

# *Doctoral Dissertation Handbook*

11th Edition



THE CATHOLIC  
UNIVERSITY  
OF AMERICA

Office of  
Graduate Studies

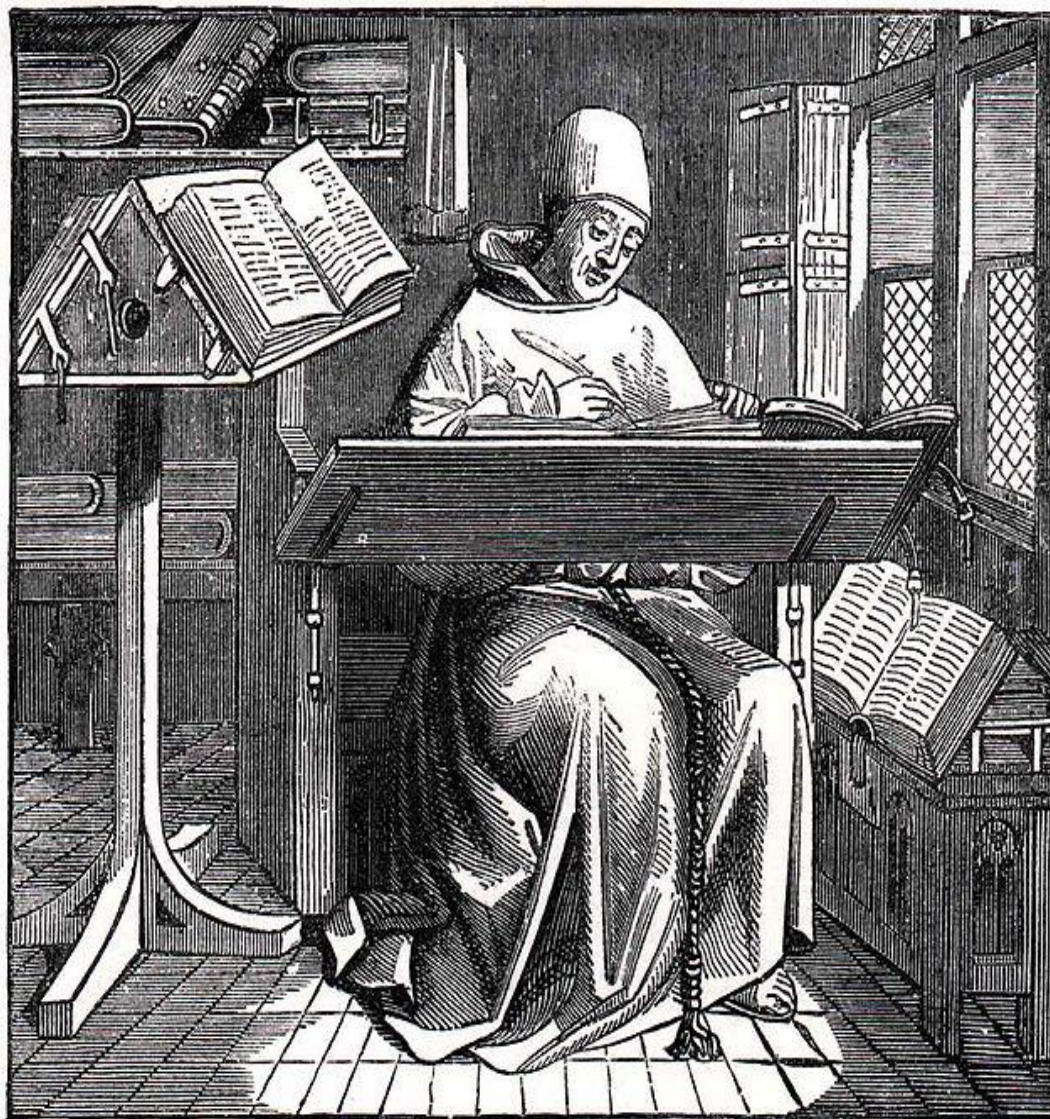


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SCRIPTORIUM MONK AT WORK. (From *Lacroix*.)

## Introduction

This handbook is written for you, a student in the process of writing a doctoral dissertation, treatise, composition, or evidence-based project in partial fulfillment of the requirements for a doctoral degree from The Catholic University of America. It is the official guide to University requirements governing the submission of your work.<sup>1</sup>

All doctoral degree candidates who are required to submit a formal, written dissertation, treatise, composition, or evidence-based project are required to submit the final approved manuscript to the [Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies](#) (hereafter the Office of Graduate Studies) for formatting review.

Your manuscript is an important document, both academically and for you personally. For this reason, we expect you to exercise utmost care in the preparation of the final manuscript for submission and we commit ourselves to processing the manuscript for final deposit required for the publication of your work.

In order to ensure that manuscripts from The Catholic University of America reflect the importance we place on them, we require that you follow strict formatting and submission guidelines. Following these guidelines assures compliance with the University-contracted publishing company, [ProQuest](#).

Since you are ultimately and personally responsible for following the guidelines and instructions in this handbook, you are required to read this handbook completely and carefully. University faculty and staff, especially major professors and directors, are encouraged to familiarize themselves with the contents of the handbook as well, since they are often asked to advise students in the preparation of the manuscripts.

Certain departments and schools follow procedures and formatting described in style manuals or sheets specific to their individual disciplines, and your department or school may expect you to follow these guidelines as well. However, instructions or formatting guidelines published in this handbook, or in any published addenda to the handbook, take precedence over discipline-specific guidelines.

With the development of new binding and publishing technologies and revised University policies, the guidelines for the preparation and submission of manuscripts change from year to year. We therefore advise against referring to previous editions of the handbook or using a previously submitted and published manuscript as a guide for format or layout.

If your research extends over several years, we also ask that you review the most current version of the handbook available on the website of the Office of Graduate Studies prior to preparing your final manuscript for deposit.

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<sup>1</sup> In this handbook, please note that “dissertation” when appearing alone is considered the catchall term for dissertations, treatises, musical compositions, and evidence-based projects.

# Writing Your Dissertation

## Style

Please note: The guidelines regarding format and style outlined in this handbook are requirements of the University and supersede any instructions given in the various academic discipline style manuals. For any items not specifically addressed in this handbook, you must refer to your discipline's style manual or consult your department or school.

As stated in the University's [Graduate Announcements](#), "The dissertation must follow the approved format, which conforms to the norms of *The Chicago Manual of Style* [Chicago: The University of Chicago Press, current edition] (hereafter *The Chicago Manual*) ... with whatever adaptations are appropriate for the candidate's discipline." You may have some difficulty in consulting *The Chicago Manual* alone, however. This publication is primarily a guide for editors and typographers preparing typescripts for printing. For easier reference, we recommend Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: The University of Chicago Press, current edition), which is an interpretation of *The Chicago Manual* specifically addressing the preparation of academic papers that will remain in typescript form.

In addition to using *The Chicago Manual*, several academic disciplines have adapted a specific style for use in the professional field for writing journal articles, submitting proposals, etc. You must check with your individual department or school to ascertain if there is a standardized style format for your discipline, or if they have adopted a style format that is standard in another, related discipline. Since these guides are periodically revised and updated, please be sure to consult the most current edition of any manual used. Generally, these various manuals are helpful for citations of references and forms of notation.

You must always keep in mind that the guidelines regarding format and style outlined in this handbook are requirements of the University and supersede any instructions given in the various academic discipline style manuals. For example, a running header (as prescribed by APA) is not appropriate for a dissertation, since the header is used for typescripts that may be reprinted in a journal with other manuscripts. Likewise, the double-spacing of all text, including quotations (as prescribed by MLA) is not appropriate for a dissertation, since the manuscript submitted to the University is considered to be in final form, and will not be transcribed into another form for further processing.

Your major professor and others in your school or department will assist you in the appropriate interpretation of discipline-specific guidelines within the context of University requirements. When in doubt, contact the Office of Graduate Studies at [cua-graduatestudies@cua.edu](mailto:cua-graduatestudies@cua.edu) for assistance.

## The Writing Center

[The Catholic University Writing Center](#) provides support services to students at all stages of the writing process. The Writing Center strongly recommends that you contact them to make an appointment and speak with one of their trained consultants. They can be reached at [cua-writingcenter@cua.edu](mailto:cua-writingcenter@cua.edu) or 202-319-4286. Walk-ins are welcome on a space-available basis.

## Catholic University Academic and Research Computing Resources

[The Office of Technology Services](#) offers a wide range of services for graduate students. Technology Services issues a computer account to all faculty, staff, and students, provides students, faculty, and staff with an extensive computer education and training program, and supports all technology classrooms and computing areas on campus.



A general computing area in Leahy Hall, with both Windows and Macintosh machines, is open twenty-four hours a day during the semesters. Other computer-equipped classrooms and computing areas are open and available for use by any member of the Catholic University community. The formatting guidelines prescribed in this handbook can be handled by word processing software in any lab on campus.

## Using an Independent Typist and Copy Editor

The formatting review conducted by the Office of Graduate Studies points out errors in the formatting of your manuscript and shows places where changes, revisions, and edits are needed to bring the manuscript into conformity with the guidelines of this handbook. The Office of Graduate Studies does not make the necessary edits to your manuscript and is not available to do so. In those cases where you are not able to make the edits required by the Office of Graduate Studies, you may need to hire an independent typist or copy editor.

Typists and copy editing agencies frequently post advertisements on bulletin boards throughout the University. Please consider the following when dealing with typists or copy editors or word processing agencies.

- Is the typist or copy editor familiar with foreign expressions, equations, formatting tables and charts, etc., that you use in the manuscript?
- Will you already have properly formatted the final draft, or is the typist or copy editor responsible for following Catholic University and discipline-specific formatting guidelines?
- May the typist or copy editor correct minor grammatical and spelling errors?
- What kind of computer will the typist or copy editor be using? What style and size typeface will be used?
- Will the typist or copy editor proofread the finished work? (Of course, it is your responsibility to do the final proofreading, but the typist or copy editor should proofread for obvious typographical errors.)
- If you have made a mistake, will the typist or copy editor charge extra to correct the mistake?
- Will the typist or copy editor edit the manuscript? If so, what will the editing cost?
- After agreeing with the typist or copy editor on a deadline for completion of the manuscript, what will be the penalty for not meeting the deadline?

Always be aware that prices quoted per page will likely be affected by the use of foreign words, equations, or complicated tables and charts. You should attempt to cover with the typist or copy editor all aspects of the preparation of the final manuscript before you present the draft for final typing.

You should be sure to secure a typist or copy editor well in advance of deposit deadlines. Typist or copy editors are in great demand at peak periods prior to graduation dates.

Whether or not you have already formatted the draft, give the typist or copy editor a copy of the Catholic University formatting guidelines as well as any discipline-specific formatting guidelines you may be using. Emphasize the importance of following these guidelines. Encourage the typist or copy editor to contact the Office of Graduate Studies if s/he has any questions concerning formatting.

## The Copyright

[The Office of General Counsel](#) of The Catholic University of America has prepared an [information sheet](#) on the issues involved in the copyright of your dissertation and registering your copyright with the [U.S. Copyright Office](#) of the [Library of Congress](#). It is important that you read this document prior to making the decision whether or not to

register your copyright with the U.S. Copyright Office. You can also access extensive information on your copyright at the websites of [the Office of General Counsel](#) and [ProQuest](#).

## **Ecclesiastical Imprimatur**

For manuscripts in canon law, sacred theology, or philosophy, an ecclesiastical imprimatur is generally not necessary. However, if you are a candidate in an ecclesiastical degree program, you should consult with your major professor or the dean of your school regarding the ecclesiastical imprimatur.

## **The Elements of Your Dissertation**

### **Preliminary Pages**

#### ***Title Page***

#### **The Title of the Dissertation**

Your title must be exactly the same one as submitted on your dissertation proposal. If you have made any changes to the title, you must submit a [Request for Change in Doctoral Dissertation Title](#) prior to your deposit date.

This is not the place for any creative efforts — special fonts, spacing, sizing, boldface or italic type, etc. Do not place the title in all capital letters.

#### **Your Name**

You must use your “name of record” on the title page. This is your official name as recorded by the Office of Enrollment Services. You may not include job titles or organizational affiliations (your diocese, your military unit, your employer, etc.). For clergy and religious, the titles “Rev.,” “Sr.,” or “Br.” are acceptable, while “Fr.” is not acceptable. Although you may have been sponsored and supported in your studies, your dissertation is your own work for which you are solely responsible. You may recognize sponsors in an acknowledgement or dedication.

#### **The Copyright Symbol ©**

Copyright privileges vest with you as author immediately upon creation of your dissertation, whether or not you include the © symbol on your title page, and whether or not you register your copyright with the [U.S. Copyright Office](#) of the [Library of Congress](#). You must decide whether to place the © symbol on your title page.

#### **The Year**

The year on the title page of your dissertation is the year (no day or month) in which your dissertation will be published. This is also the year in which you graduate and your copyright takes effect. For fall graduates, this means the year on your title page must be **the following year** as your degree is conferred in January.

#### **Music Compositions for the Degree Doctor of Musical Arts**

A dissertation submitted as a requirement for the D.M.A. degree comprising musical compositions will have a summary title page and separate title pages for each of the compositions.

#### ***Abstract***

You are required to write an abstract of your dissertation. The abstract must be written in English, even if your dissertation is written in a foreign language. It must contain no special characters or any text written in a non-Roman alphabet.

The text of the abstract must be double-spaced, and must provide a concise summary of the following information:

- A statement of the problem,
- A description of the research procedure or method,
- An explanation of the results of the research,
- A summary of your conclusions.

Since the abstract is an important summary of your work and is the basis upon which scholars may decide to read the dissertation, you must exercise great care in preparing the text. Remember, when placing your name of record at the top of the abstract, include the abbreviation of the degree you will receive upon graduating immediately after your name.

ProQuest does not place a word limit on the abstract, as that constrains the student's ability to describe their research in a section that is accessible to search engines, and therefore would constrain potential exposure of the work. However, ProQuest does publish print indexes that include citations and abstracts of the dissertations it publishes. These print indexes require limits of 350 words for doctoral dissertations. Additionally, ProQuest print indexes allow only text to be included in the abstract. In the editorial process for printing doctoral dissertations, ProQuest will truncate the abstract if it exceeds the 350-word limit and will remove any non-text content. Therefore, you may wish to limit the length of the abstract to 350 words if this concerns you. The abstract as you submit it, no matter the word count, will NOT be altered in your published manuscript.

Students often use the same text for both their abstract and the dissertation brochure published by their school prior to the oral defense. Please consult with your school concerning this possibility.

Place the abstract directly behind the title page, but do not number it. For further reference, please see [Pagination](#).

### ***Signature (Approval) Page***

Your dissertation must have a signature (approval) page signed by your major professor and readers. You are responsible for properly formatting this page and obtaining the necessary signatures. The Office of Graduate Studies cannot assume responsibility for obtaining signatures.

You must prepare the signature page, following the formatting guidelines in the Appendix below, print it out on acid-free cotton paper, and take it with you to your oral defense when all of your committee members will be present. Although the committee may ask you to make minor corrections to your dissertation following your defense, this usually does not prevent committee members from signing the dissertation signature page. If this is not possible, please arrange to get the signature page to all members of your committee for completion.

Number the signature page at the bottom center of the page with the lower-case Roman numeral "ii". For further reference, please see [Pagination](#).

### ***Optional Preliminary Pages***

You may include a dedication, an epigraph, a list of illustrations, a list of tables, a list of abbreviations (may alternately appear in the end matter), a foreword, a preface, or acknowledgements in the front matter of your dissertation.



For further reference, please see [Pagination](#) on the order of appearance and pagination of these optional preliminaries.

## **Body of Text**

### ***Introduction***

An introduction is optional. If you choose to include it, please follow your discipline-specific guidelines in deciding whether to make the introduction an independent section or to consider it formally as your first chapter. In either case, the introduction is the equivalent of a first chapter of your text and will be numbered accordingly. It is not part of your preliminary materials.

### ***Notes/Footnotes***

Footnotes are strongly preferred over chapter endnotes. A reader of a microfilm or PDF copy of your dissertation will have considerably greater access to information by including footnotes on each page. You must number footnotes consecutively throughout the entire paper. However, if there are more than 100 footnotes, number them consecutively by chapter.

Endnotes, when used, must appear at the end of each chapter — never at the end of the entire dissertation. As a general practice, endnotes must be the same size and font type as the body of text. However, you may use a slightly smaller font size in footnotes. In no case can the font size be less than 10 point. Since reprinting the dissertation from microfilm reduces the size of the print, smaller font sizes easily become illegible.

Refer to the appropriate style manual of your discipline for proper notation and reference format. For further reference, please see [Typeface](#).

### ***Illustrative Materials***

Illustrative materials include photographs, charts, graphs, tables, prints, maps, reproductions, renderings, hand-drawn items, etc. You may include illustrative materials either in the body of the text or in an appendix. If included in the text, the materials must be inserted as close as possible to their first reference in the text. The explanation of the illustrative material must precede the item, and the label must follow the illustrative material. If you include the materials in an appendix, the explanation must also precede the item.

### ***Alignment of Page Numbers***

Whether or not the illustrative material is placed in the manuscript in portrait or landscape format, the pagination must follow the alignment rules established for the rest of the manuscript. For further reference, please see [Pagination](#).

### ***Charts and Graphs***

When designing your charts and graphs, keep in mind that when they are reproduced from the microfilm, they will be reduced in size. The charts and graphs may be in color.

### ***Photographs***

If you include photographs, they must be of excellent quality. If in color, they must have been produced using a color process producing sharp images and brilliant, long-lasting color.

### ***Reproductions***

Use only excellent quality reproductions. Remember, the item will lose definition in the filming and reducing process, easily becoming illegible.

## **End Matter**

### ***Optional End Matter***

Optional end matter may include an appendix or appendices, a glossary, a list of abbreviations (which may also appear with the preliminary pages) and addenda.

### ***Letters of Permission***

In the event you are including in your manuscript material that does not fall in the “fair use” category, you must request permission from the holder of the copyright to include the materials. For information on “fair use” and an example of a letter requesting permission to use the material, please visit [the Office of General Counsel website](#). If you have requested permission from other authors or publishers to use material in your dissertation, you must include the letters of permission in your manuscript. Place such letters, separately labeled in an Appendix, at the rear of the manuscript.

### ***Bibliography***

Consult your department or school and the appropriate style manual for instructions on the discipline-specific formatting of the different types of references in your bibliography.

## **Preparing Your Manuscript**

### **Typeface**

The following standard printing fonts are acceptable: Times New Roman, Garamond, Palatino Linotype, or Century Schoolbook. The text of the manuscript must be printed with a 12-point font size. It is permissible to mix typefaces and fonts to give the finished product a professional appearance, for example using bold typeface or a larger font in titles. It is important, however, that your style elements be consistent throughout the manuscript.

Use either underlining or italics to emphasize text. Do not use bold typeface for emphasis, since such typeface may not be clearly discernible on microfilm or reprints from microfilm. Do not mix underlining and italics for emphasis — one system must be used consistently throughout the paper.

You may use proportional spacing, as well as right-margin justification, as long as you use hyphenation appropriately. Control carefully for orphan and widow lines. An orphan line is the first line of a paragraph that is the last line on a page. A widow line is the last line of a paragraph that is the first line on the next page. These look awkward because the bulk of the paragraph is on another page.

As a general practice, endnotes must be the same size and font type as the body of text. However, you may use a slightly smaller font size in footnotes. In no case can the font size be less than 10 point. Since reprinting the dissertation from microfilm reduces the size of the print, smaller font sizes can easily become illegible.

### **Alignment**

The text must appear on the paper so that the left-hand margin of the text runs along the 11-inch length of the paper and 8.5 inches represents the width of the top and bottom of the paper.

## Margins

All margins must be one inch wide. A common error made in creating bottom and top margins is not adjusting the header and footer of the page. To do so, change the header and footer from the default of 0.5 inch to 1 inch to be sure you have the required one-inch margins both at the top and bottom of the page.

## Line Spacing

Double-space the text uniformly throughout the manuscript, with the exception of footnotes, quotations, etc. Refer to Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* or to your discipline's style manual for proper spacing instructions.

## Pagination

Every page of the manuscript following the abstract must carry a number. Preliminary pages must be numbered in lower case Roman numerals starting with the signature page as "ii". The text must be numbered in Arabic numerals, which continue consecutively throughout the remainder of the paper, including end matter.

Do not accompany page numbers with any other symbols. For example, the following methods are not acceptable: "Page 1," "Page One," "p. 1," "-1-," etc. Also, pages may not be supplemented, for example, 7a, 7b, 7c.

## Page Number Placement

All preliminary page numbers must be centered at the bottom of the page. Additionally, all end matter, that is every page after the main text, including appendices and bibliography, must be paginated at center bottom throughout.

All text page numbers can either be centered at the top of the page, or appear in the upper right-hand corner, with the exception of those pages carrying a major heading, such as the first page of a chapter, in which case the number must be centered at the bottom of the page. Even if charts, illustrative materials, etc., are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format.

For further reference, please see the [Page Number Placement Illustration Table](#).

## Reviewing Your Manuscript

In order to ensure that the deposit of your dissertation goes smoothly, you must set up a formatting review of your manuscript at least two weeks prior to the oral examination/doctoral defense. The formatting review is done through email using the final PDF version of your complete dissertation.

You must use your official Catholic University email address ("NAME"@cua.edu) when contacting the [Office of Graduate Studies](#), as that Gmail address has added capacity for large files and allows for the easy tracking of correspondence with the administrator.

The person designated by the Office of Graduate Studies to conduct the formatting review will give you directions on any necessary formatting changes to your manuscript. The reviewer does not work as a copy editor and will not make changes to your manuscript on your behalf. It will be your responsibility to make any changes to your manuscript required from the formatting review or from your dissertation committee after the successful oral examination or



doctoral defense, and to obtain the signatures of all of the members of the dissertation committee on the manuscript's signature page.

Once your manuscript's formatting has been approved, you will be given a *Permission to Publish* form, which must be brought with you to the oral examination or doctoral defense.

You will also be given the [ETD@CUA Submission Licensing Statement](#) to complete. This document gives you the choice of what license (worldwide or local) you will grant the University in publishing your manuscript through ProQuest and The Catholic University of America Dissertations and Theses Digital Collection Depository at the Mullen Library. For more detailed information on the differences in licensing, visit the [Office of Graduate Studies website](#).

Please note that individual schools may require you to submit your final dissertation manuscript to your dissertation committee by a deadline earlier than the formatting review deadline of two weeks before the oral examination or doctoral defense date. Please consult with your school dean's office concerning your school's requirements for submission.

## **The Oral Examination or Doctoral Defense**

After the successful oral examination/doctoral defense, your major professor and dean must sign the *Permission to Publish* form. This form, along with the manuscript's title page, abstract, and signed signature page, will be collected by the graduate student services coordinator in your school or department and will be deposited with the Office of Graduate Studies.

## **Uploading Your Manuscript to ProQuest**

After you have received formatting approval, you must submit your final dissertation manuscript online through ProQuest. You are responsible for setting up an account with ProQuest, paying your ProQuest fees, and submitting your dissertation by the deposit deadline. Please note: the ProQuest fees include the mandatory purchase of a microfilm copy for the Mullen Library. You will also have the opportunity to let ProQuest assist you in obtaining a formal copyright for your dissertation for an additional fee.

The deadline for deposit published in the [Academic Calendar](#) specifies the last date upon which a dissertation may be deposited in order for you to be able to graduate on the next graduation date.

### **Personal Bound Copies of the Manuscript**

The University does not provide personal binding services for students. You may opt to purchase hard- or soft-cover copies from ProQuest, or you may order bound copies from a commercial bindery.

## **The Final Doctoral Deposit**

At the end of this handbook you will find a [doctoral deposit checklist](#) outlining the steps to follow in preparing to submit the manuscript online to ProQuest, as well as listing the documents and fees you must submit before the Office of Graduate Studies can accept your submission.

The deadlines for final online submission and deposit of the dissertation materials cannot be extended.

Please note that the Office of Graduate Studies cannot accept for submission any manuscript if the necessary fees and documentation have not been completed and submitted. Also, the Office of Graduate Studies is unable to obtain any necessary signatures or complete any required documentation on your behalf.

### **Deposit Receipt**

Once the Office of Graduate Studies has completed the manuscript deposit process and certified your manuscript as approved in ProQuest, a receipt will be issued. A copy of this receipt will be sent to you and to the dean of your school as proof of deposit, a prerequisite for graduation from your program.

### **What Happens to Your Manuscript after Deposit?**

After your deposit and graduation from the University, the Office of Graduate Studies will approve your manuscript for publishing with ProQuest. It usually takes ProQuest six to eight weeks after your graduation to microfilm the manuscript and post the manuscript information on their website.

Once ProQuest has filmed your manuscript, they will send a copy of the microfilm to the Office of Graduate Studies, which will send the microfilm to the [American Catholic History Research Center and University Archives](#) for cataloging and storage.

### **The Catholic University of America Open Access Policy**

ProQuest works in conjunction with The Catholic University of America Dissertations and Theses Digital Collection Depository at the Mullen Library. Therefore, the choice of license you made when you submitted the [ETD@CUA Submission Licensing Statement](#) with the Office of Graduate Studies guides the online publication of your manuscript. Your manuscript will be made available for viewing by the public only according to your directions as indicated on the licensing statement.

If you have any further questions, please visit the [Office of Graduate Studies website](#), email [cua-graduatestudies@cua.edu](mailto:cua-graduatestudies@cua.edu), or call the office at 202-319-5247.

## Graduation

All candidates for graduation must apply for graduation through Cardinal Students or with the Office of Enrollment Services by the deadline stated in the [Academic Calendar](#) for the semester in which they intend to graduate.

If you are graduating at the May commencement exercises, you will receive your diploma at that time. If you are graduating in August or January, your diploma will be mailed to you and you must ensure that your mailing address in Cardinal Students is updated and correct.

No matter when you are graduating in the academic year (summer, fall, or spring semester), you are invited to attend the May commencement exercises as a graduate of that academic year.





## Sample Dissertation Title Page (without Copyright)

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Dissertation Must Appear Here  
*Please Note: Do Not Put Your Title in All Capitals or Bold*

A DISSERTATION/TREATISE/EVIDENCE-BASED PROJECT

Submitted to the Faculty of the  
Department of \_\_\_\_\_  
School of \_\_\_\_\_  
Of The Catholic University of America  
In Partial Fulfillment of the Requirements  
For the Degree  
Doctor of

By  
Author's Name of Record

Washington, D.C.

Year of Graduation

## Sample Dissertation Title Page (with Copyright)

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Dissertation Must Appear Here  
*Please Note: Do Not Put Your Title in All Capitals or Bold*

A DISSERTATION/TREATISE/EVIDENCE-BASED PROJECT

Submitted to the Faculty of the  
Department of \_\_\_\_\_  
School of \_\_\_\_\_  
Of The Catholic University of America  
In Partial Fulfillment of the Requirements  
For the Degree  
Doctor of

©  
Copyright  
All Rights Reserved  
By  
Author's Name of Record  
Washington, D.C.

Year of Graduation

## Sample Dissertation Abstract

The Title of the Dissertation Must Appear Here

*Please Note: Do Not Put Your Title in All Capitals or Bold*

Name of Record, and the doctoral degree you will be conferred  
upon graduating (Ph.D., S.T.D., etc.)

Director: Name, Degree

*The text of the abstract appears here, double-spaced; pages are not numbered.*

*Please note: The abstract does not have page numbers.*



## Sample Dissertation Signature Page

This dissertation/treatise/evidence-based project by (Author's Name) fulfills the dissertation requirement for the doctoral degree in \_\_\_\_\_ approved by (Name, degree), as Director, and by (Name, degree), and (Name, degree) as Readers.

*Please note: Do not include any parenthesis in your text.  
They are included here in this sample to show where names and degrees are located.*

\_\_\_\_\_  
Name, degree of Director, Director

\_\_\_\_\_  
Name, degree of Reader, Reader

\_\_\_\_\_  
Name, degree of Reader, Reader

## Page Number Placement Illustration

| Page Title  | Page Numbers  | Page Number Placement   |
|---|---|-------------------------|
| Title Page  | No page number  | No placement            |
| Abstract  | No page number  | No placement            |
| Signature page  | ii  | Center bottom           |
| Preliminary Materials<br>Dedication (optional)*<br>Epigraph (optional)*<br>Table of Contents<br>List of Illustrations (if applicable)<br>List of Tables (if applicable)<br>List of Abbreviations (if applicable)<br>Foreword (optional)*<br>Preface (optional)*<br>Acknowledgements (optional)* | iii, iv, v etc.   | Center bottom           |
| First Page of Introduction<br><i>(either as independent section or as first chapter)</i>  | 1   | Center bottom           |
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| End Matter<br>Appendix/Appendices (if applicable)<br>Glossary (if applicable)<br>List of Abbreviations (if applicable)<br><i>(alternately, may appear in preliminary materials)</i><br>Bibliography   | Continue consecutive numbering  | Center bottom           |
| Letters of Permission (if applicable)   | Listed in Table of Contents<br>without number                               | No placement            |
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# Final Doctoral Deposit Process

## Preparing to Deposit Your Doctoral Manuscript

Your manuscript must be formatted correctly and must be accompanied by all necessary documentation and all necessary signatures. The Office of Graduate Studies will not accept any dissertation for deposit that does not meet the above criteria.

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- ✓ Check your manuscript page by page for formatting, numbering, printing errors, missing or misplaced pages, etc.
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- ✓ After obtaining approval from the reviewer, print out the title page, abstract, and signature page on cotton paper, which you will bring to the oral examination/doctoral defense.
- ✓ At your oral examination/doctoral defense, obtain all necessary signatures on the *Permission to Publish* form and on your manuscript's signature page (printed on cotton paper). Your school or department's graduate student services coordinator will collect these pages, along with the manuscript's title page and abstract.
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