

DISSERTATION FORMAT GUIDELINES

Scholarspace (206 Hatcher Graduate Library, 734-647-7406, scholarspace@umich.edu) may be able to help with formatting issues. There are no approved Rackham templates but Scholarspace 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 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/current-students/dissertation/the-dissertation>

1. Margins are a minimum of one inch on each side.
2. Text is in a professional looking embedded font, minimum size of 12 point. Smaller font size or type may be appropriate for tables, footnotes or other material outside of the main text. Black text is used although figures, tables, etc. may be in color.
3. Line spacing is 1 ½ or double with the exception of tables, lists, quotations, footnotes/endnotes, figure/table legends/captions and bibliographic entries, which should be single-line spaced.
4. The first page of each section (Acknowledgements, Table of Contents, Lists, etc.), chapter and appendix should start on a new page and should have a two inch top margin.
5. Bibliography or Reference section(s) is at the end of each chapter or the very end of the dissertation, in the format preferred by the discipline.
6. If including more than one figure, table, illustrations, appendix, etc., there are separate lists of each that include the figure/table number, caption/legend and page number on which it begins.
7. Tables, figures, illustrations, etc. are uniquely and consecutively numbered throughout.
8. Chapter numbers, chapter titles, and page numbers (on which chapters begin) are listed in Table of Contents. The word "Chapter" must appear before each chapter number (or as a heading) in the Table of Contents and on the first page of the chapter.
9. Front matter page numbers are lowercase Roman numerals, starting with page ii (preferably centered at the bottom of the page). Dissertation text starts with page 1.
10. Front matter is in the following order (first numbered page must be page ii)...

Title page: Mandatory; no page number (see following page for format)

Frontispiece: Optional; no page number

Copyright page: Optional; no page number

Dedication: Optional; **must** have page number (lowercase Roman numerals start here)

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, List of Acronyms, List of Symbols: Optional; **must** have page number

Abstract: Optional; **must** have page number

NOTE: Separate abstract text of up to 350 words, with no special characters, is required for the online submission of the dissertation. This abstract should be given to the committee with the dissertation before the defense.

Top margin is 2 ½ inches.

Title of the Dissertation

by

Student's Name

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

No mention of "Program in" or "Department of" before program name. Must have parentheses.

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

Lines broken up exactly as follows and 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
2016**

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
Assistant Professor Charles Z. Jones
Professor Kathleen X. Lee, Yale University
Associate Professor Horace H. Rackham**

Committee is listed with the chair or co-chairs first. The rest of the members should follow in alpha order by last name.

Committee name listing is single line spaced.

Title (Professor, etc.) is before the name and does not include degree citation (Dr. etc.) or department.

If a member is deceased "(Deceased)" is 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 follows 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 follows the member's name, i.e. Michael Smith, Ford Motor Co.