



HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES
University of Michigan

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS

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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/student_life/publications/dissertation_handbook/**

Abstract Format Guidelines

Title commonly in all uppercase letters, but mixed case is acceptable. **Must not** use upper case for part of the title and mixed case for another part. **Must** match title on title page. Titles consisting of two or more lines should be single line spaced.

ABSTRACT

"Abstract" may be in either all uppercase or mixed case.

Title of the Dissertation

by

"by" should be lower case.

The words "Abstract", title of the dissertation, "by" and student's name **must** all be centered.

Approximate line spacing shown.

Student's Name

Must match name on title page. **Must be** students full name as it appears on wolverineaccess.umich.edu although using a middle initial instead of middle name is acceptable. **Must be** mixed upper and lower case.

Chair: Chair's name

Chair's name **must be** mixed upper and lower case. 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 wolverineaccess.umich.edu Left justify the chair's name.

Co-Chairs **must** be listed as "**Co-Chairs: John D. Brown and Ann A. Smith**"

You may use Chair, Chairperson, Chairwoman, Chairman or if there are Co-Chairs, it should be Co-Chairs, Co-Chairpersons, Co-Chairwomen, or Co-Chairmen.

You **must not** use Professor or other title before the chair's name.

Text of abstract...

Must start 2 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. Any abstracts that exceed this length will be shortened by the Proquest/UMI Editor.

There are no specific margin requirements for the abstract but it is usually easiest if the margins are the same as the dissertation (1½ inch on the left, 1 inch on the top, bottom and right).

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

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

If including an Abstract in the Dissertation, the page numbers must be lower case roman numerals centered at the bottom.

Title Page Format Guidelines

Font type and size may vary but should be consistent throughout. Font **must be** at least 10 point (12 is recommended) and **must be** Arial, Courier, or Times New Roman.

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

"by" should be lower case.

Title of the Dissertation

by

Student's Name

Title commonly in all uppercase letters, but mixed case is acceptable. **Must not** use upper case for part of the title and mixed case for another part. **Must** match title on abstract. Titles consisting of two or more lines should be single-spaced. The title must fit on the spine of the dissertation.

Must be students full name as it appears on wolverineaccess.umich.edu although using a middle initial instead of middle name is acceptable. **Must be** mixed upper and lower case.

Lines **must be** broken up exactly as follows, be single line spaced and be this exact wording.

Could also be Doctor of Architecture, Education, or Musical Arts if not receiving a Ph.D.

**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
2009**

"The" may be capitalized.

Program name in parentheses **must be** exactly the same as it appears on the unofficial transcript and **must** have parenthesis around it. Students in any Education program (Higher Ed., etc.) **must** use "Education" as their program. 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

Must use year of degree conferral not year that dissertation was finished.

MSTP students have their PhDs and their MD awarded at the same time, however, the year on the dissertation title page **must be** when the student completes all Rackham doctoral degree requirements.

All text above here **must be** centered on the page.

Must be flush left (with the 1 ½ inch left margin) and read "Doctoral Committee".

Doctoral Committee:

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

Committee members names **must be** indented. The members name **must** match their official U of M name as it appears on your unofficial transcript. A middle initial instead of middle name is acceptable. **Must be** mixed upper and lower case.

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

Must be ",Chair" (or ",Co-Chair") after the name. The word "Chair" or "Co-Chair" **must not** be in parenthesis. Chairwoman, Chairman, Chairperson are also acceptable. If there are Co-Chairs, **must not** have a single Chair.

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.

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 Company.

Page **must not** be numbered.

Dissertation Front Matter Format Guidelines

TITLE PAGE (mandatory – see Title Page Format Guidelines)

Must not be listed in the Table of Contents.

FRONTISPIECE (optional)

Page **must not** be numbered.

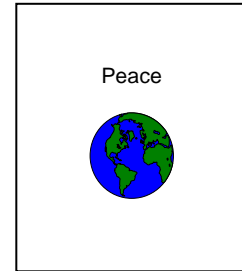
May be a drawing, picture or text.

Must be located immediately after the title page.

Must have a minimum of two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left.

Usually centered on the page.

Must not be listed in the Table of Contents.



Frontispiece

COPYRIGHT PAGE (optional, but recommended)

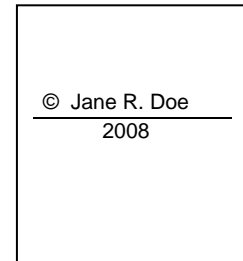
Page **must not** be numbered.

Must contain the student's name as stated on the dissertation title page, the year it's being published, and either the copyright symbol © or the word copyright. Dividing line not required.

Must have a minimum of two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left.

Should be centered on the page.

Must not be listed in the Table of Contents.



DEDICATION (optional)

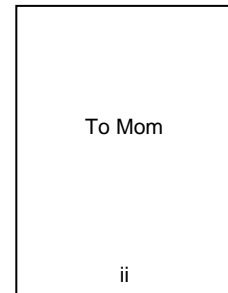
Page **must** be numbered (lowercase roman numerals centered at the bottom of the page) if included. If included, would be page ii.

Does not need to have the word "Dedication" on the page itself, although it **must** be listed in the table of contents.

Must have a two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left.

Usually centered on the page.

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



Dedication

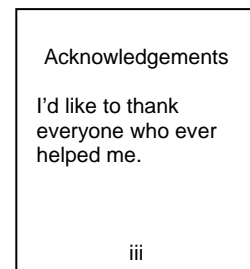
ACKNOWLEDGEMENTS (optional)

Page(s) **must** be numbered (lowercase roman numerals centered at the bottom of the page) if included.

Must have the title word "Acknowledgements" centered left to right on the page. The length of the acknowledgements is determined by the student.

Must have a two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left for the first page with a change to a one (1) inch margin on the top if continued on following pages.

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



Acknowledgements

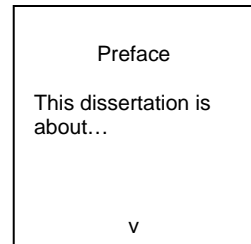
PREFACE/ FOREWORD/ PROLOGUE (optional)

Page(s) **must** be numbered (lowercase roman numerals centered at the bottom of the page) if included.

Must have the title word “Preface” (or “Foreword” or “Prologue”) centered left to right on the page.

Must have a two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left for the first page with a change to a one (1) inch margin on the top if continued on following pages.

If included, the Preface/Foreword/Prologue **must** be listed in the Table of Contents.



Preface

TABLE OF CONTENTS (mandatory)

Page(s) **must** be numbered (lowercase roman numerals centered at the bottom of the page).

Must have the title words “Table of Contents” or “Contents” centered left to right at the top of the page.

Page numbers on the right side **must** line up evenly.

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.

Do not need to indent headings or subheadings, although it creates a more readable look.

If using parts and/or using subheadings, do not need to have page numbers listed.

Leader dots are optional

If all uppercase is used in the Table of Contents, it should also be used on the pages themselves, i.e. if the title chapter is written in the Table of Contents as “CHAPTER 1 INTRODUCTION” it should also be in all upper case on the first page of chapter 1.

Must have a two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left for the first page with a change to a one (1) inch margin on the top if continued on following pages.

Must not list the Table of Contents in the Table of Contents.

Table of Contents	
Dedication.....	ii
Acknowledgements.....	iii
Preface.....	v
List of Figures.....	vii
List of Tables.....	viii
List of Appendices.....	ix
List of Abbreviations.....	x
Abstract.....	xii
Chapter	
I. Introduction.....	1
In the Beginning.....	10
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
Appendices.....	175
Bibliography.....	250

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Table of Contents

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

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

This section also includes format information regarding figures, tables, appendices etc.

Must be included if more than one (1) figure, table, appendix, etc. **Must not** include a list if only one figure, table, appendix, etc.

Must have separate list on separate pages for each list.

Tables, figures, schemes, 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. The page number in the list of figures, etc. **must** also match the page number where the figure etc., is located.

If using facing pages for figures or tables and legend/descriptions, the number in the list **must** be the number of the figure or table, not the legend/description. Facing pages occur when the legend/description of the figure, table, etc., does not fit within margins on the page where the figure appears. In this case, the front of the page preceding the figure remains blank and the reverse side carries the legend/description. The

List of Figures	
Figure	
1 The First.....	14
2 The Next.....	38
3 Another.....	61
4 The Last.....	91

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Lists

legend/description **must** be on the left facing page with the margins reversed, one and one half (1½) inch on the right, one (1) inch on the left. The legend/description should be centered on the page. Facing pages **must not** be used to continue a large figure or table.

Must have the title words “List of Figures (or whatever)” centered on the page itself

Page **must** be numbered (lowercase roman numerals centered at the bottom of the page).

Appendices may be numbered 1, 2, 3, or A, B, C, etc.

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** listed in the List of Appendices.

Must have a two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left for the first page with a change to a one (1) inch margin on the top if continued on following pages.

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

Must not wrap text around figures or tables.

Must not italicize figure or table legends.

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.

These Lists (does not include List of Abbreviations/Acronyms/Symbols) may be in any order, except that the List of Appendices must be the last of these Lists.

LIST OF ABBREVIATIONS/ACRONYMS/SYMBOLS (optional)

Must have the title words “List of Abbreviations”, List of “Acronyms”, etc. “Abbreviations”, “Acronyms” etc. centered on the page.

Page **must** be numbered (small roman numerals centered at the bottom of the page).

Must have a two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left for the first page with a change to a one (1) inch margin on the top if continued on following pages.

If included, the List of Abbreviations/Acronyms/Symbols **must** be listed in the Table of Contents.

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

List of Abbreviations

GLOSSARY (optional)

Must have the title word “Glossary” centered on the page itself

Page **must** be numbered (lowercase roman numerals centered at the bottom of the page).

Must have a two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left for the first page with a change to a one (1) inch margin on the top if continued on following pages.

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

Glossary	
H2O	Water
Ca	Calcium
xi	

Glossary

ABSTRACT (optional in dissertation – two separate [not in dissertation] copies of the abstract are mandatory)

Is not required to be in dissertation abstract format required (see dissertation abstract format).

Must have the title word “Abstract” centered on the page itself

Page **must** be numbered (lowercase roman numerals centered at the bottom of the page).

Does **not** replace the separate abstract that is required (see dissertation abstract format).

Must have a minimum of two (2) inch margin on the top, one (1) inch on the right and bottom, one and one half (1½) inch margin on the left for the first page with a change to a one (1) inch margin on the top if continued on following pages.

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

Abstract
This dissertation is a summary of
xii

Abstract

Additional Front Matter Format Information

All front matter page numbers **must** be lowercase Roman numerals centered at the bottom of the page (except for the copyright page and frontispiece page which are not numbered).

The first page of the front matter after the Title page, frontispiece (if included) and copyright page (if included) is numbered "ii". There is no page with the number "i"

If all uppercase is used in the Table of Contents, it should also be used on the pages themselves, i.e. if the title chapter is written in the Table of Contents as "CHAPTER 1 INTRODUCTION" it should also be in upper case on the chapter page.

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

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.

Order of front matter pages:

Title page: Mandatory; no page number

Frontispiece: Optional; no page number

Copyright page: Optional; no page number

Dedication: Optional; **must** have page number, see above

Acknowledgements: Optional; **must** have page number, see above

Preface: Optional; **must** have page number, see above

Table of Contents: Title page: 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; see above

List of Abbreviations: Optional; **must** have page number; see above

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

Dissertation Format Information

PAGE NUMBERING

All front matter page numbers **must** be lower case Roman numerals centered at the bottom of the page (except for the copyright page and frontispiece page which are not numbered).

The first page of the front matter after the Title page, frontispiece (if included) and copyright page (if included) is numbered "ii". There is no page with the number "i"

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

You **must** use Arabic numbers. **Must not** use words, dashes or any other symbol before or after the page number.

Page numbers font size should be the same as the text of the dissertation.

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 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/OARD>

Pages **must** be numbered consecutively throughout the dissertation.

Page numbers **must** be at least half of an inch from the edge of the page.

MULTIPLE MANUSCRIPTS

If using the three (3) article/paper option, there **must** be a minimum of three papers, as well as, chapters entitled “Introduction “ and “Conclusion”. The introduction **must** introduce the general theme of the dissertation. The conclusion should integrate the major findings of the individual chapters.

If using references and sections of tables, figures, etc. at the end of each chapter, references **must** be located last.

All sections of tables, figures, references, etc. located at the end of each chapter **must** start on a new page.

Statements about co-authorship, previously published remarks, or submitted for publication remarks **must not** appear under the title on the first page of each chapter. Notes of this nature should be included in the acknowledgements.

FIRST PAGE OF EACH CHAPTER

The first page of each chapter **must** 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.

Title may be in all uppercase or all mixed case and case should match Table of Contents. **Must not** use uppercase for part of the title and mixed case for another part. Titles consisting of two or more lines should be single line spaced.

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

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

First page of Chapter

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.

APPENDICES

Appendices **must** be located before the Bibliography if included.

If including a half title page for an “Appendix (or appendices)”, “Bibliography”, or “Figures” (if putting all figures, etc. at the end of the dissertation), it **must** have a page number. **Must** have a half title page for the Appendices if there is one for the Bibliography.

Appendices
251

Bibliography
302

Each appendix **must** start on its own page.

Appendices/Bibliography Half Title Page

Appendices may be numbered 1, 2, 3, or A, B, C, etc.

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** listed in the List of Appendices.

BIBLIOGRAPHY/REFERENCES

You **must** include a Bibliography, References, etc. section. Bibliography may be at the end of each chapter rather than at the end of the dissertation if this style is preferred by your chair. It **must** start on its own page. If it is placed at the end of each chapter, it does not need to be listed in the Table of Contents. The Bibliography **must** be located either at the end of each chapter or the end of the dissertation.

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

If using references and sections of tables, figures, etc. at the end of each chapter, the references **must** be located last.

All sections of references, tables, figures, etc. located at the end of each chapter **must** start on a new page.

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

HALF TITLE PAGE

If including a half title page for an "Appendix (or appendices)", "Bibliography", or "Figures" (if putting all figures, etc. at the end of the dissertation), it **must** have a page number.

Must have a half title page for the Bibliography if there is one for the Appendices (and vice versa).

No other Part, Chapter, etc. may have a half title page.

FOOTNOTES

Footnotes should be in the format preferred by your discipline.

Footnotes should be single line spaced.

Font size of footnotes **must** be no smaller than 10 point.

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

ITALICS

Italics **must not** be used in dissertation titles, chapter titles, figure names or figure numbers unless referring to the title of a published work, foreign language words, gene names, scientific names as appropriate, equation symbols as appropriate or other words which are usually italicized.

Must not italicize figure or table legends unless normally italicized.

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 **must** be indented and be single line spaced.

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

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

MARGINS

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 **must** have a two (2) inch top margin.

The title page **must** have a two and one half (2½) inch top margin.

Page numbers **must** be one half (1/2) inch from the edge of the paper.

FACING PAGES

Facing pages occur when the legend/description of the figure, table, etc., does not fit within margins on the page where the figure appears. In this case, the front of the page preceding the figure remains blank and the reverse side carries the legend/description.

If using facing pages for figures or tables and legend/descriptions, the number in the list **must** be the number of the figure or table, not the legend/description.

The legend/description **must** be on the left facing page with the margins reversed, one and one half (1½) inch on the right), one (1) inch on the left. The legend/description should be centered on the page.

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).

Separate the volumes at the beginning of the chapter closest to the middle of the dissertation without going over **three** (3) inches.

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

Dissertation format must be consistent from chapter to chapter.

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

Must use 8 ½ by 11 inch paper.

Dissertations **must** be on white paper with black ink (color may be used in figures and tables).

Standard copier paper is acceptable.

Must not wrap text around figures or tables.

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 photographs are used, you may reproduce them on to regular paper or may insert the original photograph using the dry-mounting process.

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.

Landscape oriented figures, tables, etc. **must** be facing out (top of the figure at the spine) so that it is not necessary to read over the spine of the dissertation to read the table, figure, etc.

Statements about co-authorship, previously published remarks, or submitted for publication remarks **must not** appear under the title on the first page of each chapter. Notes of this nature should be included in the acknowledgements.

Drop initial style for the first page of each chapter **must not** be used. Drop initial style is using a larger font for the first letter of the first word.

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.