

Dissertation Publication Manual

St. Thomas University
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libraries. This form is included in Appendix A of this manual and must be signed by the writer, witnessed, and included in the dissertation.

A sample Copyright Permission Letter is available from ProQuest at http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf if the writer wishes to use copyrighted material beyond the scope of Fair Use in her or his dissertation. This form would need to be included as an Appendix to the published dissertation.

Library Release Page

The University Library at St. Thomas University does request, but does not require, that all students include a Library Release Page in his or her dissertation that gives the library permission to provide electronic copies of the dissertation through the Library's catalog, migrate the dissertation into other mediums as technology changes, and make copies of the dissertation for individuals for scholarly purposes including interlibrary loan. This Release Page does not allow the Library to sell or publish the dissertation. See the model Library Release page in Appendix B of this manual.

STYLE

Introduction

The entire dissertation must follow these style requirements unless the published guidelines of the student's academic program specify otherwise, or if the student obtains written approval from the Committee Chair to make exceptions.

Diction

The dissertation is a formal document therefore all words used in the dissertation should reflect their standard dictionary meaning. Except for within quotations, the dissertation should not contain any contractions, slurs, slang, or jargon.

Grammar and Spelling

The dissertation must follow the rules for grammar and spelling as described in the style manual adopted by the academic program for which the dissertation is being written. It should reflect standard U.S. English grammar, spelling, usage, mechanics, and punctuation.

Inclusive Language

The dissertation must use inclusive language, and not demonstrate any bias towards individuals based upon race, ethnicity, religion, gender, ability, socio-economic status, or sexual orientation.

Verb Tense

The majority of the dissertation should be written in the present verb tense. Writers should be very careful about shifting verb tenses especially between chapters.

Voice / Person

The entire dissertation should be written in a third person active voice.

PREPARATION

Abstract

All abstracts should be under 350 words.

Acknowledgments

The dissertation may include a page of acknowledgments to recognize the people who have helped the writer with his or her dissertation. This page should be placed between the abstract and the table of contents.

Addenda

The dissertation may include addenda for supplementary materials including audio files, spreadsheets, video files, etc... Please consult the "Supplementary Digital Material Guide" from UMI, http://www.proquest.com/assets/downloads/products/UMI_SupplementaryMaterialsGuide.pdf, for additional regulations. These materials should be clearly labeled with the dissertation's title, contain directions for their use, and a description of their contents. The addenda should be listed on the dissertation's Table of Contents without page numbers. No supplementary material will be included with the dissertation without proper copyright permission.

Appendices

The dissertation may include appendices of supporting documents including letters to subjects, directions, samples of instruments, copyright permissions releases, etc... Each Appendix should be included in the dissertation's Table of Contents and have page numbers.

Charts, Graphs, and Illustrations

The dissertation may include charts, graphs, and illustrations, but all of these materials must fit within the margins of the dissertation. In consultation with the committee these materials may be in color, but it is strongly recommended that they be reproducible in gray scale. The labeling of charts, graphs, and illustrations must conform to the style manual adopted by the academic program and use the same font as the rest of the dissertation.

Dedication Page

The dissertation may include a dedication page that is located after the Acknowledgement page.

Font

The dissertation must use a ProQuest recommended TrueType font and point size including Arial 10 pt, Georgia 11 pt, Tahoma 10 pt, Times New Roman 12 pt, or Verdana 10 pt. Headings should be between 14-20 pt in the same font. This guideline applies to all text in the dissertation including page numbers, charts, graphs, addenda, and appendices.

Foreign Language

The dissertation must be written in English unless the writer receives written permission from his or her Committee Chair that is included in the dissertation as an appendix.

Any quotations written in a foreign language used within the dissertation must have an English translation provided in the text, a footnote, or an endnote.

Headings

<u>Level of heading</u>	<u>Format</u>
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Upper and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period</i>
5	Indented, italicized, lowercase paragraph heading ending with a period.

(This follows the requirements of the *APA Publication Manual* 6th Edition).

Length of Dissertations

There is no limit on the length of a dissertation, and the writer must rely upon feedback and direction from his or her committee. If the dissertation is longer than 400 pages, it must be bound in multi-volumes with the pages evenly divided among the volumes. The page numbers in such a dissertation must run consecutively, and each volume must have its own Title Page with the designation “Volume One of Two” and “Volume Two of Two.”

Margins

Since the final copy of the dissertation will be bound, the margins must be larger to allow for easier reading. The margins should be 1 inch on the top, bottom, and right hand side and 1 ½ inches on the left hand side. All materials including graphs, tables, and footnotes must fit within these margins.

Numbers

The use of numbers must conform to the usage outlined in the style manual adopted by the academic program.

Order of the Contents

Page	Page Number
Title Page	not numbered
Copyright Page	Roman Numeral ii
Copyright Acknowledgment Page	Roman Numeral iii
Library Release Page	Roman Numeral iv
Abstract	Next Consecutive Roman Numeral
Acknowledgments	Next Consecutive Roman Numeral
Dedication (if used)	Next Consecutive Roman Numeral
Table of Contents	Next Consecutive Roman Numeral
List of Illustrations	Next Consecutive Roman Numeral
List of Charts or Graphs	Next Consecutive Roman Numeral
Chapter One through Chapter xx	Arabic Numerals
Endnotes (if used)	Next Consecutive Arabic Numeral
Appendices	Next Consecutive Arabic Numeral
Bibliography or References	Next Consecutive Arabic Numeral
Addenda (if used)	Not Numbered

Pagination

Except for the Title Page of the dissertation, every page should have a page number. All pages before the first page of Chapter One should contain a lower case Roman numeral beginning with “ii” on the copyright page. Beginning on the first page of Chapter One and running until the last page of the last appendix, each page should contain an Arabic number, 1, 2, 3, etc... in the lower or upper right hand corner, which runs consecutively from 1 to the end of the document.

Printing

It is the writer’s responsibility to check the quality of all printed and digital copies of the dissertation before giving it to ProQuest and the St. Thomas University Library.

Dissertations with mistakes or that do not follow the rules of the style manual and of this guide will be returned to the author, and the author must have corrected copies bound at his or her own expense.

References

All material cited in the text of the dissertation must appear on the bibliography or reference page of the dissertation. A missing reference will lead to the dissertation being returned to its author for correction and rebinding.

Spacing

The entire dissertation should be double spaced including endnotes, bibliographies, the abstract, and all quotations.

Style Manual

All dissertations are required to follow the rules of the style manual adopted by their academic program. When that style manual and this manual disagree, this manual's rule must be followed. The writer will be required to follow the edition of the style manual that was the most recently published edition when he or she was accepted into his or her academic program. But writer may chose with the support of his or her committee to use the most recent edition of the style manual when he or she begins writing the dissertation. Any changes or modification of the required style manual would require signed approval from the program director or Committee Chair that would be included in the dissertation as an Appendix.

Table of Contents

The dissertation must include a Table of Contents, which must provide page numbers for all elements of the dissertation. The Table of Contents should include the name of each chapter and appendix rather than just Chapter One, Chapter Two, etc... The heading of each element in the Table of Contents should be the same in all locations. See the Table of Contents of this publication manual for an example.

Title Page

A model Title Page is available at the end of this manual. All elements that are included in the model must appear that way on the dissertation Title Page.

Name

The writer's full name should appear on the Title Page as it appears on the writer's academic records at St. Thomas University. If the name is hyphenated, contains an initial, or has additional elements such as Jr. or III, the name must be consistent with the student's academic records.

The order of the name should follow the common pattern in the United States of first (given) name and family name unless permission is received for a different name order because of ethnic or linguistic heritage. On the Title Page, the name is followed by the initials for highest previously earned academic degree without any mention of majors or specialties. No titles such as Rev., Fr., or Sr. should be listed in front of the writer's name.

Title

The title of the dissertation should be clear and reflect the content of the document. It should be between three to nine words and appear exactly the same in all locations. The title should be written in English and not contain any characters that are not available in Standard American English word processing fonts. It should also not contain any superscripts or subscripts. Subtitles should appear after the main title and a colon and be written in a smaller font size than the main title. All words in the title, except for short prepositions, “a,” “an,” and “the” must be capitalized and counted.

Date

The date on the Title Page of the dissertation must be the date of the defense. It should include the month, day, and year. For example:

April 7, 2010

PUBLISHING THE DISSERTATION

St. Thomas University requires that all dissertations be published in the St. Thomas University Library database, one print copy be bound and submitted for the Archives, and all students must submit their dissertations to ProQuest for publication in Dissertation Abstracts. Instruction for the ProQuest’s Dissertation Abstracts may be found on the homepage of the library under the link for Dissertation Submission. St. Thomas does not allow dissertations to be approved with restrictions or embargos on their publication. All dissertations are to be considered public and published documents available from Dissertation Abstracts and St. Thomas University Library. All students are strongly encouraged to choose the Open Access Publishing from ProQuest for their dissertations.

Binding Copies

Students are required to order a hardcover bound copy of their dissertations for the St. Thomas University Library.

Students will order this service through ProQuest at a cost of \$25.00 per copy or the current rate, which is payable by the student.

Electronic Copies

St. Thomas University Library asks that an electronic copy of the dissertation be submitted along with the bound copies. Please make embedded fonts in the PDF that is submitted to ProQuest.

Quality Control

All St. Thomas University dissertations are subject to quality control. If a dissertation is

found to contain major quality issues in format, style, and/or preparation after submission, the writer will be required to provide a corrected hardcover copy to the Library.

Appendix A

**Acknowledgement Form
St. Thomas University**

I, the writer's full name, understand that I am solely responsible for the content of this dissertation and its use of copyrighted materials. All copyright infringements and issues are solely the responsibly of myself as the author of this dissertation and not St. Thomas University, its programs, or libraries.

Signature of Author

Date

Witness

Date

Appendix B

St. Thomas University Library Release Form

Title of Dissertation

Author's Name

I understand that US Copyright Law protects this dissertation against unauthorized use. By my signature below, I am giving permission to St. Thomas University Library to place this dissertation in its collections in both print and digital forms for open access to the wider academic community. I am also allowing the Library to photocopy and provide a copy of this dissertation for the purpose of interlibrary loans for scholarly purposes and to migrate it to other forms of media for archival purposes.

Signature of Author

Date

Witness

Date

Appendix C
Model Title Page

Title of the Dissertation

By: Author's Name

Date of the Defense

Submitted in Partial Fulfillment of the Requirements for (name of the degree)

St. Thomas University
Miami Gardens, Florida

Approved:

(name of chair, highest earned degree, title, and affiliation)
Committee Chair

(name of chair, highest earned degree, title, and affiliation)
Committee Member

(name of chair, highest earned degree, title, and affiliation)
Committee Member