

GEORGETOWN UNIVERSITY
THE GRADUATE SCHOOL OF ARTS & SCIENCES



GUIDELINES FOR
DISSERTATION AND THESIS WRITERS

Revised: July 2002

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*** Pages in Appendix A and Appendix B are numbered as they would be in the actual dissertation or thesis. Please note the sequence for modeling in your work.*

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INTRODUCTION

The dissertation or thesis you are writing is a significant step in the pursuit of your graduate degree. As you begin the process of writing, you will be carefully documenting the research, theories, methods, results, and conclusions of your efforts. A well-written and well-formatted work will reflect favorably upon you, your department, and the Georgetown University Graduate School. When completed, your thesis or dissertation will be a lasting contribution to your field of knowledge. Therefore, your thesis or dissertation must follow a format and style that are acceptable, consistent with your field of knowledge, and readily understood - *which is why you must follow the formatting standards outlined in this guide.*

We suggest that you read through the *Guidelines for Dissertation and Thesis Writers* in its entirety *before you begin writing*. If you have questions, please contact the Graduate School at (202) 687-5928.

Thesis Proposal

Even before you begin the process of researching and writing a thesis, you must define the research problem, area of interest, or hypothesis that you will study. At Georgetown, all graduate students writing a dissertation or thesis are required to submit a faculty approved proposal to the Graduate School before starting their research and writing. The proposal consists of seven topics pertinent to the thesis: Title, Problem or Hypothesis, Review of Related Literature, Procedure or Method, Selected Bibliography, and Use of Human Subjects, (the section related to the use of human subjects is discussed in more detail below). The proposal must be approved by the Thesis Advisor, members of the Thesis Committee, and the Director of Graduate Studies in the student's graduate program. The "Thesis or Dissertation Proposal" form is available in the Graduate School office, ICC 302, or on the Graduate School's website:
<http://www.georgetown.edu/grad/forms/current-forms.html>

Use of Human Subjects

Federal law requires that all proposed research involving human subjects first be reviewed by an authorized institutional body in order to ensure that adequate protections are provided to those persons who are participants in or subjects of the proposed

research. Research on human subjects includes not only work in the biomedical sciences but also projects in the social and behavioral sciences. Research involving on-the-street intercept surveys or detailed questionnaires delving into attitudes about a controversial subject is also considered to involve human subjects. As such, it is also subject to review.

These legal requirements apply regardless of the source of research support. In a large number of cases research proposals fall into categories which exempt them from full review. For example, research on standard educational techniques or strategies, work using publicly available survey data where the respondents are not identified, or interviews with public officials or candidates for public office are normally exempt. However, a specific project's eligibility for exemption cannot simply be determined by the individual researcher. The law requires that institutions provide structured mechanisms for determining exemptions and that they keep records documenting the process and its results.

Students whose research will involve human subjects must contact the University's Institutional Review Board, IRB-C, at (202) 687-5594 *before beginning their research*. Additional information and copies of the forms are available on the website for the IRB-C at: <http://www.georgetown.edu/grad/IRB/>

Thesis Reviewers Report

The “Thesis Reviewers Report” is to be completed in preparation for the final oral defense of the master's thesis or doctoral dissertation. The form must be signed by the Thesis Advisor and any other degree committee members who have served as reviewers of the thesis draft. A defense may be held only if the reviewers are unanimous in their decision that the thesis is ready for defense with no more than minor revisions. If any member of the degree committee determines that the thesis is not ready for defense, a defense may not take place. The “Thesis Reviewers Report” must be received by the Graduate School at least one week prior to the date of the oral defense. The form is available in the Graduate School office, ICC 302, or on the Graduate School’s website: <http://www.georgetown.edu/grad/forms/current-forms.html>

Disclaimer: The formatting standards described herein replace those published in prior editions of the Guidelines, as well as those used in theses that have already been accepted by the Graduate School.

OVERVIEW

These *Guidelines for Dissertation and Thesis Writers* describe the format and procedures that must be followed by all Georgetown Graduate School students who are writing either a dissertation or a thesis. For the purposes of these *Guidelines*, “dissertation” refers to work submitted by Ph.D. candidates, while “thesis” refers to work submitted by candidates for master's degrees. At points where the thesis format or procedures differ from those of a dissertation, the differences are highlighted. These *Guidelines* do not cover specific techniques and standards for scholarly research or the academic requirements of the various departments and programs for dissertation and thesis writers. Your Thesis Advisor or Director of Graduate Studies are the best sources for this information.

Dissertation and thesis writers engage in a process which includes:

- defining a research problem, area of interest, or hypothesis;
- scholarly research;
- preparation of a dissertation or thesis in a manner consistent with both the academic requirements of their department or program and the format requirements of the Graduate School;
- academic approval of the dissertation or thesis by the faculty; and
- submission of the approved work to the Graduate School.

Graduate students in all departments and programs are expected to be familiar with, and to follow, the academic regulations and procedures of the Graduate School as published annually in the Graduate School *Bulletin* and in such additional publications as these *Guidelines*. Copies may be obtained directly from the Graduate School or from our web site; any policy or procedural changes implemented during the year will be posted to the Graduate School's web site at <http://www.georgetown.edu/grad>. Topics of particular interest to dissertation and thesis writers include registration requirements, payment of tuition and fees, submission of the dissertation or thesis outline, final defense of the dissertation or thesis (if required), and application deadlines for monthly graduation and the annual commencement ceremony.

Although you will receive guidance from your Thesis Advisor, your department or program, your committee, and the Graduate School, *you yourself are ultimately responsible for the successful completion of your thesis or dissertation*. It is your responsibility to:

- perform the research necessary to write a professional and original work;
- familiarize yourself with the requirements, protocols, and styles applicable to your discipline and the broader world of research;
- acknowledge the work and contributions of others, published and unpublished, through appropriate citation and bibliographic referencing;
- meet the departmental and Graduate School deadlines associated with the completion of your degree;
- ensure that the final copy of your work meets all of the formatting standards outlined in this guide.

If you are a doctoral student, at the time you submit your dissertation, you will need to complete the *Survey of Earned Doctorates* (National Research Council) and the microfilm agreement form contained in the booklet ***PUBLISHING YOUR DISSERTATION*** (Bell & Howell Information and Learning (BHIL), formerly University Microfilms International, UMI). These materials, as well as information about the monthly awarding of degrees and the annual commencement ceremony, are available directly from the Graduate School, 302 ICC.

When a dissertation or thesis is submitted to the Graduate School, it must be accompanied by a signed faculty approval sheet ("cover sheet"). This is a Graduate School form, signed by the student's Thesis Advisor and the members of your degree committee, that attests to the academic quality of the student's work. The "cover sheet" will be bound into the thesis as the unnumbered first page of the work. The Graduate School cannot accept a dissertation or thesis without a properly-signed "cover sheet."

After it has been formally accepted by the Graduate School, the official copy of your dissertation or thesis will be added to the University Library's permanent collection.

- Master's theses are bound, catalogued, and shelved in the appropriate library at Georgetown University according to the student's academic discipline. Bound theses are generally available for reference use in the library three to four months after your graduation date.
- Doctoral dissertations are handled similarly, but before binding, the Library sends each dissertation to BHIL in Ann Arbor, Michigan, to be microfilmed. They also send BHIL your microfilm agreement form (found in the booklet, ***PUBLISHING YOUR DISSERTATION***) and the extra copy of your abstract and your dissertation title page; the latter are used to create your entry in *Dissertation Abstracts International* (see [Abstracts](#), below). Bound dissertations are generally available in the library ten to twelve months after your graduation date.

- Both master's and doctoral students pay the thesis binding fee. All doctoral students pay the microfilming fee; payment for copyright registration is optional for doctoral students (see Payment of Fees, below).
-

PREPARATION OF THE DISSERTATION OR THESIS

Style Manual

Every dissertation or thesis must follow a style manual or style sheet that has been approved by the Thesis Advisor or by the student's department or program. Different styles, and hence different style manuals, are used by different academic disciplines. The approved style manual will provide answers to most questions about the format to be used for quotations, footnotes, and other stylistic details. Some examples include:

- Kate Turabian's, *A Manual for Writers of Term Papers, Theses, and Dissertations*
- *The Chicago Manual of Style*
- *MLA Style Manual*
- *Council of Biology Editors Style Manual*
- *Publication Manual of the American Psychological Association*

The reference librarians in Lauinger and Dahlgren libraries can also advise you about documentation and formatting of your dissertation or thesis.

Your Name

Your name as it appears in the University's Student Information System (SIS) is your official name for all of the University's academic records. Your official name in SIS is generally the name under which you applied to the University. If you need to change your official name in SIS for any reason, contact the University Registrar (G-01 White Gravenor, (202) 687-4020) to find out what documentation they will require.

Your official name, **exactly** as it appears in SIS, is the name that must appear on your dissertation or thesis title page, the dissertation abstract, the faculty approval sheet ("cover sheet"), the final defense ballot, and all other documents that are part of your academic records. If your official name includes a hyphenated surname, an initial, a title, or any element other than first name plus last name, be sure that the full name appears consistently on all documentation. Unless you are specifically asked to place your last (or family) name first, your name should always appear in order commonly used in the United States: first (or given) name followed by last (or family) name.

On the title page of your dissertation or thesis, your name should be followed by the highest degree you have previously received, not a list of all the degrees you have received. You should list **only** the initials of the degree itself, for example: Ph.D., J.D., M.D., M.S., M.A., Ed.M., B.S., B.A., etc. Do **not** list the majors, concentrations, or specialties of your previous degree. Titles or suffixes that are part of your official name (Sr., Jr., III, etc.) may also be included as appropriate. Following are two examples of the correct format for your name on the dissertation or thesis title page:

Jane Doe Student, M.A.
John D. Student, Jr., M.A.

If you wish your name to appear on your diploma in some way that varies from the way it appears in SIS, we would prefer that you contact the Registrar to change your official name accordingly. If this is not feasible or desirable, we will print the alternate form of your name on your diploma; contact the Graduate School for further information.

The Title

The title of your dissertation or thesis should be clear and complete to make it easy for our librarians and the staff of Bell & Howell Information and Learning to catalogue it and for other scholars to retrieve it. The wording of the title must be **exactly the same** on the title page, the abstract, the faculty approval sheet (“cover sheet”), the defense ballot, and everywhere else that it appears. The only exception would be for titles that include foreign language characters that appear in different form when using the limited number of characters in a standard English-language typewriter font (e.g., the German “ä” which is reproduced as “ae”).

Formulas that use subscripts, superscripts, or special letters (e.g., Greek characters such as α , Δ , Σ) cannot be used in the title of a thesis or dissertation since the special characters may not be printable in *Dissertation Abstracts International*. Instead, either spell out the name of the characters (e.g., the above characters are *alpha*, *delta*, and *sigma*), or change the title to eliminate them entirely.

The Date

At the bottom of the title page of your dissertation or thesis, underneath “Washington, D.C.,” type the date you defended your thesis. If no defense was required, you should insert the date the faculty signed the “cover sheet” to approve the thesis. Samples of correct date notation can be found in Appendix A and Appendix B.

Title Page

Your title page should include the title, the volume number (if you have more than one volume), the submission statement, the degree, the name of the your department or program, your name, the location (“Washington, D.C.”), and the appropriate date. Examples are shown in Appendix A for a master’s thesis, and Appendix B for a doctoral dissertation.

Copyright Protection for a Doctoral Dissertation

You possess copyright to your dissertation or thesis from the time you record it in some tangible form. You can, however, receive additional remedies against infringement by formally registering your work. It is your decision as the author of your dissertation whether or not to seek formal copyright protection. If formal copyright is sought, this can be done in either of two different ways:

1. You can apply directly to the Library of Congress for copyright by submitting the necessary application and fee, and depositing copies at the Library of Congress yourself, or
2. You can authorize Bell & Howell Information and Learning to submit an application for the copyright in your name. This is done by completing the form **Authorization to Apply for Registration of My Claim to Copyright**, found in the booklet PUBLISHING YOUR DISSERTATION. The fee for this service is included in your check to Georgetown University (see Payment of Fees, below).

If you claim copyright, either informally or through formal application, the appropriate notice should be printed on its own numbered page immediately following the title page of the dissertation. For example:

Copyright 2000 by J. Doe Student
All Rights Reserved

Copyright Protection for a Master's Thesis

You can apply directly to the Library of Congress for copyright protection of a master’s thesis by submitting the necessary application and fee, and depositing copies with the Library of Congress yourself. Since master’s theses are not microfilmed, you cannot authorize Bell & Howell Information and Learning to file the application on your behalf.

If you claim copyright, either informally or through formal application, the appropriate notice should be printed on its own numbered page, as noted above.

Using Material Copyrighted by Others

If any material copyrighted by others is used in a dissertation or thesis (beyond fair use as legally defined), the author must obtain written permission for such use from the copyright holders. **This includes any of your own work that has appeared in any other publication (journal, book, etc.) for which that publisher claims copyright.** Letters granting permission to use any previously-published material must be included in the thesis or dissertation when submitting the final copy of the work to the Graduate School of Arts and Sciences for binding. Such letters will usually be incorporated as an appendix, and will be listed as such in the table of contents.

Doctoral students should be aware that by signing the **Authorization to Apply for Registration of My Claim to Copyright** form in the PUBLISHING YOUR DISSERTATION booklet, they are certifying that any copyrighted material used in the dissertation, beyond fair use as legally defined, has been included with the written permission of the copyright holders, and that the student will hold Bell & Howell Information and Learning harmless from any damages which may arise from copyright violations.

Abstract for a Doctoral Dissertation

The purpose of the abstract is to provide a brief summary of the contents of the dissertation. The abstract, along with your title, also constitutes the text on which keyword searching for your topic can be done. It should therefore be as rich as possible in relevant words and phrases.

The final copy of the doctoral dissertation must include a title page and a copy of the abstract. When submitting the dissertation to the Graduate School, the work must be accompanied by an extra copy of the title page and the abstract for submission to *Dissertation Abstracts International*. A total of two copies of the abstract are therefore required.

The abstract must be written in English, regardless of the language of the dissertation.

As with the thesis title, the abstract **must not** include subscripts, superscripts, or special letters (e.g., Greek characters such as α , Δ , Σ), since such characters may not be printable in *Dissertation Abstracts International*. Instead, either spell out the name of

the characters (e.g., the above characters are *alpha*, *delta*, and *sigma*), or edit the abstract to eliminate them entirely.

As shown in Appendix B, the abstract should start with the title of the dissertation (in caps, centered), followed by your name (centered), followed by the word "Thesis Advisor(s):" (centered) and the name(s) and highest degree of the Thesis Advisor(s). The word ABSTRACT then follows (centered, in caps), followed by the text of the abstract itself. Although your department or program may have different requirements, the typical abstract contains:

1. A statement of the problem investigated;
2. the procedure or method followed;
3. the results obtained; and
4. the conclusions.

The abstract must be double-spaced, and both copies must be printed on the required paper (see "Paper Requirements," below.) Only one side of the page is to be used. ***The maximum permissible length of the abstract is 350 words (2,450 characters).*** This maximum length is absolute, as it represents the maximum number of characters reserved by Bell & Howell Information and Learning in its computer system for each abstract. Abstracts longer than this limit may be edited or the text may be truncated when it is published in *Dissertation Abstracts International*. **When counting the words in your abstract to the comply with the 350-word maximum, do not count the dissertation title, your name, the name(s) of your Thesis Advisor(s), or the header word "ABSTRACT."** Count only the number of words in the text of the abstract itself.

Abstract for a Master's Thesis

The Graduate School does not require an abstract for a master's thesis. If the student's department or program does require an abstract, or if it is optional, the guidelines for the doctoral abstract (above) should be followed, with two exceptions: since the master's thesis is not sent to *Dissertation Abstracts International*, (a) you should not submit an extra copy of either the abstract or the title page; only the copy bound into the thesis is required; and (b) the 350-word limit does not apply.

Table of Contents

The body of text, appendix material, bibliography, and index are included, with corresponding page numbers, in the table of contents. You must list all main headings

in your table of contents, and may choose to list subheadings down to a particular level. If you choose to list subheadings, you must consistently list the equivalent level for each chapter of the text. All headings and subheadings must appear in the table of contents exactly as they appear in the body of text (but do not include stylistic treatment of the typeface, e.g., **bold**, underlined, *italicized*, etc.).

Official Copy of the Dissertation or Thesis

Only one copy of a dissertation or thesis is required. It must be an "original" which has been word-processed and printed (or typewritten) in accordance with these Guidelines (CCT students see below). It cannot contain any photocopied material, unless the student has previously obtained the written approval of the Graduate School or the Head Reference Librarian or Preservation Librarian at Lauinger Library. It is the only copy which includes the original faculty approval sheet ("cover sheet") with signatures indicating the approval of the Georgetown faculty. After acceptance by the Graduate School, it becomes the "official" copy of the student's dissertation or thesis for purposes of library preservation and scholarly reference.

Graduate students wishing to examine an approved and accepted copy of another student's dissertation or thesis should consult the official copy in the library or on microfilm, rather than a departmental or personal copy, which may not be the same as the official one because of corrections or other changes.

Personal Copies of the Dissertation or Thesis

The University does not print or bind additional or personal copies of doctoral dissertations or master's theses. Commercial printing and binding services are listed in the yellow pages of most telephone directories. Bell & Howell Information and Learning will provide bound copies of doctoral dissertations for a fee (see the order form in PUBLISHING YOUR DISSERTATION).

Master's Thesis in the Communication, Culture, and Technology Program

A master's thesis in the Communication, Culture and Technology Program may consist, in part, of interactive digital media, including static or dynamic web sites and multimedia applications, submitted on compact disc (CD) or resident on an approved University file server, rather than submitted on paper.

The materials on the CD or file server should be self-contained, so as to be useable or demonstrable to a researcher who might wish to examine the thesis in the Lauinger

Library at a later date. For example, a static web site should be programmed with relative rather than absolute links to allow for access through a local web browser. Whenever possible, without violation of licensing agreements, supporting programs such as web browser software, should be included on the CD or file server.

Exceptions to the requirement for self-containment may be made for dynamic web sites that require a specific web server application to run. Under conditions where self-containment is not possible, the CD or file server should include:

1. Specific instructions for the configuration of a web server compatible with the thesis program;
2. all supporting files necessary for installation of the program on a properly-configured web server; and
3. an alternative, self-contained method of demonstrating the student's unique query methodology, such as a series of simulated web pages or screen captures, that can be explored independent of any connection to the world wide web.

Such a CD or collection of files on an approved University file server would be only one part of the thesis. The following printed materials would be submitted to the Graduate School for transfer to the University Library:

- The "cover sheet" with appropriate faculty signature(s);
- both a title page and an abstract in the formats previously specified in these Guidelines; and
- a robust project description that would include, at minimum, a list of the files included on the CD, a description of the technology required to use those files, and a statement of the concepts and technology the project is intended to demonstrate.

If the student plans to submit the electronic materials directly to the University Library's file server, rather than on a CD, he or she must make arrangements to reserve file space on the Library's server. An electronic form for this purpose is being prepared and will be available on the Library's web site during the 1999-2000 academic year. The signature of the CCT Program Director on the thesis "cover sheet" will attest to the Graduate School that this request for space has been submitted. Once a Graduate School staff member has received and approved the print materials, he or she will sign the "cover sheet" and give a copy of it to the student; this signed copy will authorize the student to transfer the files to the Library's server. The combined paper and electronic thesis will be catalogued by the Library only after receipt of the paper materials from the Graduate School.

Every effort will be made to keep materials submitted to the Library file server accessible to users for a period of at least five years; materials submitted on CD will be available as long as the CD is readable. Students submitting a thesis in electronic form are urged to give careful thought in preparing their printed project description: inasmuch as technology continues to change rapidly, that printed description may eventually be the only readable record of the student's project.

Students in **other master's degree programs** who, under their faculty's guidance, wish to submit a comparable form of electronic thesis must conform to the requirements for the CCT thesis described above. Note that the submission in electronic form of master's theses consisting solely of word processing documents will not be permitted.

Also note that until such time as the University and the Library are in a position to conform to established national standards for electronic theses, no doctoral dissertation will be accepted in electronic form, either in whole or in part.

Paper Requirements

The paper used in the dissertation or thesis must meet the all of following guidelines:

- The thesis or dissertation must be written on plain white, opaque, paper without ripples, woven patterns, or other unusual textures (e.g., we cannot accept the "linen-finish" paper sometimes used for resumes).
- The required size is 8½ inches by 11 inches.
- The paper **must** be at least 20 pound weight **and** have at least 25% rag or cotton fiber content. Both the weight and rag content of the paper will be noted on the box when your purchase it, and can usually be confirmed by viewing the watermark in the paper.

The Graduate School will not accept a thesis printed on any other kind of paper unless the student obtains written approval to use such paper from the Head Reference Librarian at Lauinger Library. In particular, "erasable" (also called "*corrasable*") typing paper is not acceptable; nor are pages printed on any type of paper which have been stapled, bent, or mutilated, or which have had holes punched in them.

Pagination

The faculty approval sheet ("cover sheet") and the dissertation or thesis title page are not numbered. The pages that follow — copyright page, abstract, table of contents, etc. — are numbered with lower-case Roman numerals: ii, iii, etc. The remainder of the

dissertation or thesis, considered the body of the text and typically beginning with the Introduction or Chapter One, must be numbered consecutively using Arabic numerals (1, 2, 3, etc.).

If the work is written in a non-Western language, it may include pagination in non-Western numerals, but the pages must *also* be numbered following the standards in the previous paragraph, using Roman and Arabic numerals in addition to the non-Western numerals.

You may choose either of the following standards for placement of the page numbers:

1. You may place *all* page numbers, including lower-case Roman numerals, at the *bottom center* of the page, or
2. You may place page numbers at the *top* of the page, but if you do so, (a) the numerals must be either centered (preferred) or just above the upper right-hand corner of the text, and (b) on any page containing a major heading, the page number must be placed at the *bottom center* of the page. A major heading includes any heading on any section of the work that is important enough to start a new page, e.g., the table of contents, the introduction, the individual chapters, and the bibliography.

Any page printed in horizontal or “landscape” mode must still have its page number printed at the top or bottom of the page, as appropriate, when the page is held vertically.

Pages must be numbered consecutively from beginning to end. The lower case Roman numerals and the Arabic numerals form two separate numeric series, the former beginning with ii, the latter with 1. If a special arrangement of pages is thought to be necessary, it must be approved by the Head Reference Librarian in advance, and the work must be accompanied by specific instructions for Bell & Howell Information and Learning, which does the microfilming, and for the Library’s bindery.

The Arabic numeral series begins with the first page of the body of the text, which usually begins immediately after the table of contents and any lists of illustrations or tables. Pages containing charts, graphs, tables, photographs, or other non-text information must be numbered consecutively with the text. If the page number cannot be placed directly on such a page, consult the Head Reference Librarian at Lauinger Library for advice. Please note that suffixes to the Arabic page numbers, such as 21a, are not permitted.

Use only one side of each page. Place front sides up. No facing pages are permitted, either in the text or in pages with charts, photographs, or other non-text information.

Blank pages must not be included; if any blank pages are included, they will be removed and discarded prior to binding and microfilming.

Type Fonts

If you prepare your work using a word processor, commonly-used fonts such as "Courier" and "Times New Roman" are generally acceptable. If you prepare the work using a typewriter, "Standard," "Elite," and "Pica" are the most commonly used fonts. Any other type font used must be clear and easily readable. *Italic fonts (like this) may be used for emphasis as appropriate, but may **not** be used for the body of the text.*

All text must be 10 point or larger; this includes all prefatory material (title page, table of contents, acknowledgment, etc.), the body of the text, page numbers, all footnotes or endnotes, and all concluding material (bibliography, appendices, etc.) Some charts, graphs, or tables may contain type that is smaller than 10 point, but to the extent possible, these materials should also adhere to the 10 point minimum, as they may otherwise be unreadable in microfilm form. If you have any questions about the acceptability of type, present a sample and obtain the approval of the Head Reference Librarian at Lauinger Library before you begin typing your work.

If you use a word processor, the resulting print must be of letter quality. Laser printing is preferred. Dot matrix printing with a minimum of 24 pins is usually acceptable. All text must be printed clearly in **black** ink. You should bear in mind that if colors other than black appear in charts, photographs, or other materials that are part of your dissertation or thesis, they may not reproduce clearly in microfilm or xerox copies of the work.

Accent marks or diacritical marks should be printed whenever possible. If an unusual accent mark, diacritical mark, or symbol cannot be printed, it may be permissible to hand draw it using black permanent ink, only if such marks are few. The student should consult the Head Reference Librarian for approval before going ahead with such marks.

Spacing

The text of the dissertation or thesis must be double-spaced. Long quotations, footnotes or endnotes, and bibliographies may be single-spaced or double-spaced, according to the style manual or style sheet you are following.

Margins

Your dissertation or thesis must have a margin of at least one and one-quarter inches (as measured by a ruler) on all four sides of every page. **Everything on every page, including page numbers, illustrations, graphs, and text, must be printed inside this 1.25" margin. This rule is absolute; dissertations and theses that do not conform to these specifications will not be accepted.** Works that do not meet these specifications cannot be properly bound or microfilmed and therefore will not be accepted. The use of a ruler to measure the margins is emphasized because your word processor may not be in perfect alignment with your printer. As a result, a margin setting of 1.25" may actually produce a margin of less than the 1.25" inch minimum. In some cases, you may need to increase the margin setting of your word processing software to 1.33" or more to achieve the required results. In addition, page breaks should be planned so that the required margins are maintained.

Corrections and Erasures

It is your responsibility to find any errors and to correct them before submitting the work for to the faculty for their approval or to the Graduate School — but any errors found by the Graduate School or the University Library must be corrected before the work will be accepted or sent to Bell & Howell Information and Learning for microfilming. All corrections or changes should be made with the professional appearance of the final product in mind. When using a word processor, you must substitute a corrected page for any page on which an error is found or on which some change is required. If you are using a typewriter, the page(s) in question must be retyped unless you are using a carbon film ribbon and an invisible correction can be made using lift-off tape. Pages with erasures or hand-written corrections will not be accepted, and “white-out” fluid cannot be used anywhere on any page of the work. None of these means of correcting errors will produce an acceptable microfilm, and they are not stable for long-term preservation of your work.

Charts, Graphs, Tables, and Photographs

Whenever possible, materials such as charts, graphs, tables, and photographic images should be produced by computer and printed directly onto regulation paper, staying inside the margins specified. Alternatively, it may be possible to photocopy graphic materials directly onto regulation paper, again staying within the margins specified. A third method is to "dry-mount" graphic materials; this can be done for a small fee by the photography lab in Lauinger Library, located on the first floor (their telephone number is (202) 687-7491). Photographs are permitted, but they must either be dry mounted

onto regulation paper to fit within the margins of a standard page, or printed directly onto 8.5 x 11" photographic paper, with the image and the required page number completely within the standard margins. Use of any kind of glue or rubber cement is not permitted. Such materials will damage the integrity of both the photos themselves and the paper to which they are mounted; they will also dry out relatively quickly, with the result that the attached materials will come loose and may be lost or damaged.

All color dyes will fade over time, including color photographs (especially Polaroid prints). It is therefore strongly recommended that all graphic materials, including photographs, be produced in black ink. Color photographs are permitted, along with color printing of such materials as graphs, charts, or output from laboratory equipment (e.g., schematics and spectrographs). But in addition to their archival instability, these materials may produce less-than-satisfactory results when they are microfilmed. Microfilming is done using black and white film; colors other than black and white are therefore reproduced as various shades of gray. Dissertation writers in particular may therefore wish to avoid using color in graphic materials.

Using alternative forms of presentation may enable you to eliminate color from your graphic materials. Graphs can be drawn with different kinds of black lines, rather than colored lines. Black cross-hatching will provide greater contrast than color coding in maps and diagrams that are microfilmed. And most evidence requiring photographic documentation can be as easily shown in a black and white print as in a color one. A black and white print will also produce a better microfilm record, with more shades of gray.

Charts, graphs, tables, or photographs may have to be reduced in size by means of photography or xerography in order to fit within the required margins on the standard page. After reduction to the smallest possible size, if such material is still too large to fit, it may be possible to fold it, provided that the folding does not interfere with binding or microfilming. On these matters, the student should consult the Head Reference Librarian at Lauinger Library before going ahead.

Special Addenda (not Appendices)

Items such as computer disks, tapes and programs, audio tapes, audiovisual tapes, microforms, and phonograph records may be included as special addenda to the dissertation or thesis with the approval of the student's Thesis Advisor. If they are included, they must be submitted to the Graduate School in containers appropriate for their storage. Containers should be clearly labeled with the dissertation or thesis title, your name, a description of the contents, and instructions for use (such as density,

operating system, machine configuration, speed, size, special equipment needed, etc.). You should consult the Head Reference Librarian at Lauinger Library for details. (See also Master's Thesis in the CCT Program, above).

Computer printouts that are submitted as part of the work must be printed or reproduced on approved dissertation or thesis paper (or an equivalent approved by the Head Reference Librarian), and must fit inside the required margins on 8.5" by 11" pages. Oversize printouts can sometimes be reduced photographically to meet the size requirements.

Special addenda should be included in the table of contents, even if they do not have page numbers; they can also be noted in the text so that readers will be aware of their availability.

Multi-Volume Works

A dissertation or thesis which exceeds 350 pages must be bound in more than one volume. When preparing the final copy of your dissertation or thesis, *do not break the consecutive page numbers*. The Library will determine where to make the break between volumes. However, each volume must contain a title page which designates the volume number and also alerts the reader to the existence of other volumes (for example, VOLUME ONE OF TWO). A copy of the table of contents may also be included. The Head Reference Librarian at Lauinger Library can answer more specific questions about the preparation and submission of multi-volume works. (Note: There is no additional fee for the binding of additional volumes.)

SUBMISSION OF THE DISSERTATION OR THESIS TO THE GRADUATE SCHOOL

Degree Application

To be awarded a degree, you must file an "Application for Graduate Degree" by the first business day of the month, with the exception of May, for which special deadlines apply. You must then complete all of your degree requirements, including submitting the defended, final, faculty approved version of your dissertation or thesis, to the Graduate School no later than the last business day of the month. If you are unable to complete all of your degree requirements by the end of the month, your application will be held open for two more months. If you have not received your degree by the end of that time, you must file a new application. All students who receive a degree during the academic year, July - May, are eligible to participate in the May Commencement

Ceremony for that academic year. The “Application for Graduate Degree” is available in the Graduate School office, ICC 302, or on the Graduate School’s website: <http://www.georgetown.edu/grad/forms/current-forms.html>

Faculty Approval Page

The first page of every dissertation or thesis submitted to the Graduate School is a printed form called the Faculty Approval Page. This form should be printed on bond paper similar to the paper used for printing the official copy of the dissertation or thesis itself. The Faculty Approval Page shows the title of your work, your official name, your department or program, and the degree you are seeking. The form must also include the signatures of your Thesis Advisor, other members of your degree committee, the Director of Graduate Studies, and the date on which the department or program has given their academic approval to the work.

The faculty approval sheet should be submitted to the Graduate School together with your dissertation or thesis, not delivered separately. Your dissertation or thesis will not be accepted by the Graduate School without this form and the required signatures. Three variations of the form, one for MALS students, one for Master’s students, and one for doctoral students are available in the Graduate School office, ICC 302, or on the Graduate School’s website: <http://www.georgetown.edu/grad/forms/current-forms.html>

Protective Container

To protect your dissertation or thesis during processing, you should submit it in a sturdy box or other protective container; the box the paper came in is perfect for this purpose. Do not spend money on a fancy container or binder, as it will be discarded when the thesis is bound. A bundle of loose pages is not acceptable. If you will be submitting your dissertation or thesis via mail or courier service (e.g., FedEx or UPS), be sure to double-box the materials: the work itself should be placed in the sturdy box described above, which is then placed inside the shipping box. Dissertations or theses damaged in transit will not be accepted.

Review of the Dissertation or Thesis by the Graduate School

Normally you will be expected to submit your dissertation or thesis and all the other required documents in person to the Graduate School for review. If this is impossible, another person may act on your behalf, or the final copy may be submitted by mail. You need not normally make an appointment to submit your dissertation or thesis, but if you intend to bring it in near a major deadline (such as the end of December, April, or

August, each of which coincides with the end of a semester, when a lot of people are trying to graduate) or around a major U.S. holiday (such as Thanksgiving or Christmas), you should call us at (202) 687-5974 to make sure we will be able to see you.

In any case, *do not wait until the deadline day to submit your dissertation or thesis, or to apply to graduate!* You may need to make changes in your dissertation or thesis, or you may need to supply additional documentation to support your application to graduate. The amount of time we will need to review your dissertation or thesis, and the number and nature of any changes you may be required to make, are generally determined by how carefully you have prepared your work.

You are expected to be thoroughly familiar with these Guidelines and should take the steps necessary to meet the requirements specified here before submitting your dissertation or thesis to the Graduate School for review. You will find a summarizing checklist of dissertation and thesis requirements in Appendix C. We will be happy to answer any specific questions you may have, but if you follow these Guidelines, it should not be necessary for the Graduate School staff to "preview" your work.

Doctoral students will need to complete both the microfilming and optional copyright authorization forms printed in the booklet, PUBLISHING YOUR DISSERTATION, as well as the *Survey of Earned Doctorates*. You should obtain these forms from us in advance and should already have them completed when you bring your dissertation or thesis in for review by the Graduate School.

Payment of Fees

- The fee for library processing and binding of a **master's thesis** is **\$25**.
- The fee for library processing, microfilming, and binding of a **doctoral dissertation** is **\$90**; this does not include copyright application.
- If you choose to have Bell & Howell Information and Learning submit a copyright application on your behalf, the total fee for library processing, microfilming, binding, *and* copyright application is **\$135**.

When you submit your dissertation or thesis to the Graduate School, we will post the appropriate charges directly to your student account. We will forward your work to the Library for processing only after your student account shows that these charges have been paid.

ORDER AND CONTENT OF DISSERTATION OR THESIS

<u>Page</u>	<u>Page Numbering</u>
Faculty Approval ("Cover") Sheet.....	Not numbered
Title Page.....	Not numbered (but counts as i)
Copyright Page (if used).....	ii (Roman numeral)
Abstract (if used)	Next consecutive Roman numeral(s)
Preface, Acknowledgments, Dedication (if used).....	Next consecutive Roman numeral(s)
Table of Contents (if used) with page references	Next consecutive Roman numeral(s)
List of Illustrations (if used) with titles and page references.....	Next consecutive Roman numeral(s)
List of Tables (if used) with titles and page references.....	Next consecutive Roman numeral(s)
Text, beginning with the Introduction or Chapter I.....	Western Arabic numerals (1, 2, 3, 4, etc.) for the remainder of the work
Endnotes (if used)	Next consecutive Arabic numeral(s)
Appendices (if used).....	Next consecutive Arabic numeral(s)
Bibliography	Next consecutive Arabic numeral(s)
Specially bound or packaged Addenda (pamphlets, phonograph records, computer discs, CD's, tapes, etc., if any)	Not numbered, but included in the Table of Contents

APPENDIX A - Sample Master's Thesis

[Spacing between lines is approximate]

THIS IS HOW THE TITLE OF YOUR MASTER'S THESIS
SHOULD APPEAR ON THE TITLE PAGE

A Thesis
submitted to the Faculty of the
Graduate School of Arts and Sciences
of Georgetown University
in partial fulfillment of the requirements for the
degree of
Master of Arts
in English

By

J. Doe Student, B.A.

Washington, DC
October 4, 2000

The research and writing of this thesis
is dedicated to everyone who helped along the way.

Many thanks,
J. Doe Student

APPENDIX B - Sample Doctoral Dissertation

[Spacing between lines is approximate]

THIS IS HOW THE TITLE OF YOUR DOCTORAL DISSERTATION
SHOULD APPEAR ON THE TITLE PAGE

VOLUME ONE OF TWO
(if appropriate)

A Dissertation
submitted to the Faculty of the
Graduate School of Arts and Sciences
of Georgetown University
in partial fulfillment of the requirements for the
degree of
Doctor of Philosophy
in Linguistics

By

J. Doe Student, M.A.

Washington, DC
January 28, 2000

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**THIS IS HOW THE TITLE OF YOUR DOCTORAL DISSERTATION
SHOULD APPEAR ON THE ABSTRACT PAGE**

J. Doe Student, M.A.

Thesis Advisor: Name O. Professor, Ph.D.

ABSTRACT

The text of the abstract begins here and continues, double-spaced, as explained on pages 7-8 of the *Guidelines*. Overall limit of 350 words of text (2,450 characters) must be strictly observed for abstracts of doctoral dissertations, due to space limitations for publication in *Dissertation Abstracts International*; this limit does not include the title, your name, your Thesis Advisor's name, or the word "ABSTRACT." For Master's theses, the 350 word limit does not apply.

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INTRODUCTION

You have now begun to type the body of text for your Doctoral dissertation, as is shown here in Appendix B of the *Guidelines for Dissertation and Thesis Writers*. Georgetown University and the Graduate School of Arts and Sciences will be pleased to add the faculty-approved final copy of your dissertation or thesis to our collection in the University Library. Your dissertation will be an addition to your field of knowledge and to the world of research. Congratulations and best wishes as you make the final changes in the content of your work, and the final adjustments to the margins, line spacing, and pagination.

APPENDIX C - Requirements Checklist

Requirement:	For Dissertation:	For Thesis:	Done:
Application for Graduate Degree & other documents filed			
Final copy of dissertation or thesis in a box or other container			
White paper, 8½" x 11"			
At least 20 lb. weight & 25% cotton			
Minimum 1.25" margins			
Standard font (type) used			
10 point or larger type			
Double-spacing, except footnotes and long quotes			
No visible corrections, holes, etc.			
Page numbers correctly placed			
Roman numerals before text			
Arabic numerals starting with the body of the text, i.e., Introduction / Chapter I			
Pages in numerical order			
No pages missing			
Signed and dated faculty approval ("cover sheet") included			
Title page format as prescribed			
Extra copy of title page for <i>Dissertation Abstracts International</i>			
Abstract with Thesis Advisor's name and in prescribed format			
Abstract double-spaced			

Requirement:	For Dissertation:	For Thesis:	Done:
Abstract in English, not over 350 words, except for master's thesis			
Extra copy of abstract for <i>Dissertation Abstracts International</i>			
Same title on faculty approval sheet, title page, abstract, and all other related materials			
Same name on approval sheet, title page, abstract, and all other related materials			
Copyright page (if used)			
Dedication page (if used)			
Table of contents (if required)			
Additional title page(s) and table of contents for multiple volumes			
Illustrations printed or dry-mounted			
Microfilm agreement completed and signed			
Total binding & microfilm fees (to be billed to your student account)	\$90	\$25	
Copyright agreement completed and signed (optional)			
Total binding & microfilm & copyright fees (to be billed to your student account)	\$135 total instead of \$90		
<i>Survey of Earned Doctorates</i> completed and signed			

**Congratulations and good luck as you work
toward the completion of your graduate degree.**