

PHD DISSERTATION GUIDELINES

REGISTRAR'S OFFICE

847.866.3905 | 847.866.3884 fax | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY | www.garrett.edu

An abstract begins the dissertation. It should not exceed 350 words or 2450 characters. It should include the basic thesis of the dissertation.

1. The dissertation represents research designed and carried out by the student specifically for the dissertation under the faculty advisor's guidance. It can draw on previous research of the writer or of others, provided appropriate acknowledgment is made.
2. Students are expected to follow the style manual guidelines outlined below:
 - a. Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th Edition. Chicago: University of Chicago Press, 2007.
 - b. American Psychological Association. (2001). *Publication Manual of American Psychological Association*. (5th ed.) Washington, D.C.: American Psychological Association.
 - c. *Chicago Manual of Style*. 15th edition. Chicago: University of Chicago Press, 2003.
 - d. Guidelines recommended by individual professors based on the standards of their learned societies, or as their preference of a. or b. above.
 - e. Web resources for A Manual for Writers of Term Papers, Theses, and Dissertations and Chicago Manual of Style : <http://www.wisc.edu/writing/Handbook/DocChicago.html>
3. Laying out the text: (drawn primarily from ProQuest submission guidelines)
 - a. See and follow the example title page (next page).
 - b. Margins: Leave a margin of one and one-half inches on the left edge and at least one-inch on the other edges of the text. This includes headers/footers, footnotes, and images. Right margins should be justified, and all hyphenation must be carefully checked and adjusted.
 - c. Spacing: The text should be double-spaced except for block quotations, notes, captions, bibliographic entries, and long headings, which should be single-spaced with a blank line between items.
 - d. Pagination: Every page must be assigned a page number. Although counted in the pagination, the number should not appear on the title page or other display pages. Number the preliminary pages with lower case roman numerals (iv, etc.) centered at the foot of the page, at least three-fourths of an inch from the bottom edge. Number the text, illustration pages, appendix notes, bibliography or reference list, etc., with Arabic numerals centered or flush to the right margin at the top of the page three-fourths of an inch below the top edge. On pages with major headings (e.g. first page of a chapter) place the number centered at the foot of the page three-fourths of an inch from the bottom edge. Pagination of the body of the paper begins with 1 and runs consecutively to the end.
 - e. For other questions about the layout, see ProQuest submission guidelines at http://www.umi.com/products_umi/dissertations/UMI_PreparingYourManuscriptGuide.pdf.
4. Footnotes, Endnotes, or Reference Citations, and Bibliographies or Reference lists: See Turabian or APA.
5. Be consistent in following one of the above styles after consulting with your faculty advisor.
6. The dissertation must be submitted to Diane Capitani (in the Writing Center) at least one month before the deadline for submission to the advisor (see Academic Calendar for date). She will review it for formatting and style and show any needed corrections. It is recommended that students contact her early in the fall of the year they plan to graduate. She can then provide some basic editing help through the regular Writing Center hours when students can sign up for assistance. When more extensive editing is needed, students will pay her at a rate they mutually arrange or be referred to other resources.

ProQuest

The seminary now requires the use of ProQuest to publish all MTS theses, DMin projects, and PhD dissertations. ProQuest makes the academic work available in a full text format through online academic search engines, provides electronic copies to our library, and offers printing in book format as an optional service. Submissions will be made online through a special web portal made available to students before graduation. Students are only required to submit the dissertation for Basic Publishing; additional copies and options are at the student's discretion. All fees for the service will be collected by ProQuest at time of submission. This cost is subject to change at ProQuest's discretion.

Sample Title Page:

Dissertation format: Left margin = 1.5"; top, bottom and right margin = 1"

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

YOUR DISSERTATION TITLE

**A
DISSERTATION**

**Submitted in Partial Fulfillment
of the Requirements**

for the degree

DOCTOR OF PHILOSOPHY

Field of _____

By

Your full name

Evanston, Illinois

date