

### **III. DISSERTATION GUIDELINES**

In all matters of editorial style and content, students should consult their dissertation chair. Departments may recommend specific style guidelines that are appropriate for the discipline, or the dissertation chair may recommend a standard style manual, such as *The Chicago Manual of Style*.

**All dissertations, regardless of editorial style, should follow the formatting instructions below. The Office of Academic Affairs is responsible for ensuring compliance.**

#### **1. Preliminary Materials (IN ORDER OF APPEARANCE IN THE DISSERTATION)**

**Abstract:** (not to exceed 350 words). It should present the hypothesis, method and conclusions of the dissertation. It is NOT part of the dissertation (although it is submitted with it) and therefore it should not be paginated or listed in the Table of Contents. The text should be typed, double-spaced, on only one side of the page. Do not include your name, the title of the document, formulas or illustrative material in your abstract.

**Title page:** (*mandatory*; unnumbered; see sample attached). Choose your title carefully, making sure it clearly and succinctly describes your work. The key words in your title will function as a means to index your dissertation. The date on your title page should be the date you defended your dissertation. See example.

**Copyright page:** (unnumbered; optional). Copyrighting is optional. If you choose to copyright your dissertation, you must insert a blank page directly after the title page followed by another page with the copyright logo (2 pages, one blank, one with the copyright logo).

**Frontispiece:** (optional; unnumbered). An epigraph, photograph or drawing appropriate to your dissertation subject may be used for a frontispiece.

**Dedication:** (optional; unnumbered). A dedication is most commonly used to recognize a person or persons who provided support or inspiration.

**Preface:** (optional; numbered). A preface is used as an opportunity to speak directly to your readers about the dissertation.

**Acknowledgments:** (optional; numbered). The acknowledgment page is used to thank people who have provided intellectual guidance, research assistance, or technical support.

**Table of Contents:** with page references. (*mandatory*; numbered). The Table of Contents lists the chapters or divisions in your dissertation. If your dissertation has parts, chapters, and subheads, you may list these. See example.

EXAMPLE:

TABLE OF CONTENTS *(12th line from top)*

|   |    |
|---|----|
| PREFACE (or ACKNOWLEDGMENTS) <i>(15th line from top)</i><br><i>(double space)</i> | ii |
| Chapter 1.<br>INTRODUCTION<br><i>(double space)</i>                               | 1  |
| I. Scope and Purpose  | 1  |
| II. Definitions   | 2  |
| III. Methods and Problems   | 5  |

**List of Illustrations and/or Figures:** (if included, numbered) with full titles and page references. If you have two or more appendices or figures, you should provide a listing of these with the page numbers on which they appear. This section should both follow the table of contents and be listed on the table of contents.

**List of Abbreviations and/or Acronyms:** (if included, numbered).

## 2. The Body or Text

**Introduction:** listed in Table of Contents (Possibly as Chapter 1).

**Main body:** with chapters and subsections with appropriate headings. If your dissertation is very long or the topic can be broken down into sub-topics, consider grouping chapters into parts. Each “part” would consist of a number of chapters on a sub-topic contained within your subject.

## 3. Layout

**Margins:** each page of your manuscript must have the same margins. The left margin must be at least 1 ½" (to allow for binding) and 1" on the right, top and bottom of the page.

**Pagination:** page numbers must be at least 1" down from the top of the page, or 1" up from the bottom of the page. There should be at least two or three lines between the page number and the text.

The title page, copyright pages, frontspiece and dedication are never numbered. All other preliminary pages (preface, acknowledgements and table of contents) are numbered with small Roman numerals that correspond to the number of actual page, numbered or unnumbered. Begin using Arabic numerals on the first page of the text and continue through the appendices and bibliography.

Chapter numbers may be either in Arabic or capital Roman numerals. Whichever you choose, use the other type of numeral for numbering subsections within the chapter. The

chapter number appears alone (e.g., Chapter 1) on the 12th line from the top of the page. The chapter title is centered on the third line beneath the chapter number.

UMI asks that all pages count in the total enumeration, including the title page and copyright page that are never numbered.

**The Body or Text:** the text should be double-spaced and paragraphs should be indented six to eight spaces.

**Tables:** each table within the text should be given a number and a title. Tables should be numbered consecutively beginning with 1. Tables in an Appendix should be numbered consecutively with the tables in the text, that is, if the last table in the text is Table 52, the first table in the Appendix is Table 53. All references in the text to a table should be by the number of the table. For example, “. . . As Table 3 illustrates . . .,” or (see Table 3). Ideally, each table should be placed as close as possible to the first reference made to it in the text. Further, each table should be introduced in the text before its inclusion.

**Illustrative Materials:** since microfilming is a process of making black and white photographs, any illustrative material or hand lettering should appear in the original black and white. Do not use color images since color will reproduce as shades of gray that may or may not be distinguishable. All identification should be done with words and symbols.

Use cross-hatching or different patterns instead of shading for any area that you wish to highlight or distinguish.

Illustrative materials should be inserted with a dry mount process. Note that illustrative material on paper must also adhere to the 1 ½" x 1" x 1" margins.

**Footnotes:** are notes found at the bottom of an individual page. If there are many footnotes, they may be placed at the conclusion of the chapter to which they apply, in which case they become endnotes. Footnotes are typed single spaced with double spacing between footnotes. If the footnote consists solely of a citation from a publication included in your bibliography, it may be inserted in the text, following the style guidelines selected in consultation with the dissertation chair.

**Endnotes:** are notes that appear either at the end of each chapter or at the end of the entire dissertation, where they are divided according to the chapter.

#### 4. **Additional Guidance**

The following are a few of the guides on dissertation writing, which are available in the Fogelman Library:

Publication Manual of the American Psychological Association (call number REF DESK/ BF76.7 .P82 1994)

A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian (call number REF DESK/ LB2369 .T8. 1973 and LB2369 .T8 1987)

Electronic Style: A Guide to Citing Electronic Information by Xia Li and Nancy B. Crane (call number REF DESK/ PN171.D37 L5 1993)

Surviving Your Dissertation: A Comprehensive Guide to Content and Process by Kjell Erik Rudestram (Call number REF DESK/ LB2369. R83 1992)

The Chicago Manual of Style: for Authors, Editors and Copywriters by The University of Chicago Press (Bobst call number Z253 .U69 1982)

**Bibliography:** the bibliography directly follows the appendices and is also numbered as part of the text. The bibliographic entries are typed single spaced with double spacing between entries. The format for the bibliography is as follows for books:

Tillich, Paul. Systematic Theology. Chicago: University of Chicago Press, 1951.

and for journal articles:

Tuchman, Barbara. "If Asia Were Clay in the Hands of the West." Atlantic, September 1970, pp. 68-81.

*Note:* Psychology students should follow the APA requirements to prepare the bibliography.

## **5. Publication by Bell & Howell/UMI**

The University requires publication of your dissertation by Bell & Howell/UMI (formerly known as University Microfilm, International) in Ann Arbor, MI. Bell & Howell/UMI is a part of a worldwide information network enabling researchers to order copies of your dissertation.

Your dissertation will be indexed in both the Comprehensive Dissertation Index and American Doctoral Dissertations, (updated annually). Dissertation Abstracts Online will electronically reproduce the abstract of your dissertation and a citation will appear in Dissertations Abstracts International, which is published monthly by Bell & Howell/UMI. These services will make your dissertation readily and widely accessible to the academic community.

**Reproduction:** Bell & Howell/UMI requires a specific format for your final copy of your dissertation. The **final** copy of your dissertation should be printed on 8 ½" x 11" high-quality, white paper with a minimum weight of **24** pounds. The type font must be at least 10 pt. Characters should be letter quality, consistently dark and legible. Use a single font throughout the dissertation. Do not use a dot-matrix printer.

**Copyright Registration:** If you choose to copyright your dissertation, you must insert two blank pages directly following the title page, the second page containing a copyright logo. For details about Bell & Howell/UMI's copyright registration service, see the Bell & Howell/UMI brochure Publishing Your Dissertation, available from the University Records Office.

## 2.- **Miscellaneous Tips**

Where appropriate, the word “dissertation” should be used in place of “study,” “essay,” or “paper.” *Note:* Psychology students, particularly those in Clinical Psychology, may substitute “study” for “dissertation.”

Be consistent with capitalization and the use of hyphens throughout the dissertation.

Aim for clarity and ease of understanding. Avoid using sentences that are too complex or those that contain several ideas.

The following Latin abbreviations do not require capitalization or underlining. However, when the abbreviation is the first word, for example, in a footnote, it should be capitalized.

e.g., et al., etc., *ibid.*, *op. cit.* (use not recommended), *passim*, *viz.*, *vs.*

The Latin abbreviation “*ibid.*” should be used when a work has been cited previously in complete form. It should also be used when reference to the same work follows without any intervening references.

Listed below, as examples, are some common foreign words that do not require underlining:

|               |              |
|---------------|--------------|
| a priori      | a posteriori |
| bona fide     | bourgeoisie  |
| ad hoc        | coup d’etat  |
| laissez faire | per se       |
| status quo    | versus       |
| vice versa    | vis-à-vis    |

Such common prefixes as pre-, post-; pro-, anti-; over-, under-; semi-; un-; are used without hyphen

*(EXAMPLE TITLE PAGE)*

*(Left margin 2 inches)*

*(Title and sub-title  
2.5 inches from  
top of page)*

THE FOURTH ESTATE

A Study of the American Newspaper Guild

*(“by” 3 spaces above name)*  
by

Mary Roe

*(Name of student 5  
inches from top of page)*

December 1996  
*(month and year of defense date only)*  
*(Date 6 spaces  
down from name)*

*(“Submitted” statement 9 spaces  
from month/year)*

Submitted to The New School for Social Research of The New School in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

*(Dissertation Committee 4 spaces  
from “submitted” statement)*

Dissertation Committee: *(Committee should be listed with Chair first and external member or Dean’s Rep last)*

Dr. Mary Smith

Dr. Todd Doe

Dr. Lynn Brown

Dr. Donald Yee