

# Capstone, Thesis and Dissertation Style Guide: The Graduate School-Camden

## 1) Preliminary Information

### *Before You Begin*

- Ask your advisor for the preferred style guide (APA, MLA, etc.) for the discipline. If there is no guide, consult the leading journal in the field for models to follow. The precise form of all matters of style should be consistent throughout and conform to generally accepted practice in the discipline.
- Read this guide carefully. Your paper will be sent back and you will be asked to resubmit your paper if you do not meet these requirements.

### *When You Submit*

- One PDF copy of the master's thesis or doctoral dissertation that strictly adheres to the format described in this guide must be submitted to <https://etd.libraries.rutgers.edu/login.php>. Any images or media cited in the document must each be submitted as separate "supplementary" files. Please see the section on "Images and Media" for more details. You will also need to submit a hard copy of the title page to the FAS-Office of the Dean. Please see the section on "Preliminary Pages" for more details.
- You must decide if you want an embargo for your work. Having an embargo means that the public will not be able to view your PDF text and supplementary files. There are four different embargo options: six months, one year, two years, and permanent. Ask your graduate director if the embargo option is right for you. If this is something you and your graduate director believe you should have, please email Ms. Julie Strasser at [jstrasse@camden.rutgers.edu](mailto:jstrasse@camden.rutgers.edu) with your name, program, and choice of embargo. Please note that you do not need to select the embargo option and can grant the public immediate access to your work.
- You must also decide if you want to submit your work to ProQuest. ProQuest is an online site that will make your work easily accessible to those researching the topic you covered. There is a cost to using ProQuest, and the student must use their own funds to cover the cost. It is \$65 for ProQuest to publish your work, and it is \$130 for ProQuest to publish and copyright your work. More information can be found on the following site: <http://www.proquest.com/en-US/>. Students also have the option to copyright their own work by themselves, and can do this by visiting <http://www.copyright.gov/eco>. For general information about copyrighting, visit <http://www.copyright.gov/help/faq>.

## 2) General Specifications

### *Font*

- Choose an easy-to-read type. Use one typeface throughout; script or italic typefaces are not acceptable for the main text.

### *Spacing*

- Double-space preliminary pages, appendices, and all text.
- Single-space all footnotes, endnotes, references, bibliographic material, and curriculum vita.
- Quotations of four or more lines of prose should be single-spaced and indented five spaces from the left margin. No indentation on right.
- Verse quotations of two or more lines should be single-spaced and centered.
- Footnotes and endnotes should be single-spaced.

### *Margins*

- Left margins must be 1.5 inches.
- Top, right, and bottom margins must be 1 inch.

### *Numbering*

- Preliminary pages must have lowercase Roman numerals, centered .5 inch from the bottom of the page.
- The text must have Arabic numerals in the upper right-hand corner, exactly 1 inch from the right-hand edge of the page and .5 inch from the top. Begin with the number one (1) on the first page of text.

## 3) Outline and Formatting Rules

### *Preliminary Pages*

Note: Formal headings must be used on the sections marked with asterisks (\*). Due to the nature of the work, some master's theses and doctoral dissertations will not have the following: copyright page, preface, acknowledgement and/or dedication, table of contents, list of tables, list of illustrations, introduction, appendices, endnotes or footnotes, and bibliography.

#### I. Copyright Page

- Must be included if statutory copyright in the doctoral dissertation has been or will be claimed. For details, see *Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities*, Kenneth D. Crews, UMI, 1996.

- The benefits of registration with the U.S. Office of Copyright include the following:
  - Necessary before an infringement suit may be filed in court.
  - If made before or within 5 years of publication, registration will establish prima facie evidence in court of the validity of the copyright.
  - Statutory damages and attorney's fees will be available in court actions. Otherwise, only an award of actual damages and profits is available.
  - Allows the copyright owner to record the registration with the U.S. Customs Service for protection against the importation of infringing copies.
- If you have questions about the copyright process, email [copyright@rutgers.edu](mailto:copyright@rutgers.edu).

## II. Title Page

- Title should be a brief but meaningful and accurate description of the content of your research.
- Name and title should be capitalized.
- Avoid oblique references; substitute words for formulae, symbols, superscripts, Greek letters, etc.
- Your full, legal name, as it appears on registrar's records, must be on the title page.
- Provide the appropriate number of lines needed for the approval signatures. Type each committee member's name below the line on which s/he will sign.
- Center and double space all text and lines.
- The month and year entered at the foot of the page must be October, January, or May, the date the degree is to be conferred, **not the date of the defense.**
- The unsigned title page must be included in the electronic document, and a physical copy, with advisor signatures, must also be submitted to Ms. Julie Strasser in the FAS-Office of the Dean.

## III. Abstract

- Provides a succinct summary of the master's thesis or doctoral dissertation, summarizing clearly the problem or problems examined, the methods employed, and the major findings.
- The abstract must be in English and may not exceed 350 words.

## IV. Preface\*

## V. Acknowledgement and/or Dedication\*

## VI. Table of Contents (with Page Reference)

- Includes *all* preliminary and concluding sections.

VII. List of tables (with titles and page references)\*

VIII. List of illustrations (with titles and page references)\*

*Text*

I. Introduction\*

II. Main Body

- Divided into chapters or sections, each having a title and each beginning on a new page. As needed, chapters or sections are further divided into one or more series of subsections, each preceded by a subtitle.

III. References, Citations, and Bibliography

A. Appendices\*

B. Endnotes and Footnotes\*

- Footnotes go at the bottom of the page and endnotes go at the ends of chapters or at the end of the manuscript. Number notes consecutively. When notes are at the end of chapters, each chapter's notes should begin with the number one (1).

C. Bibliography\*

D. Curriculum Vita\* (Required for Ph.D. candidates, optional for master's candidates.)

- A brief vita, in outline form, containing the following information in chronological order: 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.

*Images and Media*

Note: The Library of Congress released a new list of materials exempted from the Digital Millennium Copyright Act (DCMA), which includes fair use of short vide clips in educational materials. You can see the complete updated list by visiting <http://www.loc.gov/today/pr/2010/10-169.html>

- Any images or other media cited in the document must NOT be included in the ETD PDF file. Each image must be submitted as a separate, "supplementary" file. This allows the University to have discrete control over

any access restrictions due to copyright or permissions without needing to restrict the entire document. It also allows for images to be submitted in higher resolutions than would be possible by embedding them in PDF documents.

- A list of illustrations, citing any images referred to within the ETD, must be included in the preliminary pages of the ETD document. Images must be labeled in accordance with this list.
- If you have acquired permission to use a work, or the work is available in the Public Domain or under a non-restrictive copyright license, please state so when uploading.
- Please see the [image and media preservation guidelines](#) for the Rutgers University Community Repository (RUcore). Your files do not have to strictly conform to these standards, but doing so will guarantee optimal preservation of the submitted works.
- Graphs, figures, tables, charts, maps, and photographs must be suitably sharp and clear.

#### 4) Sample Pages

- I. Sample Doctorate Title Page
- II. Sample Master's Title Page
- III. Sample Copyright Page
- IV. Sample Abstract Page
- V. Same Curriculum Vita Page

TITLE OF DOCTORAL DISSERTATION

by

AUTHOR'S NAME

A Dissertation submitted to the

Graduate School-Camden

Rutgers, The State University of New Jersey

in partial fulfillment of the requirements

for the degree of

Doctor

Graduate Program in

written under the direction of

Professor's Name

and approved by

---

Typed Name

---

Typed Name

---

Typed Name

Camden, New Jersey [Type in the month and year of your graduation]

TITLE OF MASTER'S THESIS

by

AUTHOR'S NAME

A thesis submitted to the

Graduate School-Camden

Rutgers, The State University of New Jersey

in partial fulfillment of the requirements

for the degree of Master of -----

Graduate Program in

written under the direction of

Professor's Name

and approved by

---

Typed Name

---

Typed Name

---

Typed Name

Camden, New Jersey [Type in the month and year of your graduation]

### Notes on title page:

- Center and double-space everything.
- Write the title and author's name in uppercase letters.
- Use your full, legal name.
- Designate correctly the degree you will receive:

Doctor of Philosophy  
Doctor of Physical Therapy  
Master of Arts  
Master of Arts in Liberal Studies  
Master of Fine Arts  
Master of Public Administration  
Master of Business and Science  
Master of Science

- Fill in correct, official name of the program under "Graduate Program in".
- Indicate Dissertation/Thesis Director's name under "written under the direction of".
- The number of lines corresponds to the number of committee members, who must sign in black ink. The committee member's name should be typed below the line on which s/he signs.
- Indicate the date the degree is to be conferred - October, January, or May - **not** the defense date.
- Make sure the page is numbered with a lowercase Roman numeral, centered .5 inch from the bottom of the page.
- The unsigned title page must be included in the electronic document, and a physical copy of the title page, with advisory signatures, must also be submitted to Ms. Julie Strasser in the FAS-Office of the Dean.

**Notes on copyright:**

The copyright page appears before the title page and is left unnumbered. The copyright date indicates the year the dissertation is submitted. Copyright is placed in the center of the page:

© [type in current year]  
Your Name  
ALL RIGHTS RESERVED

\*The copyright requirement applies only to dissertations.

ABSTRACT OF THE THESIS/DISSERTATION

Title

By AUTHOR'S NAME

Thesis Director/Dissertation Director:  
Professor's Name

Begin text here.

**Notes on abstract:**

- Double-space everything.
- The heading and author's name should be in uppercase letters.
- Use your full, legal name.
- Use "ABSTRACT OF THE DISSERTATION" or "ABSTRACT OF THE THESIS" based on your degree.
- Use "Dissertation Director:" or "Thesis Director:" based on your degree.
- Indicate Dissertation/Thesis Director's name below "Dissertation Director:" (or "Thesis Director:").
- Text begins four spaces below the name of the Dissertation/Thesis Director.
- Text should not exceed 350 words.
- Number with lowercase Roman numerals, .5 inch from the bottom of the page, beginning with number ii.

## Curriculum Vita

Name

dates

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

**Notes on vita:**

- Use full, legal name.
- List all information chronologically.
- List as the last Arabic numbered page.