



# Dissertation Format Guide

This guide has been prepared to help graduate students prepare their dissertations for acceptance by Clark University. The regulations contained within have been updated and, in some cases, clarified for the benefit of students, faculty advisors, departments, the Format Advisor and the Graduate School. Any questions about the contents of this guide should be directed to the Format Advisor, Denise Robertson, Geography Building, Room 210, 793-7676.

The Format Advisor is concerned solely with the format of the manuscripts. It is the Advisor's responsibility to make certain that any thesis, dissertation, or research paper submitted in partial fulfillment of a graduate degree at Clark University conform to the regulations outlined in this guide. Responsibility for the content of any manuscript remains with the student and the faculty advisor(s).

**Updated 1/2011**

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## Basic Format Guidelines

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Documents submitted to the Graduate School office are organized into three sections:

1. Preliminary documents
2. Text (introductions and chapters)
3. Back matter (notes, bibliography or references, appendices, glossary, etc.)

Consult your committee chair to determine the internal arrangement within the text and reference sections. You should be guided on matters of style by the chair and members of your committee. The following sections specify the format that must be followed in preparing the final copy of your dissertation.

The Graduate School recommends the following books as supplements to the information provided in these guidelines:

Turabian, Kate L. A Manual for Writers. 7<sup>th</sup> ed. Chicago: University of Chicago Press, 2007.

The Chicago Manual of Style. 15<sup>th</sup> ed. Chicago: University of Chicago Press, 2003.

### Working with Long Documents

It is also recommended that you familiarize yourself with some of the more intensive features of Microsoft Word. Go to the help menu, and in the contents section look for "Working with Long Documents" to learn about features that could make the writing of your dissertation faster and easier. Also, check out the [www.microsoft.com](http://www.microsoft.com) for online instruction.

### Font Size

Any legible font, except script, italic, or ornamental fonts, is acceptable for the body of the text. The chosen font should be used throughout. Standard font size for text is 12 (no font smaller than 10 will be accepted). Tahoma, Arial, Times New Roman, Helvetica and Century Gothic are recommended.

Italics may be used for quotations and words in foreign languages. The font used for appendices, charts, drawings, graphs, and tables may differ from the text. The print should be letter quality with black characters that are clear and easy to read.

### **Margins**

For microfilming, copying, and binding purposes, margins for every page of the dissertation must adhere to the following specifications.

Top: 1.25"	Right: 1"
Bottom: 1"	Left 1.25"

In Microsoft **Word** (in Page Setup) use the following settings to insure that margins are correct:

Top = 1.5"	Right = 1.1"	Header = 1.3"
Bottom = 1.1"	Left = 1.3"	Footer = 1.1"

Margins must be left justified only. All manuscript materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

### **Paper**

Good quality, white, unlined, non-punched, 8½" x11" paper must be used for the original copy. Minimum weight is 20 lb., and minimum rag (cotton) content is 25%. This paper is standard regulation thesis paper and is available at the University Bookstore or through Alphagraphics in the University Center.

### **Number of copies**

The Graduate School requires ONE copy. This copy becomes part of the University library's collection. Departments may require additional copies. Check with the graduate assistant in your department. Copy service is available through Alphagraphics in the University Center or Curry Printing Service. Binding services are available through Goddard Library.

### **Pagination**

Each page of the entire manuscript must be numbered, except where stated below. See margins above. The placement of page numbers must be consistent

throughout the manuscript with **no headings** to the left or right of the page number. Pages should be counted or numbered sequentially throughout as follows:

- ❑ The Abstract is numbered in Arabic numerals (1,2,3). It has separate pagination from the remainder of the manuscript.
- ❑ The Title page is counted as page i (assumed, do not print number)
- ❑ The Academic History page is counted as page ii (assumed do not print number)
- ❑ The copyright page is not counted or numbered
- ❑ The remaining preliminary pages are numbered with lower case Roman numerals (iii, iv, v, etc). After the Title page and Academic History page, begin numbering the next page (the Dissertation Committee sheet) with iii.
- ❑ The main body of the text and the reference section are consecutively numbered with Arabic numerals beginning with Page 1 and continuing throughout, including text, illustrative materials, bibliography, and appendices.

The two alternative methods for numbering the pages of the body of the manuscript are:

1. Top right-hand corner (**Recommended**)  
Place all page numbers in the upper right-hand corner within the text area, leaving at least a 1¼-inch margin at top and one inch at the right.
2. Center of page  
Place the number for the first page of each chapter in the center at the **bottom of the page** within the text leaving at least a 1" margin at bottom. Place each succeeding page within the text, leaving at least a 1¼-inch margin at the **top center**.

See margin settings above. Manuscripts with incorrect page numbering will not be accepted by the Graduate School.

**Spacing**

The dissertation, including the abstract, dedication, acknowledgements, and introductions, may be double-spaced or one and one-half spaced and printed on one side. Footnotes, bibliographies, long quoted passages, as well as items in lists, tables, and appendices may be single-spaced if that style is recommended by the committee chair.

**Illustrative Materials: Charts, Maps, Photographs, Tables, Graphs and Drawings**

Tables, Charts, and Graphs may be presented horizontally or vertically but, in either case, must fit within the required margins. In addition, the placement of page numbers must be consistent with the rest of the manuscript. It may be necessary to use a reducing copier in order to achieve this. Labels or symbols rather than colors should identify lines on a graph whenever possible. The University does not recommend using color because microfilming is a black-and-white process, and colors come out as slightly varying shades of gray. Cross-hatching or shading are preferable to colors.

If there are many different types of illustrative materials, label them all as figures and number them consecutively in Arabic numerals (1,2,3...). Otherwise, they may be identified and numbered within each category.

Photographs should be black and white--a strong contrast is preferred whenever possible. Clark University prefers medium-weight (or lighter) photographic paper, and requires a matte-surface, rather than glossy because of the latter's tendency to curl. However, if minute detail must be illustrated, you may use glossy paper.

**Footnotes**

There are two types of footnotes: "reference" and "content". Reference footnotes refer to the source from which the information has been taken; content footnotes make incidental comments, amplify, or make

acknowledgements. You must place content footnotes at the bottom of the page they refer to, regardless of whether the regular or scientific format is used. The next section discusses format style.

1. If you use the traditional bottom-of-the-page method, number the content footnotes consecutively with the reference footnotes.
2. If you use either of the "Notes" page styles, do not include a content footnote in the numbering of the reference footnotes. Mark it with an asterisk in the text and on the bottom of the page where it appears. If more than one content footnote appears on a page, use a sequence of one, two, and then three asterisks.
3. In the scientific format, content footnotes have their own numbering systems, starting over with each chapter, or each page. Mark the footnote with its assigned number in the text and on the bottom of the page where it appears.

Consult the style manual or guide prepared by an outstanding scholarly association in your field of study for the correct style in referencing works. These manuals and guidebooks can be found in libraries or ordered from the publishers. Consult your department about the correct format to use. If you have any difficulties with footnotes moving to the next page consult the Microsoft support website at [www.microsoft.com](http://www.microsoft.com) and in the search box type in "footnote moved to next page". Microsoft lists several solutions to this problem.

### **Regular Format**

The English, comparative literature, history, management, some of the social sciences and the graduate COPACE departments generally use this method.

Footnotes are done separately from the bibliography, and both must be included. There are three acceptable styles:

1. Footnotes appear in the traditional manner at the bottom of the page.
2. Footnotes appear in a list at the end of each chapter (or section) on pages entitled Notes. (For 1. and 2. in this section, the footnote numbering starts over with each new chapter.)

3. Footnotes appear at the end of the manuscript on a page entitled "Notes". The notes are numbered consecutively from the beginning to the end of the manuscript. Use this method only for shorter works, since it can be cumbersome.

### **Scientific Format**

The natural sciences, mathematics, and many of the social sciences such as education, geography and psychology generally use this method.

Collect references in a list entitled "List of References" or "Literature Cited" at the end of the manuscript. The list serves the purpose of the footnotes as well as of the bibliography.

Short references to items in the list appear in parentheses in the text itself. Of the two commonly used styles, the first is preferred:

1. (author, date of publication, page number if applicable). For example: (Cohen, 1971, p. 72). If you mention the author in the sentence, the note would appear as (1971, p.72).
2. Place a number after the author's name in the text, enclosed in either parentheses or brackets. For example: Cohen (5) or Cohen [5]. Number the items in the list at the end of the manuscript by order of their appearance in the text.

### **Permission to Reprint**

You generally do not need to obtain permission to reprint sections of fewer than five hundred words or for tables (or other figures) as long as you clearly state your sources. Place the source for a table or other figure directly beneath it.

You must obtain permission to reprint from the author or publisher if you have reprinted more than five hundred words from a copyrighted work. Obtain the permission in writing and keep it for proof. The three acceptable places for acknowledging permission to reprint are:

- ❑ On the copyright page
- ❑ On the first page of the reprinted material
- ❑ On a special list of acknowledgements (use this method if there is more than one reprint in excess of five hundred words).

A phrase such as "reprinted by permission of author" should be used (with an asterisk if it appears in the form of a footnote on the first page of the reprinted material).

## **Preliminary documents**

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### **Intent to Graduate/Graduation Fee Form (online)**

All students (Masters and Ph.D.) are required to pay a Graduation Fee. Masters students pay \$100 and Ph.D. students pay \$150, which includes the copyright costs regardless of whether the student copyrights his/her work. The fee is billed (in the semester of anticipated completion) to the students' account once the Intent to Graduate online form has been completed. The form is located at <http://www.clarku.edu/graduate/current/intenttograduate.cfm>.

### **Doctoral Dissertation Agreement Form**

UMI Dissertations Publishing, a division of Bell & Howell Information and Learning, will make a microfilm master copy of the dissertation. Upon request from scholars in the field, a microfilm or paper copy can be obtained. The publishing agreement form grants UMI exclusive rights to publish from their microfilm master copy. If you choose to copyright, you retain all other control over your dissertation. UMI will handle the entire copyrighting procedure for you if you sign the Agreement forms. They must be submitted with the dissertation. The \$65 fee for microfilming is included as part of the graduation fee.

If you choose to copyright your dissertation UMI Dissertations Publishing will be sent the Doctoral Dissertation Agreement Form with your dissertation. A copy of your microfilmed copy of the dissertation is kept on file. Researchers can obtain copies of the publication and the company will issue you a royalty payment of 10% of all sales of your dissertation. Be sure to include a copyright page (see "templates for dissertations" link at the format guide website).

*Please be sure to sign the top of the Publishing Agreement Form and complete and sign the additional form, "Authorization to Apply for Registration of My Claim to Copyright". Submit both to the Graduate School at the time you submit your dissertation.*

### **Survey of Earned Doctorates Forms**

The National Opinion Research Center in Chicago requests that all doctoral candidates across the country fill out the Survey of Earned Doctorates form. You may pick up this form in the Graduate School office when you pick up the other preliminary pages or download it from the formatting guide website. When completed, you may submit it with the dissertation.

**Templates for the pages described below are located in the link which follows this guide on the website.**

### **Abstract Title Page**

An abstract of 350 words or less is required. It is to be a succinct description of your work and should be organized in the following order:

1. Statement of the Problem
2. Procedure and/or methods
3. Results
4. Conclusions

See template for the format of the abstract and Abstract Title Page. The main body of your abstract should be double-spaced and numbered with Arabic numerals in the upper right hand corner of the page (top margin 1¼" – right margin 1"). Your chief instructor's signature is required.

### **Title Page**

The title page provides a basic introduction to your research. The title for your work should be a meaningful description of your manuscript and include key words that can be used by modern retrieval systems. Do not put a number on the title page. Your chief instructor's signature is required. See templates. *(Please include 2 signed title pages with your dissertation to the Graduate School office)*

### **Academic History**

Type name, place and date of birth, type of Baccalaureate degree (B.A., B.S., etc), source (institution name), and date of degree (Month and year degree is conferred). "Other degrees" should include only those degrees, in addition to the

Baccalaureate, which have already been received (not the one presently being earned). Type and date of degree, as well as the source, should be included. "Occupation and Academic Connection" should include the years involved. Any significant occupation or academic connection would be listed briefly. Include under academic connection the period enrolled as a graduate student at Clark University, and credential titles such as teaching assistant, fellow, or other designation.

### **Copyright Page**

If you have decided to copyright your manuscript, the copyright page follows the title page. The year should be the year that appears on your title page. See templates.

### **Dissertation Committee sheet**

– List the members of your committee. This page is page iii of your preliminary pages. Committee members do not have to sign this form.

### **Dedication and/or Acknowledgements**

These pages are optional. If included, they must be numbered with Roman numerals.

### **Table of Contents**

A table of contents is required and may follow any format acceptable to your advisor and committee. Be sure to include all main divisions and subdivisions within your text and double-spaced or one and one-half spaced. These pages are to be numbered with Roman numerals (bottom, center of page). If Dedication or Acknowledgements are not included, this will be the first numbered page: iv. Only pages that come after the Table of Contents are listed. See templates.

### **List of Illustrations or List of Figures**

Follow the format used for your Table of Contents. Use a separate page for each type of list. Use appropriate Roman numerals. Make sure to double-space or one and one-half space.

## **Text**

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You and your committee determine the quality and content of your text. Starting with page 1, the numbering must run consecutively throughout, in Arabic numerals.

If your dissertation contains articles, the dissertation must still be numbered consecutively.

Text includes the introduction or preface (if any) and the main body of the manuscript (use of well-defined divisions, such as parts, chapters or sections is recommended).

## **Reference Material**

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- The Notes page follows the final chapter (if this format is used)
- Appendixes
- Glossary, or list of abbreviations (if applicable)
- Bibliography (or List of References, if Scientific format is used)

The bibliography, used primarily in the regular format, lists sources used-- not necessarily every one, but those considered relevant. If the bibliography is longer than two pages, classify it and divide it into sections, according to the type of sources (books, documents, journals, interviews) or periods of time.

A blank page should be included at the end of the manuscript.