Dissertation Style Guide

The manuscript should be prepared using the following guidelines and the latest standards of the *Chicago Manual of Style* [accessible online through the Library]. Use common sense and apply the guidelines of clarity, conciseness and consistency for matters not immediately covered here (or by CMS). If further clarification is required, consult:


**LENGTH**

Dissertations may be no longer than 250 pages without special permission of the Dissertation Committee. All dissertations are to be divided into chapters, sections, and subsections as appropriate.

**PAGE ORIENTATION AND DIMENSIONS**

Pages should have a portrait orientation with standard US dimensions—8 ½ x 11 inches in size.

**PAGINATION**

Every page in the dissertation has a number. For the preliminary pages or front matter (e.g., abstract, table of contents, list of tables, graphs, illustrations, preface), use small Roman numerals (i, ii, iii, iv, v...). Count the title page as page i and the copyright page as page ii, *but do not place the page numbers on either of these two pages*. The abstract text page begins the visible numbering with Roman numeral “iii”.

For the body of the text use Arabic numbers (1, 2, 3, 4, 5...), beginning with the first chapter or its equivalent (e.g., Introduction), from page number 1 through the last page. Every page must be consecutively numbered, including tables, graphs, illustrations, and bibliography/index (if they are included).

All page numbers should be centered at the bottom of the page and at least ¾ inch from edge of page.

**MARGINS**

At least 1 inch for all margins, except the lefthand margin, which should be at least 1 inch
and a half.

Spacing

Double-space the body of the text, as well as the abstract, preface and any appendices. Indent the first line of each paragraph. Single-space footnotes, bibliographical entries and block quotations. In the table of contents and the lists of tables and illustrations, single-space entries and double-space between them.

Font

Use standard fonts such as Times New Roman or Arial, equivalent in scale to 10 point Arial or 12 point Times New Roman. Black in color and not overly ornamented. Italicized font may be used for non-English words and quotations. This applies to all text including captions, footnotes, citations, etc. Exceptions are made only for tables and illustrations produced by different technology or by a graphic artist. Field-specific norms for the transliteration of non-Roman scripts are to be followed. Fonts (of adequate size) for non-Roman scripts (e.g., Hebrew, Greek) may be used instead of transliteration, though usage (whether transliteration or script) should be consistent throughout with respect to a given non-Roman script tradition (e.g., transliteration or a script-based font may be used for Hebrew but not both). ProQuest requires that all fonts used in the document be embedded in the PDF file.

Order of Material

Title page
Copyright page
Abstract
Table of Contents
Front Matter (e.g., lists of illustrations, tables and abbreviations, preface)
Body of Text
Back Matter (e.g., appendices, bibliography)

Always begin a major division at the top of a new page. Center the heading (e.g., “TABLE OF CONTENTS,” “CHAPTER THREE,” or “BIBLIOGRAPHY”), entirely in uppercase letters.

Chapter titles are optional. If you title one chapter, however, then all chapters must have titles. Place the title entirely in uppercase letters heading (e.g., “TABLE OF CONTENTS,” “CHAPTER THREE,” or “BIBLIOGRAPHY”), centered and double-spaced below the chapter number. Do not give the title terminal punctuation.

Title Page

The dissertation begins with a title page, which must be prepared in the form modeled here.
It is to contain the title of the dissertation, author's name, year and place dissertation is submitted, and the words: A DISSERTATION SUBMITTED TO THE FACULTY OF PRINCETON THEOLOGICAL SEMINARY IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY. All should be centered.

COPYRIGHT PAGE

Statutory copyright protection of a work inheres from the moment it is tangibly fixed. A copyright notice is nonetheless advisable and should be affixed on a separate page immediately following the title page. It should include the symbol ©, full legal name of the author, and year in which copyright is secured. The copyright notice should appear as follows, centered and located in the bottom third of the page (see sample here):

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1995
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ABSTRACT

The abstract is to be no more than 350 words (per ProQuest’s recommendation). It should contain at the top of the first page the words "Abstract of" followed by the title of the dissertation and the author's name. The name of the dissertation adviser should be included in the abstract. Do not list the abstract in the table of contents. See here for an example.

TABLE OF CONTENTS

There are many options for organizing the dissertation. The table of contents should accurately reflect this organization plan. Word headings (e.g., chapter title, sections, subsections) for the table of contents exactly as they are worded in the text. A period leader (a line of periods) should be inserted between a heading and the corresponding page number entry. List in the table of contents only those items which come after it (e.g., the abstract is not listed).

ABBREVIATIONS

All abbreviations of journals and reference works used in the dissertation should be listed in the list of abbreviations. The abbreviations themselves are to follow customary practice in the relevant field.

BODY OF TEXT

Paragraphing: Indent the first sentence of a new paragraph.

Quotations: Enclose in quotation marks and incorporate into the text prose quotations of three
lines or fewer. Single-space and indent from the left margin prose quotations of four lines or more (block quotations). Double-space from the text to the block quotation and from the end of the quotation back to the text. Do not use quotation marks in a block quotation unless they are used within the original. Maintain paragraph indentations of the original.

Treat verse quotations of more than two lines as block quotations. If a verse is no more than two lines, incorporate it in the text by using quotation marks and a virgule (/) to divide the lines. However, you may wish to give a shorter quote special emphasis by treating it as a block quote. Enclose interpolations in square brackets [ ] not parentheses ( ). If using “sic” outside a direct quote, enclose it in parentheses, not brackets. Note omissions by using ellipsis points (. . .).

Documentation: The form of the bibliographic references in both footnotes and the bibliography should follow the “notes and bibliography system” of CMS 14 (the first of the two systems supported in CMS, cf. 14.14 for overview).

Footnotes: Place at bottom of the page. Begin renumbering with 1 at the start of each new chapter. Use single spacing within the footnote and the footnote may continue on the next page but should begin on the page where it is cited. When referencing a particular work, the first reference is to include a full citation: the author’s name as it appears in by-line (first name first), the complete title of the work, the publication information (city: publisher, date) and the page reference, e.g., Andrew Ford, *Aristotle as Poet: The Song of Hermias and Its Contexts* (New York/Oxford: Oxford University, 2011), 34. An abbreviated version consisting of the author’s last name and a shortened title with page reference is to be used for subsequent references to the same work, e.g., Ford, *Aristotle as Poet*, 52 (cf. CMS 14.24-31). As customary, titles of books and edited volumes should be placed in italics, while titles of journal articles and essays should appear in the regular font face and placed between quotation marks (for further details, see CMS 14).

BIBLIOGRAPHY

The bibliography is usually arranged alphabetically according to the authors’ last names. Two or more works by the same author are normally listed alphabetically by title. Include only works actually cited in the dissertation. Each entry should include the author’s full name (last name first), the complete title and the publication information (city: publisher, date), e.g., Ford, Andrew. *Aristotle as Poet: The Song of Hermias and Its Contexts*. New York/Oxford: Oxford University, 2011. If the entry exceeds one line indent all succeeding lines. For details, especially with regard to more complex citations (e.g., with editors, translators, series titles), consult CMS 14.

TABLES AND ILLUSTRATIONS

Insert a table or an illustration (any kind of figure not a table, e.g., chart, diagram, graph, photograph, drawing) as soon as possible after the first text reference to it (for details, see CMS 3.8). Tables and illustrations must fall within the specified margins. Table and illustration numbering must be continuous either throughout the dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2). Table number and captions go above the table (CMS 3.52). Illustration number and captions go below the illustration (CMS 3.7). If the dissertation includes tables and/or illustrations, a list of tables and/or a list of illustrations are to be included and to be placed after the table of contents and before the list of abbreviations. For other details, see CMS 3.
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Sample Abstract

Abstract of

“Main Title: Subtitle”

By [First name middle initial. Last name]

Adviser: [First name middle initial. Last name]

Place the abstract after the title and copyright pages. Do not list the abstract in the table of contents. The text of the abstract is to be no longer than 350 words. If it is longer ProQuest will cut it for their print publications. It should contain at the top of the first page (not on a separate page) the words "Abstract of" followed by the title of the dissertation and the author's name. The name of the main dissertation adviser should be included in the abstract. The text is to be double-spaced with an indent at the first line of the paragraph. The abstract is to be numbered with Roman numeral “iii”—the first text page to have visible numbering.

(Revised and Approved by Ph.D. Studies Committee 2/27/13. Latest revision: 3/13/2013)