

# Doctoral Dissertation Formatting Requirements

(Updated October 9, 2015)

**Before submitting your final dissertation, check it against the following guidelines. Please be advised that if your dissertation does not conform to the GSAS formatting requirements, your dissertation will not be accepted. No exceptions or extensions will be made.**

## I General

- The final dissertation must be submitted electronically at <http://www.etsdadmin.com/cgi-bin/home> However, a title page with the advisor's, original signature and the signed, Advisor's Approval Form must be submitted to the GSAS, Office of Academic and Student Affairs by the final dissertation deadline.
- Be consistent in naming/labeling items: e.g. use Illustrations or Figures, not both; Bibliography, References, or Works Cited. Do not use different titles interchangeably.

## II Margins

- The margins of all pages (including the abstract, figures, diagrams, illustrations, tables, appendices, catalogs, etc.) must be **1 inch on the left** and **1 inch on the top, right and bottom**.

## III Pagination

- Page numbers must appear a minimum of  $\frac{3}{4}$  of an inch from the edge: bottom-centered or top-centered. Do not interchange the page number location throughout the dissertation. Page number locations must be consistent.
- Landscaped pages must be numbered in the same location as other pages in the dissertation (top-center or bottom-center of portrait-oriented, 8½" x 11" pages).
- All page numbers are considered part of the text. Therefore, the bottom margin must be 1 inch from the page number to the edge of the page.
- Front material pages, beginning with the Dedication page (if included), receive lowercase Roman numerals. The body of the dissertation, which usually begins with the first page of the Introduction or Chapter 1, receives Arabic numerated page numbers starting with the number 1.
- **IFA and Music students only:** Plates and/or Catalogues can be treated as Appendices and placed (when placed in this position, the pages will receive page numbers) as such before the Bibliography/References/Works Cited, or these items may be placed at the end of the manuscript, immediately following the Bibliography/References/Works Cited section. If submitted in this format, the pages do not receive page numbers. However, plates and/or catalogued items must be numbered sequentially; e.g., Plate 1, Plate 2, etc.

## IV Size and Spacing

- Typeface/fonts must be at least 10 pt. or higher for the entire dissertation including footnotes (we request 12 pt. if using Times New Roman). Recommended type styles are \*Arial, Century Gothic, and Courier. Here is a comparison of size 10 pt. in the different fonts:

- |                   |  |
|-------------------|--|
| • *Time New Roman | The quick brown fox jumped over the lazy dogs. |
| • *Arial          | The quick brown fox jumped over the lazy dogs. |
| • Century Gothic  | The quick brown fox jumped over the lazy dogs. |
| • *Courier New    | The quick brown fox jumped over the lazy dogs. |

- \* Web font is designed for easy screen readability. Since many readers are likely to view and/or use your dissertation onscreen, you may wish to improve the readability of your text by using one of these fonts.

- All lists, including the Table of Contents, and the body of the dissertation must be double-spaced. Subsections within lists should be at least 1.5 spaced (e.g., in chapter subsections listed in the Table of Contents; in individual citations in the Bibliography).
- Leave **at least two** blank lines between the heading of the abstract, preface, introduction, a chapter, etc., and the first line of text on the page.
- Leave **at least two** blank lines between the last line of text and/or footnote(s) and the page number.

## V Front Material

- Front material pages should be organized as follows:
  - Title
  - Copyright (if applicable)
  - Blank (optional)
  - Frontispiece (optional)
  - Dedication (optional)
  - Acknowledgments (optional)
  - Preface (optional)
  - Abstract (optional)
  - Table of Contents
  - List of Figures (if applicable: only required if you have more than one figure)
  - List of Tables (if applicable: only required if you have more than one table)
  - List of Abbreviations (if applicable)
  - List of Plates (if applicable)
  - List of Illustrations (if applicable)
  - List of Appendices (if applicable; only required if you have more than one appendix)

**Front material pages must be numbered with lowercase Roman numerals and must meet all margin and font size requirements. The title page, copyright page (if applicable), blank page (if applicable), and frontispiece (if applicable) are all counted, but do not receive page numbers.**

A Title Page

- Must be double-spaced and follow the example located in A Formatting Guide for Successful Completion of the Doctoral Dissertation (<http://gsas.nyu.edu/docs/CP/777/FormattingGuide.pdf>).
- The graduation date must read September, January, or May 20\_\_ (month, and year of graduation).
- Advisor's signature line must be a solid black line (not .....

B Copyright Page

If you copyright, include the © symbol on the copyright page. Do not write the word "copyright." (In Microsoft Word, the symbol is found under "Insert" then under the "Symbol" option. Please refer to A Formatting Guide for Successful Completion of the Doctoral Dissertation for the required wording of the copyright page.

C Blank Page

An optional blank page may follow the copyright page. It is not numbered.

D Frontispiece

An optional illustration and/or quote. It would go after the copyright page. Quotes or illustration labels can be single-spaced. The frontispiece must adhere to the margin and font size requirements.

E Dedication

This page is optional. But, if included it requires a header and it will be the first numbered page to receive a lowercase Roman numeral. (Be sure to count the preceding pages in the pagination).

F Acknowledgments

This page is optional. If included, it requires a header, it must be double-spaced and the page(s) numbered. Acknowledgments can be more than one page in length.

G Preface

A Preface is optional.

H Abstract

This page is optional. If included in the dissertation, do not include the author's name, dissertation title, advisor's name, or graduation date. **NOTE:** The separate abstract required at the time of the preliminary submission does require the author's name, dissertation title, and advisor's name (all double-spaced) on the top of the first page. However, the separate abstract does not require page numbers.

## I Table of Contents

- Please do not include a “Table of Contents” entry within the Table of Contents.
- Lists of Figures, List of Tables, List of Plates, List of Abbreviations, List of Illustrations, List of Appendices; a Catalog, a Glossary (if applicable), and the Bibliography must be indicated in the Table of Contents.
- A Bibliography/References/Works Cited section must be included as the final section of the dissertation, and must always be listed last in the Table of Contents (for all disciplines). **NOTE:** IFA and Music students may include Plates or a Catalog immediately following the Bibliography (refer to page 1 for details).
- Make certain that the page numbers listed in the Table of Contents correspond to the page numbers in the body/text.

## VI **Body**

- Usually begins with Introduction or Chapter 1. This first page is numbered with Arabic numeral 1.
- If including a Glossary, the Glossary must precede the Bibliography/References/Works Cited section.

## VII **Images**

- Can be placed together in one section, or can be interspersed throughout the dissertation. When presented in this format, all pages will receive page numbers. However, for **IFA** students, images are allowed to appear after the Bibliography section. When presented in this format they must be named Plates and the pages will not receive page numbers.
- Must be labeled and the pages on which they are found must be numbered.

## VIII **Bibliography/References/Works Cited**

- Please follow the formatting style manual used throughout the dissertation: MLA, Chicago/Turabian or APA.