

# PHD DISSERTATION SUBMISSION: QUICK GUIDE

**AUGUST DEGREE CANDIDATES MUST ELECTRONICALLY DEPOSIT THEIR DISSERTATIONS BY 4:00 PM ON THURSDAY, AUGUST 10, 2017.**

2016/17 [Guidelines for Dissertation Submission \(full guide\)](#)

## Before You Submit

Make sure you've filed your [Application for Degree](#) and turned in your [Signature Page](#), [Doctoral Dissertation Defense form](#) and [Doctoral Dissertation Revisions form](#) (if applicable) to the PhD Program Office (Cheryl Sweeney, Schneider 111)

## Survey of Earned Doctorates (required for degree completion)

- <https://sed-ncses.org> (877-256-8167 or sed@rti.org)

## Margins

- Top margin of the first page of each chapter/section of the body of your dissertation: 2 inches
- Left, bottom, and right margins: 1 inch
- Top margin for all other pages of your dissertation: 1 inch

## Fonts

- Times New Roman, Arial, Cambria, and Calibri are recommended fonts
- Size 12, but longer quotations, references, and notes can be size 10 or size 11

## Title Page, Abstract, and Copyright Page

- Follow the [templates](#), exactly, as they are shown.
- Where there are parentheses, you will remove the parentheses and replace the text with your own text.
- Include permission letters, if applicable, in your dissertation.

## Spacing

Double-space all text, aside from the following exceptions: Single space all notes, bibliographic references, and long quotations

## Orientation

- No blank pages, all single-sided text
- Moving between landscape and portrait is fine, but refer to pagination guides when doing so

## Pagination

Pay close attention to the transitions from Roman to Arabic numerals. All page numbers should be centered at the bottom of the page, when turned to portrait. Should you have any landscape pages in

your thesis, the page number still needs to appear centered at the bottom of the page when in portrait orientation.

Section/Page	Page Numbering
Title Page	<b>number not printed</b> on the page, but is still considered page i
Signature Page	<b>number not printed on the page</b> , but still considered page ii
Copyright Page	<b>number not printed</b> on the page, but is still considered page iii
Acknowledgements (Optional)	<b>number is printed</b> on the page, start with iii or ii if no Copyright page is used
Abstract	Continue with Roman numerals, printed
Preface (Optional)	Continue with Roman numerals, printed
Table of Contents	Continue with Roman numerals, printed
List of Tables	Continue with Roman numerals, printed
List of Illustrations/Figures	Continue with Roman numerals, printed
Introduction	Start Arabic Numerals, beginning with page 1, printed on the page
Main Body, Appendices, Bibliography	Continue with Arabic numerals, printed

***EXPLANATION OF PAGINATION—Printed v. Not-Printed: While page numbers are not printed on the Title and Copyright pages, these pages still count (they are pages i and ii), which is why your Acknowledgements page is page iii.***

**If your dissertation is over 300 pages you should create two volumes within the single PDF.** Each volume should contain a title page duplicating the title page of the first volume. Label the title page Volume I of II, Volume II of II, etc. under the title. Place the table of contents at beginning of the first volume (you do not need more than one table of contents). Page numbering should continue from one volume to the next, not counting the second title page. The bibliography may be placed at the end of the final volume.

### Submitting to ProQuest

All expected PhD recipients must submit to the [UMI/ProQuest](#) site. Ensure that you have converted your file into a single PDF and do the following:

1. Embed all fonts
2. Save all JPEG images into PDF
3. In the abstract, list any electronic files that cannot be embedded inside the PDF
4. If you have not used Microsoft Word's Table of Contents generator, and are hand-typing the table of contents, please set it within a two-column table.

Publishing options can be reviewed at the ProQuest student resources page.