ORDER & CONTENTS

Preliminaries

- Title Page (Not Paginated)
- Copyright Page (dissertations only) (Not Paginated)
- Abstract (Not Paginated)
- Dedication (or) Acknowledgement (Page ii)
- Table of Contents (Page iii)
- List of Tables (or) List of Figures (Page iv)

Some papers may not have a dedication/acknowledgements or list of tables/figures

Text

- Introduction (Always Page 1)
- Main Body
- Appendices
- References
- Vita (Not Paginated)
FORMAT & STYLE

TITLE PAGE

- Original copies must bear original signatures of the mentor & candidate.
- Title should be in caps.
- Title page must follow the format of the attached sample.

COPYRIGHT PAGE

- Filing for copyright is available for dissertations only and it is optional.
- If the candidate wishes to file for copyright an extra, unnumbered page must be included and follows the title page (sample page attached).
- Graduating year must be the same as on Proquest Doctoral Form.
- The copyright fee is $65.00 and must be paid by certified check or money order payable to Proquest.

ABSTRACT

- An abstract must not be more than 350 words.
- Include title and candidate’s name (sample page attached).

VITA

- Vita is the last page and is unnumbered (sample page attached).
QUALITY OF PAPER

Original copy must be on good quality paper (20 lb) with at least 25% cotton content and have a watermark.

MARGINS

Margins on the left side of all pages must be at least 1½ inches and a minimum of 1 inch margin on the remaining 3 sides.

All charts, tables, photos, graphs, etc. must fit within these specified margins.

PAGINATION

- Title page, copyright, abstract and vita should not be numbered.
- Preliminary pages, use small Roman numerals (i,ii,iii,iv,etc.).
- Numbering begins with ii, title page begins with i, but the number does not appear on the page.
- Copyright, abstract and vita are not paginated nor are they listed in the table of contents.
- Arabic Numerals (1,2,3,4,etc.) are used for the remainder of the dissertation or thesis (text, illustrations, graphs, references etc.).
- Each page must be numbered and there should be no blank pages.
DISSENTATIONS

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