

Doctoral Dissertation Checklist

(Updated January 22, 2009)

Before submitting your final dissertation, check it against the following guidelines. Please be advised that if your dissertation does not conform to the guidelines, 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.etdadmin.com/cgi-bin/home>. However, a title page with the advisor's, original signature and the signed, Advisor's Approval Form #6 must be submitted to the Office of Academic and Student Life 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 **at least 1.5 inches on the left and at least 1 inch on the top, right and bottom.** **NOTE: Overcompensate on all margins by .10 to insure meeting the requirements.**

III Pagination

- Page number location 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" page).
- All page numbers must fall inside the margins. There must be at least 1 inch between the page number and the bottom or top edge of the page (depending on whether top or bottom numbering is selected).
- Front material pages, beginning with the Dedication page, receive lowercase Roman numerals. The body of the dissertation, which usually begins with the first page of the Introduction or Chapter 1, receives Arabic numerals starting with the number 1 and following consecutively.
- **IFA and Music students only:** Plates and/or Catalogues can be treated as Appendices and placed 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/font 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. writing 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 The quick brown fox jumped over the lazy dogs.
- 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.
- The graduation date must read September, January, or May 200_ (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 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 must be double-spaced and their 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, the abstract does not require the author's name, dissertation title, advisor's name, or date to be on it. **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

- Do not include a “Table of Contents” entry in the Table of Contents.
- Lists of Figures, Tables, Plates, Abbreviations, Illustrations, 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.
- Should be labeled and the pages on which they are found must be numbered.

VIII **Bibliography/References/Works Cited**

- Double space between citations.
- 1.5 spaces within citations for greater clarity after the microfilming process.