DISSERTATION GUIDELINES

Style Guidelines: General


2. Do not use dissertations in the library as style guides.

3. Before writing even one word of your rough draft, read the style manual thoroughly and follow it scrupulously as you write your rough draft.
   a. Note especially the chapters on “Preparing the List of Works Cited” and “Documenting Sources.”
   b. Before writing one word of your rough draft, set up your document with the correct margins, tab stops (for indentations of paragraphs, block quotations, and footnotes), and pagination. From the beginning use the proper headings, subheadings, footnotes, and bibliography entries. You will save your first reader an enormous amount of unnecessary labor, and also save yourself an enormous amount of cleanup time at the end.

4. The following regulations should be observed. In case of any conflict, these supersede *The Chicago Manual of Style*.

Structure of the Dissertation

1. The dissertation shall always contain the following items: title page, abstract, table of contents, the main text with appropriate footnotes, and a bibliography, either simple or classified or annotated.

2. Optional items include: a dedication page, acknowledgments, a preface, and appropriate tables, charts, or figures.

Style Guidelines: Specifics

1. Word processor:
   Microsoft Word is strongly recommended, but the program used must produce text that meets the Graduate Division of Religion standards and the printout must be in black ink and of letter quality or near letter quality.
   c. Type sizes and faces:
      1) Acceptable:
a) New Times Roman or the equivalent.
b) 12 point fonts on a laser printer.

2) Unacceptable
   a) Type faces smaller than 12 point.
   b) Fonts that are compressed so as to squeeze in as many letters as possible on a line.

2. Page and text format:
   a. Margins
      1) Left: 1.5 inches
      2) Right: 1 inch
      3) Top: 1 inch
      4) Bottom: 1 inch
   b. Pagination is inside the above margins.
      1) For the text: In the upper right corner, except for the first page of a chapter (bottom center).
      2) Front matter (everything before the first page of your text): Bottom center in small Roman numerals.
   c. Footnotes must follow the proper formats and be placed at the bottom of the page, not at the end of the chapter or of the dissertation.
   d. In other format matters—e.g., table of contents, bibliography, chapter headings, subheadings—follow the guidelines in *The Chicago Manual of Style*.
   e. Line Spacing: All text: either double-space (preferred) or space-and-a-half. Block quotations, footnotes, and bibliography items: single space.

3. Typing Conventions:
   a. Spacing after periods:
      1) After initials use one space: T. D., not T.D.
      2) In abbreviations, no spaces are used: U.S.A.; Ph.D.
      3) After periods at the end of a sentence (and all end-of-sentence punctuation marks) use one space:
         last word. Next sentence
      Not, last word. Next sentence
   b. Periods and commas always go inside the quotation marks in American style, no exceptions.
      end of quotation."
      Not, end of quotation".
   c. Dashes are made with two hyphens and no spaces (use the em-dash [—], not the endash [-] or hyphen [-]):
      Text--text (in Microsoft Word, the 2 dashes become an em-dash: —)
      Not, text – text
   d. After the colon
      In text: two spaces
      As follows: xxxx xxxx xxxx
      In bibliographies and footnotes use one space:
      Book title: subtitle
      City: publisher

4. Quotations:
   a. Shorter than 50 words:
      1) Integrate with your sentence and set off by double quotation marks ("").
      2) If you are using citations in the text instead of using footnotes, put the citation inside
the period of the sentence but after the end of the quotation:

last word of the quotation” (Wrenn 165).

Not, last word of the quotation.” (Wrenn 165)

b. Longer than 50 words:
1) Put in block form i.e., indented on the left only and single spaced.
2) The block form is the equivalent of quotation marks, so do not use quotation marks
with the block form unless the original text has them.

5. Ellipsis: This is one of the most frequent problems. The purpose of the ellipsis is to show that
an omission has been made in the quotation. The form of the ellipsis indicates the type of
omission. The number and spacing of the periods has meaning. When the omission is
obvious, an ellipsis is not necessary. Note the following examples and what they mean.

a. text...text
Something is left out of the middle of the sentence.

b. text.... Text
Three ellipsis points plus a period. The end of a sentence is left out and a new sentence
starts. Use one space after the period.

c. text.... [T]text
One sentence ends, an omission is made, and a new sentence begins, but not at the
Beginning. The first word of a sentence must be capitalized, but since that word is not
capitalized in the original, the capital is put in square brackets.

Submitting Copies of the Dissertation for the Oral Defense:

1. Submit three copies to the chair of the dissertation committee when your committee feels it is
ready for oral defense.
2. The three defense copies should be submitted in a form agreed upon by your committee. In
most cases this will be in loose leaf form, but the committee may choose to have the
dissertation submitted electronically.
3. Include four copies of an abstract (i.e., summary) of the dissertation of not more than 350
words.

Submitting the Final Copy of the Dissertation after the Oral Defense:

1. Implement all the revisions of, and corrections to, your dissertation required by your
committee, and have them approved by the committee.
2. The approved final copy of the dissertation is submitted in electronic form only. No hard copy
is required or accepted. Submit your dissertation following the detailed guidelines provided in
the online document, “How to submit your dissertation electronically.”

Title Page Format:

1. Double-space between all lines.
2. Margins: Top: 2 inches; bottom: 1 to 1.
3. For titles that take more than one line, use the inverted pyramid style and center each line.

Abstract Format:

1. Double-space the text of your abstract.
2. Margins: 1.5 inches from the left, 1 inch on all other sides.
3. For titles that take more than one line, use the inverted pyramid style and center each line.