sections by at least 3 single-spaced line breaks
  - If more than one author, names should have a single-spaced line break separating them
  
- The phrase ‘A doctoral project submitted in partial fulfillment’ should be on one line and the second line should read ‘of the requirements for the’
  - This section must always be separated between ‘fulfillment’ and ‘of’
  - Centered on the page
  - Separated from other sections by at least 3 single-spaced line breaks
  
- Degree Title
  - See pages 6-14 of this manual for correct Degree Title and formatting
  - Centered on the page
  - Separated from other sections by at least 3 single-spaced line breaks
  
- Department, School, The Graduate College
  - See pages 6-14 of this manual for correct Degree Title and formatting
  - Centered on the page
  - Separated from other sections by at least 3 single-spaced line breaks
  
- University of Nevada, Las Vegas and the Month/Year of degree conferral
  - There must be a comma after ‘Nevada’ followed by ‘Las Vegas’
  - Single-spaced and centered on the page
  - The month should match the following
    - Fall Graduation: December
    - Spring Graduation: May
    - Summer Graduation: August
  - Last section on the Cover Page