

ABSTRACT & DISSERTATION FORMAT GUIDELINES

The Knowledge Navigation Center (second floor of the Graduate Library) may be able to help with formatting problems. There are no approved Rackham templates but the Knowledge Navigation Center can teach you how to create your own template.

Do not use any other student's dissertation or thesis as an example of how to format your dissertation. Your dissertation must follow these guidelines. The most up-to-date version of the Abstract and Dissertation Format Guidelines is available on the Rackham website.

To view a sample of a correctly formatted document, view the Dissertation Handbook at:

http://www.rackham.umich.edu/dissertation_information/the_dissertation/

Two separate (not in dissertation) copies of the abstract in this format, are mandatory.

ABSTRACT

Title of the Dissertation

by

Student's Name

Must be student's full name as it appears on Wolverine Access although using a middle initial instead of middle name is acceptable.

Chair: Chair's name

You **must** use Chair's full name as it appears on the unofficial transcript although using a middle initial instead of middle name is acceptable. The unofficial transcript is available through Wolverine Access. Co-Chairs **must** be listed as "**Co-Chairs: John D. Brown and Ann A. Smith**"

You **must not** use Professor or other title before the chair's name. There **must be** no department or degree citation listed after the chair's name.

Text of abstract...

Must start two line spaces under the chair's name. You may indent the paragraphs.

Must be double line spaced.

May be up to 350 words starting with the text.

The abstract will be published in Proquest/UMI's *Dissertation Abstracts International* (www.umi.com).

Abstract may or may not have page numbers. If including page numbers, **must** be numbered starting with page 1.

Must have a 2 ½ inch margin at the top of the page. 1 ½ margin on the left and 1 inch on the right and the bottom of the page.

Must be students full name as it appears on Wolverine Access although using a middle initial instead of middle name is acceptable.

Title of the Dissertation

by

Student's Name

(Program name only)
Not "Program in" or
"Department of"

Scientific Computing
students add "and
Scientific Computing"
after program name.

Social Work and Social
Science program written
as "Social Work and
Psychology" (or whatever
the social science
specialization is)

Lines **must be** broken up exactly as follows and be single line spaced

**A dissertation submitted in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
(English Language and Literature)
in The University of Michigan
2012**

Must use year of degree conferral not year that dissertation was finished (except for MSTP students).

Doctoral Committee:

**Professor John D. Brown, Co-Chair
Emeritus Professor Ann A. Smith, Co-Chair
Associate Professor Horace H. Rackham
Assistant Professor Charles Z. Jones
Professor Kathleen X. Lee, Yale University**

The committee **must be** listed as follows:
(in alpha order by last name)

- Chair or Co-Chairs
- Professor rank (including Emeritus)
- Associate Professors (including Emeritus)
- Assistant Professors (including Emeritus)
- Curators, research scientists, lecturers
- Academic members from outside U of M
- Those in the private sector

Committee name listing **must be** single line spaced.

Title (Professor, etc.) **must be** before the name. **Must not** include degree citation (Dr. etc.) or department for any member.

Must be ",Chair" (or ",Co-Chair") after the name. The word "Chair" or "Co-Chair" **must not** be in parentheses. If there are Co-Chairs, **must not** have a single Chair.

If a member is deceased "(Deceased)" **must be** added at the end of the line after their name, i.e. Professor John Smith (Deceased).

For academic members from outside U of M, a comma and the full name of the academic institution name **must** follow the member's name, i.e. Assistant Professor Jane Smith, University of Chicago.

For members of the private sector, a comma and the full company/organization name **must** follow the member's name, i.e. Michael Smith, Ford Motor Co.

The dissertation **must** have a one (1) inch margin on the top, right and bottom, one and one half (1½) inch margin on the left. NOTE: the first page of each section of the front matter (Dedication, Acknowledgements, Table of Contents, etc.) as well as the first page of each chapter should have a two (2) inch top margin.

Front Matter Format Information

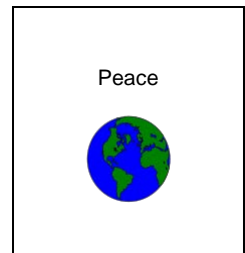
Front matter page order and page number requirement:

Title page: Mandatory; no page number
Frontispiece: Optional; no page number
Copyright page: Optional; no page number
Dedication: Optional; **must** have page number
Acknowledgements: Optional; **must** have page number
Preface: Optional; **must** have page number
Table of Contents: Mandatory; **must** have page number
List of Tables, List of Figures, etc.: Mandatory when there are more than one; **must** have page number
List of Appendices: Mandatory when there are more than one; **must** have page number
List of Abbreviations: Optional; **must** have page number
Abstract: Optional; **must** have page number

On front matter pages that require page numbers, the numbers **must** be lower case Roman numerals centered at the bottom of the page. The first numbered page **must** be page ii. There is no page with the number "i"

TITLE PAGE (mandatory)

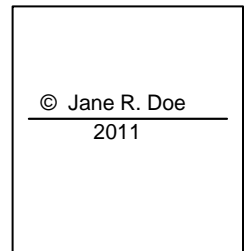
Must not be listed in the Table of Contents.



Frontispiece

FRONTISPIECE (optional)

Should be centered on the page.
Must not be listed in the Table of Contents.



Copyright

COPYRIGHT PAGE (optional)

Must contain the student's name as stated on the dissertation title page, the year of publication, and either the copyright symbol © or the word copyright.

Should be centered on the page.
Must not be listed in the Table of Contents.



Dedication

DEDICATION (optional)

Should centered on the page.
If included, it **must** be listed in the Table of Contents.

ACKNOWLEDGEMENTS (optional)

If included, it **must** be listed in the Table of Contents.
Should have a 2 inch top margin on the first page, 1 inch top margin on following pages.

Acknowledgements

I'd like to thank everyone who ever helped me.

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PREFACE/ FOREWORD/ PROLOGUE (optional)

If included, it **must** be listed in the Table of Contents.
Should have a 2 inch top margin on the first page, 1 inch top margin on following pages.

Preface

This is a little about my dissertation

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TABLE OF CONTENTS (mandatory)

The word "Chapter" **must** appear before each chapter number or as a heading before the chapters start.
Chapter titles **must** match exactly the chapter listing in the Table of Contents.
Chapter numbers and chapter number styles, i.e. all Roman or all Arabic, **must** match exactly the chapter listing in the Table of Contents.
Must not list the Table of Contents in the Table of Contents.
Should have a 2 inch top margin on the first page, 1 inch top margin on following pages.

Table of Contents

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The Middle of the Beginning.....	25
II. The Middle.....	50
In the Beginning of the Middle.....	60
The Middle of the Middle.....	75
III. The End.....	99
The Beginning of the End.....	100
IV. Conclusion.....	150
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Bibliography.....	250

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LIST OF FIGURES, TABLES, ILLUSTRATIONS, MAPS, APPENDICES, ETC.

(mandatory if there is more than one figure, etc.)

Must be included if more than one figure, table, etc.
Must not include a list if only one figure, table, appendix, etc.
Must have separate list on separate pages for each list.
Lists **must** be listed in the Table of Contents.

List of Figures

Figure

1 The First.....	14
2 The Next.....	38
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This section also includes format information regarding the actual figures, tables, appendices etc.

Tables, figures, illustrations, and maps **must** be uniquely numbered
1 – whatever or 1.1, 1.2, 2.1, 2.2 (to correspond with chapter number)

At least the first sentence of a figure, etc. legend/description **must** be in the list of figures, etc. and **must** exactly match the figure.

Facing pages occur when the legend/description of the figure, table, etc., does not fit within margins on the page where the figure appears. The legend/description **must** be on the left facing page with the margins reversed. Facing pages **must not** be used to continue a large figure or table.

Figures, tables, etc. that are located in the appendices at the end of the dissertation do not need to be included in the List of Figures, Tables, etc.

Figures, tables, etc. may be in color. Please note that any copies of the dissertation made from the microfilmed version will not be in color.

Appendices at the end of each chapter are not considered as appendices to the dissertation but are a section of the chapter, therefore they **must not** be listed in the List of Appendices.

Should have a 2 inch top margin on the first page, 1 inch top margin on following pages.

LIST OF ABBREVIATIONS/ACRONYMS/SYMBOLS (optional)

If included, it **must** be listed in the Table of Contents.

Should have a 2 inch top margin on the first page, 1 inch top margin on following pages.

GLOSSARY (optional)

If included, it **must** be listed in the Table of Contents.

Should have a 2 inch top margin on the first page, 1 inch top margin on following pages.

ABSTRACT (optional)

Two separate (not in dissertation) copies of the abstract are mandatory in the format outlined on page 2.

If included, it **must** be listed in the Table of Contents.

Should have a 2 inch top margin on the first page, 1 inch top margin on following pages.

List of Abbreviations	
PIBS	Program in Biomedical Sci
NRE	Natural Resources & Environment
ix	

Glossary	
H2O	Water
Ca	Calcium
x	

Abstract	
This dissertation is a summary of	
xi	

Dissertation Format Information

PAGE NUMBERING (Front matter page numbering format information is on page 4)

For the dissertation itself you **must** use Arabic numbers. **Must not** use the word "page", dashes or any symbol before or after the page number.

The first page of the body of the dissertation is numbered page 1.

Dissertation page numbers can either be:

all top right corner OR

all bottom right corner OR

all bottom center OR

all top center except for the first page of each chapter which would be bottom center

Page numbers should be a minimum of .5 inch from the edge of the page.

Page numbers on landscape-oriented pages **must** be placed to be consistent with numbering placement you are using in the dissertation. For an example, see Table B.1 on page 24 of the

Dissertation Handbook:
<http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf>

FIRST PAGE OF EACH CHAPTER

The first page of each chapter should have a two inch margin at the top of the page.

The word “Chapter” and the chapter number **must** appear on the first page of each chapter preferably on a separate line from the chapter title. The text of the chapter **must** start a line space or two below the title, **not** on a separate page.

The chapter number style (Arabic, Roman or spelled out) **must** match exactly the chapter title in the Table of Contents.

Chapter titles on the first page of each chapter **must** match exactly the chapter title in the Table of Contents.

Titles should be centered on the page.

The first page of each chapter **must** have a page number.

Chapter I
Introduction
This is the beginning of my dissertation.
1

BIBLIOGRAPHY/REFERENCES

You **must** include a Bibliography, References, etc. section. The Bibliography **must** be located either at the end of each chapter or the end of the dissertation. If it is placed at the end of each chapter, it does not need to be listed in the Table of Contents.

The Bibliography/References should be in the format preferred by your discipline.

FOOTNOTES

Footnotes should be in the format preferred by your discipline.

Footnotes may be at the bottom of the page or the end of the chapter.

LINE SPACING

The dissertation **must** have line spacing of one and one half (1½) or two (2), including all front matter.

Figure and table legends/descriptions should be single line spaced.

Quotes of three lines or more should be indented and be single line spaced.

Each reference within the References/Bibliography may be single line spaced.

Single line spacing should be used within titles, and within each entry in lists and footnotes.

MULTIPLE VOLUMES

Must be two (2) volumes if more than **three** (3) inches high with separate title pages; one page with "Volume One" under the title (to be placed as the first unnumbered page of volume one), one page with "Volume Two" under the title (to be placed as the first unnumbered page of volume two), along with an extra title page that contains no volume reference.

Must not be bound in two volumes if it is under three (3) inches high (except for Music Theory and Composition which **must** be two volumes).

If the dissertation **must** be bound in two (2) volumes because the appendices are lengthy, the appendices may be bound in a volume of their own. In this case, the bibliography would be located at the end of volume one.

Must not designate "volume" in the Table of Contents.

Must not include a Table of Contents in the second volume.

Page numbers in volume two are continuous from volume one, **must not** start page numbering again in volume two.

May include a frontispiece in each volume that refers to the other volume. This frontispiece may be in addition to a regular frontispiece and would be located immediately after the title page.

OTHER

Recommended font size is 12 point with footnotes in 10 point. Arial, Times New Roman and Courier or other easily read, standard fonts are acceptable.

Dissertation format must be consistent from chapter to chapter.

Dissertations **must** be printed single-sided.

Must use standard 8 ½ by 11 inch paper.

There **must not** be blank pages.

Dissertations **must** be on white paper with black ink. Figures, tables, etc. may be in color.

Must not have headers (i.e. Chapter 2: Literature Review.....John Smith) at the top of each page or footers at the bottom of the page, or on the first page of each chapter.

If the primary literature on a subject matter is in another language, and the dissertation addresses a community of scholars who publish in a language other than English, a student may elect to write the dissertation in that language, provided that all committee members speak and read the language, and support its use in the dissertation. If there is a reasonably broad English speaking community of scholars actively pursuing the dissertations general topic, the dissertation should be written in English. NOTE: The abstract and title page **must** still be written in English. A second title page in the language of the dissertation may be included or the English title page may also include the title in the dissertation language underneath the English title.