Study Guidelines


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 *The Chicago Manual of Style*.

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. 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 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 small type makes your work extremely difficult to use.

2. **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)

3. **Page and text format:**
   a. **Margins**
      1) Left: one inch
      2) Right: one inch
      3) Top: one inch
      4) Bottom: one inch
      5) 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.
   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 style handbook you are using.
   e. **Line Spacing:** All text: either double-space or space-and-a-half. Block quotations, footnotes, and bibliography items: single space.

4. **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 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

5. 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. Use F7 key in WordPerfect 8 & 9.

2) The block form is the equivalent of “” so do not use “” unless the original quotation has them.

6. 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

The end of a sentence is left out and a new sentence starts. Use one space after the final period.

c. text...Text

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 square brackets.

Submitting copies of the dissertation for the oral defense:

1. Submit 3 copies to the Graduate Division of Religion administrative 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 purchased from the bookstore. The third copy may be submitted in a loose leave, three ring binder-this copy may be given to your third reader. After your defense be sure to retrieve the spring binders from the first and second reader 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 Graduate Division of Religion office as follows:
   a. Two (2) copies on high quality paper with at least 25% fiber content. Acid-free paper is preferable. Good, clean photocopies are acceptable.
   b. All copies must be submitted in spring binders. No other form will be accepted.
   c. Two (2) filled out copies of the vita form. (sample enclosed)
   d. A copy of the title page for copyrighting (sample enclosed)
3. If you want a copy of your dissertation bound, you must make arrangements with the library.
4. You will receive the forms for microfilming, copyrighting, and the “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 $65 at this time (subject to change). The copyrighting is available to resident aliens.

**Title Page Format:**

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

**Abstract Format:**

1. Follow the format of the sample abstract.
2. Double-space the text of your abstract.
3. Margins: One inch on all sides.
4. For titles that take more than one line, use the inverted pyramid style and center each line.