

# ELECTRONIC DOCTORAL DISSERTATION

## Guide for Preparation and Uploading

Revised May 1, 2012

### The main changes from paper submission

- Your dissertation must be converted to a PDF file and then uploaded online to the Rutgers Libraries' Electronic Theses and Dissertations web-site for permanent record. **TO UPLOAD YOUR DISSERTATION GO TO THE FOLLOWING WEBSITE:**

**<http://etd.libraries.rutgers.edu>**

For instructions on how to prepare your document in PDF format, go to:

<https://etd.libraries.rutgers.edu/login.php>

- The **title page** of your dissertation with the **original signatures in black ink** of all your dissertation committee members must be submitted **on paper (16-20 lb. 100% white cotton paper)** to the Graduate Dean's Office, 241 Conklin Hall. **Include an unsigned copy of the cover page in the electronic submission.**
- Each image, e.g., graph, table, photo, or other media cited in the document can be embedded in the text and/or submitted as a separate, "supplementary" (enlarged / higher resolution) file. For instructions on how to submit scanned images or images that are originally in digital form (i.e., "born digital") go to the following:  
<http://rucore.libraries.rutgers.edu/collab/reference.php?group=ALL&auth=ALL&type=dos&submit=Search>
- Any change (e.g., spelling, grammar, pagination, or adding information or references) to the dissertation after it has been submitted electronically in final form requires the written approval of the dissertation chairperson or advisor, to be submitted to the Graduate School Dean's Office.

### Dissertation components

There are typically 4 main sections and several subsections in the dissertation as follows. Details for some of the items and sample template pages are provided below

#### Recommended Sequence

##### 1. Preliminary pages

- a) Title page and copyright notice
- b) Abstract
- c) Preface, with acknowledgments and/or dedication
- d) Table of contents (including page numbering)
- e) List of table titles and page numbers
- f) List of illustration titles and page numbers (all placed in the Appendix)

##### 2. Main body of text

- a) Introduction
- b) Main body.(Use consistent headings for major and minor divisions).

##### 3. References

- a) Bibliography.
- b) Appendices

##### 4. Curriculum vitae

Title page (Do not number this page)

- The title should be a brief but meaningful and accurate description of the content of your dissertation.
- Your full, legal name, as it appears on the registrar's records, must be on the title page..
- Provide the appropriate number of lines needed for the approval signatures.
- Both original title pages must contain the original signatures of the research directors and all committee members in **BLACK INK.**
- Center all text
- Double space all lines
- The month and year specified at the foot of the page should be the date at which the candidate expects to receive the degree, i.e., ONLY January, 20XX, May 20XX, OR October, 20XX. Important: Do NOT use the date of your dissertation defense.
- Be sure to have the correct OFFICIAL (not informal) name of your doctoral program on the title page. A sample format for the title page is shown below.

### Abstract

The abstract is limited to 350 words and should give a succinct account of the dissertation. The abstract should contain:

- 1) Rationale for the study
- 2) Hypothesis (if appropriate)
- 3) Method
- 4) Results
- 5) Conclusion

### Curriculum vitae

Your cv is to 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, degrees earned; principal occupations and positions held during the period between the conferral of the baccalaureate and the doctorate; publications, if any. Follow the sample format below.

### Formatting

- Ask your advisor for the preferred style guide (e.g., APA, MLA) for your discipline. If there is no guide, consult a 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.

### Text

- Use a 12-point font consistently throughout (preferably Arial or Times New Roman font, and "Regular font style" (not *italic*, *script*, etc.)).
- Double space text, preliminary pages and appendices.
- Single space footnotes, endnotes, bibliography, long quotations, and curriculum vitae.

### Quotations in the Text

- Verse quotations of two or more lines are to be single-spaced and centered.
- Prose quotations of four or more lines are to be single-spaced, using a clearly-discernible indentation from the left margin but not from the right margin.

### Footnotes and Bibliography

- Footnotes and bibliographical entries are to be single-spaced internally and double-spaced between entries.
- Number footnotes consecutively. Begin with "1." in each 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 your discipline..

### Margins

- Make the left margin 1.5 inch. Right, top, and bottom margins are to be 1.0 inch..
- Left justification is preferred, but left-right justification is acceptable.

### Page sequence and numbering

- The title page contains your dissertation title, your name, and signatures of your committee members. Do not number it.
- If you have preliminary pages, they are to be numbered in lower-case Roman numerals (i.e., i, ii...v...ix, etc.) centered 1 inch from the bottom edge of the page.
- **The title page is counted as Roman numeral page one, but left unnumbered, so that "ii" on the next page will be the first number to appear.**
- **Number the text pages in sequential Arabic numerals (i.e., 1, 2...5...9, etc.) beginning with -1- on the first page of text placed in the upper right corner 0.5 inch from the top and 1 inch from the right edge of the paper. The Arabic numeration is to continue to the end of the dissertation, including the appendices and the curriculum vitae page, which is to be situated as the last page of the dissertation. Thus all pages except the title page are to be numbered.**

### Illustrations: graphs, tables, photos, etc.

- Each illustration can be embedded in the text and/or submitted as a separate, supplementary, file in the Appendix. The latter allows for images to be submitted in higher resolutions than would be possible by embedding them in the dissertation PDF document.
- However, caution should be exercised if embedding in the text certain figures or images that are included by permission or are copyrighted, e.g., artwork by others. It is best to exclude these from the text and include them only in a supplementary file in the appendix. This allows the University to have discrete control over any access restrictions due to copyright or permissions without needing to restrict the entire document.
- Use of color in photos, graphs, etc., is acceptable, because archives and copies provided by ProQuest/UMI will be in electronic (not photocopied) form. PowerPoint images are accepted by the Rutgers Library. However, they are **NOT** accepted by ProQuest. Therefore, plan accordingly if you intend to submit your dissertation to ProQuest. Again, follow instructions for preparing all illustrations at:

<http://rucore.libraries.rutgers.edu/collab/reference.php?group=ALL&auth=Digital+Video+and+Audio+Encoding+Working+Group&type=ALL&submit=Search>

### Publication

- **RUetd is freely discoverable on the web, searchable on Google, and anticipated to be indexed in Google Scholar. Consequently, it is NOT NECESSARY for you to pay ProQuest AT ALL for "open access publishing".**
- Various types of copies of your dissertation are available from Rutgers Imaging Services: [http://www.libraries.rutgers.edu/rul/lib\\_servs/imaging\\_services.shtml#staff](http://www.libraries.rutgers.edu/rul/lib_servs/imaging_services.shtml#staff)
- You have the **OPTION** of sending your dissertation to ProQuest/UMI for additional copyright options, publication and copies. The announcement on the last two pages of the present document gives current information on how to make arrangements with UMI for "Traditional

Publishing (\$65) or Open Access Publishing (\$160). On September 1, 2008, more detailed and updated information was placed on the UMI website: <http://www.proquest.com/en-US/products/dissertations/authors.shtml>

## Copyright

- Your dissertation is automatically copyrighted by its very existence. However, you can obtain **OPTIONAL FURTHER** legal protection by registering it with the U.S. Copyright Office, via ProQuest, for an additional fee of \$65 (see attached sheet, “Copyright Registration Form – Optional”), or directly with the U.S. Copyright Office. Should there be infringement on your dissertation (e.g., plagiarism), its very existence entitles you, but limits you, to sue for “damages.” However, if it is registered with the U.S. Copyright Office, and if there is infringement on it, you have grounds for a legal suit beyond just simply “damages.” If you have questions, you can get personalized answers at the following email address: [copyright@rutgers.edu](mailto:copyright@rutgers.edu)
- For details, see Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities. Kenneth D. Crews, UMI, 1996.
- Regardless of whether or not you choose to register your dissertation with the U.S. Copyright office, insert the copyright notice on a separate page before the title page (see sample template page below) and do not number the page.
- If you use materials copyrighted by others, beyond brief excerpts, you must certify that written permission of the copyright owner has been obtained and that you will save and hold harmless UMI from any damages that may result from copyright infringement. This is certified when you sign the agreement form and upload your dissertation.

## **Do I need to “Embargo” my doctoral dissertation? PROBABLY NOT!**

In rare cases, you may not want your dissertation made public immediately. One example is if you have applied for a patent based on your dissertation, in which case making your dissertation public would negate your patent. In that case, you could request blocking public access to your uploaded dissertation (i.e., an “embargo” on your dissertation) until you receive the patent, which could take one or more years. With the embargo, while your dissertation is officially submitted to the Rutgers Library system, it is not made public until you give permission. IF you want to request an embargo (which very few people request, and only in very special cases), you can obtain an embargo request form from the Graduate School – Newark Dean’s Office or online from our website:

<http://gsn.newark.rutgers.edu>

## **Questions**

If you have questions not answered in this guide, feel free to contact: Barry R. Komisaruk, Claire Bautista, or Sandy Reyes at 973-353-5834 or stop in at the Graduate Dean’s Office, Conklin Hall, Room 241.

**Templates:** See the following pages for specific formatting

Copyright page:

©[Type in current year]

Your Name

ALL RIGHTS RESERVED

TITLE OF DOCTORAL DISSERTATION

by

AUTHOR'S NAME

A Dissertation submitted to the

Graduate School-Newark

Rutgers, The State University of New Jersey

in partial fulfillment of the requirements

for the degree of

Doctor of [Discipline]

Graduate Program in

written under the direction of

Professor's Name

and approved by

---

---

---

---

Newark, New Jersey

May, **OR** October, **OR** January **ONLY**, 20XX

ABSTRACT OF THE DISSERTATION

Title

By AUTHOR'S NAME

Dissertation Director:  
Professor's Name

Begin text here:

## Preface

## Acknowledgement and/or Dedication

## Table of Contents

\*\* Includes all preliminary and concluding sections

## Lists of Tables

## List of illustrations