

Dissertation Style Guide

Th.D. Program

Updated 8/2016



The dissertation must be formatted consistently throughout the entire manuscript. Any material by the student that has been previously published and is approved by the dissertation committee for inclusion in the dissertation must conform to the format described in these guidelines.

USING MATERIALS COPYRIGHTED BY OTHERS

As the author of the manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond “fair use,” appears with the written permission of the copyright owner. Please refer to *Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation* by Dr. Kenneth Crews. This booklet may be found on the ProQuest website: http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf.

For information on “When U.S. Works Pass in the Public Domain” please consult the following site: <http://www.unc.edu/~unclng/public-d.htm>.

The United States Copyright Office is a valuable resource for answering questions you may have about previously published work: <http://www.copyright.gov/>.

Book and journal publishers normally hold the copyright for all materials they publish. Even if you are the sole author or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your dissertation. You are responsible for securing these permissions, paying any permission fees, and retaining copies of all permissions granted. Further instructions and a sample of the permission letter are given below.

MARGINS

Pages should have a portrait orientation with standard US dimensions of 8.5 x 11 inches. All pages in the dissertation must be formatted with at least a 1.5-inch margin on the left side and at least a 1-inch margin on the top, right side, and bottom. There must be at least a 1-inch margin beneath a page number at the bottom of the page. It is not necessary to right justify the text. All text in the dissertation, including footnotes, page numbers, tables, figures (illustrations), and figure legends, must fall within these margins.

FONT

Use a standard font, black in color and not overly ornamented, equivalent in scale to 12-point Times New Roman. This applies to all text including captions, footnotes, citations, etc. Field-specific norms for the transliteration of non-Roman scripts should be followed. Fonts (of adequate size) for non-Roman scripts may be used instead of transliteration, but usage should be consistent throughout the dissertation. Be sure to use embeddable Type 1 or TrueType fonts as all fonts used in the manuscript must be embedded in the pdf submitted to ProQuest.

SPACING

All text must be double spaced.

Exceptions: When an entry in the Table of Contents, List of Figures, or List of Tables is longer than one line, that entry is single spaced. When a chapter, section, or sub-section heading is longer than one line, that entry is single spaced. Bibliographic references and long quotes are single spaced but double spaced between entries. Single- or double-spacing may be used for tables and legends or captions for figures.

PAGE NUMBERS

All page numbers should be placed bottom center with a 1" margin beneath. The Dissertation Title Signature Page, the Abstract Title Signature Page, the Copyright Page, and the optional Dedication Page do not carry page numbers, but they are counted. Page numbering begins with the Abstract, which carries the lower-case roman numeral iv. Number the first page of the Introduction or Chapter 1 with Arabic numeral 1. From that point on, all pages (including tables, graphs, illustrations, and bibliography) are numbered consecutively with Arabic numerals.

FOOTNOTES

All footnotes must appear at the bottom of the page. Numbering of footnotes should start anew with Arabic numeral 1 at the beginning of each chapter. Footnotes must begin on the same page as the footnote number in the text, but they may continue onto the following page. Endnotes are not permitted.

FORMAT FOR CITATIONS, FIGURES, TABLES

Your dissertation should follow one of the formats outlined in the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (Chicago: The University of Chicago Press). If your dissertation includes tables or figures (illustrations), you must provide a List of Tables and a List of Figures following the Table of Contents. A figure or table may be inserted into the running text of the document or placed on a page by itself. The figure or table number and caption should appear beneath the item. All figures and tables must fall within the margins specified for the dissertation as a whole. Photographs may be scanned and inserted into the document; the Divinity School does not require original photographs to be used.

FIGURES AND TABLES WITH LANDSCAPE ORIENTATION

The top of the figure or table should be rotated toward the binding (left) edge. The caption for the landscape figure or table must also be rotated. The page number, however, is not rotated; it must appear at the bottom of the page as if the figure were in portrait orientation.

ABSTRACT

There is no length restriction on abstracts. In the abstract, you must (1) present the problem of the dissertation, (2) discuss the materials and methods used, and (3) state the conclusions reached. Individual chapters should not have abstracts. The Abstract will be published in *Dissertation Abstracts International*.

TABLE OF CONTENTS

The Table of Contents should help readers grasp the structure of the dissertation without drowning them in detail. It is not ordinarily helpful to list chapter divisions below the second level of subheadings in the Table of Contents. Headings (chapter titles, sections, subsections) should appear exactly as they are worded in the text, and a period leader should be inserted between each heading and its corresponding page number. See the template below for details.

BIBLIOGRAPHY

Compile a single bibliography for the entire manuscript; do not include a separate bibliography after each chapter. The bibliography should follow the appropriate field-specific format: e.g., SBL, MLA, Chicago, etc.

BIOGRAPHY

A brief biography, ordinarily not more than one page in length, appears at the very end of the dissertation. Your biography should include (1) place and date of birth, (2) colleges or universities attended with dates and degrees received, (3) titles of all books and articles published, and (4) a list of scholarships, fellowships, memberships in honorary societies, and academic honors received since obtaining the bachelor's degree.

ORDER OF PAGES IN THE DISSERTATION

Dissertation Title Signature Page
Abstract Title Signature Page
Copyright Page
Abstract
Dedication (optional)
Table of Contents
List of Tables, if applicable
List of Figures (illustrations), if applicable
List of Abbreviations
Acknowledgments (optional)
Introduction, if used
Body of the Dissertation, divided into chapters
Appendices, if any
References, Bibliography, or Works Cited (any of these titles are correct)
Biography

WORD TEMPLATE

Students may find it helpful to use the Word dissertation template provided by Duke University, although they will need to adjust the Title Page information as shown below.

Download the template:

https://gradschool.duke.edu/sites/default/files/documents/template_duke_university_dissertation.doc

Sample: Dissertation Title Signature Page

[Dissertation Title]

by

[full Student Name]

Date: _____

Approved:

[Supervisor Name], Supervisor

[Committee member name]

[Committee member name]

[Committee member name]

[Committee member name, if needed]

(NOTE: Signatures of all committee members must be included above.)

Dissertation submitted in partial fulfillment of
the requirements for the degree of Doctor of Theology
in the Divinity School of Duke University

2016

(Note single spacing above.)

Sample: Dissertation Abstract Title Signature Page

ABSTRACT

[Dissertation Title]

by

[full Student Name]

Date: _____

Approved:

[Supervisor Name], Supervisor

[Committee member name]

[Committee member name]

[Committee member name]

[Committee member name, if needed]

(NOTE: Signatures of all committee members must be included above.)

An abstract of a dissertation submitted in partial fulfillment of
the requirements for the degree of Doctor of Theology
in the Divinity School of Duke University

2016

(Note that copy reads "An abstract of a dissertation")

Sample: Copyright Page

(required for all Doctoral Dissertations)

Copyright by
[Student Name]
2016

Sample: Instructions for Copyright Permission Letters:

[**Note:** This form is reprinted from *Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation* by Dr. Kenneth Crews.]

1. Be sure to include your return address, telephone and fax numbers, and date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. State clearly the name of your university and your dissertation's title.
4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. The sample signature form at the end of the sample letter is appropriate when an individual grants the permission. When a company, such as a publishing house, is granting permission, use the following signature format:

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of company]

By: _____

Title: _____

Date: _____

6. Various organizations grant permissions for certain works. For, example, the Copyright Clearance Center offers a "Republication Licensing Service" that may prove helpful: <http://www.copyright.com>.

Sample: Permission Letter to use for Copyrighted Material

[NOTE: The letter below is reprinted from *Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation* by Dr. Kenneth Crews.]

[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a doctoral dissertation at Duke University entitled “_____.” I would like your permission to reprint in my dissertation excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by UMI. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelop. Thank you very much.

Sincerely,

Your name and signature

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name and addressee below signature line]

Date: _____