

Thesis and Dissertation Style Guide: The Graduate School-Camden

1) Preliminary Information

Before You Begin

- Ask 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.

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. 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.

2) General Specifications

Print

- Choose an easy-to-read type. Use one typeface throughout; script or italic typefaces are not acceptable for the main text (10-12 pitch).

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 and 1/2".
- Top, right, bottom margins must be 1 inch.

Numbering

- Preliminary pages: lowercase Roman numerals, centered 1/2 inch from the bottom of the page.
- Text: Arabic numerals, upper right-hand corner, exactly 1 inch from the right-hand edge of the page and 1/2 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. Some master's theses and doctoral dissertations will not have: copyright page, preface, acknowledgements and/or dedication, list of tables, list of illustrations, appendices.*

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.

II. Title Page

- Title should be a brief but meaningful and accurate description of the content of your research.
- 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.
- 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 the 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, & Bibliography

I. Appendices*

II. References or Footnotes:*

- Footnotes at the bottom of the page, endnotes 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)

III. Bibliography*

IV. Curriculum Vita* (required for Ph.D., 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

- 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 due to copyright or permissions without needing to restrict the entire document. It also allows for images to be submitted in higher resolutions that 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. Doctorate—Sample Title Page
- II. Master's—Sample Title Page
- III. Copyright
- IV. Sample Abstract Page
- V. Sample Curriculum Vita

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

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

NOTES ON TITLE PAGE:

- Center and double-space everything.
- Title and author's name in upper case 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 Fine Arts
Master of Public Administration
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".
- Number of lines corresponds to number of committee members, who must sign in black ink.
- Indicate the date the degree is to be conferred - October, January, or May - **not** the defense date.

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

Camden, New Jersey [Type in the month and current year]

NOTES ON TITLE PAGE:

- Center and double-space everything.
- Title and author's name in upper case 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 Fine Arts
Master of Public Administration
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".
- Number of lines corresponds to number of committee members, who must sign in black ink.
- Indicate the date the degree is to be conferred - October, January, or May - **not** the defense date.

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

ABSTRACT OF THE THESIS/DISSERTATION

Title

by AUTHOR'S NAME

Dissertation Director:
Professor's Name

Begin text here.

NOTES ON ABSTRACT:

- Double-space everything.
- Heading and author's name in upper case 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, 1/2 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.
- Last Arabic numbered page.