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Dear CGU Student:

Congratulations on arriving at this pivotal moment in your progress toward your degree!

As you prepare for graduation, please consult the [CGU Bulletin \(http://bulletin.cgu.edu\)](http://bulletin.cgu.edu) and the academic calendar (<http://www.cgu.edu/calendars>). This site provides complete instructions, forms, procedures, and all-important deadlines that apply to ensuring your eligibility for graduation and inclusion on the official CGU degree list.

For candidates whose programs require the preparation, presentation, and defense of a dissertation, the following information provides pertinent guidelines for the preparation of your manuscript.

- [General Guidelines](#) – providing an alphabetical index of subjects and instructions for formal document preparation
- [Paginating Your Manuscript](#) – listing the proper order of components in your manuscript and how pages should be numbered and counted
- [Samples and Guidelines](#) – illustrating title pages, committee listings, and the abstract

The **Dissertation Procedures**, provided in the Bulletin, details guidelines for committees, review, and final approval. At the end of the process, you will submit your complete and approved manuscript, including any revisions requested by your dissertation committee, to the Registrar's Office through the **Electronic Dissertation/Thesis (ETD)** gateway. You will need to create an account for this purpose and provide ProQuest/UMI with your publication instructions. While creation of your account is not required until actual submission of the final version of your manuscript, you should create your account early—especially if you need access to a portable document format (pdf) creator. The gateway accepts document revisions through the final submission.

Important: Your eligibility for graduation and inclusion in the University's degree list for a specific semester is **determined by the date of receipt by the Registrar's Office** of your final submission and of all required documentation. Failure of you or your department to meet the degree requirements deadline, published in the Academic Calendar, may delay conferral of your degree to a later semester.

General Guidelines

Unless you impose embargos through ProQuest (i.e., formally withhold public access to your dissertation for a specified period of time) your publication is available to the world through the Honnold Library as well as through other open access systems.

- You must comply with all publication standards and protocols to avoid copyright infringement of other intellectual property.
- Your final submission must be print-ready and should reflect your personal organization, expertise, and professionalism.
- **There will not be an opportunity to edit your document once submitted to the Registrar's office.**

The generally accepted manual for preparation of dissertations and theses is referenced below. This manual provides formatting guidelines and suggestions for footnotes, bibliographies, and other composition standards.

General Reference

Turabian, Kate L., *A Manual for Writers of Term Papers, Theses, and Dissertations*. University of Chicago Press, 1996. (ISBN 0-226-81627-3)

In general, follow the recommendations of your dissertation committee, especially if there are specific requirements for your discipline. Note that to comply with applicable laws and regulations, some disciplines or degrees may impose additional requirements and specifications for academic publications.

Abstract

Details and sample format are provided in the Samples section at the end of this document.

Acknowledgements

Optional. An Acknowledgements page is not necessary, but may be used to recognize individuals and other entities who significantly contributed to the development and composition of your manuscript. Examples of such entities may include committee members, outside readers, an individual who helped formulate your proposal, or a contributor of research, computer work, statistical analysis, or graphics. Funding resources for research support are appropriately recognized in an Acknowledgements page.

Appearance

The organization and appearance of your electronic or hard copy should be clean, clear, and consistent in quality. Print copies are generally produced as single sided pages. Remember that documents may be reduced in size for microfilm reproductions.

Chapter 1

The first page of Chapter 1 begins the Arabic numbering sequence of your manuscript (unless your document contains an Introduction, which would instead start at page 1). All subsequent pages should be numbered through the end of your reference sections, including pages with illustrations, graphs, figures, charts, or plates.

Committee Page

Details and sample format are provided in the Samples section at the end of this document. Approval signatures are not included in the official submission of your manuscript.

Copyright Permissions

Your manuscript must adhere to professional publications standards. As the responsible author, you should be careful using or incorporating into your manuscript extensive texts, images, or other intellectual property. Wherever required, you must obtain and retain for your records the appropriate copyright permissions.

As a rule, obtain all permissions in writing, specifically citing the content which you may reproduce and identifying the purpose for the reproduction. Whenever extensive materials from a single source are used or incorporated into your document, you should express gratitude and note the permission obtained in your Acknowledgements. For single items such as images, photographs, or other graphics, you may include the phrase “Used by permission” directly below the insert.

Claremont Graduate University is neither responsible nor liable for any copyright infringement on the part of dissertation authors. Questions about author liabilities and copyright law should be referred to an attorney.

Dedication

Dedication page is not required; however, an author may choose to honor individuals such as parents, spouses, significant others, or mentors. No page number is printed on the Dedication page.

Fold-outs

In a hard copy print environment, fold-outs are used for tables and illustrations that would require space that exceeds the breadth or dimensions of a single page. In an electronic environment, output for print is generally to 8-1/2 x 11” pages. Copy that requires non-traditional printing or presentation should be submitted as a supplemental document to your manuscript. The ETD provides guidelines for uploading supplemental

files, including information on size specifications, and placement instructions. Contact ProQuest through the ETD with any concerns regarding non-standard pages.

It is good practice to verify acceptance of supplemental files and non-standard format documents with your dissertation committee.

Footnotes

Use a consistent format that best meets your presentation needs. Footnotes may be presented at the bottom of a page, at the end of a chapter, or at the end of your manuscript.

Font

Use 10 point or larger. Any standard font is acceptable; however, use the same font throughout the document. Do not use fonts that resemble scripts or other novelty or customized fonts. These fonts may not convert in the publication of your manuscript and may negatively impact the appearance and organization of your manuscript.

Images and Photographs

Images and photographs—black & white or color—are acceptable. To avoid copyright infringement or unauthorized use, be sure to obtain permissions or any approvals for re-publication or reproduction of these images and photographs.

Indentations

Indent paragraphs in a consistent manner and style that best meets the needs of your manuscript or discipline.

Introduction

Optional. If included, the first page of your Introduction begins the Arabic numbering (e.g. page 1) of your manuscript. All subsequent pages should be numbered through the end of your reference sections, including pages with illustrations, graphs, figures, charts, or plates.

Italics and Bold Face

Restrict usage of highlighted fonts such as italics and bold face to instances in your text that require special emphasis. Non-English words and phrases should always be italicized.

Landscape Pages

Landscape formats are acceptable for tables and illustrations that require space that exceeds the breadth of a portrait orientation.

Margins

Margin requirements apply to all pages of the manuscript, including appendices, indices, etc.

- Standard is 1-inch all around
- Left and right margins: 1-1/2" is acceptable
- Hard copy 1.5 - binding side for binding

Order/ Sequence

For organizational, numbering, and publication purposes, manuscripts are typically divided into three main parts. For more information, see the section on [Paginating Your Manuscript](#).

- Preliminary Sections
- Text
- References

Pagination

See the section on [Paginating Your Manuscript](#).

Paper Submissions

Contact the Registrar's Office if you do not want to submit your manuscript electronically.

Note: Authors who do not use the electronic process are responsible for all expenses in the production and distribution of their manuscripts for review as well as for the final submission of two clean copies. Additional publication costs, which are waived for authors using the electronic process, are required at the time of submission of the two, clean paper copies. The cost is \$35 for binding, \$60 to ProQuest for handing, thus a total of \$95. Make out a check to CGU for the total amount. There is also a \$55 copyright fee that needs to be a cashier's check or money order made out to UMI or ProQuest. They do not accept personal checks. These rates are subject to change.

Permissions

See Copyright Permissions, above.

Preface

If you include a Preface, it follows the Acknowledgements page and continues numbering using lower case Roman numerals.

Print Copies

Printed copies are produced using one-sided pages only. Please keep this in mind when organizing pages with tables, illustrations, images, or other graphics, as well as when numbering your pages (bottom center).

Signatures

CGU Dissertation Procedures require submission of a Certification of Committee/Department Approval form as verification of acceptance of your manuscript.

To comply with best practices in the prevention of identity theft, the approving signatures of your dissertation committee are not included in the published version of your manuscript. Committee chair and members should be listed by name, institution or organization, and title as illustrated in the samples at the end of this document.

Spacing

Manuscripts should be double-spaced, although exceptions may be made for the following items:

- Footnotes
- Long quotations
- Tables, where double spacing may be detrimental to the presentation of data or information
- Table of Contents, where chapters may have numerous sections listed

Standards

Unless established by a particular department or discipline, there are no universal standards regarding caps, boldface, or italics where title pages are concerned. Writers are urged to adopt a consistent and professional protocol for use throughout the manuscript.

Submissions

Manuscripts are submitted electronically through the ETD. Instructions are provided in the Bulletin. See also the note for Paper Submissions.

Table of Contents

Use the Table of Contents to list the significant headings and subheadings of your manuscript. The Table of Contents may be followed by additional lists, such as of tables, diagrams, figures, illustrations, plates, or the like. Pages of your Table of Contents continue numbering using lower case Roman numerals.

Title Page

Details and sample format are provided in the Samples section at the end of this document.

Paginating Your Manuscript

Follow the protocol below to organize your manuscript and to determine the numbering scheme that applies to each section of the manuscript. If possible, number the page at the bottom center of the portrait orientation view.

Manuscript Order & Numbering Protocol

	Page	Count	Print	Type
1	Title Page	Yes	No	N/A
2	Copyright Page (<i>optional</i>)	Yes	No	N/A
3	Committee Listing Page	Yes	No	N/A
4	Abstract (for Dissertations)	Yes	No	N/A
5	Dedication (<i>optional</i>)	Yes	No	N/A
6	Acknowledgements (<i>optional</i>)	Yes	Yes	First Page with Number Small Roman numeral, page v or vi
7	Preface (<i>optional</i>)	Yes	Yes	Small Roman numeral
8	Table of Contents	Yes	Yes	Small Roman numeral
9	Table of Figures or Plates (<i>optional</i>)	Yes	Yes	Small Roman numeral
10	Introduction (<i>optional</i>)	Yes	Yes	First Arabic Page Number Arabic, start with page 1
11	Chapter One	Yes	Yes	Arabic

While the title page and other preliminary pages do not have numbers printed on them, these pages are, nevertheless, counted. The first page on which a number is actually printed must take into account the number of pages that precede it. For example, in the table, the suggestion for the Acknowledgements page is given with an indication of a page numbering of v or vi or whatever may be applicable.

Note that some of the items listed in this table are optional. Consult with your department or dissertation committee for individual standards appropriate to your discipline.

ALL pages of the manuscript are counted whether or not a page number is displayed at the bottom of the page. (Samples and additional guidelines are provided in the last section of this document.)

The table provides the accepted ordering of your manuscript sections. It also indicates when pages display a page number and when both the Roman and Arabic numerals begin in your document.

The following instructions are provided for paginating your manuscript in Microsoft Word, though you may use any word processing application you prefer. The primary steps in this process involve the following:

- Create your Continuous Breaks
- Insert Page Numbers
- Format Page Numbers

Create Continuous Breaks

Technically, the pagination protocol asks you to incorporate three types of sections into your manuscript.

- A section where no page numbers print
 - A section where Roman numerals print
 - A section where Arabic numerals print
1. You must tell Word where your new breaks occur—your first page of Roman numerals and your first page of Arabic numbering.
 2. Go to the very top of the page where the new numbering occurs. Important: you must have your cursor in the first field of the page where you would be able to type.
 3. From the main navigation bar, select **Page Layout**.
 4. From the Page Layout navigation bar, note the tool for Breaks in the **Page Setup** grouping.
 5. From the Breaks ▼ drop down menu, select **Continuous**.
 6. You will not notice anything different if you are in the Print Layout view. To verify that your Continuous Break has been inserted in the appropriate place, select the **Draft** view. You will notice that a dotted line has appeared in your text indicating the Continuous Break.

Two options are provided for you to access the Draft view.

- At the lower right hand bottom of your screen, you will notice five icons next to the 100% and zoom button. Using your cursor, hover over the icons to locate Print Layout (the first icon) and Draft (the last icon). You can click on an icon to change your view back and forth. Your current view is the one that is highlighted.
- From the main navigation bar, select View. Document Views is the first grouping, from which you may select Print Layout or Draft. Your current view is the one that is highlighted.

Creating and Formatting Page Numbers

Now that you have inserted your Continuous Breaks, you can assign page numbers.

1. Go to the first page of your new numbering sequence, with your cursor again in the first field in which you type on the page.
2. Click **Insert** from the main navigation bar.
3. From the **Header & Footer** grouping, locate Page Number.
4. From the **Page Number ▼** drop down menu, select **Bottom of the Page**. A number of options will be displayed, from which you will select the option to print the page number in the center of the page (the second option).
5. Notice that the top navigation bar changes to **Header & Footer Tools**. At the far right end of this navigation bar is a red button with an X and the indicator Close Header & Footer. This button is used to exit the Header & Footer Tools. Do not exit, but be aware of this button.
6. At the bottom of your page, the following editing prompts appear.
 - A dotted line appears across the bottom of your page.
 - At the top of the left end of the dotted line, a tab indicating **Footer – Section 2** appears. (The number will change depending upon the section of your manuscript.)
 - At the top of the right end of the dotted line, a tab indicating **Same as Previous** appears.
 - A page number has been inserted in the center of the field below the dotted line. Ignore the page number. You will change it momentarily.
7. Notice that **Link to Previous** has been highlighted in the **Navigation** grouping of the top navigation bar. This option means that the numbering will be continued from the previous section of your manuscript. This is not what you want. Click on **Link to Previous** so it no longer highlighted.
8. Your cursor should be positioned on the page number just inserted. In the Header & Footer grouping, locate Page Number.
9. From the drop down menu for **Page Number ▼**, select **Format Page Numbers**. This is where you will change the sequencing.
10. You must indicate your instructions to two sections of the Page Number Format dialogue box.
 - From the **Number Format ▼** dialogue box, select the type of numbering desired. For your dissertation, you will use either **i, ii, iii. . .** or **1, 2, 3. . .**
 - In the Start at box, indicate the first number to be used for this first page of your section.
 - Click OK to exit.
11. Click the Close Header & Footer button to exit this process.

Troubleshooting

- **Page numbering does not start where it should**
 - Make sure your Continuous Breaks are inserted at the beginning of each section, specifically in the first field of type entry for that page.
 - Make sure that you clicked off Link to Previous when inserting your page numbers.
- **Page numbers not sequencing properly**
 - Go to Insert, Footer ▼, and Edit Footer.
 - Once in the Header & Footer navigation bar, select Format Page Numbers from the Page Number ▼ drop down menu.
- **Page numbers appear in the section where they should not be displayed**
 - Verify your first Continuous Break is position properly.

For More Help with Pagination

- Writing Center (<http://www.cgu.edu/pages/726.asp>)
- Digital Learning Lab (<http://www.cgu.edu/pages/11113.asp>)
- Registrar (<http://www.cgu.edu/pages/179.asp#Questions>)

Samples & Guidelines Regarding Specific Pages

This section presents samples of wording and format structure for specific pages of your dissertation. Illustrations are designed to illustrate format and are not according to scale.

Title Page

<p>(Title of Manuscript) (See text below for alternate wording option)</p> <p>by (Your Name)</p> <p>Claremont Graduate University (Calendar Year of Your Degree)</p> <p>© Copyright (Your Name), (Year) All rights reserved.</p>
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Title: Your title should reflect the subject or focus of your manuscript and will be the basis for keywords for internet and library searches as previously approved in your Advancement to Candidacy Form.

When degrees are conferred by two institutions: When the degree is awarded jointly by two institutions, both are listed on your title page. For example, the line might read “Claremont Graduate University and California State University Long Beach.”

Committee Page

APPROVAL OF THE DISSERTATION COMMITTEE

This dissertation has been duly read, reviewed, and critiqued by the Committee listed below, which hereby approves the manuscript of (student name) as fulfilling the scope and quality requirements for meriting the degree of (degree name).

Typed name, Chair
Institution
Title

Typed name of Committee Member
Institution
Title

Typed name of Committee Member
Institution
Title

Typed name of Committee Member Visiting Examiner (if appropriate)
Institution or Organization
Title

The Committee Page replaces the page formerly used to collect and document the written approval of the members of the dissertation committee. In compliance with best practices intended to curb the potential for identity theft, signatures are not included in the published version of the manuscript. However, a declaration of the Committee's approval and a listing of all dissertation committee members are required.

When there are multiple chairs: Multiple chairs may be listed in one of two ways. (1) The chairs may be listed on the same line as illustrated below. (2) If a single column listing is used, verify with your committee chairs whether the chairs should be listed alphabetically or if a primary chair should be listed first. In either case, the individuals would be listed as Co-Chairs. Students in Joint Doctorial programs will have joint Co-Chairs from each institution.

Typed name, Co-Chair	Typed name, Co-Chair
Institution	Institution
Title	Title

No page number is printed at the bottom of the Committee page.

Abstract – For Dissertations

The abstract of your dissertation is published in *Dissertation Abstracts* by University Microfilms International.

<p>Abstract</p> <p>(Dissertation Title)</p> <p>by</p> <p>(Your Name)</p> <p>Claremont Graduate University: (Calendar Year of Your Degree)</p>
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The following requirements apply to the composition of your abstract:

- List the following items on the first page of your abstract.
 - Title of the dissertation
 - Your name
 - Claremont Graduate University
 - Year your degree will be awarded
- The abstract must be double-spaced.
- The abstract recommended length is no greater than 750 words of text.
- The abstract should provide a narrative explanation of the nature and scope of the problem or topic of your dissertation, the method employed in developing your dissertation, and a summary of your conclusions.

No page number is printed at the bottom of the Abstract page.

Resources

Additional resources regarding dissertations, copyrights, and other publication concerns are available to student authors in the ProQuest/UMI ETD gateway. Publication questions may also be submitted direct to ProQuest/UMI through the ETD. ProQuest/UMI is the official publisher for CGU dissertations and theses.

*This document has been prepared by the Registrar's Office at Claremont Graduate University.
November 2015*