GUIDELINES FOR THE PREPARATION OF DOCTORAL DISSERTATIONS

Study Guidelines

1. Dissertations submitted to the Caspersen School must conform to the latest edition of either Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* or the *MLA Handbook for Writers of Research Papers* (New York: The Modern Language Association of America)

2. **Do not use dissertations in the library style 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. Then you will have a very clear picture of where you are as you go along, and you will save an enormous amount of cleanup time at the end because making these changes afterward to the correct settings is very time consuming.

4. The following regulations should be observed. In case of any conflict these supersede Turabian and the MLA Handbook.

Structure of the Dissertation

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

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

Preparing the submission copies of the dissertation

1. Word processor/printer:
   a. Again before writing one word of your rough draft, decide what printer, computer, and word processing package you are going to use for your
final draft and do not deviate from those choices. You will save a lot of grief and cleanup time.

b. 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 and that squeeze in as many letters as possible on a line.
      c) Remember that most people will see your dissertation in either microfilm or an 8 ½ by 5 ½ reduction printout from microfilm. Such small type makes your work extremely difficult to use.

c. Word processors are strongly recommended, but the system used must produce text that meets the Caspersen School standards, and the printout must be of letter quality or near letter quality. “My word processor (or printer) cannot do it that way” is not an acceptable excuse for not meeting the standards.

d. Bring a printout of a chapter to the Caspersen School office early in the process. When you are ready to make your final printout, again bring some sample pages. This may save doing the whole printout over again!

2. Printer Ribbons:
   a. The printing must be in black (not in gray).
   b. If you are using a printer with a fabric ribbon, do your final submission copy with a new ribbon. Keep the darkness of copy reasonably even; use several ribbons if necessary.

3. Paper:
   a. Size: standard 8 ½ X 11 inch paper.
   b. Paper type:
      1) The copies submitted for the oral defense: You can use your regular printer paper.
      2) The final submission copies after the oral defense: Photocopy or print on paper with at least 25% fiber content (acid-free paper is preferable)

5. Page and text format:
   a. Margins
      1) Left: one and a half inches
      2) Right: one inch
      3) Top: one inch
      4) Bottom: an inch to an inch and a quarter below the last footnote line.
b. **NOTE:** Setting your left and right margins on the computer does not necessarily produce the same on the printer. Therefore, make a printout of a page and measure it with a ruler. These margins are necessary for binding the dissertation. No dissertation is acceptable which cannot be bound for library use.

c. **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.

d. 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.

e. In other format matters—e.g., table of contents, bibliography, chapter headings, subheadings—follow the guidelines in the style handbook you are using.

f. **Line Spacing:** All text: either double-space or space-and-a-half. Block quotations, footnotes, and bibliography items: single space.

6. **Typing Conventions:**

   Note in the examples below the proof readers’ symbol # is used to indicate a space. These of course should not be typed.

   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 two spaces:

         **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:

      **Text—text (the 2 dashes become a longer, solid line)**
      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**

7. **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 usually single spaced (MLA double spaced).
   2) The block form is the equivalent of ““ so do not use ““ unless the original quotation has them.

8. Ellipsis: This is one of the most frequent problems. The purpose of the ellipsis is to show than 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 [Turabian] text... Text [MLA]
      The end of a sentence is left out and a new sentence starts. Turabian uses one space after the final period. MLA uses two spaces after the final period on the logic that two spaces follow the end of a sentence.

   c. text...Text [Turabian] text... Text [MLA]
      One sentence ends, an omission is made, and a new sentence begins.

   d. text...[T]ext
      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 [].

Submitting copies of the dissertation for the oral defense:

1. Submit 3 copies to the Caspersen School office when your committee feels it is ready for oral defense.

2. Two of the three copies should be submitted in spring binders which may be obtained from the library when available or purchased from the bookstore. The third copy may be submitted in a loose leaf, three ring binder-this copy may be given to your third reader. Be sure to retrieve the spring binders from your first and second readers after your defense so they may be used for your final submission.

3. Include 4 copies of an abstract of not more than 350 words. Follow the sample heading format below.
Submitting the final copies after the oral defense:

1. Compile all corrections and changes required by the readers, make the appropriate changes in your text, and run a new printout or retype whatever is needed.

2. Submit to the Caspersen School office as follows:
   a. Two (2) copies printed on white paper with either at least 25% fiber content OR printed on acid-free paper; paper does not need to include both. Good, clean photocopies are acceptable.
   b. Both copies must be submitted in spring binders. No other form will be accepted.
   c. Four (4) copies of the vita form: including degrees earned only. Since the vita will eventually be included in the dissertation it should have a 1.5 inch left margin and no page numbers.
   d. Five (5) abstracts with 1.5 inch left margin—this allows for binding. If the abstract continues to a second page then the pages should be paper clipped together rather than stapled. Two of the abstracts will be included within your dissertation copies—one in each manuscript. The three remaining copies will be submitted along with the other paper work when submitting the final dissertation copies.
   e. A copy of the title page for copyrighting (sample attached, p.8).

3. If you want a copy of your dissertation bound, you must make arrangements with the library.

4. You will be given a website for downloading the forms for microfilming and copyrighting and a “Survey of Earned Doctorate Questionnaire.”
   a. The University subscribes to the University Microfilms dissertation service and requires that each student enter into a contract for the microfilm publication of his/her dissertation and the publication of his/her abstract by that agency. The fee for this service is $65 at this time (subject to change).
   b. The fee for copyrighting through University Microfilms is $55 at this time (subject to change). The copyrighting is available to resident aliens.

Title page format (sample below):

1. Follow the format of the sample title page below (p.7).
2. Double-space between all lines.
3. Margins: Top—2 inches; bottom—1 to 1¼ inches; left—1½ inches; right—1 inch.
4. For titles that take more than one line, use the inverted pyramid style and center each line.
Abstract Format (sample below):

1. Follow the format of the sample below for your abstract (p.6).
2. Double-space the text of your abstract.
3. Margins: One and half inch on the left, then one inch at the top, right and bottom. *A copy of the abstract will be included in the two final dissertation copies. The placement follows the copyright page—pages are counted as part of the fore matter.*
4. For titles that take more than one line, use the inverted pyramid style and center each line. Please do not use more than 45 characters in any one line—that includes the spaces between each word.

9-10
THE IMPACT OF TECHNOLOGY
ON ABORIGINES

A dissertation submitted to the Caspersen School of Graduate Studies
Drew University in partial fulfillment of
the requirements for the degree,
Doctor of Letters

Neytiri Zoe Saldana
Drew University
Madison, New Jersey
May 2010
ABSTRACT

The Impact of Technology 
On Aborigines

Doctor of Letters Dissertation by

Neytiri Zoe Saldana

The Caspersen School of Graduate Studies
Drew University

May 2010

(Body: 350 words maximum; double-spaced)
THE IMPACT OF TECHNOLOGY
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A dissertation submitted to the Caspersen School of Graduate Studies
Drew University in partial fulfillment of
the requirements for the degree,
Doctor of Letters

Committee chair: Name, Degree
Title

Neytiri Zoe Saldana
Drew University
Madison, New Jersey
May 2010
VITA

**Full name:**

**Place and date of birth:**

**Parents Name:**

**Educational Institutions:**

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