

GEORGETOWN UNIVERSITY
THE GRADUATE SCHOOL OF ARTS & SCIENCES



GUIDELINES FOR
DISSERTATION AND THESIS WRITERS

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GEORGETOWN UNIVERSITY GRADUATE SCHOOL
GUIDELINES FOR DISSERTATION AND THESIS WRITERS

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INTRODUCTION

The dissertation or thesis you are writing is a significant step in the pursuit of your graduate degree. As you begin the process of writing, you will be carefully documenting the research, theories, methods, results, and conclusions of your efforts. A well-written and well-formatted work will reflect favorably upon you, your department, and the Georgetown University Graduate School. When completed, your thesis or dissertation will be a lasting contribution to your field of knowledge. Therefore, your thesis or dissertation must follow a format and style that are acceptable, consistent with your field of knowledge, and readily understood.

Please note the following:

- For the purposes of these *Guidelines*, “dissertation” refers to work submitted by Ph.D. candidates, while “thesis” refers to work submitted by candidates for master's degrees.
- These *Guidelines* do not cover specific techniques and standards for scholarly research or the academic requirements of the various departments and programs for dissertation and thesis writers.
- You are expected to follow the academic regulations and procedures of the Graduate School discussed in Graduate School *Bulletin*:
<http://grad.georgetown.edu/pages/bulletin.cfm>

Your responsibilities while writing a thesis or dissertation include:

- Perform the research necessary to write a professional and original work;
- Familiarize yourself with the requirements, protocols, and styles applicable to your discipline and the broader world of research;
- Acknowledge the work and contributions of others, published and unpublished, through appropriate citation and bibliographic referencing;
- Meet the departmental and Graduate School deadlines associated with the completion of your degree; and
- Ensure that the final copy of your work meets all of the formatting standards outlined in this guide.

PREPARATION OF THE DISSERTATION OR THESIS

Use of Human Subjects

Federal law requires that all proposed research involving human subjects first be reviewed by an authorized institutional body in order to ensure that adequate protections are provided to those persons who are participants in or subjects of the proposed research. Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects and is subject to review.

These legal requirements apply regardless of the source of research support. In a large number of cases research proposals fall into categories with exempt them from full review. Be aware, to comply with federal law requirements, a specific project's eligibility for exemption must be determined by the Institutional Review Board (IRB).

Students whose research will involve human subjects must contact the University's Institutional Review Board, IRB-C, at (202) 687-2618 ***before the beginning of their research***. Additional information and copies of the forms are available on the website for the IRB-C at: <http://ora.georgetown.edu/irb/irbForms.htm>.

Style Manual

Every dissertation or thesis must follow a style manual or style sheet that has been approved by the Thesis Advisor or by the student's department or program. Some examples include:

- Kate Turabian's, *A Manual for Writers of Term Papers, Theses, and Dissertations*
- *The Chicago Manual of Style*
- *MLA Style Manual*
- *Council of Biology Editors Style Manual*
- *Publication Manual of the American Psychological Association*

Pagination

The pagination used in the dissertation or thesis must meet the following guidelines:

- The dissertation or thesis title page are not numbered.
- The pages that follow — copyright page, abstract, table of contents, etc. — are numbered with lower-case Roman numerals: ii, iii, etc.
- The remainder of the dissertation or thesis, beginning with the Introduction or Chapter One, must be numbered consecutively using Arabic numerals (1, 2, etc.)
- If the work is written in a non-Western language, it may include pagination in non-Western numerals, but must also include pagination in Western numerals.
- Any page printed in horizontal or “landscape” mode must still have its page number printed at the top or bottom of the page, as appropriate, when the page is held vertically.
- Pages must be numbered consecutively from beginning to end. The lower case Roman numerals and the Arabic numerals form two separate numeric series, the former beginning with ii, and the latter with 1.
- Blank pages are not permitted.

You may choose either of the following standards for placement of the page numbers:

1. You may place *all* page numbers, including lower-case Roman numerals, at the *bottom center* of the page, or
2. You may place page numbers at the *top* of the page, but if you do so, (a) the numerals must be either centered (preferred) or just above the upper right-hand corner of the text, and (b) on any page containing a major heading, the page number must be placed at the *bottom center* of the page. A major heading includes any heading on any section of the work that is important enough to start a new page, e.g., the table of contents, the introduction, the individual chapters, and the bibliography.

Type Fonts

The fonts used in the dissertation or thesis must meet the following guidelines:

- Commonly-used fonts such as "Courier" and "Times New Roman" are generally acceptable.
- *Italic fonts (like this) may be used for emphasis as appropriate, but may **not** be used for the body of the text.*
- All text must be 10 point or larger; this includes all prefatory material (title page, table of contents, acknowledgment, etc.), the body of the text, page numbers, all footnotes or endnotes, and all concluding material (bibliography, appendices, etc.) Some charts, graphs, or tables may contain type that is smaller than 10 point.

Spacing

The text of the dissertation or thesis must be double-spaced. Long quotations, footnotes or endnotes, and bibliographies may be single-spaced or double-spaced, according to the style manual or style sheet you are following.

Special Addenda

Special Addenda is supplementary material that is added onto a publication. Items such as CDs or DVDs may be included as special addenda to the dissertation or thesis with the approval of the student's Thesis Advisor. The ProQuest website, where you will upload the electronic version of your work, has instructions on how to include these Special Addenda.

Special addenda should be included in the table of contents, even if they do not have page numbers; they can also be noted in the text so that readers will be aware of their availability.

ORDER AND CONTENT OF DISSERTATION OR THESIS

<u>Page</u>	<u>Page Numbering</u>
Master's Thesis or Doctoral Dissertation Cover Sheet	Not numbered
Title Page	Not numbered (but counts as i)
Copyright Page (if used)	ii (Roman numeral)
Abstract (if used)	Next consecutive Roman numeral(s)
Preface, Acknowledgments, Dedication (if used)	Next consecutive Roman numeral(s)
Table of Contents (if used) with page references	Next consecutive Roman numeral(s)
List of Illustrations (if used) with titles and page references	Next consecutive Roman numeral(s)
List of Tables (if used) with titles and page references	Next consecutive Roman numeral(s)
Text, beginning with the Introduction or Chapter I	Western Arabic numerals (1, 2, 3, 4, etc.) for the remainder of the work
Endnotes (if used)	Next consecutive Arabic numeral(s)
Appendices (if used)	Next consecutive Arabic numeral(s)
Bibliography	Next consecutive Arabic numeral(s)
Specially bound or packaged Addenda (pamphlets, phonograph records, computer discs, CD's, tapes, etc., if any)	Not numbered, but included in the Table of Contents

Title Page

Your title page should include the title, the volume number (if you have more than one volume), the submission statement, the degree, the name of your department or program, your name, the location (“Washington, D.C.”), and the appropriate date. The Title Page is not numbered. Examples are shown in the Appendix.

Your Name

Your official name, **exactly** as it appears in MyAccess, is the name that must appear on your dissertation or thesis title page, the dissertation abstract, the Master’s Thesis or Doctoral Dissertation Cover sheet, the final defense ballot, and all other documents that are part of your academic records.

On the title page of your dissertation or thesis, your name should be followed by the highest degree you have previously received, not a list of all the degrees you have received. You should list **only** the initials of the degree itself, for example: Ph.D., J.D., M.D., M.S., M.A., Ed.M., B.S., B.A., etc. Do **not** list the majors, concentrations, or specialties of your previous degree. Titles or suffixes that are part of your official name (Sr., Jr., III, etc.) may also be included as appropriate. Following are two examples of the correct format for your name on the dissertation or thesis title page:

Jane Doe Student, M.A.
John D. Student, Jr., M.A.

The Date

At the bottom of the title page of your dissertation or thesis, underneath “Washington, D.C.,” type the date you defended your thesis. If no defense was required, you should insert the date the faculty signed the “cover sheet” to approve the thesis. Samples of correct date notation can be found in the Appendix.

Copyright Page

You possess copyright to your dissertation or thesis from the time you record it in some tangible form. You can, however, receive additional remedies against infringement by formally registering your work. It is your decision as the author of your dissertation whether or not to seek formal copyright protection. If formal copyright is sought, this can be done in either of two different ways:

1. You can authorize ProQuest to submit an application for the copyright in your name. This is done by when you upload your final document to the ProQuest website.
2. You can apply directly to the Library of Congress for copyright by submitting the necessary application and fee, and depositing copies at the Library of Congress.

If you claim copyright, either informally or through formal application, the appropriate notice should be printed on its own numbered page immediately following the title page of the dissertation. For example:

Copyright 2000 by J. Doe Student
All Rights Reserved

Using Material Copyrighted by Others

If any material copyrighted by others is used in a dissertation or thesis (beyond fair use as legally defined), the author must obtain written permission for such use from the copyright holders. **This includes any of your own work that has appeared in any other publication (journal, book, etc.) for which that publisher claims copyright.** Letters granting permission to use any previously-published material must be included in the thesis or dissertation when submitting the final copy of the work to the Graduate School of Arts and Sciences for binding. Such letters will usually be incorporated as an appendix, and will be listed as such in the table of contents.

Abstract

The purpose of the abstract is to provide a brief summary of the contents of the dissertation. The abstract, along with your title, also constitutes the text on which keyword searching for your topic can be done. It should therefore be as rich as possible in relevant words and phrases.

Please note:

- The abstract must be written in English, regardless of the language of the dissertation.
- The maximum permissible length of the abstract is 350 words (2,450 characters).

As shown in Appendix B, the abstract should start with the title of the dissertation (in caps, centered), followed by your name (centered), followed by the word "Thesis Advisor(s):" (centered) and the name(s) and highest degree of the Thesis Advisor(s). The word ABSTRACT then follows (centered, in caps), followed by the text of the abstract itself. Although your department or program may have different requirements, the typical abstract contains:

1. A statement of the problem investigated;
2. the procedure or method followed;
3. the results obtained; and
4. the conclusions.

Table of Contents

The body of text, appendix material, bibliography, and index are included, with corresponding page numbers, in the table of contents. You must list all main headings in your table of contents, and may choose to list subheadings down to a particular level. If you choose to list subheadings, you must consistently list the equivalent level for each chapter of the text. All headings and subheadings must appear in the table of contents exactly as they appear in the body of text (but do not include stylistic treatment of the typeface, e.g., **bold**, underlined, *italicized*, etc.).

SUBMISSION OF THE DISSERTATION OR THESIS TO THE GRADUATE SCHOOL

Electronic Submission of Work

The Graduate School requires electronic submission of all theses and dissertations via the ProQuest website. Please refer to the following PDF for instructions on the process of submitting your work electronically:

Electronic Theses and Dissertations: How?

http://grad.georgetown.edu/image_pool/Image/ETD-How.pdf

The ProQuest website is an essential source of reference for thesis and dissertation writers. Visit <http://www.etsadmin.com/cgi-bin/main/home> to learn more about the following:

- Preparing your document for electronic submission
- Open Access versus Traditional Publishing
- Delayed release and other publishing options
- Copyright: avoiding infringement and protecting your work
- Including supplementary digital materials as part of your work
- How to order bound copies of your work
- How to create a PDF version of your work

Students pay ProQuest directly for their services. The processing fee is \$55 for a master's thesis, \$65 for a doctoral dissertation, \$150 for optional open access for a master's thesis, or \$160 for optional open access for a doctoral dissertation including optional copyright.

Review of the Dissertation or Thesis by the Graduate School

The Graduate School reviews all theses and dissertations submitted to ProQuest. We ensure that the works are formatted correctly and ready for publication. The amount of time we will need to review your dissertation or thesis, and the number and nature of any changes you may be required to make, are generally determined by how carefully you have prepared your work.

Do not wait until the deadline day to submit your dissertation or thesis! Your work must be formatted correctly and approved by the Graduate School in order for you to be eligible to graduate. If you submit your work on the last day of the month and it requires corrections, you will not be able to graduate that month.

**THE GRADUATE SCHOOL WILL NOT REVIEW YOUR WORK
WITHOUT THE FOLLOWING DOCUMENTS:**

- Master's Thesis or Doctoral Dissertation Cover Sheet
- ETD Release Form

Both of these forms can be accessed on the Graduate School website:
http://grad.georgetown.edu/pages/current_student_forms.cfm

Master's Thesis or Doctoral Dissertation Cover Sheet

This form should be printed on 25% bond paper. This "Cover Sheet" shows the title of your work, your official name, your department or program, and the degree you are seeking. It also includes the signatures of your Thesis Advisor, other members of your degree committee, the Director of Graduate Studies, and the date on which the department or program has given their academic approval to the work.

ETD Release

This form authorizes Georgetown to release your work to ProQuest for electronic distribution.

**PLEASE REFER TO THE FOLLOWING PAGES
FOR EXAMPLES OF HOW TO FORMAT YOUR WORK!**

APPENDIX A - Sample Formatting for Theses/Dissertations
[Spacing between lines is approximate]

THIS IS HOW THE TITLE OF YOUR DOCTORAL DISSERTATION
SHOULD APPEAR ON THE TITLE PAGE

A Dissertation
submitted to the Faculty of the
Graduate School of Arts and Sciences
of Georgetown University
in partial fulfillment of the requirements for the
degree of
Doctor of Philosophy/Master of Arts
in Linguistics

By

J. Doe Student, **B.A./M.A.**

Washington, DC
October 7, 2009

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All Rights Reserved

**THIS IS HOW THE TITLE OF YOUR DOCTORAL DISSERTATION
SHOULD APPEAR ON THE ABSTRACT PAGE**

J. Doe Student, M.A.

Thesis Advisor: Name O. Professor, Ph.D.

ABSTRACT

The text of the abstract begins here and continues, double-spaced, as explained on pages 8-9 of the *Guidelines*. Overall limit of 350 words of text (2,450 characters) must be strictly observed for abstracts of doctoral dissertations, due to space limitations for publication in *Dissertation Abstracts International*; this limit does not include the title, your name, your Thesis Advisor's name, or the word "ABSTRACT." For Master's theses, the 350 word limit does not apply.

The research and writing of this thesis
is dedicated to everyone who helped along the way.

Many thanks,
J. DOE STUDENT

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- etc.	
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INTRODUCTION

You have now begun to type the body of text for your Doctoral dissertation, as is shown here in Appendix B of the *Guidelines for Dissertation and Thesis Writers*.

Georgetown University and the Graduate School of Arts and Sciences will be pleased to add the faculty-approved final copy of your dissertation or thesis to our collection in the University Library. Your dissertation will be an addition to your field of knowledge and to the world of research. Congratulations and best wishes as you make the final changes in the content of your work, and the final adjustments to the margins, line spacing, and pagination.