

FORMATTING MANUAL FOR THESES AND DISSERTATIONS
With Information about Final Copy Submission

LOYOLA UNIVERSITY CHICAGO

THE GRADUATE SCHOOL
Granada Center 400
6525 N. Sheridan Road
Chicago, IL

(Revised Fall, 2009)

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INTRODUCTION

PLEASE NOTE: As of August 1, 2009, the Graduate School requires electronic submission of all theses and dissertations. The link to ProQuest's electronic submission page for dissertations and theses from Loyola University Chicago is here:

<http://www.etsadmin.com/luc>

Electronic publication of your dissertation/thesis is a requirement for your degree, so you MUST complete the electronic submission.

This manual will explain the formatting requirements for **final copies** of dissertations and theses submitted to the Graduate School at Loyola University Chicago. Dissertations and theses **MUST** follow every one of these formatting rules; final copies that do not meet these requirements will not be accepted and you will not be able to graduate. **Before you submit your final copy, every dissertation/thesis MUST be electronically delivered to the online submission site for a format check by the staff of the Graduate School.**

STARTING IN AUGUST, 2009, FORMAT CHECKS MUST BE SUBMITTED ELECTRONICALLY AT: <http://www.etsadmin.com/luc>

Formatting takes A LOT of time, so budget accordingly. Properly formatting your document early in the writing process makes formatting a great deal easier.

Format check deadlines, set at the beginning of the semester that precedes the degree conferral month, are available here: http://www.luc.edu/gradschool/key_dates.shtml You must **electronically** deliver your manuscript to the Graduate School via the ProQuest electronic submission site ON OR BEFORE the published format check deadline for the term in which you expect to receive your degree. The format check deadlines will fall *roughly* as follows:

- May degree conferral: *first week of March*
- August degree conferral: *first week of June*
- December degree conferral: *first week of October*

Format check correspondence:

After you submit your dissertation/thesis to the electronic submission site for a format check, you will be notified of any corrections at your LUC email account. If you would prefer to use a different account for email correspondence, please include that email address in the "Notes to Administrator" section of your submission. Please allow a few days for a response.

***NOTE:** Only the Graduate School can submit your dissertation/thesis to ProQuest for publication. When you submit your document to the ETD site, it comes to the Graduate School; it does NOT go to ProQuest. Your manuscript cannot be electronically published until the Graduate School confirms fulfillment of all degree requirements, including format check and final hard copy submission.

THE PARTS OF A DISSERTATION

A dissertation has three parts: front matter, body text, and back matter. Most of the formatting challenges are found in the front and back matter, so you should set aside extra time to create this material.

This is a list of all the parts in the order in which they should appear; some of these parts may be optional, or not appropriate to your project. Required parts are in **BOLD**:

Front Matter:

Title page

Copyright page (you may opt to substitute a blank sheet of paper)

Acknowledgments

Dedication

Epigraph

Preface

Table of Contents

List of Tables (if you have tables, a list is required)

List of Figures (if you have figures, a list is required)

List of Abbreviations

Glossary

Abstract

Body:

Text

Back Matter:

Appendix/Appendices

Bibliography, Works Cited, or Reference List

Vita

Approval Sheet

Correctly formatted examples of each section of the thesis/dissertation may be found at:
<http://www.luc.edu/gradschool/examples.shtml>

Note for Thesis Writers:

For the most part, the formatting requirements for theses are the same as they are for dissertations. However, since most theses are shorter, a few parts are optional: 1.) chapters and chapter headings; 2.) a table of contents; and 3.) the preliminary lists of tables and/or figures.

FORMAT REQUIREMENTS AND GUIDELINES

Margins

Each and every page of your dissertation/thesis must have the following margins.

There are **no exceptions to these rules**:

- Bottom margin: 1 inch
- Right margin: 1 inch
- Left margin: 1.5 inches
- The *minimum* top margin is also 1 inch. (Some pages may require a top margin of 2 inches; these are noted in the next section.)

Page Number Placement

- Every page of your dissertation/thesis counts in your pagination, but not all pages should show a number (no page number on title page, copyright page, dedication, and epigraph.)
- The page numbers appear in a different place on different pages, according to rules laid out below. Pay attention to page number placement.
- The front matter is paginated using lowercase roman numerals.
- The body text and back matter use arabic numerals.

Divisions and Subdivisions

- If the text is divided into chapters or subdivided into sections, any of the methods recommended in the style manuals may be used, but consistency must be maintained throughout.

Spacing

- Double space the text of your dissertation/thesis, excepting block quotes, which should be single-spaced.
- Single-space within footnotes and double-space between notes.
- Most front and back matter should also be double-spaced; you can assume that this is the case if no other instructions are given.

Typeface/Font

- Any standard 12-point font
- Do not use a typeface smaller than 10 point, as the text becomes difficult to read even in hard copy.

Hard copy specific requirements:

Printing

- No smudges or smears, no hand corrections or white out, no lines from photocopying
- Print on only one side of the paper
- Do not bind or staple your manuscript in any way

Paper

- Standard, white 8 ½ x 11 inch paper
- No holes, perforations, fasteners, or special colors
- The minimum weight for dissertation paper is 20lb.
- You might choose to use higher quality paper or acid-free paper, which lasts longer, but this is not required.

Pay close attention to the margin and page number placement requirements, as they are the number one source of problems when it comes to dissertation formatting. The rules about margins include page numbers, tables, figures, and material reproduced in appendices.

PAGE NUMBERING AND PLACEMENT

Every dissertation and thesis has three parts: front matter, text, and back matter (reference materials and other required addenda).

Front Matter

- Front matter includes all the pages that precede the text of the dissertation/thesis
- Count, but do not number, the title page and copyright page, the dedication, and the epigraph
- All other front matter pages are counted and numbered using lower case roman numerals (iii, iv, v, vi, etc.)
- If you choose to include an acknowledgments page, it will begin at iii
- Page numbers are placed in the center of the page, 1" from the bottom

Text and Back Matter

- Count and number all pages
- Page number 1 is the first page of the Introduction or, if none, of Chapter One
- Arabic numerals (1, 2, 3, 4, etc) are used consecutively throughout the text, appendices, bibliography, and vita
- The page number on the first page of each chapter, each appendix cover page, and the first page of the bibliography and vita should be placed in the bottom center, 1" from the bottom of the page
- All other page numbers in the text and back matter should be placed in the top right corner, 1" from the top edge and 1" from the right edge

Refer to the Pagination and Sequencing Table on the next page for guidance on page number placement.

Refer to these [guides](#) for help in placing page numbers in their proper places using Microsoft Word 2003 and 2007.

Table 1. Pagination and Sequencing

SEQUENCE	PAGINATION	PAGE NUMBER PLACEMENT
Front Matter	Lower case roman numerals	
Title Page	Count/no page number	None
Copyright Page	Count/no page number	None
Acknowledgements	Count/Number	Bottom center
Dedication	Count/no page number	None
Epigraph	Count/no page number	None
Table of Contents	Count/Number	Bottom center
List of Tables	Count/Number	Bottom center
List of Figures	Count/Number	Bottom center
Any other list	Count/Number	Bottom center
Abstract	Count/Number	Bottom center
Text	Arabic numerals starting at 1	
1st page of each Chapter	Count/Number	Bottom center
Subsequent chapter pages	Count/Number	Top right
Back Matter	Arabic numerals continuing	
Appendix cover pages	Count/Number	Bottom center
Appendix materials	Count/Number	Top right
First page of References	Count/Number	Bottom center
Subsequent pages of References	Count/Number	Top right
First page of Vita	Count/Number	Bottom center
Subsequent pages of Vita	Count/Number	Top right
Approval Sheet	Don't count/no page number	None

MARGIN REQUIREMENTS

Set the margins of all your pages with a left margin of 1.5 inches and top, right, and bottom margins of 1 inch. Nothing within your dissertation/thesis, including page numbers, should violate these basic margins.

Certain pages require larger top margins. Refer to the Top Margin Requirements Table below for guidance on where to use special top margins.

Table 2. Top Margin Requirements

SEQUENCE	TOP MARGIN
Front Matter	
Title Page	1" to 1.5"
Copyright Page	Centered, top to bottom
Acknowledgements- 1st page	2"
Acknowledgements- subs. pp.	1"
Dedication	Centered, top to bottom
Epigraph	Centered, top to bottom
Table of Contents - all	1"
List of Tables - 1st page	2"
List of Tables - subsequent pp.	1"
List of Figures - 1st page	2"
List of Figures - subsequent pp.	1"
Any other list - 1st page	2"
Any other list - subsequent pp.	1"
Abstract - 1st page	2"
Abstract - subsequent pp.	1"
Text	
1st page of each Chapter	2"
Subsequent chapter pages	1"
Back Matter	
Appendix cover pages	Centered, top to bottom
Appendix materials	1"
First page of References	2"
Subsequent pages of Ref.	1"
First page of Vita	2"
Subsequent pages of Vita	1"
Approval Sheet	1"

FORMATTING FRONT MATTER

Everything in your dissertation up to the text is front matter. For the most part, each piece is formatted differently, so please check each item separately.

1. Title Page

- All of text should be ALL CAPS
- All of the text should be centered; set the margins (1 ½ inches on the left, 1 inch everywhere else) before you center the text to avoid difficulties.
- There should be at least a double space between each line

Each title page includes the following:

- The name of the university:
(LOYOLA UNIVERSITY CHICAGO)
- The TITLE of your dissertation /thesis
- The following text, on four lines as follows **:
A DISSERTATION SUBMITTED TO

THE FACULTY OF THE GRADUATE SCHOOL

IN CANDIDACY FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

- The name of your program:
"PROGRAM IN ..."
- Your NAME, as you would like it to appear on the permanent, formal record
- The place of degree conferral
(CHICAGO, ILLINOIS)
- The month and year of degree conferral
(MAY 2008)

** Masters students substitute "THESIS" for dissertation and "MASTER OF ARTS/SCIENCE" for Doctor of Philosophy

2. Copyright Page

Copyright vests with you, as author of your work, whether or not you include a copyright page. However, most authors choose to denote this fact by including a copyright page. This is page ii, but it, like the title page, should not show a page number. EITHER this page should be entirely blank, or it should say, centered in the middle of the page:

Copyright by Robert L. Smith, 2009
All rights reserved.

Nothing else should go on the copyright page.

Most common title page errors:

- Do not say "Department of" instead of "Program in..."
- The program name you use should match exactly the formal name of the program in which you are enrolled. Do not substitute a sub-specialty or departmental shorthand.
- Do not use the date that you prepared or submitted the material; use the same month and year that you chose on the application to receive a degree.
- No comma between month and year.

If your dissertation is longer than 300 pages, create 2 volumes for the library archive copy. Each volume must have its own title page. For an example, see:

<http://www.luc.edu/gradschool/examples.shtml>

3. Acknowledgments (Optional)

This is the place to thank institutions, funding sources, libraries, archives, any readers or editors, and family and friends. The acknowledgments, while personal, are still formal; read the acknowledgments sections of books published in your field for examples.

- Title: "ACKNOWLEDGMENTS" centered and in all caps.
- The first page of the acknowledgments should have a top margin of two inches.
- The remaining pages (if any) should have a top margin of one inch.
- Show a page number (starting with iii) on the bottom center of the page.
- Typically, acknowledgments are narrative in style.
- Double space text.

4. Dedication (Optional)

If you choose to dedicate your work to a specific person or persons, this is the place to do it.

- The text on this page should be simple and short, e.g. "To Lydia", "For my children, Bea and Edie", "For my husband, Charlie", "To my parents"
- It does not need to be labeled "dedication," as the text makes this clear, and it does not require explanation (such explanations are for the acknowledgments).
- Nothing else should appear on this page, including a page number.
- Center dedication in the middle of a page, left to right and top to bottom.

Again, consulting published books in your field will give you a good sense of how dedications are used.

5. Epigraph (Optional)

An epigraph is a short quote relevant to your whole project. Many of the same rules that apply to the dedication apply to the epigraph. This page is also optional.

- Like the dedication, it stands alone and without further explanation (e.g. *nihil sub sole novum* "In those days, all of Gaul was divided into three parts").
- You may or may not choose to provide the source; if you do not provide the source, the expectation is that a reader will recognize where the quote comes from.
- No other text should appear on the page, including a page number.
- Center an epigram in the middle of a page, left to right and top to bottom.

6. Preface (Optional)

A preface contains material which is introductory but is not included in the introduction. For this reason, not everyone needs to include a preface; indeed, few do.

- Set a top margin of two inches on the first page and one inch on the remaining pages (if any).
- Show page numbers (lower-case roman numerals) on the bottom center.

7. Table of Contents

All dissertations should be organized into chapters, and should include an *accurate* table of contents. If you are writing a thesis, you do not need separate chapters or, hence, a table of contents, but if you do decide to include chapters in your thesis you will also need to include a table of contents.

- Title: "TABLE OF CONTENTS" centered and in all caps
- Top margins: the top of each page of the table of contents should have a one inch margin.
- Lower case roman numerals at the bottom center of the page
- All the listed page numbers should be aligned and flush right.
- There should be a double space between entries.
- Whenever entries run over onto a second line, the entries themselves should be single spaced.
- You should make clear the different levels of textual division by indenting subdivisions/subheadings:
 - CHAPTER 1 should be flush with the left margin
 - The first-level subheadings should be indented three spaces, second-level subheadings six spaces, and so on.
 - Subheadings should be single-spaced

When creating your Table of Contents, consider how many subdivisions or subheadings in the Table of Contents are really useful for a reader; it is not advisable to include headings beyond the third level in the TOC.

What to include in the Table of Contents:

You SHOULD list:

- acknowledgements
- preface
- all lists (figures, tables, abbreviations, glossary, etc.)
- abstract
- all the chapters, their divisions and sub-divisions
- any appendices
- bibliography or reference list
- vita

You SHOULD NOT list:

title page
copyright page
dedication
epigraph
table of contents
approval sheet

Refer to these [guides](#) for help in creating perfectly aligned, right-justified columns for the page number listings in your Table of Contents

***A note on accuracy:** It is important that the information listed in the Table of Contents (page numbers, headings) corresponds *exactly* to the rest of the text.

The wording, spelling, and capitalization of headings must be identical to how they appear in the text. Check the Table of Contents carefully after each revision of your text to be sure that page numbers and headings match exactly.

8. Preliminary Lists

If you have figures and/or tables, these lists are required.

- Title: "LIST OF TABLES" or "LIST OF FIGURES" centered, in all caps
- The FIRST page should have a top margin of two inches
- The remaining pages (if any) should have a top margin of one inch.
- Page numbers: lower case roman numerals, bottom center
- The Lists uses the captions as they appear above tables and figures within the text.
- The listed page numbers should be accurate, and they should be flush right, just as in the table of contents.
- Any long titles which run over onto a second line should be single spaced and indented, as with the table of contents.
- Insert a double space between each entry.

Refer to these [guides](#) for help in creating perfectly aligned, right-justified columns for the page number listings in your Lists

9. Abstract (Optional)

An abstract is a short description of your whole project; usually it will provide some account of your research question(s) and hypotheses, your methods, your conclusions, and any consequences for your field or suggestions/plans for future research. You are not required to include an abstract in your dissertation text, but you are required to submit one with your final copies, so you should still think about writing one.

If you choose to include an abstract in your manuscript, these are the formatting rules for Abstracts in the front matter:

- Title: "ABSTRACT" centered and in all caps. You should NOT include any other information such as the title of your project or your name.
- The FIRST page of the Abstract should have a top margin of two inches.
- The remaining pages (if any) should have a top margin of one inch.
- Page numbers: lower case roman numerals, bottom center
- Text must be double spaced.
- There is no limit on the length of this version of your abstract.

Please note that the extra abstract you are required to turn in with your final copies should be formatted differently than the abstract placed in the text.

See for information on formatting the extra abstracts, look [here](#) (Control + click)

MAIN TEXT

10. Chapters

(If you are writing a thesis, you do not need separate chapters or, hence, a table of contents. If you do have chapters they will need to be formatted as follows, and you will need to include a table of contents.)

You should divide the main text of your dissertation into chapters. These divisions should both reflect the internal logic of your project and its argument, and facilitate the reader's experience of the text.

- The first page of the text proper should be labeled page 1.
- Each chapter should have a generic title (e.g. CHAPTER TWO) as well as a more descriptive title.
 - These titles should be in all caps and centered on the first page of the chapter
 - There should be a double space between the generic and descriptive titles, like this:

CHAPTER TWO

EVEN MORE FORMATTING
REQUIREMENTS

- The FIRST page of the chapter should have a top margin of two inches
- The remaining pages of the chapter should have a top margin of one inch.
- The FIRST page of each chapter should have a page number, in arabic numerals, in the bottom center
- The rest of the pages in the chapter should have a page number, in arabic numerals, in the upper right
- All page numbers must always be one inch from the edge of the page

Subdivisions:

For reasons of clarity and logic, you may choose to subdivide your work into sections or subsections, using headings and subheadings.

- You may indicate these logical divisions any way you choose, but you must use the same system consistently throughout the whole manuscript.
- You should make sure that what you say about these divisions (and their page numbers) in the table of contents is exactly the same as what you say in the text.
- Do not add page breaks between sections.
- Do not end a page with a heading or subheading.

Citations:

You may use any citation system appropriate to your discipline, but you should use the same system throughout the whole document. If you have any long quotations, you should put them into a block quote. You are required to have some system for citing the work of others, and you are responsible for complying with copyright law.

11. Tables and Figures

- Each of your tables should have a number, and they should be numbered consecutively throughout the manuscript.
 - That is, the first table is Table One, the second Table Two, and so forth, even if they appear in different chapters or sections.
- You should also give your tables and figures descriptive titles.
- These titles should be double-spaced.
- You may also choose to include a short description of the table with the title; it too should be double spaced.
- This material should appear on the same page as the table itself.
- You should try to format the table and its accompanying text so that there are no large empty spaces in your manuscript.

Keep notes/tables/figures in text:

Many, if not most, of your readers will have access to your work as an image file, rather than in hard copy. To make reading the text in this format easier, you should use footnotes and/or parenthetical references rather than endnotes, and you should include any tables and figures in the body of the text itself, close to the part of the text that refers to them (and not, for example, in a separate section at the end or grouped together in the middle).

NOTE: If you need to place the table as a landscaped page, the top of the table should be on the left side of the page, and the page number should still appear in the top right corner.

The style and formatting requirements set here generally follow those given in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*, 7th ed. When there are differences between the guidelines set forth in this manual and those given in the Turabian manual, the rules given in this manual will supersede those given in the Turabian manual.

BACK MATTER

12. Appendices

This is the place to include materials to which you would like your reader to have access, but which are not necessary to the main narrative of your argument. For example, your appendices should include your raw data, letters of permissions, the texts of surveys or other materials you used in your research, translations or editions of primary texts which are not published, and so forth. If you have questions about what is appropriate for appendices and what should go in the main body, you should talk with your committee and consult published work in your field for best practices.

Each appendix title should appear on a separate cover page.

Appendix cover pages:

- Each appendix should have a generic title as well as a more descriptive title: APPENDIX C: MORE MARGIN REQUIREMENTS
- The full title should be in all in capital letters, centered on the page.
- The title page should have a page number at the bottom center.

Subsequent appendix pages:

- All the subsequent pages (i.e. the pages which contain the actual appendix material) should have a page number on the top right.
- If appendix material has its own page numbers, place *your* page numbers in brackets to distinguish between these and the page numbers on the original document.
- If you have to photocopy or otherwise reproduce the materials in your appendix, you will need to be sure that they are legible and that they fit within the required margins.

13. Bibliography or other Reference List

This is the place where you list all the other works, primary and secondary, that you used when preparing your study. You should include everything you used, even if it is not specifically cited in your text. You should use a format acceptable in your field, and not one which is incompatible with the citation format you used in your text.

- Title: "BIBLIOGRAPHY" or "REFERENCE LIST" centered and in all caps
- The FIRST page of the Bibliography/Reference List should have a top margin of two inches; the remaining pages should have a top margin of one inch.
- The FIRST page should have a page number in the bottom center; the remaining pages in the Bibliography/Reference list should have page numbers in the top right
- Spacing:
 - Single space the entries
 - Double space between them
 - Most dissertations use a "hanging indent" for citations, like so:

Parkes, Malcolm. *Pause and Effect: A History of Punctuation in the West*, Berkeley: University of California Press, 1993.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, Chicago: University of Chicago Press, 1987.

14. Vita

This is a narrative account of your academic and scholarly life. It is not a c.v. or résumé, and you should not include lists or sentence fragments. Use complete sentences to tell your readers a little bit about your training, education, interests, and other work. The vita does not need to be long, and should not be overly personal or otherwise inappropriate. You should consult “about the author” texts on published material for some guidelines.

- Title: “VITA” centered and in all caps
- The FIRST page should have a top margin of two inches; additional pages, if any, should have a top margin of one inch.
- Paginate FIRST page bottom center; paginate additional pages, if any, in the top right corner
- Double space text.

15. Approval Sheets

You should prepare two approval sheets for your dissertation or thesis director to sign.

- **Both of these sheets must have the original signature of your director.** For this reason, you cannot fax, photocopy, or otherwise reproduce these pages or the signatures on them.
- This page should not have a page number, nor should it appear in the table of contents.

Please note that this page is NOT the same form as the Approval Ballot for Text and Oral Defense.

You need to prepare this document yourself (it is not a form you can get from the Graduate School), and you must have it signed *in addition to* the Approval Ballot. One is not a substitute for the other.

We have these two separate approvals in order to allow students to make *minor* changes either to the formatting or to the content after a defense. In some cases, your committee will ask you to make such changes after a defense before allowing you to graduate. Your director’s signature on these pages signifies that these copies are, in fact, your final, finished copies, and that they need no changes at all. You may not, therefore, make any changes to your content after these sheets are signed (though the Graduate School may ask you to adjust your formatting).

A note about ETD revisions: you may indeed revise your draft even after you have submitted it to ProQuest’s ETD site. Simply select revise when you log in and upload a new PDF to replace the previous one.

FINAL COPIES

Once your dissertation/thesis has been defended, formatted correctly, and approved by your committee, you will need to deliver to the Graduate School one hard copy of your manuscript as well as some supplementary materials (listed below). After your hard copy has been approved, you will also need to upload a PDF of your final copy in to the Graduate School's electronic submission site at <http://www.etsadmin.com/luc>.

All elements of your final submission must be received ON OR BEFORE the published final copies deadline for the term in which you expect to receive your degree; these deadlines may be found at http://www.luc.edu/gradschool/key_dates.shtml. Specific deadlines are set at the beginning of the semester that comes before the degree conferral month, but the final copies deadlines fall roughly as follows:

- May degree conferral: *first week of April*
- August degree conferral: *first week of July*
- December degree conferral: *first week of November*

If your materials are incomplete or inaccurate, the Graduate School will notify you. If the required corrections are too extensive or take too long to complete, you may not graduate and the Graduate School will not confer your degree.

For this reason, please make every effort to format your manuscript correctly before you submit it to the ETD Administrator. Similarly, make sure that the hard copy you submit to the Graduate School is correctly formatted, and that your supplementary materials are complete. Finally, please keep in mind that a dissertation or thesis is only one of your degree requirements, and that the Graduate School will not confer your degree unless you meet all of these requirements.

On or before the final copies deadline, please submit:

- Hard copy: One copy of your completed, formatted manuscript
- Hard copy: Two copies of your approval sheets, each with an original signature
- Hard copy: Two extra title pages, formatted as described below
- Hard copy: One extra abstract, formatted as described below
- Electronically: Email confirmation of completion of SED survey (doctoral candidates only).
<http://survey.norc.uchicago.edu/doctorate>

After your hard copy has been approved by the Graduate School, you must submit:

- Electronically: A PDF of your final manuscript to the ETD Administrator at <http://www.etsadmin.com/luc>

See the next page for additional information about hard copy submission requirements.

Instructions regarding electronic submission can be found [here](#) (Control + click).

Hard Copies of the Manuscript and Signed Approval Sheets:

Every student must submit ONE copy of the completed, defended, approved manuscript to the Graduate School. This hard copy of will be deposited in the University Archives.

Every student must submit TWO signed approval sheets. One accompanies the manuscript; the other will be retained by the Graduate School for its records.

Survey of Earned Doctorates:

This survey is part of large-scale data collection undertaken by NORC, with whom we cooperate. If you are turning in a dissertation, you are required to electronically complete this survey as well. The survey data is confidential, and nearly all U.S. Universities participate in this project. If you have questions about how this information is used, NORC describes the project at their website:

<http://www.norc.uchicago.edu/issues/docdata.htm>

You may complete the survey at:

<http://survey.norc.uchicago.edu/doctorate>

Extra Title Pages:

The extra title pages should be formatted exactly in the same way as the title pages of your manuscripts EXCEPT that you should add your director's name between your name and the words "Chicago, Illinois", like this:

BY

MY NAME

DIRECTOR: SOREN KIERKEGAARD, PH.D.

CHICAGO, ILLINOIS

Extra Abstract:

This abstract becomes part of the Graduate School's alumni files.

- Dissertation abstracts should be no more than 350 words
- Thesis abstracts should be no more than 150 words.
- Double-space the abstract text
- Margins: one inch at the top, right, and bottom and 1.5 inches on the left
- Heading: include your name, Loyola University Chicago, and the dissertation or thesis title at the top, just like this:

Robert L. Smith

Loyola University Chicago

THE TITLE OF MY DISSERTATION

NOTE: Electronic Submission of Abstract

If you are writing a dissertation or having your thesis published, you should paste the text of this abstract into the Abstract box of the "Dissertation/Thesis Details" page of your electronic submission. The ProQuest abstract database is used by researchers, so it is worth spending some time thinking about what you would like your abstract to say. The clearer and more persuasive your abstract is, the more likely it is that people in your field will read and cite your work, so allow some time for writing and revision.

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