



Harvard University

The GRADUATE SCHOOL *of* ARTS AND SCIENCES

The Form of The PhD Dissertation

Updated Spring 2015

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Introduction

Every PhD candidate in the Graduate School of Arts and Sciences is required to successfully complete and submit a dissertation to qualify for degree conferral. This document provides information on requirements for dissertation formatting, how to submit your dissertation, and your dissertation publishing and distribution options. Students must follow the submission and formatting guidelines provided here and should not use previously published dissertations as examples.

Advanced Planning of the Dissertation

Approval of dissertation subject

The subject of the dissertation must be approved in advance by the student's academic department. If a student wishes to submit as a dissertation a published article or series of articles, a book or monograph, or a manuscript that has been accepted for publication, express approval by the academic department must be obtained. In no event may a dissertation be presented for the PhD degree that has already been submitted toward any degree, at Harvard or elsewhere, in substantially the same form and content. In addition to the specific requirements set by GSAS and outlined in the [GSAS Handbook](#), students must be aware of and conform to any requirements prescribed by their department or dissertation committee, particularly the recommendations of their dissertation supervisor.

Patent filing

Public disclosure of an invention before a patent application has been filed can result in loss of patent rights. Therefore, students who believe they have made an invention should be sure to submit a Report of Invention (ROI) to the Office for Technology Development (OTD) before they defend their dissertation and it is submitted through the ETDs @ Harvard tool (or before any earlier conference or seminar presentation, submission for publication, or other public disclosure – a concept broadly construed under patent law). Students can make their ROI submission on the OTD website (<http://www.otd.harvard.edu>).

The ROI should be submitted as soon as possible after the invention is made, but in any event at least several weeks before the dissertation defense, so that the OTD will have time to evaluate patentability and to file a patent application if it decides to proceed. The OTD should be notified of the date of the

defense or other expected disclosure of the invention. Students should clearly identify and describe the invention in the ROI, and may need to be available to discuss their work with the OTD and/or outside patent counsel. Once a patent application is filed, the student may submit their dissertation to ProQuest, DASH, and University Archives through the ETDs @ Harvard online submission tool.

Submitting Your Dissertation

Submission of dissertation to department

The dissertation must be submitted to the department in conformity with the deadline date established by the department. The department's deadline date for submission is generally six to eight weeks earlier than the date the completed dissertation is due at the Registrar's Office. This is in order for the candidate to qualify for a degree on one of the three conferral dates appearing in the Degree Calendar in the [GSAS Handbook](#). Students should ascertain from their department whether the dissertation is to be submitted in bound or unbound form for reading and how many copies the department requires. Students are responsible for notifying their department of any requested embargoes that were approved at the time of online submission. Many departments require printed, bound versions of the completed, approved, and submitted final version of the work in addition to the printed, bound copy provided to Harvard University Archives.

Acceptance by department (Dissertation Acceptance Certificate, DAC)

The dissertation must be accepted, and the DAC signed, by at least three readers designated by the student's department, two of whom must be members of the Faculty of Arts and Sciences (FAS) at Harvard University. FAS emeriti (including research professors) and faculty members from other schools at Harvard who hold appointments on GSAS degree committees are authorized to sign the DAC as FAS members. GSAS strongly recommends that the chair of the dissertation committee be a member of FAS. The original DAC must be printed on watermarked paper in order to meet archiving requirements and must be submitted to the Registrar's Office by the student or the department by the dissertation deadline.

The Registrar's Office will forward the original DAC to University Archives for safekeeping. A scanned copy of the DAC should appear before the title page of the PDF online submission of the dissertation; no page number should be assigned to the DAC. **The title on the DAC must read**

exactly as it does on the title page of the dissertation. The DAC will be included in all copies of the dissertation.

Application for the degree

An application for the PhD degree must be filed at the Registrar's Office approximately two months in advance of the month in which the degree is expected by the deadline indicated for the given degree conferral date in the Degree Calendar in the [GSAS Handbook](#) and on [the Registrar's Office website](#).

The application is on the Registrar's website at <https://apps2.registrar.fas.harvard.edu/graddegree>.

Deadline extensions are not possible. Students who miss the application deadline must re-apply for the degree for the subsequent degree conferral date (November, March, or May). The student is responsible for meeting all submission and application deadlines.

Online Submission of the Dissertation

GSAS requires online submission of electronic dissertations to the FAS Registrar's Office using the ETDs @ Harvard submission tool by the deadline established for each degree conferral date stated in the [Degree Calendar in the GSAS Handbook](#) and on the [FAS Registrar's Office website](#). The dissertation must be a formatted PDF file. Dissertations must be submitted in their final format, as described in the section "Formatting Guidelines," pg. 11. **Please carefully review your dissertation formatting before submitting online. Formatting errors may prevent the student from receiving the degree.** During the submission process, two license agreements must be approved, and two graduate surveys, linked to within the submission tool, must also be completed and submitted per instructions in the submission tool.

The online submission tool can be found at: <http://etds.lib.harvard.edu/gsas>.

Redaction

Very few dissertations require redaction, which is the process of obscuring or removing sensitive information for distribution. ETDs @ Harvard does support redacted versioning for these very rare cases where there is sensitive or potentially harmful material in the dissertation (e.g., commercially sensitive information, sensitive personal data, risk of harmful retribution, etc.).

If your work is one such rare instance, then you may select the “I think I need to submit a redacted version of my dissertation” on the “Upload Your Files” screen. You will then be prompted to contact the [Office for Scholarly Communication](#), which will help you with your request.

After online submission

Upon submission of the electronic dissertation online, the work is reviewed for compliance by the FAS Registrar’s Office and the student is contacted to confirm acceptance of the work or to communicate the need for any alterations prior to acceptance.

Your Publishing Options: Distribution of the Dissertation

Students are given complete control over the accessibility of their work. Upon final approval, the dissertation becomes part of multiple Harvard and non-Harvard downstream systems based on the permissions and publishing options students select during the ETDs @ Harvard submission process.

Making your dissertation publicly available

The assumption that underlies the regulations concerning the distribution of PhD dissertations is that they must be “published” in the old sense. That is, they must be made available as proof of the candidate’s achievement. This assumption echoes a traditional European idea that the candidate for a doctorate must make a contribution to knowledge and cannot have a degree for making a discovery that is kept secret. It is, therefore, only in very exceptional cases that access to dissertations is restricted or the release of the work is delayed (“embargoed”).

Licensing agreements

When submitting work through ETDs @ Harvard, you will be consenting to the Harvard Author Agreement (as stated in the ETDs @ Harvard tool), which grants the University a non-exclusive license to preserve, reproduce, and display the work. This license, which is the same the FAS faculty use under the [School’s Open Access Policy](#), does not constrain your rights to publish your work subsequently.

You will also be required to consent to the ProQuest license agreement (as stated in the ETDs @ Harvard tool). This license gives ProQuest specific rights to publish the Abstract in the *ProQuest Dissertations and Theses* database. The agreement further allows ProQuest to distribute copies of the

dissertation in microfilm, paper, and digital forms, by way of thesis subscription, sales, and indexing services, pursuant to any embargo (see the section “Deposit to ProQuest,” pg. 9.). The ProQuest publishing agreement is also non-exclusive and in no way prohibits the author from making any disposition of other manuscript copies, nor does it prohibit the author from publishing the dissertation at any time.

Delaying release (embargoing your document)

If necessary, students may delay release of (“embargo”) their work. An embargo is a period of time applied by the author to his or her work during which the full text of the dissertation is not openly accessible. If necessary, it is possible to embargo a dissertation for six months, one year, or two years in the “Upload Your Files” screen in the ETDs @ Harvard tool. While the full text of the document is not available during an embargo, the metadata (general information about the dissertation recorded at the time of online submission) associated with the work, along with the abstract, will always remain publicly available.

By Harvard Corporation policy, embargoes require approval of both the Harvard University Librarian and the student’s academic department chair. GSAS honors the spirit of this policy by requiring that requests to delay distribution over two years have the support of the Director of Graduate Studies in the student’s degree program and the University Librarian. Such requests are submitted in the “Delaying Release” section of the ETDs @ Harvard tool by selecting 2+ years and the reason for the delay, and by providing an explanation for the lengthier embargo, including the desired embargo length. The student request triggers an automated email that is sent from the ETDs @ Harvard tool to the approving Director of Graduate Studies and University Librarian. The student will be notified by e-mail as to whether their request is approved.

It is ***not*** necessary to embargo a dissertation for patenting purposes once a patent application has been filed with the U.S. Patent and Trademark Office: from then on, any invention covered by the application may be disclosed publicly without a loss of patent rights. (See more information in section on “Patent Filing,” pg. 4).

Any approved embargo placed on the work applies equally to accessibility via DASH (see the section on “Deposit to DASH,” pg. 9.) **and the ProQuest databases** (see the section on “Deposit to ProQuest,” pg. 10.). However, students are responsible for communicating the placement of an embargo on their work to their department in the event that submission of an additional, departmental print copy of their dissertation is required.

Deposit to DASH

In keeping with the practice of the PhD candidate’s achievement being made available as a contribution to knowledge, except in unusual cases, dissertations are made available online through DASH (<http://dash.harvard.edu>), the open-access repository of scholarship by members of the Harvard community. DASH is operated by Harvard Library’s Office for Scholarly Communication and is the University’s central service for sharing scholarly work. In the “License Agreement” screen of ETDs @ Harvard, students are required to review and accept the Harvard License Agreement to acknowledge distribution of their dissertation through DASH, pursuant to any embargo placed on the work in the submission tool.

As noted, any embargo placed on the work in the ETDs @ Harvard tool applies to access to the work via DASH.

Deposit to University Library systems

Dissertations are cataloged in Harvard’s online library catalog, HOLLIS, which helps make student work more discoverable.

A hardbound archival paper copy of the submitted, approved work is deposited in the University Archives. Students do not need to take action to secure and submit this copy. Order and submission of the print, bound copy is managed automatically via the ETDs @ Harvard tool and the Office of Scholarly Communication. Upon submission of the [application for degree](#), a one-time \$37 charge will appear on students’ term bills for the required copy. (An additional \$37 charge will be placed on term bills of students from departments requiring a departmental bound copy as outlined in, “Additional Bound Copies,” pg. 10.) Students who apply for the degree and do not then meet all requirements for the degree period will not be charged when submitting future applications for the degree.

This preservation copy, provided by Acme Bookbinding, is deposited in the Harvard University Archives as a fail-safe backup. The printed copy does not circulate and is not available for research use. If students would like to order personal copies through Acme Bookbinding, they may do so using their [Thesis On Demand service](#).

Deposit to ProQuest

Dissertations are forwarded for deposit in ProQuest's databases and become accessible by individuals affiliated with institutions, organizations, libraries, and repositories that subscribe to [ProQuest Dissertation and Thesis database and subject indexes](#).

As part of the license agreement, which students are required to accept, ProQuest may sell student dissertations. ProQuest pays a 10 percent royalty on all sales of the manuscript. Royalty payments must exceed \$25 in a calendar year for the student to receive payment. If authors do not want *any* sale of their dissertation, they may permanently embargo it with ProQuest. An embargo with ProQuest will make only the abstract available for viewing in the ProQuest Dissertation and Thesis database and subject indexes. If authors would like to restrict sales to "author only," they should contact ProQuest at disspub@ProQuest.com or call (800) 521-0600, extension 7020.

As noted, any embargo placed on the work in the ETDs @ Harvard tool applies to access to the work via ProQuest databases.

Additional bound copies

Individual academic departments may require that students submit a bound copy of the dissertation directly to the department. Students should check their department's specific requirements. Students graduating from programs that require a departmental bound copy will see an additional \$37 charge appear (totaling a \$74 charge) on their term bill upon submission of the [application for degree](#). The departmental copy will be delivered directly to the department by Acme Bookbinding. Additional copies, including those for personal use, may be purchased through ProQuest or through a local bindery, like Acme Bookbinding. Please note that ProQuest will begin offering print copy ordering beginning winter 2015, but does not offer this service at the time of this document's updating. If ordering copies through ProQuest, students should keep in mind that the processing time is between

four and six weeks. For questions regarding order status please contact ProQuest at 800-521-0600 x 7-7020. Bound copies created by ProQuest are printed double-sided in black and white only. If bound copies are needed more urgently, students should contact a local bindery for services. (A list of local binderies can be found on page 23.)

Please note that students are responsible for communicating the placement of an embargo on their work to their department in the event that submission of an additional, departmental print copy of their dissertation is required.

Formatting Guidelines

The following are instructions on how to format your dissertation. If, after reading the instructions here, you have additional questions about physical requirements for the dissertation set by GSAS, please contact the FAS Registrar's Office: (617) 496-4182 or (617) 495-1489. Be sure your questions are answered before submitting.

Language of the dissertation

The language of the dissertation is ordinarily English, although some departments whose subject matter involves foreign languages may accept a dissertation written in a language other than English.

Length

Most dissertations are 100 to 300 pages in length. All dissertations should be divided into appropriate sections, and long dissertations may need chapters, main divisions, and even subdivisions. Students should keep in mind that GSAS and many departments deplore overlong and wordy dissertations.

Physical requirements

Margins

- At least 1 inch for all margins.

Spacing

- Spacing throughout body of text: double spacing.
- Spacing for block quotations, footnotes, and bibliographies: single spacing *within* each entry

but double spacing *between* each entry.

- Spacing for table of contents, list of tables, list of figures or illustrations, and lengthy tables: single spacing may be used.

Font

- Use 10-12 point font size. Fonts must be embedded in the PDF file. This ensures all characters display correctly when printed and preserved. For tips on embedding fonts and recommended True Type Fonts, which are designed for screen readability, in the ETDs @ Harvard help page [here](#).

Body of text

Students should take care that the same style of font or typeface that appears in the main body of the text is also used in all headers, page numbers, and footnotes. Exceptions are made only for tables and figures produced by different technology or by graphic artists.

Pagination

Every page in the dissertation is assigned a number except for the DAC. For the preliminary pages (abstract, table of contents, list of tables, graphs, illustrations, and preface), use small Roman numerals (i, ii, iii, iv, v...). *All pages must contain text or images. Should you wish to include a blank page, please print “Page intentionally left blank”, centered in the middle of the page, to clearly indicate your intent.*

Count the title page as page i and the copyright page as page ii, *but do not print the page numbers on either of these two pages.*

For the text, use Arabic numbers (1, 2, 3, 4, 5...) starting with page one (the first page of the text itself). As in a book, page numbers can be centered at top or bottom. The placement of page numbers must be centered throughout the manuscript. Since page numbers are used to demonstrate that the dissertation is complete, every numbered page must be consecutively ordered, including tables, graphs, illustrations, and bibliography/index (if they are included); letter suffixes (such as 10a, 10b...) are not allowed. It is customary not to have a page number on the page containing a chapter heading.

Check pagination carefully. Account for all pages.

Title page

A scanned copy of the Dissertation Acceptance Certificate (DAC) should appear as the first page of the PDF file, followed by a blank page. These should not be counted or numbered. This page will appear in the bound and online versions of the published dissertation.

The dissertation begins with a title page, which must be prepared in the form specified on page 12. The title should be as concise as possible, consistent with giving an accurate description of the dissertation. Do not print a page number on the title page. It is understood to be page *i* for counting purposes only.

See the following page for a sample title page of a PhD dissertation.

Sample title page for a PhD dissertation

[*Title*

as it appears on the Dissertation Acceptance Certificate]

A dissertation presented

by

[*full name of author as it appears on your GSAS record*]

to

The [*official name of the department, division, or committee
under which dissertation was written*]

in partial fulfillment of the requirements

for the degree of

Doctor of Philosophy

in the subject of

[*official name of subject as listed in
the GSAS Handbook (see “Degree Programs”)*]

Harvard University

Cambridge, Massachusetts

[*Month and year of the submission of the completed
dissertation to the department, division, or committee and
Dissertation Acceptance Certificate was signed*]

Copyright notice

The Copyright Act of 1976 provides for statutory copyright protection of a work from the moment it is tangibly fixed. Though no longer required for copyright protection, a copyright notice will prevent a defense of innocent infringement and will inform others that the work is copyrighted and by whom, thus potentially deterring infringement and facilitating requests for permission. A copyright notice is therefore advisable and should be affixed on a separate page immediately following the title page. It should include the copyright symbol ©, the year of first publication of the work, and the name of the author. The notice should appear thus:

© [year] [Author's Name]

All rights reserved.

Alternatively, students may be interested in making use of Creative Commons licensing, which allow authors to “retain copyright while allowing others to copy, distribute, and make some uses of their work — at least non-commercially.” For example, this licensing encourages citation, reuse, and sharing without the traditional burdens of copyright permissions. Details about Creative Commons licensing may be found here: <https://creativecommons.org/licenses/>.

Whatever license is used, do *not* print a page number on the copyright page. It is understood to be page ii for counting purposes only.

If a student so desires, The Copyright Office can offer additional protection for the work, which the student may register for online here: <http://www.copyright.gov/eco/>.

Abstract

An abstract, numbered as page *iii*, is required. It should immediately follow the copyright page, and should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research. A text version of the complete abstract is required as part of the online dissertation submission. **The abstract should be double-spaced.** The author's name and the title of the dissertation, as well as the name of the dissertation advisor, should be included on the abstract page. The author's name should be right justified, the title of the dissertation centered, and

“Dissertation Advisor: Professor _____” should be left-justified at the top of the abstract page. A maximum of two advisor names are allowed.

ProQuest will publish all abstracts in *Dissertation Abstracts International* and major subject indexes.

ProQuest no longer provides on-demand copies of abstracts.

Sample abstract

(Note: The Abstract will appear in the online and bound versions of the dissertation. The ETDs @ Harvard online submission tool also requires that a text version be provided as a part of the submission process.)

[Advisor's name]	[Author's name]
[Title of the Dissertation]	
Abstract	
The text of the abstract should be double-spaced. The first line of each paragraph is indented. Full justification of the text is not recommended.	
iii	

Front and back matter

For any dissertation that is divided into sections, a table of contents listing at least the major headings should be prepared.

The order of sections should be as follows:

1. Title page
2. Copyright page
3. Abstract
4. Table of Contents
5. Front Matter
6. Body of Text
7. Back Matter

Front matter may include: acknowledgments of help or encouragement from individuals or institutions; a dedication; a list of illustrations or of tables; a glossary of terms; one or more epigraphs.

Back matter may consist of appendixes, a bibliography, supplemental materials including supplemental figures and tables, and, rarely, an index.

Supplemental material

Supplemental figures and tables must be placed at the end of the dissertation in an appendix. They may not be placed within or at the end of the chapter. If additional digital information (including text, audio, video, image, or datasets) will accompany the main body of the dissertation, it should be uploaded as supplemental material via the ETDs @ Harvard online submission tool. Supplemental material will be available online in DASH and ProQuest and preserved in DRS2.

Tables and figures

Tables and figures must be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or they may be placed directly into the text. If a table or

a figure is alone on a page (with no narrative), it should be centered within the margins on the page. Tables and figures referred to in the text may not be placed at the end of the chapter or at the end of the dissertation. Given the standards of the discipline, dissertations in the Department of History of Art and Architecture and the Department of Architecture, Landscape Architecture, and Urban Planning often place illustrations at the end of the dissertation.

Figure and table numbering must be either continuous throughout the dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2). For example, there cannot be two figures designated in a dissertation as “Figure 5.”

Headings of tables should be placed at the top of the table. While there are no specific rules for the format of table headings and figure captions, a consistent format must be used throughout the dissertation. (See style manuals appropriate to one’s field.)

Captions of figures should be placed at the bottom of the figure. If the figure takes up the entire page, the figure caption should be placed alone on the preceding page and centered vertically and horizontally within the margins. Each page receives a separate page number. When a figure or table title is on a preceding page, the second and subsequent pages of the figure or table should say, for example, “Figure 5 (Continued).” In such an instance, the list of figures or tables will list the page number containing the title. The word “figure” should be written in full (not abbreviated), and the “F” should be capitalized (e.g., Figure 5). In instances where the caption continues on a second page, the “(Continued)” notation should appear on the second and any subsequent page. The figure/table and the caption are viewed as one entity and the numbering should show correlation between all pages. Each page must include a header.

Landscape orientation figures and tables must be positioned correctly and bound at the top, so that the top of the figure or table will be at the left margin. Figure and table headings/captions are placed with the same orientation as the figure or table when on the same page. When on a separate page, headings/captions are always placed in portrait orientation, regardless of the orientation of the figure or table. Page numbers are always placed as if the figure were vertical on the page.

If a graphic artist does the figures, GSAS will accept lettering done by the artist only within the figure. Figures done with software are acceptable if the figures are clear and legible. Legends and titles done by the same process as the figures will be accepted if they too are clear, legible, and run at least 10 or

12 characters per inch. Otherwise, legends and captions should be printed with the same font used in the text.

Pages should not vary from the standard size of 8½ x 11 inches. (An exception to the size requirement will be made for music scores.) Plan illustrative materials so they can be reduced to meet this specification. They should be centered between the margins on a page with no text above or below.

Visual material

Original illustrations, photographs, and fine arts prints should be scanned and included in the PDF of the dissertation. For questions about the use of images in your dissertation, please see [the help page in ETDs @ Harvard here](#).

Top 10 formatting errors...and how to avoid them!

Each year, too many PhD students see their submitted dissertations rejected because of incorrect formatting. This costs the Registrar's Office many hours, and it costs students the trauma of last-minute fixes, often against the clock. Avoid the problem — watch out for these common formatting glitches!

1. Missing Dissertation Acceptance Certificate

The first page of the PDF dissertation file should be a scanned copy of the Dissertation Acceptance Certificate (DAC), followed by a blank page. These should not be counted or numbered as a part of the dissertation pagination.

2. Conflicts Between the DAC and the Title Page

The DAC and the dissertation title page must match exactly, meaning that the author name and the title on the title page must match that on the DAC. The author name on both should appear as it does on the official GSAS record.

3. Abstract Formatting Errors

The advisor name should be left-justified, and the author name should be right-justified. Up to two advisor names are allowed. The Abstract should be double spaced and include the page title "Abstract," as well as the page number "iii."

4. Pagination

- The front matter should be numbered using Roman numerals (iii, iv, v, ...). The title page and the copyright page should be counted but not numbered. The first printed page number should appear on the Abstract page.
- The body of the dissertation should be numbered using Arabic numbers (1, 2, 3, ...). The first page of the body of the text should begin with page 1. Pagination should not continue from the front matter.
- All page numbers should be centered either at the top or the bottom of the page.

5. Figures and Tables

- Figures and tables must be placed within the text, as close to their first mention as possible. Figures and tables that span more than one page must be labeled on each page. Any second and subsequent page of the figure/table must include the “(Continued)” notation. This applies to figure captions as well as images. Each page of a figure/table must be accounted for and appropriately labeled.
- All figures/tables must have a unique number. They may not repeat within the dissertation.

6. Horizontal Figures and Tables

- Any figures/tables placed in a horizontal orientation must be placed with the top of the figure/ table on the left hand side. The top of the figure/table should be aligned with the spine of the dissertation when it is bound.
- Page numbers must be placed in the same location on all pages of the dissertation, centered, at the bottom or top of the page. Page numbers may not appear under the table/ figure.

7. Supplemental Figures and Tables

Supplemental figures and tables must be placed at the back of the dissertation in an appendix. They should not be placed at the back of the chapter.

8. Permission Letters

Copyright permission letters must be uploaded as a supplemental file, titled ‘do_not_publish_permission_letters,’ within the dissertation submission tool.

9. Original DAC

The original Dissertation Acceptance Certificate must be submitted to the Registrar’s Office by the dissertation deadline. Dissertation submission is not complete until all documents have been received and accepted.

10. Overall Formatting

Check all formatting after all revisions and before submitting online, to spot any inconsistencies or PDF conversion glitches.

Acknowledging the Work of Others

Students are responsible for acknowledging any facts, ideas, or materials of others used in their own work. Students should refer to the statement on “Academic Dishonesty and Plagiarism” in the *GSAS Handbook*.

References

There are many ways to handle scholarly references and preferred usage varies among fields. In choosing an annotation or reference system, students should be guided by the practice of their discipline and the recommendations of their dissertation advisor, department, or committee. In some fields, publishers of scholarly books or articles have established styles for various editorial details and may have issued a style manual to guide contributors. Students who plan eventual publication may find these guides helpful in setting a style for their dissertations that will be appropriate for publication without extensive alteration. When images or quotations from materials held by libraries, archives, museums, and the like are included in the dissertation, authors should follow the policies of owning institutions concerning references and citations.

The general byword for scholarly reference is consistency. Essential publication facts should be as nearly complete as possible, but unnecessary details should be avoided. In all these matters, writers do well to follow the practice of their discipline. A list of various citation and style guides is given below.

Footnotes

Textual notes that provide bibliographic reference, supplemental information, opinions, explanations, or suggestions that are not part of the text must appear at the bottom of the page as a footnote. This placement ensures that they will appear as close as possible to the referenced passage. Lengthy footnotes may be continued on the next page. Footnote numbering can be continuous throughout the dissertation or may start again for each chapter or page, but the method must be consistent. Footnotes may be single-spaced within each entry, but must be double-spaced between each entry.

Bibliography

Students should check with their advisor or department to determine whether a bibliography is customary in their field. If it is, they should be sure to follow the conventions of the discipline.

The bibliography may be single-spaced within each entry, but must be double-spaced between each entry. On the first page of the bibliography, the page number is placed at the bottom of the page, centered between the margins. Thereafter, page numbers should be placed in the same position as they are throughout the rest of the text. Also, the bibliography should be consecutively paginated after the text.

Citation & style guides

- *The Chicago Manual of Style*. 16th ed. Chicago, IL: University of Chicago Press, 2003.
- Crews, Kenneth D. *Copyright Law and the Doctoral Dissertation*. Ann Arbor, MI: ProQuest, 2000.
- Day, Robert A. and Barbara Gastel. *How to Write & Publish a Scientific Paper*. 6th ed. Westport, CT: Greenwood, 2006.
- *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York, NY: Modern Language Association of America, 2008.
- Strunk, William. *The Elements of Style*. 4th ed. New York, NY: Penguin Press, 2005.
- *Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: American Psychological Association, 2010.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago Guides to Writing, Editing, and Publishing. 7th ed. Chicago, IL: University of Chicago Press, 2007.

Use of Copyrighted Material

If copyrighted material belonging to others is used in the dissertation, the student must give full credit to the author and publisher of the work used. If a quotation exceeds “fair use,” permission from the copyright owner must be obtained and uploaded as supplemental material as part of the online dissertation submission. U.S. copyright law allows authors to quote or reproduce short portions from a

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