



## DISSERTATION FORMATTING

### ❖ Preliminary Pages

#### ➤ Title Page

- The title page should conform to the sample below.

<p>NORTHWESTERN UNIVERSITY</p> <p>(Title of Dissertation)</p> <p>A DISSERTATION</p> <p>SUBMITTED TO THE GRADUATE SCHOOL IN PARTIAL FULFILLMENT OF THE REQUIREMENTS</p> <p>for the degree</p> <p>DOCTOR OF PHILOSOPHY</p> <p>Field of (Department/Program)</p> <p>By</p> <p>(Full Name)</p> <p>EVANSTON, ILLINOIS</p> <p>(June/December Year)</p>
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- The title of the dissertation should be in mixed case.
- Dissertations are a valuable resource for other scholars only if they can be easily located. Modern retrieval systems generally use the words in the title to locate a document. Therefore, it is essential that the title be an accurate and meaningful description of the content and that obscure references be avoided.
- Whenever possible, word substitutes should be used in place of formulas, symbols, superscripts, or Greek letters.
- The academic field designated on the title page must be selected from the official list provided by The Graduate School at <http://www.tgs.northwestern.edu/academics/programlist/>.

- Note that there is no comma between the month and year in the date. This date should correspond to the expected date of graduation.

➤ **Copyright Page**

- If you choose to copyright your manuscript, a copyright notice must appear on a separate page following the title page. It should read as follows:

© Copyright by (your name) 20\_\_  
All Rights Reserved

➤ **Abstract**

- Inclusion of the abstract within the preliminary pages of the dissertation is required.
- The text of the abstract must be no longer than 350 words.
- The abstract should provide an accurate summary of the contents of the dissertation, including a statement of the problem, the procedures or methods used, the results, and the conclusions. Mathematical formulas, photographs, diagrams, and other illustrative materials are not recommended for inclusion in the abstract.
- The format given below should be followed in the preparation of the abstract page.

<p><b>ABSTRACT</b></p> <p><b>Title of Dissertation</b></p> <p><b>Author's Name</b></p> <p><b>[Text of the abstract]</b></p>
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➤ **Optional Prefatory Pages**

- Acknowledgment page
- Preface
- List of abbreviations
- Glossary
- Nomenclature
- Dedication

➤ **Table of Contents**

- The format of the table of contents should conform to the guidelines in an approved style manual.
- It is important that the table of contents accurately reflect the outline and organization of the manuscript.

➤ **Lists of Tables, Illustrations, Figures, or Graphs**

- These lists should reproduce the specific titles and page locations of all illustrative materials.

❖ **Text**

➤ **Introduction (optional)**

- This optional section should provide an overview of the dissertation and the research problem that is being addressed. It should also indicate how the research and argument presented will contribute to scholarship in the field.
- If included, this section should be Chapter I.

➤ **The body of the text**

- Chapters should follow a logical outline, with a clear distinction between chapters, main heads within chapters, and subordinate heads within the main heads.
- The outline and organization of the main body of the text should be accurately reflected in the table of contents.
- All non-textual elements (e.g., tables, graphs, and images) must be described in the text.

➤ **Tables, Illustrations, Figures, Graphs**

- If not incorporated into the main body of the text, these items should immediately follow the text, not at the end of chapters.
- Margin requirements must be met on all pages that contain charts, graphs, tables, or illustrations. If the title, legend, or description of an illustration is too long to be placed on the same page with the illustration, it must be placed on a separate numbered page preceding the illustration.

## ❖ Documentation

### ➤ References

- Each dissertation must include references to document the text.
- These references may be included at the bottom of the page or at the end of the text, but cannot be placed at the end of each chapter.
- The format for references must conform to the guidelines in an approved style manual.

### ➤ Appendices (optional)

- The format for the appendices must conform to the guidelines in an approved style manual.

### ➤ Vita (optional)

- It is recommended that each copy of the dissertation include a brief vita containing the author's name, place of birth, education, relevant professional experience, and publications. The vita page is numbered.

## ❖ Spacing

- The preliminary pages and text must be double spaced.
- Under certain conditions, quotations may be single spaced, if recommended by an approved style manual.
- Table of Contents and lists with lengthy entries may be single spaced with a double space between entries.
- References may be single spaced, with a double space between entries.

## ❖ Margins

- 1 inch on all sides.
- All page numbers should be at least 1" from the top and right-hand edge of the page, as appears in this document.
- If you are using Microsoft Word, header margins can be adjusted in Page Setup under the Layout tab.

## ❖ Pagination

- Every page in a dissertation is numbered, except the title page.
- Page numbering will begin on the second page with Arabic numeral 2 in the upper right-hand corner of the page.

## ❖ Foreign Languages Dissertations

- A student in a foreign language department who writes the dissertation in a language other than English is required to write a 10-20 page summary of the dissertation in English and include it as an appendix.
- The abstract must also be in English.