Style and Form Manual

Gannon University

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Style and Format Guidelines

Number of copies

One unbound, unperforated copy of the final form of the dissertation is required, with two additional copies of the title page, and two additional copies of the abstract. These materials become the property of the University. Additional copies of the dissertation (such as those for the student and committee members) may be bound in any manner the student desires or ordered through University Microfilms, Inc. It is expected that, at minimum, students will provide a copy of the completed dissertation for the chair of their committee.

After the final form of the dissertation has been submitted and fees paid, it is forwarded to University Microfilms, Inc. which publishes the abstract in *Dissertation Abstracts International*, microfilms the entire dissertation, binds it, and returns the bound dissertation to Nash Library.

Paper and duplication

The dissertation should be submitted on 8 ½” x 11” white paper of at least 20-pound weight. Paper must be acid-free. For hand-drawn symbols, characters, or special marking, high cotton count paper should be used. If there is no hand drawing, high cotton count paper is not required. The same paper should be used throughout the dissertation. E-mail and fax copies are not acceptable for submission of the final dissertation.

Print quality

Each page of the dissertation must be single-sided with clear, letter quality print. If using a photocopy, check the print with an eraser; if the print smears, the copy quality is not acceptable. Correction fluid or correction tape should not be used on the final copy. Black ink should be used for all signatures.

Font

Use a standard font that produces 10-12 characters per inch. Do not use italic print except for words requiring special emphasis, or foreign words. Use the same font throughout the document.

Spacing

All text must be double-spaced. Block quotations, footnotes, sections of the Table of Contents, Table of Figures, table titles, and captions for figures are to be single-spaced. References should be single-spaced, with double spacing between entries.

Page numbers

All pages are to be counted. Preliminary pages are numbered with small Roman numerals (i, ii, iii, etc.). The text (the first page of Chapter I) begins with page 1 and is numbered in Arabic numerals throughout the rest of the document, including appendices. Be consistent with placement of page numbers, and use the number alone (do not use the word “page” or any other addition). Number each page except the title page and signature page, although these pages are counted. Do not use a running head.

Page layout

Each section of the dissertation begins on a separate page (each preliminary and final page, and each chapter). Headings for each major section should be centered and in all upper-case letters. The left margins should be 1-½ inches. The top, bottom, and right margins are one inch. All pages use the same margins.

Subheadings should be followed by at least two full lines of text. If space does not permit two lines plus a one-inch margin, begin the subheading on a new page. A new paragraph beginning at the bottom of a page should have at least two full lines of text or be started at the top of the next page. The last few words of a paragraph should not be continued at the top of a page. Again, make sure there are at least two full lines of text at the top of a page.

Tables and Figures

Each Table and Figure must have a title that is concise yet comprehensive enough such that a reader could understand what is displayed without having to refer to the discussion in the text.

There are separate numbering systems for Tables and Figures. For example, there could be Tables 1 through 9 and Figures 1 through 4. Tables and Figures should be placed in the document as soon as possible after their first mention in the text. In the text, refer to Tables and Figures by their number, not “The following table presents…”

Tables and Figures may be landscaped or reduced to fit on a page, but page numbers must be the same size, location, and orientation as all other pages. APA format should be used when constructing Tables and Figures.

The Dissertation Document

Preliminary Pages include the following, in the order stated below:

1. title page
2. dissertation approval form
3. copyright page (optional)
4. abstract
5. preface or forward
6. table of contents
7. list of tables (as needed)
8. list of figures (as needed)

Body

1. Introduction
2. Statement of the Problem
3. Main Heading
4. Other Main Heading
5. Discussion and Summary

Final pages include the following, in the order stated:

1. references
2. appendices

All titles for preliminary and final pages as well as chapter titles in the body of the document should be centered without punctuation, two inches from the top of the page. Text begins four spaces below the heading. Unless otherwise noted, all pages are numbered. Preliminary pages are numbered with small Roman numerals; all other pages are numbered with Arabic numerals. All numbers are centered at the bottom of the page.

Title Page: Center all lines horizontally on the page. An example of a title page can be found in Appendix A. Use capital letters for the title of the dissertation. Type all items line for line exactly as shown. The title page is page i, although the page number should not appear on the title page.

Dissertation Approval Form: This page is the second page (page ii) of the dissertation, although the page number should not appear on the page (See Appendix D for a sample form).

Copyright page: Copyright privileges are bestowed upon completion of the dissertation whether a copyright page is included or not. The copyright page signals to readers that the author holds the copyright. For U.S. publications, formal registration is required before an infringement lawsuit can be filed. Registration is particularly advisable for those dissertations containing products such as instruments or materials that might be used in for-profit activities. Formal registration may be accomplished by writing to the Registrar of Copyright, Library of Congress, Washington, DC 20059 and requesting an application form.

Abstract: The Abstract should be no longer than 350 words in length and is a brief summary of the research, including the research purpose, methods, and a summary of major findings. The Abstract should not include tables or figures. A sample abstract page can be found in Appendix B and should be typed line for line exactly as shown. It should be one block paragraph and double-spaced. The title of the dissertation should be typed in capital letters and centered horizontally on the page, two inches from the top of the page.

Preface or Forward: This page is required only if the author has received permission to use previously copyrighted material or is obliged to acknowledge grant sources. A brief statement acknowledging special assistance or support, including editorial assistance, should be included in this section. Personal acknowledgements should also be included in this section.

Table of Contents: Preliminary pages are not included in the Table of Contents, however all other pages are included. Titles of chapters are listed in the Table of Contents as well as primary and secondary subdivisions. Wording in the Table of Contents must be identical to the wording of actual titles in the body of the dissertation. Subheadings under chapters may be single-spaced. Check that page numbers are accurate in the final copy of the dissertation. Table of Contents pages are numbered with small Roman numerals centered at the bottom of the page. See Appendix C for a sample Table of Contents.

List of Tables and List of Figures: If there is more than one Table or Figure, include a List of Tables and/or a List of Figures. Use a separate page for each list. Wording in the List of Tables and List of Figures must be identical to the titles in the text.

Introduction: The introduction describes the research problem or research question and is usually the first chapter of the dissertation. The page on which the Introduction begins is page 1.

Main Body: This section is the bulk of the dissertation and includes all chapters, divisions and subdivisions. Headings are identical to those listed in the Table of Contents. Figures and Tables should be placed in the text as close as possible to the text they illustrate.

Discussion and Summary: This is usually the last major chapter or division of the dissertation.

References: This section must include all references cited in the text. APA format is required and entries should be single-spaced within each entry and double-spaced between each entry.

Appendices: Place supplementary materials or explanatory data that is too lengthy to be placed in the body of the dissertation. Use letters (A, B, C, etc.) for appendices unless there is only one; in that case, simply call it “Appendix”. Each appendix must begin at the top of a new page with the heading for each appendix centered without punctuation two inches form the top of the page. The title of the appendix is centered four spaces below the heading. If material to be placed in the Appendix has been previously copyrighted, written permission to reproduce the document must be obtained from the copyright holder (usually the publisher).

Appendix A

Example of Title Page

(2 spaces from top margin) TITLE OF DISSERTATION

(8 spaces) by

(2 spaces) Candidate's Full Name

(2 spaces) [undergraduate degree (e.g., BA, BS), institution], year

(2 spaces) [Master's degree (e.g., MA, MS), if applicable; institution], year

(9 spaces) Submitted to the Graduate Faculty

(2 spaces) in partial fulfillment

(2 spaces) of the requirements for the degree of

(2 spaces) Degree (e.g., Doctor of Philosophy)

(9 spaces) Gannon University

(2 spaces) year

Appendix B
Example of Abstract

TITLE OF DISSERTATION

Jane Doe, PhD

Gannon University, 20—

Text of Abstract . . . . . .

. . . . . .

Appendix C
Example of Table of Contents

TABLE OF CONTENTS

Page

INTRODUCTION …….. 1

A……..

B……...

STATEMENT OF THE PROBLEM ……..

MAIN HEADING ……..

A……..
B……...
1……
2……
a……
b……

OTHER MAIN HEADING ……

A……..
B……...

DISCUSSION AND SUMMARY …….

REFERENCES ……

APPENDIX A …….

APPENDIX B …….