

Manual for Theses and Dissertations

This manual will explain the formatting requirements for FINAL COPIES of Loyola University Chicago Ph.D. dissertations. Please keep in mind that formatting a dissertation involves considerable time and labor, and budget accordingly. Final copies which do not meet these requirements will not be accepted; this means if you do not meet these requirements, the Graduate School will not confer your degree and you will not graduate.

For the most part, the formatting requirements for theses are the same, though since most theses are shorter, some of the parts listed below are optional for theses: chapters and chapter headings, a table of contents, and the preliminary lists of tables and/or figures.

A note about communication: Like all other correspondence with Loyola University and its offices, it is very important that you use your LUC account for issues of confidentiality and expediency when communicating with the Graduate School. Please be advised that even if you have moved away from campus and have taken another job with another email address, it is crucial that we continue to communicate using LUC accounts, which you as a student will have, so long as you are in good standing, until AFTER your degree is conferred. All correspondence about your format check and the submission of theses and dissertations is done over email.

Why do we have formatting requirements?

Dissertations are publications; we have an agreement with a company called ProQuest/UMI to publish your dissertation as an image file. This file is available to researchers, much as a paper circulating copy would be. This same company also publishes a database called *Dissertation Abstracts International*; the abstract you write will be included in this database, also used by researchers. The final copies you turn in also remain at the University as part of its records and institutional history. One copy will live in the Library Circulating stacks, another in the University Archives. If you are a student in a program which asks that you turn in three copies instead of two, that third copy will be housed in the department.

These various ways of making your work public mean that the copies you turn in undergo certain physical processes – binding and imaging for the manuscripts, optical character recognition for the abstract – which necessitate

some of the formatting requirements. For example, placing your page numbers inside the margins facilitates the imaging process, and setting a wider left margin allows for binding that leaves the text legible. Many other requirements (e.g. keeping tables and figures in the text instead of at the end) are designed to make it possible for readers to access your work with ease, even as an image file.

The Graduate School also sets formatting requirements so that dissertations written here are uniform in appearance and so that they match the appearance of dissertations from other institutions. Some of the requirements make the document look like a dissertation. For example, dissertations are double-spaced because dissertations have always been double-spaced; this is part of what makes them look like dissertations instead of books or bound essays. In this sense, some of the rules are arbitrary. For this reason, too, all students should use the same style guide – Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Chicago: University of Chicago Press, 1937, 1987 – regardless of their discipline, department, or program. This manual is helpful too because it includes samples of various formatting for front and back matter. Students should consult Turabian before submitting a manuscript for a format check. Another good strategy is to check finished dissertations in the library or your department to see how they are formatted.

Finally, the formatting process is an important pedagogical exercise for students earning research degrees. All publishing houses and journals require that authors follow their style sheets; in most cases, they expect submissions to be formatted correctly before they will even be read, refereed, or considered for publication. Students going on to do scholarly work will need to know how to read a style sheet and format a document using its rules, and they will need to know how to do this without help. The Graduate School does offer some help by performing a format check on a draft of the document with feedback, but it is important to remember that we are not an editing service, and students should work out their formatting difficulties independently. Students should not submit their manuscript more than once, and the Graduate School will not check manuscripts if the author has made no attempt to follow the manual before submitting it. Please review the final formatting checklist attached to this manual which the Graduate School uses to standardize all dissertations and theses.

The parts of a dissertation

A dissertation has front matter, body text, and back matter. Most of the formatting challenges are found in the front and back matter, which is why you should set aside time in your process specifically for creating this material. This is a list of all the parts in the order in which they should appear; some of these may be optional, or not appropriate to your project. Required parts are in **BOLD**:

TITLE PAGE

COPYRIGHT PAGE (you may opt to substitute a blank sheet of paper)

ACKNOWLEDGEMENTS

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

TEXT

APPENDIX/APPENDICES

BIBLIOGRAPHY, WORKS CITED, OR REFERENCE LIST

VITA

APPROVAL SHEET

Each of these parts is defined below, and any special formatting requirements are indicated. Some requirements apply to the entire dissertation.

Global Requirements

You should proofread the whole of your dissertation, and make sure that it prints properly. If there are obvious errors, please correct them. It goes without saying that a dissertation should be typed, not handwritten; please do not make corrections by hand to the hard copy and do not use correction tape or fluid (the latter creates conservation problems). You should print your dissertation on standard, 8 ½ x 11 inch paper without holes, perforations, fasteners, or special colors (i.e. use white paper not colored). Paper is sold by weight in stationary stores; the minimum weight for dissertation paper is 20lb. You can ask a stationer for help with this, though such paper should be easy to come by. You

might choose to use higher quality paper; you might also seek out acid-free paper, which lasts longer, though this is not required.

You should print on only one side of the paper. You may use any standard, legible typeface you choose; please use good judgment about typefaces (dripping dracula letters, gothic black-letter type, and wingdings † ⓘ●■♥ ⓘ●■? are obviously not appropriate). Please don't use a typeface smaller than 10 point, as the text becomes difficult to read even in hard copy. You should double space the text of your dissertation, except block quotes, which should be single-spaced. Most front and back matter should also be double-spaced; you can assume that this is the case if no other instructions are given.

Margins: Each and every page of your dissertation must have the following margins: 1 inch at the bottom and on the right, and 1.5 inches on the left. There are no exceptions to this rule; it helps to check back and front matter in addition to your main body, because sometimes the margins are set differently there. This includes tables, figures, and material reproduced in appendices. It also includes page numbers: your page numbers cannot appear outside these margins. That is, if you take a ruler and measure from the edge, **NO PRINTED MATTER**, including the page numbers, can appear within this one-inch (or one and half) space. Please see the document showing margins at the end of this manual. The minimum top margin is also 1 inch. Some pages may require a top margin of 2 or 3 inches; these are noted below.

Page numbers: Every page of your dissertation counts in your pagination, but not all pages should show a number. For example, your title page is page i, but it should not SAY page i anywhere on the page. The page numbers also appear in a different place on different pages. Finally, the front matter is paginated using lower case roman numerals, and the rest of the dissertation using regular, arabic numbers. You should start from page 1 when you change from Roman to Arabic numerals.

Front matter

Everything in the list above up to the **TEXT** is front matter. For the most part, each piece is formatted differently, so please check each item separately.

TITLE PAGE: The text on the title page should be all in capital letters, and 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. DO NOT put a page number on this page (even though it is page i).

You will need to include, in this order, the name of the university (Loyola University Chicago), the title of your dissertation, the text "A DISSERTATION SUBMITTED TO THE FACULTY OF THE GRADUATE SCHOOL IN CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY", the name of your program, your name, the place of degree conferral (Chicago, Illinois) and the month and year of degree conferral (May, August, or December). A sample is below.

Your program name should be expressed as follows: PROGRAM IN [name of program]. Do not say DEPARTMENT OF instead. The name of your program should match exactly the formal name of the program in which you are enrolled. Do not substitute a sub-specialty or departmental shorthand for this. For example, PROGRAM IN THEOLOGY, and not New Testament, or PROGRAM IN HIGHER EDUCATION, not comparative and international education. There is a list of programs on the back of the application to receive a degree if you get confused.

The date you include should reflect the date your degree will be conferred AND NOT 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. There are only three months that degrees are conferred: MAY, AUGUST or DECEMBER followed by the year.

LOYOLA UNIVERSITY CHICAGO

[TITLE OF MY DISSERTATION
ON TWO LINES IF NECESSARY
OR EVEN ON THREE]

A DISSERTATION SUBMITTED TO
THE FACULTY OF THE GRADUATE SCHOOL
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

PROGRAM IN [PROGRAM]

BY

[MY NAME, AS I WOULD LIKE IT TO APPEAR IN THE PERMANENT,
FORMAL RECORD]

CHICAGO, IL

[AUGUST, MAY, OR DECEMBER] [YEAR]

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 MY NAME, YEAR of degree conferral
All rights reserved

Nothing else should go on this page.

Acknowledgements: This section is optional, but most students find they would like to thank the various people in their lives who helped them to prepare the project, or supported them during the time in which they prepared it. This is also the place to thank institutions, funding sources, libraries, archives, and any anonymous readers or editors. The Acknowledgements, while personal, are still formal; you can learn a lot about this practice by reading the acknowledgements sections of books published in your field.

The pages of the acknowledgements should show a number (starting with iii) on the bottom center of the page; these numbers should appear inside the standard bottom one-inch margin. The FIRST page of the Acknowledgements should have a top margin of two inches, the remaining pages (if any) a top margin of one inch. The title ACKNOWLEDGEMENTS should be capitalized.

Dedication: 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 partner, John". 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. The top margin should be at least three inches, and most authors center a dedication in the middle of a page. Again, consulting published books in your field will give you a good sense of how dedications are used.

Epigraph: An epigraph is a short quote relevant to your whole project. 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 choose to provide the source, though the expectation is that a reader will

recognize it if you do not. Also like the dedication, it is optional, and no other text should appear on the page, including a page number. Again, the top margin should be at least three inches, and most authors center an epigram in the middle of a page.

Preface: A preface contains material which is introductory but is not included in the introduction. For this reason, not everyone needs to include a preface. If you do, you should set a top margin of two inches on the first page and one inch on the remaining pages (if any). You should also show the page numbers on the bottom center. Keep in mind that all the pages before this count in the page count, even if they are not printed on the page itself. These page numbers should be in lower-case roman numerals.

TABLE OF CONTENTS:

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

This page (or pages) tells your reader where s/he can find the various parts of your dissertation. Because of this, it is very important that the page you list as the place to find a given item is really the page it is on. If you make changes, even small ones, to the text or formatting of your dissertation, your page numbers may change, so you should check EACH ONE carefully.

MOST of the items in your dissertation should have an entry with a corresponding page number. You SHOULD list the acknowledgements, preface, all lists (figures, tables, abbreviations, glossary, etc.), your abstract, your vita, your bibliography or reference list, any appendices, and all the chapters and their divisions and sub-divisions. You SHOULD NOT list the title page, the copyright page, the dedication, the epigraph, the table of contents, or the approval sheet.

Like the other front matter, the Table of Contents should show page numbers as lower case roman numerals at the bottom center (inside the one inch margin). The top of each page of the table of contents should have a one inch margin; the top of the first page should show the title, all in caps: TABLE OF CONTENTS. All the page numbers should be aligned and flush right. The individual items should be double spaced: that is, there should be a double space between entries. The entries themselves, however, should be single spaced whenever they run

over onto a second line. Finally, you should make clear the different levels of textual division by indenting subdivisions; e.g. CHAPTER 1 should be flush with the left margin, its first section should be indented three spaces, its first subsection six spaces, and so on through any sub-sub or sub-sub-sub divisions you may have. Obviously you will want to use good judgment about much of this kind of organization is really useful for a reader.

There is an example on the next page; it is probably excessive in terms of headings and subheadings, but should show you what the formatting is like.

TABLE OF CONTENTS

ACKNOWLEDGMENTS	iii
PREFACE	vii
LIST OF TABLES	x
LIST OF FIGURES	xi
LIST OF ABBREVIATIONS	xiii
ABSTRACT	xv
INTRODUCTION	1
Literature Review	5
Methodology	9
CHAPTER ONE: A History of Really, Really Cute Kittens, so long that this title runs over the line and needs to be indented	19
Egypt	24
The End of the Glory there [note that this is an indented subheading]	27
Seventeenth-Century Europe	39
Pampered America	42
CHAPTER TWO: Eating	56
Wheedling and other Begging	59
Nagging	67
Eating too fast and throwing up	72
CHAPTER THREE: Napping	85
On the bed	89
On clean clothes	93
On clothes reserved for interviews	98
In the dirty clothes hamper	112
Upside down	119
On owner	123
CHAPTER FOUR: Chasing invisible things	128
CONCLUSION: Why my kittens are the cutest yet	172

APPENDIX A: My Cats' Day in an exhaustive account so long and involved that its title too needs indenting	212
APPENDIX B: More data about my cats	216
APPENDIX C: Comparison data from the neighbors' cats, not as cute	218
BIBLIOGRAPHY	245
FILMOGRAPHY	257
VITA	260

Preliminary Lists:

If you have figures and/or tables, these lists are required. They should have a top margin of two inches on the first page, and one inch on any succeeding pages. They, like the other items, should have a generic, upper case heading: LIST OF TABLES or LIST OF FIGURES. The 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 above.

Abstract:

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. Writing an abstract is also an extremely useful exercise for developing ways of talking about your project to potential interviewers, publishers, colleagues and peers.

If you choose to include an abstract in your manuscript, it should be formatted as follows. In your manuscripts, the abstract should have the generic title "ABSTRACT" all in upper case centered above the text. You should NOT include any other information such as the title of your project, or your name. The first page of your abstract should have a top margin of two inches; any additional pages should have a top margin of one inch. All the pages should be numbered bottom center in lower-case roman numerals. There is no limit on the length of this version of your abstract. Please note that the extra abstracts you are required to turn in should be formatted differently (See below: What do I turn in with my final copies?).

Main Text

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

You should divide the main text of your dissertation into chapters. These divisions should reflect both the internal logic of your project and its argument, and also facilitate your readers' experience of the text. For this reason you

should write an introduction, though you may call it a first chapter or list it separately. Either way, the first page of the text proper should be labeled page 1.

Also for reasons of clarity and logic, you may choose to subdivide your work into sections, or subsections. You may indicate these logical divisions any way you choose, but you must use the same, consistent system throughout the whole manuscript, and 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, and do not end a page with a heading or subheading.

Each chapter should have a generic title (e.g. CHAPTER TWO) as well as a more descriptive title. These titles should be upper case and centered on the first page of the chapter, two inches from the top, like this:

CHAPTER TWO
EVEN MORE FORMATTING REQUIREMENTS

This same first page of each chapter should have a page number (Arabic numerals) in the bottom center. The rest of the pages should have a page number in the upper right (always leaving a one-inch margin on all sides of the number). The first page should have a top margin of two inches; the remaining pages should have a top margin of one inch.

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).

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.

Each of your tables and figures 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, which you should double-space. 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, and you should try to format the table and its accompanying text so that there are no large empty spaces in your manuscript. 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. Please see example of a correctly formatted table with page number at the end of this manual.

Back Matter

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. This is the place, for example, to 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.

If you do include appendices, you should give them both a generic and a descriptive title (e.g. APPENDIX C: YET MORE INFORMATION ABOUT MY MARGINS). This title should appear on a separate title page, all in capital letters, centered on the page. This title page should have a page number at the bottom center, and all the subsequent pages (i.e. the pages which contain the actual data, statistics, surveys, or other material) should have a page number on the top right. If you are including material with its own page numbers, place the manuscript 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 you may need to reduce their size to meet the margin requirements.

BIBLIOGRAPHY OR OTHER REFERENCE LIST:

This is the place where you list all the other works, primary and secondary,

which 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.

You should set a top margin of two inches on the first page, and one inch on the pages after that; paginate bottom center on the first page and top right on all the remaining pages. You should single space the entries and 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.

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. It 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. Paginate the first page bottom center and additional pages, if any, top right. The top margin on the first page should be two inches; subsequent pages should be one inch.

APPROVAL SHEETS:

You should prepare two or three approval sheets (one for each copy of the manuscript) for your dissertation or thesis director to sign. Your director should sign each of these sheets, which must have an original signature. 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. It should be exactly like the sample on the next page.

Please note that this page is NOT the same as the ballot from your 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 that 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).

Here is a sample:

[THESIS/DISSERTATION] APPROVAL SHEET

The [thesis/dissertation] submitted by [my name, same as it is on my title page] has been read and approved by the following committee:

Marie Curie, Ph.D., Director
Professor of Philosophy
Loyola University Chicago

Jane Goodall, Ph.D.
Associate Professor of English
Loyola University Chicago

Christine de Pizan, Ph.D.
Professor of History
Université de Paris

The final copies have been examined by the director of the [thesis/dissertation] and the signature which appears below verifies the fact that any necessary changes have been incorporated and that the [thesis/dissertation] is now given final approval by the committee with reference to content and form.

The [thesis/dissertation] is therefore accepted in partial fulfillment of the requirements for the degree of [Master of Arts/Master of Science/Doctor of Philosophy]

Date

Director's Signature

What do I turn in with my Final Copies?

Once your dissertation is defended, formatted correctly, and approved by your committee, you will need to turn it into the Graduate School along with all the materials listed below ON OR BEFORE the published final copies deadline for the term in which you expect to receive your degree. If you do not meet this deadline, or your materials are incomplete or inaccurate, the Graduate School will return them to you for correction. Depending on how long this takes, this may mean that you miss the deadline, and that you will not graduate and the Graduate School will not confer your degree. Please make every effort to format your manuscript correctly, include all of the materials listed below, and to meet the published deadline. Also, 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 turn in:

- two or three copies of your completed, formatted manuscript
- two or three copies of your approval sheets, one per manuscript, each with an original signature
- two extra abstracts, formatted as described below
- five extra title pages, formatted as described below
- a signed microfilm agreement (optional for theses, see information below)
- a completed NORC Survey of Earned Doctorates (dissertations only)
- the Graduate School exit survey (you will not turn this in, since it is anonymous, but completing it is a requirement of your graduation)

Copies of the manuscript and signed approval sheets:

If you are in any of the Biomedical sciences housed at LUMC, in Biology, in Chemistry, or in Sociology, you should turn in THREE copies of your manuscript and, hence, three signed approval sheets. If you are in any other Graduate School program, you should turn in TWO copies of your manuscript and, hence, two signed approval sheets.

These copies will be bound and housed in the Library, the University Archives, and sometimes your department. One may also be imaged by ProQuest

Information and Learning. The Graduate School will arrange for these processes; you should bind any of your copies, or distribute them to any other offices. You will not get any of these copies back.

If you would like additional copies of your dissertation or thesis, you can make arrangements for this either with UMI/ProQuest or with Loyola University Libraries. Even when the Graduate School facilitates these arrangements, they are between you and PQIL or the Library, and not the Graduate School. Please do not call us about these arrangements, and please do not send any monies for the Library to the Graduate School.

Extra Title Pages:

We use the extra title pages you turn in to keep track of the copies of your dissertation, to send to PQIL with your agreement form, to keep accurate alumni files, and to ensure that an accurate dissertation or thesis title appears on your transcript. These pages should be formatted exactly 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: FLORENCE NIGHTENGALE, PH.D.

CHICAGO, ILLINOIS

Your director is the same person who signs your approval sheets, and who is listed on your committee recommendation form as your director.

Extra Abstracts:

These abstracts become part of the Graduate School's alumni files and, if you are writing a dissertation or having your thesis published, will be published by ProQuest in *Dissertation Abstracts International* or *Masters Abstracts International*. These publications are used by researchers, and often turn up as hits in database searches (e.g. Worldcat), 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.

PQIL also sets word limits; if you go over these limits they will edit or truncate your abstract without consulting you. Dissertation abstracts should be no more than 350 words; thesis abstracts should be no more than 150 words. PQIL will also use optical character recognition software to turn your abstract into searchable text. So that they can do this, and so that they can keep track of your text, you should double-space your abstract, set margins of one inch at the top, right, and bottom and 1.5 inches on the left, and include your name, dissertation or thesis title, and Loyola University Chicago at the top, just like this:

[My Name, just like it is on my title pages, but not all in caps]

Loyola University Chicago

[MY TITLE, JUST LIKE IT IS ON MY TITLE PAGES, AND ALL IN CAPS]

Microfilm Agreement:

There are two, separate forms, one for theses and one for dissertations. The forms each have several pages, and more than one place for a signature, and you will also need to make some decisions about them. In essence, you can agree to three different arrangements with PQIL: agreeing to have that company publish and distribute your thesis or dissertation, arranging to have that company register copyright on your behalf, and arranging to order personal copies of your dissertation or thesis from that company.

If you are submitting a dissertation, you are required fill out the informational part of this form (page 4) and to sign the part of this form where you agree to have PQIL publish your dissertation (the top half of page 5). You do not need to pay PQIL any money for this service; you paid for it when you paid your dissertation registration fee.

If you choose to have PQIL register copyright on your behalf, you will need to fill out and sign the portion of the form asking for this service (the bottom half of page 5) and you will need to write a check TO PQIL AND NOT TO LOYOLA for

\$45. Finally, you can order extra copies of your dissertation by filling out the last page (page 6) of the form and paying for these copies. The form includes a description of the copies; they are about 2/3 the size of the manuscripts you have submitted. If you would prefer to order copies from the LUC Libraries, see the information included with the results of your format check.

If you are submitting a thesis, you are **not** required to publish your thesis. If you choose to, you should fill out the informational part of this form (page 4) and to sign the part of this form where you agree to have PQIL publish your dissertation (the top half of page 5). You will also need to pay PQIL any \$45 for this service; **checks and money orders should be payable to PQIL and not to Loyola University Chicago.**

If you choose to have PQIL register copyright on your behalf, you will need to fill out and sign the portion of the form asking for this service (the bottom half of page 5) and you will need to write a check TO PQIL AND NOT TO LOYOLA for \$45. Finally, you can order extra copies of your dissertation by filling out the last page (page 6) of the form and paying for these copies. The form includes a description of the copies; they are about 2/3 the size of the manuscripts you have submitted. If you would prefer to order copies from the LUC Libraries, see the information included with the results of your format check.

IF YOU HAVE INCLUDED ANY MONIES with your publishing agreement form, please keep in mind that we do not even send your copies and agreement to the company until well after the degree conferral date (this allows for some students with formatting troubles to graduate without starting over), and the company has processing time of its own once these materials reach it. *Your check, consequently, will not clear for some time, perhaps two or three months. If you are moving or changing checking accounts, you will probably be better off using a money order. Some money orders also expire, some in as little as ninety days; postal money orders are the safest bet.* You should also contact the company with any changes to your mailing address (there is a place on the form for a future address if you know that you will be moving).

Both of these forms ask that you attach a title page and abstract and send them along with a copy of the manuscript. You do not need to include or prepare these materials; the Graduate School will sort the copies and extra materials you are turning in already and make sure that they get to the right places. All you

need to do is fill out the form and include any checks, money orders, or payment information that is required.

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 complete this survey and turn it in 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 in the brochure that accompanies the survey, and also on their <http://www.norc.uchicago.edu/issues/docdata.htm>.

Graduate School Exit Survey:

We use this survey, also anonymous, to gather information about student experiences at LUC. We use this information to set goals and priorities for improving students' academic experiences and student service. It too is a requirement.

After you submit your copy for a format check:

After you submit your dissertation/thesis for a format check, please allow a few days for a response. You will be notified of any corrections VIA YOUR LUC EMAIL ACCOUNT. In addition, you will receive attached documents that are required to be submitted with your final copies.

**NO TEXT, CHARACTERS, OR NUMBERS
SHOULD APPEAR OUTSIDE THIS BOX**
(Exceptions include pages where two or three inches are required at top)

THE GRADUATE SCHOOL ~ FORMAT CHECK

I. General Requirements

Margins

- Left margin of 1.5 inches
- Right margin of 1 inch
- Bottom margin of 1 inch
- Top margin of 1 inch (except where indicated otherwise)
- Page numbers must respect margin requirements (i.e., ALL numbers/roman numerals must be one inch from any edge of the page).

Copyright

- Review the guidelines on using the work of others to determine if it is necessary to secure written permission to use copyrighted material in the thesis/dissertation. If permission is necessary, include letters of permission in an appendix.

Quality of the Manuscript

- Check order of contents.
- Proof read the entire manuscript; check grammar
- Improve the overall quality of print and/or presentation.
- Submit the final copies not collated in any fashion (i.e., no paper clips, staples, binders, etc.)
- Create two volumes, if the manuscript is longer than 300 pages.

II. Front Matter

Title Page

- The format of the title page must conform exactly to the sample in this manual. Check spacing, wording, capitalization, spelling, etc.
- Set all margins (including the left margin at 1.5 inches) before centering the material on the title page.
- Change "DEPARTMENT OF . . ." to "PROGRAM IN . . ."
- The date should be the date of degree conferral. [i.e. MAY/AUGUST/DECEMBER YEAR]

Copyright Page

- Format as illustrated in this manual; place statement in center of page.
- The year of copyright should be the year of degree conferral.

___ Do not include a page number, but count in pagination of front matter.

Acknowledgments, Preface, and Abstract

___ Set a top margin of 2 inches on first page, 1 inch on succeeding pages.

___ Type generic heading in UPPER CASE; do not type manuscript title or other information.

___ Double-space text.

___ Paginate bottom center using lower case roman numerals (first page of Acknowledgments should be iii).

Dedication and Epigraph

___ Set a top margin of 3 inches.

___ Do not include a page number, but count in pagination of front matter.

___ See Turabian for guidelines.

Table of Contents

___ Set up to conform to Turabian style.

___ Type generic heading in UPPER CASE

___ Set a top margin of 1 inch on all pages.

___ Paginate bottom center using lower case roman numerals.

___ Double-space listing of front matter contents.

___ List ACKNOWLEDGMENTS, PREFACE, all lists, and ABSTRACT as front matter.

___ Delete listing of title page, copyright page, dedication, epigraph, table of contents, approval page.

___ List appendices and bibliography/reference list. Place appendices before bibliography/reference list.

___ Include VITA as last item.

___ Indent first level headings at least three spaces; second-level headings six spaces, etc.

___ Single-space and indent run-overs of long titles/headings.

___ All page numbers must be aligned evenly and flush right.

___ Data in the table of contents (i.e., order of contents, titles/headings, page numbers) must appear exactly as in the body of the paper.

Preliminary Lists

___ Create a list of tables and/or a list of figures. Place after the Table of Contents.

- ___ Set a top margin of 2 inches on the first page of the list and 1 inch on subsequent pages.
- ___ Type generic heading in UPPER CASE.
- ___ Paginate bottom center using lower case roman numerals.
- ___ Single-space and indent run-overs of long titles.
- ___ All page numbers must be aligned evenly and flush right.
- ___ Data in the list (i.e., titles/headings, page numbers) must appear exactly as in the body of the paper.

III. Main Body

Text

- ___ Create UPPER CASE generic chapter headings and descriptive titles. Use the same type of numeral (Arabic or Roman) as in the Table of Contents.
- ___ Set a top margin of 2 inches on the first page of chapters and 1 inch on subsequent pages.
- ___ On first page of a chapter, paginate bottom center; on subsequent pages, paginate top right corner.
- ___ The first page of text must be numbered 1.

Headings

- ___ Use levels of headings properly and consistently. (See Turabian for guidance.)
- ___ Be consistent in your use of headings across the chapters of your work. If you include a level of headings (1st, 2nd) in the Table of Contents for one chapter then you must include that level of headings for all chapters.
- ___ Do not end a page of text with a heading.
- ___ Data in text (i.e., titles/headings, page numbers) must appear exactly as in Table of Contents.

Tables and Figures

- ___ Number consecutively throughout manuscript.
- ___ Single-space titles and descriptive matter.
- ___ Include titles and descriptive matter on the same page as the table/figure.
- ___ Reduce size of material to conform to margins
- ___ Improve quality of print/presentation/avoid large empty spaces.
- ___ On landscaped pages: top of table/figure should be along left edge; paginate top right corner (8.5" edge). [See last page of this manual]

Citations

- ___ Set long quotations in proper block format.
- ___ Review your style manual for detailed information on citation format.

IV. Back Matter

Appendices

- ___ Use cover page to introduce each item. Center UPPER CASE generic heading and descriptive title in the middle of the page.
- ___ Paginate cover page bottom center; subsequent pages top right.
- ___ Place manuscript page number in brackets to differentiate from page numbers on original document.
- ___ Reduce size of material to conform to margins.
- ___ Improve quality of print/presentation.

Bibliography/Reference List

- ___ Set a top margin of 2 inches on the first page and 1 inch on subsequent pages.
- ___ Type generic heading in UPPER CASE.
- ___ Paginate first page bottom center; subsequent pages top right.
- ___ Review your style manual for information on citation format.
- ___ Single space entries in a thesis/dissertation. Leave one space between entries.

Vita

- ___ Insert a VITA. Vitas are brief narrative statements which give a scholarly autobiography.
- ___ Set a top margin of 2 inches on the first page and 1 inch on subsequent pages.
- ___ Type generic heading in UPPER CASE.
- ___ Paginate first page bottom center; subsequent pages top right.
- ___ Write vita in narrative form with complete sentences (do not include a C.V., résumé, or list of publications).
- ___ Double-space text.

Approval Sheet

- ___ Insert an approval sheet that conforms exactly to the sample in this manual.
- ___ Do not include a page number; do not list in Table of Contents.
- ___ Insert a blank sheet of paper as the last page of the manuscript.

TABLE 4:2 TABLE OF RESULTS AND CALCULATIONS

TABLE OF RESULTS: NOTICE PLACEMENT OF PAGE NUMBER ON THIS PAGE	