



## **Dissertation Style Guide**

### **The Graduate School at Rutgers-Camden**

Please read this guide carefully and make sure to follow all the requirements.  
Papers that do not meet the requirements will be returned for resubmission.

#### **Submission Process**

- A PDF copy of the dissertation that strictly adheres to the format described in this guide must be uploaded to <https://etd.libraries.rutgers.edu/login.php>
- You do *not* need to submit a hard copy to our office.

#### **General Formatting**

- **Style**
  - Consult your advisor for the preferred style guide (APA, MLA, Chicago, etc.)
  - The style should be consistent throughout and conform to accepted practices within your discipline
- **Font**
  - Choose an easy-to-read font and use it throughout (10 or 12 point font)
  - Script or italic typefaces are not acceptable for the main text
- **Spacing**
  - Double-space preliminary pages, appendices, and all main text
  - Single-space footnotes, endnotes, references, and bibliographic material, and curriculum vitae
  - Quotations of four or more lines of prose should be single-spaced and indented five spaces from the left margin; no indentation on right
  - Verse quotations of two or more lines should be single-spaced and centered
- **Margins**
  - Left margins must be 1.5 inches
  - Top, right, and bottom margins must be 1 inch
- **Numbering**
  - Preliminary pages must have lowercase Roman numerals, centered .5 inch from the bottom of the page; to do this, create a new section for your main body (Page Layout--Breaks—Section Break), then edit your header/footer for the second section, and make sure that “Link to Previous” is not selected. The title page should not be numbered.
  - The main text must have Arabic numerals in the upper right-hand corner, exactly 1 inch from the right-hand edge of the page and .5 inch from the top; begin with the number one (1) on the first page of text
  - Landscape pages must be numbered as if they were portrait oriented pages

#### **Preliminary Pages**

Not all dissertations will include all types of preliminary pages. However, the following are required for ALL papers: title page and abstract. ALL preliminary pages should be doubled spaced.

- **Copy Right Page – Optional**
  - The copyright page appears before the title page and is left unnumbered
  - The copyright date indicates the year the dissertation is submitted
  - Copyright is placed in the center of the page
  - Must be included if statutory copyright in the doctoral dissertation has been or will be claimed. For details, see Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities, Kenneth D. Crews, UMI, 1996.
  - The benefits of registration with the U.S. Office of Copyright include the following:
    - Necessary before an infringement suit may be filed in court
    - If made before or within 5 years of publication, registration will establish prima facie evidence in court of the validity of the copyright
    - Statutory damages and attorney’s fees will be available in court actions; otherwise, only an award of actual damages and profits is available.
    - Allows the copyright owner to record the registration with the U.S. Customs Service for protection against the importation of infringing copies
    - If you have questions about the copyright process, email [copyright@rutgers.edu](mailto:copyright@rutgers.edu)
- **Title Page – Required** (see sample title page at end of guide)
  - Center and double space all text and lines.
  - Do not use bold font on the title page
  - Do not put a page number on this page.
  - Title should be a brief but meaningful and accurate description of your work; avoid oblique references; substitute words for formulae, symbols, superscripts, Greek letters
  - Your full, legal name, as it appears on registrar’s records, must be on the title page
  - Both your name and title of work should be capitalized
  - Correctly designate the degree you will receive (Doctor of Childhood Studies; Doctor of Computational and Integrative Biology; Doctor of Physical Therapy; Doctor of Public Affairs-Community Development)
  - Include the official name of the program in which you will receive your degree
  - Include the name of dissertation director; type name below signature line
  - Include the names of all committee members; include a line for each committee member and type name below signature line
  - Include the name of program director; type name below signature line
  - The month and year entered at the foot of the page must be October, January, or May followed by the year you will graduate – **do not include the date of the defense**
  - The *unsigned* title page must be included in the electronic document
  - A hard copy, *with signatures*, must also be submitted to Ms. Amy Liberi in the FAS’s Office of the Dean, 3<sup>rd</sup> Floor, Armitage
- **Abstract – Required** (see sample abstract page at end of guide)
  - Double space everything
  - Heading and author’s name should be in upper case letters
  - Include the name of your dissertation director
  - Text should begin four spaces below the dissertation director’s name
  - Provide a succinct summary of the dissertation, summarizing clearly the problem or problems examined, the methods employed, and the major findings
  - The abstract must be in English and may not exceed 350 words
  - Number with lowercase Roman numerals, starting with ii
- **Preface – Optional**

- Include a formal heading
- **Acknowledgement and/or Dedication – Optional**
  - Include a formal heading
- **Table of Contents – Optional**
  - Double space all entries
  - Include a formal heading
  - Include page reference
  - Include all preliminary and concluding sections
- **List of Tables – Optional**
  - Double space all entries
  - Include a formal heading
  - Include titles and page reference
- **List of Illustrations – Optional**
  - Double space all entries
  - Include a formal heading
  - Include titles and page reference

## **Main Text**

All pages of the main text should be double spaced

- **Introduction**
  - Include a formal heading
- **Main Body**
  - Divide into chapters or sections, each with a title and each beginning on a new page
  - As needed, chapters or sections should be further divided into one or more series of subsections, each preceded by a subtitle

## **References, Citations, Bibliography, and Curriculum Vitae**

- **Appendices**
  - Include a formal heading
  - All lines should be double spaced
- **Endnote and Footnotes**
  - Include a formal heading
  - Insert footnotes at the bottom of the page
  - Insert endnotes at the end of chapters or at the end of the manuscript
  - All endnotes and footnotes should be single spaced
  - Numbers should be listed consecutively
  - For chapter endnotes, each chapter's note should begin with the number one (1)
- **Bibliography**
  - Include a formal heading
  - Each entry should be single-spaced; however, include a blank line between each entry
- **Curriculum Vitae**
  - The curriculum vitae should be single spaced in outline form and contain the following information in chronological order: colleges attended, with dates, subjects pursued, and degrees earned; principal occupations and positions held during the period between the conferral of the baccalaureate and the doctorate; publications, if any
  - List as the last Arabic numbered page

## **Images and Media**

The Library of Congress keeps a list of materials exempted from the Digital Millennium Copyright Act (DCMA), which includes fair use of short video clips in educational materials. You can see the complete list by visiting <http://www.loc.gov/today/pr/2010/10-169.html>

- Any images or other media cited in the document must NOT be included in the ETD PDF file; each image must be submitted as a separate, “supplementary” file; this allows the University to have discrete control over any access restrictions due to copyright or permissions without needing to restrict the entire document; it also allows for images to be submitted in higher resolutions than would be possible by embedding them in PDF documents
- A list of illustrations, citing any images referred to within the ETD, must be included in the preliminary pages of the ETD document; images must be labeled in accordance with this list
- If you have acquired permission to use a work, or the work is available in the Public Domain or under a non-restrictive copyright license, please state so when uploading
- Please see the [image and media preservation guidelines](#) for the Rutgers University Community Repository (RUcore); your files do not have to strictly conform to these standards, but doing so will guarantee optimal preservation of the submitted works
- Graphs, figures, tables, charts, maps, and photographs must be suitably sharp/clear

## **When Submitting**

- A PDF copy of the dissertation that strictly adheres to the format described in this guide must be submitted to <https://etd.libraries.rutgers.edu/login.php>.
- Any images or media cited in the document must each be submitted as separate “supplementary” files. Please see the section on “Images and Media” for more details.
- You will also need to submit a hard copy of the title page, *with signatures*, to Ms. Amy Liberi in the FAS’s Office of the Dean, 3<sup>rd</sup> Floor, Armitage.
- You must decide if you want an embargo for your work. Having an embargo means that the public will not be able to view your PDF text and supplementary files. There are four different embargo options: six months, one year, two years, and permanent. Ask your graduate director if the embargo option is right for you. If this is something you and your graduate director believe you should have, email Ms. Amy Liberi at [aliberi@camden.rutgers.edu](mailto:aliberi@camden.rutgers.edu) with your name, program, and choice of embargo. Please note that you do not need to select the embargo option and can grant the public immediate access to your work.
- You must also decide if you want to submit your work to ProQuest. ProQuest is an online site that will make your work easily accessible to those researching the topic you covered. There is a cost to using ProQuest, and the student must use their own funds to cover the cost. It is \$65 for ProQuest to publish your work, and it is \$130 for ProQuest to publish and copyright your work. More information can be found on the following site: <http://www.proquest.com/en-US/>. Students also have the option to copyright their own work by themselves, and can do this by visiting <http://www.copyright.gov/eco>. For general information about copyrighting, visit <http://www.copyright.gov/help/faq>.

## **Samples**

Listed below are sample documents for:

- Copy Right page
- Title page
- Abstract page.

© [current year]

Your Name

**ALL RIGHTS RESERVED**

TITLE OF DISSERTATION

by

AUTHOR'S NAME

A dissertation submitted to the

Graduate School-Camden

Rutgers, The State University of New Jersey

In partial fulfillment of the requirements

For the degree of

Doctor of Philosophy

Graduate Program in [Insert Program Name]

Written under the direction of

Name of Dissertation Director

And approved by

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Name of Dissertation Director

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Committee Member(s) (include a separate line for each member)

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Committee Member(s) (include a separate line for each member)

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Committee Member(s) (include a separate line for each member)

Camden, New Jersey

Month and Year of graduation

ABSTRACT OF THE DISSERTATION

Title of Dissertation

by AUTHOR'S NAME

Dissertation Director:  
Name of Dissertation Director

Begin double spaced text here.