

STYLE GUIDE
FOR
DOCTORAL DISSERTATION
PREPARATION

GRADUATE SCHOOL-NEWARK
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

GENERAL INFORMATION

Doctoral Thesis Copies

The original ribbon copy and a clean photocopy must be submitted to the dean's office in punchless grip binders. Binders must be labeled with the candidate's name, program and degree date. An additional copy or copies are required by the department.

Type

Normally theses are typed. You can either use a word processor or a typewriter. Type must be consistent for the entire manuscript, and must be clean, dark, black ink. The Graduate School-Newark accepts theses and dissertations that are either originals or copies that are produced by typewriter or word processor, computer printed, or photocopies (including xerox, etc.). Typing should be on only one side of the paper. Double space all textual materials except footnotes and long quotations. The two required copies of the thesis or dissertation may be prepared by one or more of the above techniques, but the copies submitted must be of excellent quality, correct in margin and format, and, of course, on 100 percent rag or cotton content bond paper. The two exceptions to the above are that script typeface and single strike dot matrix printers are not acceptable. These two forms of typeface/print are not reproducible or microfilmable. Double strike dot matrix, 24 pin printing head, is acceptable.

Paper

Original and copy of the thesis must be prepared on 8-1/2"x11" white paper of twenty-pound substance and 100 percent rag or cotton content. Crane's thesis bond is one of several widely available papers meeting these specifications. Southworth Co. USA is also a frequently used brand. If any other brand of paper is used, the rag content must be indicated in the watermark.

Margins

Left margin must be 1-1/2" wide to allow for binding. Right, top, and bottom margins must be 1" wide. The only printing that may appear in a margin is the page number.

In measuring top and bottom margins, it may be helpful to know that 1" is equal to six typewriter lines; in measuring side margins, 1" equals twelve elite or ten pica spaces. Since margins on the right are hard to control, especially in pica type, students preparing their own copy should set the margin limit on their machines a few spaces more than 1" as a precaution against violating the 1" minimum. Those wishing to justify their right margins may do so.

Page Numbering

Assign a number to each page in a thesis and dissertation, except the blank page following the title page.

Preliminary pages are numbered in lower-case Roman numeral figures centered 1/2" from the bottom of the paper. The title page is counted as

page one, but left unnumbered, so that "ii" on the next page will be the first number to appear.

The text itself should be numbered in Arabic figures beginning with -1- on the first page of text placed in the upper right corner 1/2" from the top and 1" from the right. The Arabic numeration continues to the end of the volume, including the appendices, bibliography, and the final vita page. *All pages must be numbered.* Experience has indicated that it is more practical to number pages as the last step in the process in the event that page numbering must be changed in the final copy.

More Volumes than One

Each volume should contain a title page duplicating the title page of the first volume. Identify volumes further as Volume I, II, etc. The page numbering follows consecutively from one volume to another.

INSERTIONS

Charts, Graphs, Tables

Charts, graphs, and tables are prepared on the same paper that is used for the text. The inserted materials are placed in the appropriate sequence and are numbered consecutively.

Materials must be drawn in dark ink.

In order to distinguish different areas or lines, use symbols, cross-hatching or labels. Do not use colors. Colors appear as slightly varying shades of gray.

In most cases the description should be included on the same page. If the description is too long to be placed on the same page, place it on the preceding numbered page.

Photographs

Photographs should be black and white, but color photos may be used when necessary. Each photograph should have a full range of contrast from pure black to pure white. Remember that microfilming required for doctoral dissertations

is a black and white process. If necessary, contact a photographer about having colored photos reprinted in black and white.

Rubber cement and glue are acceptable means of affixing photos, but dry mounting tissue (available at camera stores) provides the neatest and most permanent method.

Undersized and Oversized Pages

If materials are larger or smaller than the 8-1/2 x 11 page the materials can usually be photographed or photocopied with a reduced or expanded image. The resulting 8-1/2 x 11 copy on paper of the same quality as that used for the text can be incorporated in the manuscript. It should be inserted at the proper place and numbered consecutively.

If oversized material cannot be reduced without impairing its legibility, it may be included on larger sheets that are then folded. Make the necessary allowances for binding on the left. Folded materials should not come closer than 1/2" at the edge of the regular pages so that the folds will not be cut when the binder trims the manuscript. Folded pages must be prepared on paper durable enough to withstand deterioration along the crease. Make as few folds as possible.

Illustrative materials smaller than 8-1/2 x 11 that cannot be reproduced on full-size sheets, may be attached to such sheets with dry-mounting tissue or with rubber cement. Adhesives that cause the paper to wrinkle must be avoided.

Quotations

Verse quotations of two or more lines are single-spaced and centered.

Prose quotations of four or more lines are single-spaced and indented slightly from the left margin but there is not indentation from the right margin.

Footnotes and Bibliography

Footnotes and bibliographical entries are single-spaced internally and double-spaced between

notes or entries. Number notes consecutively. Begin with "1" at every new chapter. Notes may be made at the foot of the page, grouped at the end of a chapter, or at the end of the thesis. The form of notes should be consistent and conform to the usual practice in the discipline.

FORMAT

There are typically four main sections for most dissertations: preliminaries, text, and references.

Usual Order and Content

1. Preliminaries

- a) Title page and copy write notice if copyright has been or is to be claimed.
- b) Abstract
- c) Preface, with acknowledgments
- d) Table of Contents, page references included
- e) List of Tables, titles and page references included
- f) List of Illustrations, titles and page references included

2. Text

- a) Introduction
- b) Main body. The larger divisions and more important minor divisions indicated by suitable, consistent headings.

3. References

- a) Appendices
- b) Bibliography (if the appendices are bound in a separate volume, the bibliography should be bound with the text in the first volume.)

4. Vita

Title Page

The title should be accurately descriptive of the contents of the thesis. The author should use his or her full legal name. (The title page of the original must contain the signatures of the thesis director and the other readers; for the second copy a clear photocopy will be acceptable.) The number of lines provided for approval signatures should correspond to the number of members on the candidate's committee. The month and year entered at the foot of the page should be those of the date at which the candidate expects to receive the degree: January 19__, May 19__, or October 19 __. Be sure to have the correct official name of your program on the title page, e.g., Ph.D. in Management - not Accounting or Finance.

Title page that appears on page 5 is the format to be followed and used for the doctoral thesis.

Abstract

The abstract is expected to give a succinct amount of the dissertation. The maximum length of an abstract is 350 words; the average length of an abstract, approximately 1 and 1/2 pages. Abstracts that exceed 350 words will be returned to the student by University Microfilms International for revision, thus delaying the processing of the manuscript.

An abstract contains:

- 1) Statement of the problem
- 2) Procedure or methods
- 3) Results
- 4) Conclusion

The first page of the abstract should be headed as it appears on page 6 (this format corresponds to the sample title page):

Vita

After the thesis has been approved by his or her committee, a candidate for the doctorate should prepare a brief vita in outline form. The vita must occupy no more than one page and should contain the following information in

chronological order: date and place of birth; secondary schools and colleges attended with dates, subjects pursued, and degrees earned; principal occupations and positions held during the period between the conferral of the baccalaureate and the doctorate; publications, if any. The format that appears on page 7 must be followed:

PUBLICATION

The academic tradition is that contributions to learning must be made available to the community at large. After the theses are permanently bound, one copy will be placed on deposit in the University library and the other copy sent to be photographed by University Microfilms International, 300 North Zeeb Road, Ann Arbor, Michigan 48106. Interested scholars may order microfilm or xerographic prints from University Microfilms International. Doctoral abstracts are published in Dissertation Abstracts.

Copyright

It is the decision of the author if he or she wants to protect the published work by copyright. If the student decides to copyright, insert the copyright notice before the title page and leave unnumbered.

1994
Emily B. Hun
ALL RIGHTS RESERVED

University Microfilms International will act as agent in securing the copyright. Interested authors should complete the copyright section of the agreement form for University Microfilms International. For the fee of \$35.00 (price subject to change without notification) paid in advance, copyright arrangements will be completed. This includes the copyright registration fee plus the cost of two positive microfilm copies required by the United State Copyright Office. If the thesis has already been copyrighted, please include this information on the microfilming agreement and insert the copyright notice.

If you use materials copyrighted by others, beyond brief excerpts, it must be certified that written permission of the copyright owner has been obtained and that you will save and hold harmless University Microfilms International from any damages that may result from copyright infringement. This is certified when you sign the agreement form.

Fees

Doctoral candidates must pay a **\$66.50** microfilming and binding fees. The fee is paid directly to the Newark Business Office. Candidates should note that the candidacy form must be stamped "**paid**" by the Newark Business Office.

**TITLE PAGE
FOR THE PH.D. DEGREE**

AFFIRMATIVE ACTION AND INACTION
A STUDY IN BYZANTINE STATESMANSHIP

By Emily B. Hun

A dissertation submitted to the
Graduate School-Newark
Rutgers, The State University of New Jersey

in partial fulfillment of requirements

for the degree of

Doctor of Philosophy

Graduate Program in Biology

Written under the direction of

Professor J. Henry Harris

and approved by

Newark, New Jersey

Month, Year

ABSTRACT OF THE THESIS

Affirmative Action and Inaction

A Study in Byzantine Statesmanship

By Emily B. Hun

Thesis director: Professor J. Henry Harris

The text of the abstract begins four spaces below the name of thesis director. Content should conform in other respects to the format of the thesis. Double space text. Its pages are to be numbered, like the other preliminaries, in lower-case Roman numerals; the first page of the abstract will always, therefore, be page ii of the dissertation. *For the Ph.D. dissertation submit two extra copies of the title page and abstract to accompany the microfilming agreement form.*

VITA

Emily B. Hun

- 1956 Born July 22 in West Orange, New Jersey.
- 1973 Graduated from Wilson Academy, Short Hills, New Jersey.
- 1973-75 Attended Bowdoin College, Brunswick, Maine.
- 1975-78 Attended Carleton College, Northfield, Minnesota; majored in anthropology.
- 1978 A.B., Carleton College.
- 1978-80 Second Lieutenant, United States Army.
- 1980-81 Employed by Metropolitan Life Insurance Co., New York City, as claims adjuster.
- 1981-85 Graduate work in Political Science, Rutgers University, Newark, New Jersey.
- 1982-83 Teaching Assistantship, Department of Political Science.
- 1983 M.A. in political science.
- 1984-85 University Fellowship, Rutgers University.
- 1984 Instructor in Political Science, New York University.
- 1984 Article: "New Views of the Eastern Roman Empire, "Review of Middle Eastern Studies, vol. 14, p. 29-38.
- 1985 Ph.D. in political science.