

# TEMPLE UNIVERSITY **DISSERTATION AND THESIS HANDBOOK**

2016-2017



## Table of Contents

Introduction .....	1
General Overview .....	3
E-Dissertation Initiative .....	4
Deadlines .....	5
Basic Manuscript Preparation .....	7
Arrangement of Contents .....	10
Preparation of List Materials .....	17
Publishing and Copyrighting .....	21
Summary Considerations .....	23
Graduate School Draft Review .....	25
Final Checklist .....	27
Appendices .....	28

# Introduction

Writing a dissertation or thesis is a time-consuming but supremely rewarding experience. To guide you through manuscript preparation and to help you create a uniform and visually clear document, the Graduate School has developed the *Dissertation and Thesis Handbook*. It is a guide to Temple University's specific style requirements, which must be followed to receive approval from the Graduate School.

Temple University requires that your research be made accessible to the academic community at large. This is effected by publishing your dissertation/thesis through ProQuest and making it available through both ProQuest and Paley Library. Further, your dissertation/thesis may be accessed via various internet search engines, such as Google.

Making your research accessible to the academic community at large is a condition of Temple University's awarding research doctorates and master's degrees to those completing a degree that requires a dissertation/thesis as a culminating experience. Upon request, the Graduate School can embargo your dissertation for one year. A one-year embargo is typically granted to:

- Delay disclosure of potentially patentable discoveries and/or products with potential commercialization.
- Permit technology transfer to occur.
- Allow time for an article to be accepted for publication and/or a book contract to be executed.

## Style Manual

An essential reference tool when writing a dissertation or thesis is a department-approved professional style manual. You must consult a style manual recognized by a professional society in your field.

To determine which professional style manual is appropriate for your discipline, consult with your advisor. Common manuals include those published by the [American Psychological Association \(APA\)](#), the [Modern Language Association \(MLA\)](#), and the [University of Chicago Press](#). These and other approved style manuals are listed in Appendix A of the *Dissertation and Thesis Handbook*.

Note that the *Dissertation and Thesis Handbook* is NOT itself a professional style manual. Rather, it is a guide outlining where your dissertation/thesis might diverge from a discipline's specifications. If a discrepancy between the instructions in a style manual and those in the *Dissertation and Thesis Handbook* exists, the *Dissertation and Thesis Handbook* takes precedence.

## Other Sources of Assistance

The Temple University [Computer Services Department](#) offers training seminars throughout the year in using word processing and statistical tools for your dissertation or thesis. These seminars provide the building blocks for crafting your manuscript.

Technical "How do I?" questions should be addressed to the Computer Services Help Desk at 215-204-8000 or [help@temple.edu](mailto:help@temple.edu). Another useful resource is [Lynda.com](#), which offers word processing tutorials.

In addition, the [Writing Center](#) offers writing retreats that are designed to help graduate students with their writing projects, including dissertations, proposals, and articles for publication. These writing retreats offer

intensive and focused writing time, one-on-one mentoring, goal-setting support, fellowship, and motivation. A nominal fee is charged for each retreat to cover program costs.

If questions arise while working on your dissertation or thesis that are not answered in the *Dissertation and Thesis Handbook*, contact Christa Viola, Coordinator of Graduate Student Services, in the Graduate School at 215-204-6924 or [cviola@temple.edu](mailto:cviola@temple.edu).

## General Overview

Visit the *Dissertation and Thesis Handbook* early and often during the writing process. Do not wait to review the *Dissertation and Thesis Handbook* until the term you anticipate graduating or when you have already scheduled a defense date.

**It is NOT recommended that you print a copy of the *Dissertation and Thesis Handbook*. The information contained herein is subject to change without notice.**

This manual lays out Temple University's requirements for acceptable dissertations and theses. Individual departments or their schools/colleges may have additional requirements. It is your responsibility to learn of such special requirements and to prepare your manuscript in accordance with them, as well as with the instructions in this manual. Dissertations and theses not meeting the specifications of the Graduate School will not be accepted.

### Mechanics

- The scholarly research you have performed and report on in your final manuscript is outside the scope of the *Dissertation and Thesis Handbook*. The Graduate School expects that your research has been reviewed and approved by your advisor and committee before allowing you to defend your dissertation/thesis or upload a final document.
- Your dissertation/thesis must be legible, and all tables, figures, and illustrations must be of high quality.
- Your manuscript must be written in clear, grammatically correct language; free of all spelling and typographical errors; and punctuated in a standard and appropriate manner.
- It is best to NOT reference and model your manuscript after completed dissertations/theses on file in your department or Paley Library, no matter how recent. Current standards and requirements are subject to change without notice.

## E-Dissertation Initiative

Doctoral dissertation submissions evolved from paper to electronic submission of a PDF with the August 2008 graduation cycle. Submissions of master's theses followed suit with the May 2010 graduation cycle. Thus, submission of all dissertations and theses is mandatory through Temple University's ETD Administrator site.

Beginning with the January 2012 graduation cycle, the diploma and publishing fees were eliminated.

### Account Access

- Visit Temple University's ETD Administrator site at <http://www.etdadmin.com/temple/> and bookmark for ease of repeated access.
- Create an account and familiarize yourself with the resources available on the site.

### Reminders

- The processing fee for doctoral dissertations and master's theses is currently \$50 and must be paid to the Bursar for posting to FOAPAL 100000 24800 4981 04. It is recommended that doctoral and master's students take the [Dissertation/Thesis Processing Fee](#) form to the Bursar's Office when paying the fee.
- If you choose to file for copyright through ProQuest, the fee is currently \$55, whether doctoral or master's. It is payable online through the ETD system.

### Important Note

Once the Graduate School has approved a dissertation or thesis submitted through the ETD system, REVISIONS of any kind are NOT PERMITTED.

- Retain a copy of the final version of your dissertation/thesis, including signature page and permissions. ProQuest checks every page and frequently finds some pages missing or areas of potential copyright infringement.

## Deadlines

### Apply for Graduation

#### Where?

- Access Self-Service Banner through [TUportal](#).
- Also visit [EdPortal](#) if you are a student in the College of Education.

#### When?

- See the University's [Academic Calendar](#) or the [Graduate School calendar](#).

### Announce Dissertation Defense

#### How?

- Distribute an executed [Announcement of Dissertation Defense](#) to the Graduate School in 501 Carnell Hall and the dean's office of your school/college.
- Provide all graduate faculty in your program with a flyer.
- Post a flyer on public bulletin boards in and near your department.
- Note that the Graduate School will announce the defense on its [Upcoming Doctoral Defenses](#) web page.

#### When?

- No later than 10 working days prior to the scheduled defense.
- No later than 14 working days if an external examiner's curriculum vitae (CV) – accompanied by an executed [Nomination for Service on Doctoral Committee](#) form – must be reviewed by the Graduate School.

### Submit PDF of Approved Final Version of Dissertation/Thesis

#### Where?

- Upload to Temple University's ETD Administrator site at <http://www.etsadmin.com/temple/>.

#### Anything else?

- Return the original final signature page of the dissertation/thesis to Christa Viola, Coordinator of Graduate Student Services, in the Graduate School, 501 Carnell Hall.
- Access, sign, and submit the [Permission to Reproduce Dissertation or Thesis](#) form – which is required of all doctoral and master's students who must produce a dissertation or thesis as a culminating experience – to grant Temple University license to reproduce the dissertation/thesis.

- For doctoral students only, submit your CV/résumé at <http://www.etsadmin.com/temple/>.
- Complete the [Survey of Earned Doctorates](#) online, as delineated in Appendix B, if earning a doctoral degree.

## When?

- Within 30 days post-defense **OR** by the due date specified below – **whichever comes FIRST**:

GRADUATION CYCLE	DIPLOMA DATE	DISSERTATION/THESIS DUE DATE*
December 2016	December 22	December 5, 2016
May 2017	May 12	April 24, 2017
August 2017	August 9	July 17, 2017

\* Deadlines are firm. If you cannot meet the deadline for a particular graduation cycle, contact your school or college about applying for the following cycle. Note that graduating is not automatic – you must apply; it is the same with deferring graduation – you must notify your school/college and comply with its procedures.



# Basic Manuscript Preparation

## Margins

- Margins are consistently set at 1.5" at LEFT and 1" at RIGHT, TOP, and BOTTOM.
- Margin requirements are the same for the entire manuscript, including front matter, body, notes, sources, and back matter.
- Page numbers should NOT be set in the margin.

## Page Numbering

- Every page of the manuscript is counted, BUT not all pages are numbered (e.g., the Title Page is page i, but does not show a page number).
- Two page-numbering systems are used, including:
  - Consecutive lower-case Roman numerals (e.g., ii, iii, iv, v) for the front matter beginning with i.
  - Consecutive Arabic numbers (e.g., 2, 3, 4, 5) for the text and all pages thereafter, beginning with 1 for the first page of Chapter 1.
- Pages numbered 1a, 1b, and the like are NOT acceptable.
- Page numbers may not be closer than 1" to the edge of any page.

## Headings

- Headings differ in appearance based on level of importance, but all headings of the same level must look the same. See the sample Table of Contents in Appendix C.
- Two formats for headings are accepted by the Graduate School:
  - The first is based on APA guidelines, as shown in Appendix D1. This style of heading can be used regardless of your discipline or style guide.
  - The second consists of designating subheadings with numerical prefixes that reflect the chapter and level of the subheading. This system may be used only by those in the "hard sciences," such as Engineering and Statistics, as shown in Appendix D2.
- Only major division headings (i.e., Level 1) are totally capitalized.
- The sections of the front matter, each chapter, and the sources section are all major divisions and begin on a new page. End the previous page with a page break to create a new page for the next major division.

- Formatting of headings must be consistently correct throughout the entire work, not just in one chapter. This includes but is not limited to:
  - Spacing between headings and text.
  - Spacing between text and headings.
  - Placement of same level headings (e.g., centered or flush left).
  - Appearance of same level headings (e.g., capitalization, italics).

## Line Spacing

- Double spacing is used for the:
  - Abstract
  - Dedication
  - Acknowledgments
  - Preface
  - Body of the manuscript
- Single spacing is used for block quotations, which are indented 1/2" from both the left and right margins.
- A combination of single and double spacing is used for:
  - **Table of Contents** and **Lists of Tables/Figures/Illustrations:** Single-space within subheadings and titles of two or more lines; double-space between individual subheadings and titles. Align multiple-line subheadings and titles under the first word of the first line.
  - **Notes:** For numbered entries (as opposed to parenthetical entries in APA style), single-space within entries, and double-space between entries. Each first line must be indented 1/2". If an entry must split across pages, ensure a minimum of two lines of the entry appears on both pages.
  - **Bibliography/References Cited:** Single-space within entries, and double-space between entries — or double-space within and between entries. The first line begins at the left margin, and all subsequent turnover lines indent 1/2" — or the first line is indented 1/2", and all subsequent turnover lines align at the left margin. If an entry must split across pages, ensure a minimum of two lines of the entry appears on both pages.
- Space between headings and text, text and block quotations, block quotations and text, etc. must be consistent throughout the manuscript.
- No careless spacing or centered text should be utilized.

## Widows and Orphans

- Widows and orphans, which are single lines of text at the top or bottom of a page, are to be avoided.
  - "Widow" is defined as the last line of a paragraph when it is carried over to the top of the following page away from the rest of the paragraph.
  - "Orphan" is defined as the first line of a paragraph when it appears alone at the bottom of a page.
- Starting a page with the last line of a list is also a widow and must be avoided.
- Ending a page with a subheading is another type of orphan and must be avoided.

## Quoted Material

- Long quotations (i.e., quoted material consisting of 40 or more words) are formatted as a free-standing block of type and must:
  - Be single-spaced.
  - Be indented 1/2" from the left and right margins.
  - Have NO surrounding quotation marks.
  - Have the source citation **after** the ending punctuation of the quoted material.
- Short quotations (i.e., quoted material with fewer than 40 words) are integrated into the text and distinguished by surrounding the quote in quotation marks. The source citation is placed **after** the ending quotation mark, but **before** the ending punctuation of the sentence.

## PDF Preparation

<b>File Format</b>	Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and be downloaded exactly as you submit it.
<b>Print Quality</b>	Only <b>black</b> ink is acceptable – and the work must NOT contain touching or discontinuous characters.
<b>Fonts</b>	Embedded Post Script Type 1 fonts REQUIRED. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10-point Arial or 12-point Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text, including captions, footnotes/endnotes, citations, etc.
<b>Color</b>	PDF and print reproductions include all color material in color.
<b>Multimedia Files</b>	For digital preservation, upload multimedia content as supplemental files; do not embed multimedia in a PDF. Upload supplementary files during online submission – and provide a description of each file in the Abstract of your manuscript. ProQuest accepts multimedia content in the file types listed below and cannot guarantee that other file types will be migrated: <ul style="list-style-type: none"><li>• Audio: AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)</li><li>• Images: GIF (.gif); JPEG (.jpeg); TIFF (.tif)</li><li>• Video: Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)</li></ul>

# Arrangement of Contents

Every dissertation and thesis has three main parts: front matter, body, and back matter. Each of the three chief parts, in turn, consists of multiple sections.

## Front Matter

### Official Signature Page

**Dissertations.** The Graduate School requires submission of one Signature Page with original signatures of all committee members. When your defense announcement is received and approved, the Graduate School will create the Signature Page and deliver it to the Chair of your Doctoral Advisory Committee. Note that your name must appear on your dissertation and all other documents as it appears on your Temple University transcript. If a name revision is required, make the change in Self-Service Banner or contact the [Office of the University Registrar](#).

No changes may be made to the Signature Page created by the Graduate School. Use of Wite-Out, cross-outs, tape, or the like to make revisions to the page render the Signature Page null and void.

Following your defense, the hard-copy original must be submitted to Christa Viola, Coordinator of Graduate Student Services, in the Graduate School, 501 Carnell Hall. The Signature Page will NOT be included as part of the dissertation's PDF.

**Theses.** The Graduate School requires submission of one Signature Page with the original signature of your Thesis Advisor. To create the Signature Page, follow the "script" in Appendix E to fill in the "writable" title page found at <http://www.temple.edu/grad/forms/>, adding a signature line beside the Thesis Advisor's department affiliation. Following your defense, submit the hard-copy original bearing your Thesis Advisor's signature to Christa Viola, Coordinator of Graduate Student Services, in the Graduate School, 501 Carnell Hall. Please note that the Signature Page will NOT be included as part of the thesis's PDF.

### E-Title Page

**Dissertations.** The E-Title Page is similar to the official Signature Page with three alterations:

- You generate the E-Title Page.
- Typed names replace signatures of the committee members.
- The E-Title Page is uploaded as part of your PDF.

**Theses.** The E-Title Page is similar to the official Signature Page except:

- It bears no signature, only typed names with titles and affiliations.
- It is uploaded as part of your PDF.

**Design Instructions.** Access and fill in the Dissertation or Thesis E-Title Page, as relevant.

- Follow the script version in Appendix F for dissertations or Appendix E for theses to ensure proper formatting and styling, such as bold and caps, on the writable versions of the title pages found at <http://www.temple.edu/grad/forms/>.
- Use word substitutes for formulae, symbols, superscripts, Greek letters, etc. in the title. While these are acceptable within the text of your manuscript, they may not appear in the title because they cannot be used in computerized keyword searches.
- Indicate the month and year of the official University diploma date — not of your defense and not of your school/college ceremony. The ONLY options are December, May, or July.

### Copyright Page

- The Copyright Page is optional and included only if the copyright fee is paid.
- When included, the Copyright Page is the first page on which a page number actually appears. It is numbered with a small Roman numeral two (ii).
- If included, the notification on the page is centered top to bottom and left to right and should read:

©  
Copyright  
Year of Graduation (e.g., 2015)

by

Author's Legal Name  
All Rights Reserved

- A template for the Copyright Page is included in Appendix G.

### Abstract

- The Abstract, which has no set word limit but is an "abstract," should briefly:
  - State the problem discussed in the manuscript.
  - Describe the research procedures or methodology.
  - Summarize major findings and conclusions.
- The Abstract is text only and may NOT contain any other element, such as tables, graphs, charts, illustrations, subheadings, or reference notes.
- The Abstract is double-spaced.

- Page numbers continue Roman numeral pagination of the front matter.
- A template for the Abstract is included in Appendix G.

### Dedication and/or Acknowledgments

- The Dedication and Acknowledgments pages are both optional.
- If one or both pages is included, double spacing is used.
- Page numbers continue Roman numeral pagination of the front matter.
- Templates for the Dedication and Acknowledgments pages are included in Appendix G.

### Table of Contents

- "Table of Contents" is a major heading and should be set in that format. Below that, at the right margin, is the column label "Page." Next, at the left margin, the sections in the manuscript are listed. Leader dots follow, with respective page numbers listed under the "Page" column header. A template for the Table of Contents is included in Appendix G.
- Front matter headings, including ABSTRACT, DEDICATION, ACKNOWLEDGMENTS, LIST OF TABLES, LIST OF FIGURES, and/or LIST OF ILLUSTRATIONS, are listed in the Table of Contents in all capital letters, at the left margin, if these sections exist in your manuscript. In the Table of Contents, do NOT include a line entry for the Copyright Page or Table of Contents itself.
- Below the front matter entries, still at far left, is the column label "CHAPTER." Under that, Arabic chapter numbers and chapter titles in all capital letters are listed. It is not required that subheadings be listed in the Table of Contents, but if they are, each level of subheading is indented 1/2" from the chapter title or subheading above. Do not list more than three levels of subheading on the Table of Contents — and if you list a level of heading for one chapter, list that level for every chapter in which it exists. Remember, this applies to the Table of Contents, not the text.
- Chapter numbers (e.g., 1, 2, 3) should be uniformly spaced from chapter titles. Chapter titles and subheadings should be uniformly separated from page numbers. Thus, if a title comes within 1/2" of its page number, break it into two or more single-spaced lines, aligning turnover lines with the first word of the title/subheading.
- Back matter headings, including BIBLIOGRAPHY/REFERENCES CITED and APPENDICES, are listed in the Table of Contents in all capital letters and at the left margin. If there is more than one APPENDIX, each is identified by a capital letter (e.g., A, B, C) assigned according to the order of mention in the text and aligned at the left margin.
- Do not repeat the column labels of "Page" and/or "CHAPTER" on subsequent pages of the Table of Contents.
- Page numbers for the Table of Contents continue Roman numeral pagination of the front matter.

## List of Tables/Figures/Illustrations

- Separate lists are necessary if there are tables, figures, and/or illustrations in your manuscript. Depending on the items in your manuscript, you may have a List of Tables, a List of Figures, and a List of Illustrations — or you may have just one or two. Identify the materials in your dissertation/thesis and sort them into the appropriate list.
- The titles/captions listed in each list must match exactly the titles/captions in the manuscript. This includes wording, capitalization, abbreviations, punctuation, and the like. However, do not copy underlining (except in the case of statistical abbreviations) or **bold** to a list. The purpose of these lists is to allow the reader to locate easily the embedded table, figure, or illustration rather than have to page through the entire document.
- "Table," "Figure," or "Illustration" must appear as the left column label in its respective list. At right is the column label "Page." Below, the number and its corresponding title or caption appears. Each entry's corresponding page number is right-aligned, with leader dots separating title/caption from page number. If the list breaks onto multiple pages, do not repeat the column labels.
- If a title/caption comes within 1/2" of its page number, break it into two or more single-spaced lines that align under the first word of the title/caption.
- Each title/caption is double-spaced, except when single spacing is used for turnover lines of long titles/captions.
- Page numbers for Lists continue Roman numeral pagination of the front matter.
- Templates for the Lists are included in Appendix G.

## Body

### Chapter Numbers and Titles

- "CHAPTER #" and "CHAPTER TITLE" are normally all caps and centered at the top of a new page. Arabic numbers – not words, not Roman numerals – designate chapter numbers. Line spacing should be consistent spacing, whether single or double.
- Other placements and capitalization schemes may be accepted. The key is to be consistent on all headings with the same level of importance.

## Text

- This is the substance of the dissertation/thesis. It includes all chapters and their sections and subsections, with a corresponding page number in the Table of Contents.
- Page numbers begin with an Arabic number 1 for the first page of Chapter 1 and continue consecutively.
- A sample first page of a chapter is shown in Appendix H, while a Chapter template is included in Appendix I.

## Notes

- Notes may be substantive or explanatory. Notes may identify sources or indicate keys to reading a table. Depending on your style manual and the purpose of the notes, they may be called footnotes, endnotes, notes, general notes, probability notes, etc.
- Regardless of what your notes are called, each entry must have the same format:
  - Single- or double-spaced within notes.
  - Double spacing between notes.
  - Same font as the rest of the text.
  - Ideally, same point size as the rest of the text.
  - Under no circumstances, smaller than 10 point.

## Back Matter

### Bibliography/References Cited

- A comprehensive list of sources must be titled either "Bibliography" or "References Cited." A template for the source list is included in Appendix J.
- All books, articles, or other sources used in the manuscript, either in direct quotation or by reference, must be listed.
  - Citations in the text must correspond to those listed in the comprehensive source list.
  - Authors' names must be spelled correctly and, hence, consistently.
  - Dates that appear in the text should be the same as those listed in the comprehensive source list.
- In-text citations, source citations, references, and notes may be ONE of the following:
  - Parenthetical author-date, as in the example in the table at the top of the next page.
  - Superscripted or bracketed numbers.
  - Classic footnotes at the bottom of the page.
  - Endnotes at the end of each chapter.
  - Endnotes at the end of the entire work.



#### EXAMPLE OF PARENTHETICAL AUTHOR-DATE APA CITATION

<b>In text</b>	As noted in the research (Huggard, 1998), the goal was...
<b>In Bibliography/Reference Cited</b>	Huggard, C. (1998). <i>Clinical efficacy of dexamethasone iontophoresis in the treatment of patellar tendonitis in collegiate athletics: A double-blind study</i> . Unpublished master's thesis, Temple University. Philadelphia, PA.

- Ordering within the list of sources varies by discipline:
  - Works in education, the humanities, and the social sciences are alphabetically ordered by author's family name, which begins each entry.
  - Works in the hard sciences are usually ordered numerically.
- Two spacing options exist:
  - Single-space within individual entries and double-space between.
  - Double-space within and between entries.
- Two indentation options exist:
  - With hanging indentation, the first line of every entry is on the left margin and every turnover line is indented 1/2".
  - With paragraph indentation, the first line is indented 1/2" from the left margin and the turnover lines are at the left margin.
- Page numbers continue consecutive Arabic pagination of the text.

### Appendices

- Appendices contain supplementary material or explanatory data too lengthy to be included in the text or not immediately essential to the reader's understanding of the text. To determine whether to include material as an Appendix, consider:
  - Does the material truly need to be included? That is, does it add to the understanding of your research?
  - Is the author's written permission needed to include it? That is, is it copyrighted?
  - Does it fit Temple University's margin, clarity, and type requirements — or do you have to retype it? For example, letterhead cannot be included without adjustment.
  - Have you made reference to the material in the text? No material can be included as an Appendix if it is not referred to in the text.
- Appendixes are designated by capital letters (e.g., A, B, C); are lettered in the order in which they are mentioned in the text; and are listed in the Table of Contents as Level 1 headings, fully

CAPITALIZED with their Appendix letter on the left margin directly under the "A" in Appendix. See the sample Table of Contents in Appendix C.

- Each Appendix is titled with a centered Level 1 heading "APPENDIX \_\_\_\_" followed on the next line by its title in ALL CAPITAL letters. These are positioned at the top of the first page of each new Appendix like a Chapter title.
- Original material in an Appendix must be double-spaced and typed the same as all other text. Copies of correspondence, forms, computer programs, printed questionnaires, surveys, testing instruments, etc. may be included in their original format ONLY if they adhere to the established margins (i.e., 1.5" on the left side and 1" on all other sides), print size, and quality specifications. It is not important that the "original" document be included, but it is important that included documents be readable. Material that will not fit or is difficult to read must be reduced, recopied, retyped, or removed. Letterhead must be either cut-and-pasted or retyped.
- Appendices follow the Bibliography/References Cited section.
- Page numbers continue consecutive Arabic pagination of the text. This applies to both new and previously paginated materials that you include.
- A template for Appendices is included in Appendix K.

## Preparation of List Materials

Graphic elements that can be utilized in dissertations and theses include:

- **Tables**, which organize information into discrete rows and columns.
- **Figures**, which are other illustrative material, including charts, graphs, diagrams, schematic illustrations, and the like. Drawings and photographs can be included, if desired.
- **Illustrations**, which are typically drawings and photographs.

### General Style of List Materials

- Font and font size should be consistent between tables/figures/illustrations and the text unless there is a compelling reason to do otherwise.
- Every table, figure, and illustration must be unique and have its own unique title. That is, each item may appear only once in your manuscript.
- Tables, figures, and illustrations are integrated into the text:
  - An element that is **larger than half a page** should be placed on a page by itself centered within the margins on the first page following its first mention in the text.
  - An element that is **half a page or smaller** should be merged onto a page with text and set off from the text by a double or triple space above and below.
  - Each element must appear in its entirety on one page, if it will fit. If it will not, it should begin at the top of a page and continue on succeeding pages as necessary.
- Do not leave substantial blank space on a page because a graphic element has been mentioned and will be placed on the following page. Continue the text to the bottom of the page, and then insert the table/figure/illustration at the top of the next page, and resume the text on that page after the graphic element.
- Number tables/figures/illustrations sequentially with Arabic numbers throughout the manuscript (i.e., 1, 2, 3) according to the order in which they appear in your text.
  - Begin numbering each different type of graphic element at 1. Thus, you could have a Table 1, Figure 1, and Illustration 1 in your manuscript.
  - The only acceptable alternate numbering system is to use both the chapter number and the number of the graphic element together (e.g., "Table 3-6" [or 3.6] for the sixth table in the third chapter, "Figure 5-2" [or 5.2] for the second figure in Chapter 5).
  - Whichever numbering system you choose for the text must be reflected in the respective LIST in the front matter. That is, if you choose to include the chapter number in your numbering system, the "chapter number-graphic element number" must appear in the list.

- Graphic elements may NOT be numbered according to section.
- Graphic elements may not be differentiated with letter suffixes (e.g., Table 6A, Table 6B, etc.) to indicate a relation between two or more graphics. If the tables/figures/illustrations are related, then they can be combined into one.
- Any graphic element set up in landscape orientation should be on a page by itself.
  - Landscaped materials must be placed reading outward (i.e., with the top of the graphic at the binding or left side of the page).
  - The page number on the landscaped page must, however, have portrait orientation like all other page numbers.
- Consistency in style, placement, numbering, spacing, and punctuation used for the graphic elements in your manuscript is key.

## Tables

- Data that would require only two or fewer columns and rows in tabular form should be presented in the text because tables are reserved for more complex data. To present quantitative data clearly and efficiently, it must be arranged logically:
  - Data to be compared must be presented next to one another.
  - Statistical information (means, standard deviations, N values) must be presented in separate parts of the table.
  - If possible, canonical forms (ANOVA, regression, correlation) should be used.
- The "Table" feature in your software should be utilized to create tables. If you choose to not use the "Table" feature, columns should be aligned using tabs, not the space bar and your eye.
- Initial caps, italics, and single spacing are used for the table title. Align the second line of the title directly under the first word of the title.
- Column headings within the table should be clear and concise. They should not be much wider than the widest entry in the column.
- All columns must have a heading, even the "stub" column, which customarily lists the major independent variables in the left-hand column.
- Numerical data should be expressed in a consistent number of decimal places, as determined by the precision of measurement, within a column. Do not vary the unit of measurement or the number of decimal places in the same column.

- If a table splits across pages, on the continuation page(s):
  - Duplicate the table number, but replace the title with "(continued)".
  - Repeat the column headers.
- Consistent spacing should be maintained between the text and the table title and between the end of the table and the text. Two line spaces above and below are recommended.
- Example of the basic structure of a table in APA style – 6th edition:

Table 1			
<i>Title</i>			
Stub Column Head	Column Head	Column Head	Column Head
Row 1	123	234	11.67
Row 2	456	567	33.44
Row 3 <sup>a</sup>	789	890	54.89
Row 4	1368	1691	
<i>Note.</i> Add note here if warranted.			
<sup>a</sup> Any qualifying information for a line item should be included in this style.			

- An older style table is acceptable for some disciplines at Temple University, as shown in the example below. It utilizes:
  - Spanner lines, which include a solid horizontal line at the top of the table (a single space below the title); a solid horizontal line below the column headings; and a solid horizontal line at the end of the table (a single space above any notes or a triple space above text). If the table continues to another page, no spanner line appears at the bottom of the continuing page(s).
  - A period, which follows the table number. The table title is set on the same line as the table number and has no punctuation after it.

**Table 1. Data for Unskilled Men**

Subject	Jump Height (cm)	Reach Height (cm)
---------	------------------	-------------------

*Data in this table fill one page. . .*

11	46.23	48.10
12	38.62	49.30
13	48.21	61.20
14	38.21	50.50

-----(. . . which forces a page break here)-----

**Table 1. (continued)**

Subject	Jump Height (cm)	Reach Height (cm)
15	36.23	48.10
16	48.62	49.30
17	38.21	41.20
18	58.21	60.50

- A corresponding LIST OF TABLES must appear in the front matter, showing the table number, its title exactly as it is typed on the table itself, leader dots, and the number of the page on which the table appears in your manuscript.
- Tables that appear in an Appendix must be formatted exactly like those in the text – and must be listed in the LIST OF TABLES in the front matter. Tables in the Appendix should be numbered in the same style used in the text (i.e., either sequential or with both the Appendix letter-table number).

## Figures

- A "caption" is a descriptive title or brief explanation of a figure. It is mandatory and appears BELOW the figure. The caption is duplicated in the LIST OF FIGURES in the front matter.
- A "legend" is any additional commentary or a more detailed explanation of the figure. It is optional, follows the caption, and is NOT incorporated into the LIST OF FIGURES.
- Example of a figure:



Graduate School  
TEMPLE UNIVERSITY

Figure 1. Logo. One of Temple University's logos circa 2005.

- Do NOT add alpha extensions to a figure's Arabic number to indicate related figures, even if your discipline's style manual calls for such.
- Consistency in capitalization in captions and legends is key.
- With today's computer technology, hand-drawn figures should be the exception, not the rule. If you are drawing a figure by hand, straight lines must be typed or drawn in black ink with a ruler; words included in the figure should be typed. Computer-generated figures are acceptable if the print is of letter quality and large enough to be readable (at least 10-point type).
- A corresponding LIST OF FIGURES must appear in the front matter, showing the figure number, its caption exactly as it is typed below the figure itself, leader dots, and the number of the page on which the figure appears in your manuscript.

## Illustrations

- Drawings and photographs can be listed in a LIST OF ILLUSTRATIONS; included in the LIST OF FIGURES; or identified in a LIST OF PLATES or, if relevant, a LIST OF PHOTOGRAPHS.
- Like tables and other figures, identification in a LIST includes the illustration number, its caption exactly as it is typed below the illustration itself, leader dots, and the number of the page on which the illustration appears in your manuscript.
- Consistency in capitalization is key.

## Publishing and Copyrighting

### Publishing Your Dissertation/Thesis Through ProQuest

"Publishing" is the goal of the online e-dissertation submission process:

- You upload your dissertation/thesis at <http://www.etsadmin.com/temple/>, Temple University's ETD Administrator site.
- The Graduate School approves and releases the uploaded PDF to ProQuest, contingent upon receipt of an executed [Permission to Reproduce Dissertation or Thesis](#) form.
- The PDF of your dissertation/thesis is simultaneously delivered to Paley Library.

#### Again . . .

Temple University requires that your research be made accessible to the academic community at large. This is effected by publishing your dissertation/thesis through ProQuest and making it available through both ProQuest and Paley Library. Further, your dissertation/thesis may be accessed via various internet search engines, such as Google.

Making your research accessible to the academic community at large is a condition of Temple University's awarding research doctorates and master's degrees to those completing a degree that requires a dissertation/thesis as a culminating experience. Upon request, the Graduate School can embargo your dissertation for one year. A one-year embargo is typically granted to:

- Delay disclosure of potentially patentable discoveries and/or products with potential commercialization.
- Permit technology transfer to occur.
- Allow time for an article to be accepted for publication and/or a book contract to be executed.

### Copyrighting Your Dissertation/Thesis

It is your decision whether or not to copyright your work. If you choose to copyright your dissertation/thesis, the copyright fee is paid to ProQuest at our e-dissertation site (<http://www.etsadmin.com/temple/>). Be sure to include a Copyright Page with page number "ii" in your dissertation/thesis, as shown in Appendix G.

### Including Copyrighted Material in Your Dissertation/Thesis

If you include copyrighted material of any sort in your dissertation/thesis, you MUST obtain the copyright holder's written permission for its inclusion and subsequent distribution by ProQuest as part of your dissertation/thesis. A sample copyright permission letter is presented in Appendix L1. If and when permission is received from the copyright holder, you must include the permission-granting letter in an Appendix to your dissertation/thesis.

If the copyright owner denies permission, the material may NOT be included in your dissertation/thesis. Appendix L2 demonstrates the language you should use in your Appendix in lieu of including the copyrighted material.

Purchasing the right to use an instrument does NOT give you permission to include it in your dissertation/thesis. In order to include it, you must have written permission expressly stating that the instrument may be reproduced and distributed by ProQuest as part of your dissertation/thesis. ProQuest will not publish your work without a permission-granting letter for use of the instrument included in an Appendix. Reminder: Your work must be published as a condition of your degree being awarded.

You are solely responsible if you violate copyright law; Temple University and ProQuest will not be held liable. For information on reproducing copyrighted material, please refer to [Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities](#) by Kenneth D. Crews.

### Fee Schedule for Degree Completion

EVENT	EVENT STATUS	PAYEE	FEE
Processing of Dissertation/Thesis	Required	Temple University Bursar's Office	\$50.00
Copyrighting	Optional	ProQuest via <a href="http://www.etsadmin.com/temple/">http://www.etsadmin.com/temple/</a>	\$55.00
TOTAL			\$105.00

### Bound Copies of Dissertation/Thesis for Personal Use

Temple University does not provide a binding service. These binderies are recommended:

- [Smith-Shattuck Bookbinding](#)
- [Wert Bookbinding](#)



## Summary Considerations

### Dissertation/Thesis Preparation

- Was the style manual for your discipline your best friend during the writing process? Whether APA, Chicago, MLA, or some other style, the manual should have been used to format your in-text references and entries for the sources section. Note, however, that spacing and subheading conventions as outlined in the *Dissertation and Thesis Handbook* take precedence over those of any style guide.
- Throughout the entire manuscript and in all sections, the MARGINS must be 1.5" on the LEFT and 1" on the top, bottom, and right. Everything, including page numbers, must be within these margins.
- The TABLE OF CONTENTS must accurately reflect heading levels and their exact wording and capitalization from the text.
- The TABLE OF CONTENTS and any LISTS must have leader dots with the section's page number set at the right-hand end of the dots. The page numbers will readily align if a right tab is set at 6".
- FRONT MATTER must be in this order, when included: Copyright, Abstract, Dedication, Acknowledgments, Table of Contents, Lists. All of these pages are listed on the Table of Contents along with their page number, except the Copyright Page and Table of Contents.
- Running heads (i.e., headers repeated on consecutive pages) are NOT permitted.
- CHAPTERS are necessary, and each chapter begins a new page. Chapter 1 always begins on page 1.
- A COMPREHENSIVE LIST OF SOURCES, such as "Bibliography" or "References Cited," must be included after the last chapter. Its format will vary by discipline.
- All CITATIONS mentioned in the text must have a full bibliographic entry in the comprehensive list of sources. Irretrievable data, such as an oral interview, are excluded.
- If you are ready to submit your manuscript, have you reviewed it as a whole? No discernible difference should exist between the part that constituted your proposal a few years ago and the conclusion you wrote this morning. Your dissertation or thesis is a single work that is broken into chapters that should cohesively contribute to the premise of your document.

### Academics

- Doctoral students must complete a minimum of 6 culminating credits of 9994, 9998, and 9999 — with a minimum of 2 credits in 9999 — AFTER achieving candidacy and BEFORE graduation.
- Registration is required in the academic term of defense/submission, whether Fall, Spring, or Summer, for both doctoral and master's students.

## Graduation

- When the end is in sight, ensure that you have applied for graduation. The deadlines for applying for graduation for the 2015-2016 academic year are as follows:
  - Fall 2015/December 2015 graduation: October 1, 2015
  - Spring 2016/May 2016 graduation: February 1, 2016
  - Summer 2016/July 2016 graduation: May 18, 2016
- To access the application, go to [TUportal](#) and select Self-Service Banner (SSB). When in SSB, select Student » Student Records » Apply to Graduate. Upon accessing the graduation application, verify that the correct degree and program are indicated. If the wrong degree or program is listed, *STOP*. This will be required if you are applying for a diploma for a degree to which you were not officially admitted (e.g., admitted to the Ph.D. but picking up an M.A. along the way). Contact your advisor to submit a Graduate Change of Program Work Flow. When the Registrar confirms via email that the Change of Program has been completed, return to the SSB graduation application and submit.
- Note that individual schools and colleges may have additional filing requirements. Check with your dean's office to ensure that all graduation requirements have been satisfied and to learn about graduation procedures, such as fees, regalia, invitations, and "walking."
- Remember that the dissertation/thesis processing fee is required. This \$50 fee must be paid through the Bursar and applied to FOAPAL 100000 24800 4981 04; it cannot be paid online. A Treasurer's Receipt must then be presented to the school/college as proof of payment of the dissertation/thesis processing fee.

## Graduate School Draft Review

Reviews of drafts and final copies are limited to oversight of formatting to ensure that all dissertations and theses meet standards generally expected in an academic manuscript of such magnitude. An appointment can be scheduled with Christa Viola, Coordinator of Graduate Student Services, at 215-204-6924 or [cviola@temple.edu](mailto:cviola@temple.edu).

Manuscript review by the Graduate School focuses on the items identified below. While meeting these criteria cannot guarantee approval, disregarding them strongly predicts that revision will be required.

1. Margins are 1.5" at left and 1" at right, top, and bottom.
2. Page numbers are:
  - No closer than 1" to any edge of page.
  - Small Roman numeral page numbers on all front matter.
  - Arabic numbers beginning with page 1 for Chapter 1.
3. Text is double-spaced overall, except where single spacing is more appropriate (e.g., block quotes).
4. On the E-Title Page:
  - Diploma date is month and year: month can be only December, May, or July.
  - At bottom left, major advisor, then committee members, and their affiliations are listed.
5. Order of sections is as follows:
  - E-Title Page bearing names and affiliations of examining committee members
  - Copyright
  - Abstract
  - Dedication
  - Acknowledgments
  - Table of Contents
  - Lists of Tables, Figures, and/or Illustrations: separate, in that order, and with a column of page numbers on the right-hand side indicating where each item appears in the manuscript
  - Chapters
  - Notes
  - Bibliography/References Cited
  - Appendices

6. Minimal front matter components are Abstract and Table of Contents.
7. Tables, figures, illustrations, and chapters are uniquely numbered and identified in the front matter and in text.
8. Each new chapter starts on a new page.
  - Subsections within a chapter are merged in a consistent fashion.
  - Subsections can have a different pattern from sub-subsections but not from each other.
9. Comprehensive list of sources must be titled either:
  - Bibliography
  - References Cited
10. In-text citations, source citations, references, and notes may be ONE of the following:
  - Parenthetical author-date
  - Superscripted or bracketed numbers
  - Classic footnotes at the bottom of the page
  - Endnotes at the end of each chapter
  - Endnotes at the end of the entire work
11. Ordering within the list of sources varies by discipline:
  - Works in education, the humanities, and the social sciences are alphabetically ordered by author's family name, which begins each entry.
  - Works in the hard sciences are usually ordered numerically.

As a final step before bringing your manuscript to the Graduate School for review, look at the document as a whole. Can you detect any discernible difference between the part that constituted your proposal a few years ago and the conclusion you wrote this morning? Remember that this is a single work broken into major sections.

## Final Checklist

To complete the degree process, review below the materials required for your level of study. Then download the appropriate Final Checklist in Appendix M1 (doctoral) or Appendix M2 (master's), recording the date of submission for each item. Retain a copy for your records, if desired.

### Doctoral Students

WHAT?	WHERE?
1. Dissertation, as a PDF with embedded fonts	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
2. Publishing Agreement	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
3. <i>Survey of Earned Doctorates</i> <ul style="list-style-type: none"> <li>• Complete survey</li> <li>• Upload completion certificate</li> </ul>	<a href="https://sed-ncses.org/">https://sed-ncses.org/</a> <a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
4. Curriculum Vitae (CV) or Résumé	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
5. <a href="#">Permission to Reproduce Dissertation or Thesis</a> form	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
6. <a href="#">Dissertation/Thesis Processing Fee</a> form with \$50 processing fee posted to FOAPAL 100000 24800 4981 04	<ul style="list-style-type: none"> <li>• Take completed form with fee to Bursar's Office, 1801 N. Broad Street, 1st Floor, Philadelphia, PA 19122</li> <li>• Upload image of receipt to <a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a></li> <li>• Submit paid receipt to school/college when applying for graduation</li> </ul>
7. Final Signature Page, as created by the Graduate School and delivered to your department for the defense <ul style="list-style-type: none"> <li>• Printed on Graduate School letterhead</li> <li>• Bearing original ink signatures of the entire Dissertation Examining Committee</li> <li>• NOT altered in any way</li> </ul>	Graduate School, Attn. Christa Viola 1803 N. Broad Street, 501 Carnell Hall Philadelphia, PA 19122-6095

### Master's Students

WHAT?	WHERE?
1. Thesis, as a PDF with embedded fonts	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
2. Publishing Agreement	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
3. <a href="#">Permission to Reproduce Dissertation or Thesis</a> form	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>
4. <a href="#">Dissertation/Thesis Processing Fee</a> form with \$50 processing fee posted to FOAPAL 100000 24800 4981 04	<ul style="list-style-type: none"> <li>• Take completed form with fee to Bursar's Office, 1801 N. Broad Street, 1st Floor, Philadelphia, PA 19122</li> <li>• Upload image of receipt to <a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a></li> <li>• Submit paid receipt to school/college when applying for graduation</li> </ul>
5. Final E-Title Page, which is formatted as shown in Appendix E on the writable version available at <a href="http://www.temple.edu/grad/forms/">http://www.temple.edu/grad/forms/</a> <ul style="list-style-type: none"> <li>• Bearing original ink signature of the Thesis Advisor</li> <li>• Incorrect formatting, typographical errors, and/or wrong diploma date necessitate creation of a new hard copy and obtaining your Thesis Advisor's original ink signature again</li> </ul>	Graduate School, Attn. Christa Viola 1803 N. Broad Street, 501 Carnell Hall Philadelphia, PA 19122-6095

# Appendices

A – List of Professional Style Guides by Degree Program .....	29
B – Survey of Earned Doctorates (SED)	
• B1 – Web Registration Instructions .....	31
• B2 – Purpose, Use, and Confidentiality .....	32
C – Sample Table of Contents .....	34
D – Heading Levels	
• D1 – All Disciplines .....	35
• D2 – Hard Sciences Only .....	36
E – Thesis E-Title and Signature Page .....	37
F – Dissertation E-Title Page .....	39
G – Front Matter Template .....	41
H – Sample First Page of a Chapter .....	42
I – Chapter Template .....	43
J – Template for Comprehensive List of Sources .....	44
K – Template for Appendices .....	45
L – Use of Copyrighted Material	
• L1 – Sample Permission Letter for Inclusion of Copyrighted Material .....	46
• L2 – Sample Page for Exclusion of Restricted Copyrighted Material .....	47
M – Final Checklist of Materials	
• M1 – Dissertation .....	48
• M2 – Thesis .....	49

## Appendix A: LIST OF PROFESSIONAL STYLE GUIDES BY DEGREE PROGRAM



Links to select style guides for degree programs are provided in the table below. Links for the three most often used style guides are offered here:

- [APA](#)
- [Chicago](#)
- [MLA](#)

The [Writing Center](#) at Temple University also offers [Citation Guides](#) for APA, Chicago, and MLA.

Degree Program	Style Guide
African American Studies	APA, Chicago, MLA
Anthropology	<a href="#">AAA</a>
Art History	APA, Chicago, MLA
Biology	<a href="#">CBE</a> , <a href="#">ICMJE</a> (Vancouver Style)
Biomedical Sciences	<a href="#">ICMJE</a> (Vancouver Style)
Business Administration	
Accounting	APA, Chicago
Finance	Chicago
Human Resource Management	APA, Chicago
International Business Administration	APA, Chicago
Management Information Systems	APA, Chicago
Marketing	APA, Chicago
Risk Management and Insurance	APA, Chicago
Strategic Management	APA, Chicago
Tourism and Sport	APA
Chemistry	<a href="#">ACS</a> , <a href="#">ICMJE</a> (Vancouver Style)
Communication Sciences	APA
Computer and Information Science	APA, Chicago
Criminal Justice	APA, Chicago
Dance	APA – scientific Chicago or MLA – ethnography, humanities
Economics	<a href="#">Journal of Economics and Business</a>
Education	APA
Engineering	<a href="#">IEEE</a>
English	Chicago, MLA
Geography and Urban Studies	APA

Degree Program	Style Guide
Geology	<a href="#">GSA</a> (Chicago derivative)
History	Chicago
Kinesiology	APA
Mathematics	<a href="http://math.temple.edu/computing/tuthesis">http://math.temple.edu/computing/tuthesis</a>
Media and Communication	APA – social science Chicago – historical
Music	APA, Chicago
Occupational Therapy	APA
Oral Biology	APA, <a href="#">ICMJE</a> (Vancouver Style)
Pharmaceutical Sciences	<a href="#">ICMJE</a> (Vancouver Style)
Philosophy	APA, Chicago, MLA
Physical Therapy	<a href="#">AMA</a> , APA
Physics	APA, Chicago
Political Science	APA, <a href="#">APSA</a> (Chicago derivative), Chicago
Psychology	APA
Public Health	APA, Chicago
Religion	Chicago
Sociology	<a href="#">ASR</a> (Chicago derivative), Chicago
Spanish	APA, Chicago, MLA
Speech, Language and Hearing Science	APA
Sport and Recreation Management	APA
Statistics	<a href="#">ASA</a>
Theater	APA, Chicago



**Appendix B1:**  
***Survey of Earned Doctorates***  
**WEB REGISTRATION INSTRUCTIONS**



**SURVEY OF EARNED DOCTORATES (SED)**  
***WEB REGISTRATION***

Congratulations on completing your doctorate!

**The Survey of Earned Doctorates is the definitive source of information on the nation's new research doctorates.** Sponsored by the National Science Foundation and five other Federal agencies, the SED is critical to understanding in what specialty areas doctorates are produced and their post-graduation employment plans. Results are used by government and academic institutions to make decisions about graduate education funding, developing new programs, and supporting existing ones.

**The ability of the survey to accurately describe doctorate earners depends on obtaining responses from *all* doctoral degree recipients.** Your response affects decisions made for future generations of doctorate recipients.

**The SED online registration process allows** students to go directly to the SED survey without having to retrieve a PIN/Password from their email. The result is **expediency in completing the survey.** A PIN/Password and URL to the survey are provided only when the student has had to exit the survey before its completion. To begin the survey, doctorate earners should visit the following registration URL:

<https://sed-ncses.org/>

Please note that **Temple University requires verification of completion of the survey.** Recent updates to the SED system provide that **email notification is automatically generated for the Graduate School** when a survey is completed by a new recipient of a Temple doctorate.

Again, congratulations on completing your doctorate!



## Appendix B2: *Survey of Earned Doctorates* PURPOSE, USE, AND CONFIDENTIALITY



### **Purpose**

Assessing the availability of highly educated personnel is important in evaluating the nation's work force. For this purpose, the *Survey of Earned Doctorates* is conducted annually.

The survey gathers data from all research doctorate graduates each year on their educational history, sources of support, and post-graduation plans. The responses become part of the Doctorate Records File (DRF), a data bank on doctorate recipients from 1920 to the present and the major source of doctoral data at the national level.

### **Use**

Data from the survey are available through NSF's website at [www.nsf.gov/statistics/doctorates](http://www.nsf.gov/statistics/doctorates) and in printed reports. Survey data are also used:

- By universities and federal and state governments to make policy decisions that affect graduate education throughout the United States.
- In the evaluation of graduate education programs, strategic planning at the state level, labor force projections, and equal opportunity employment plans at all levels.
- By federal agencies to inform Congress and to make decisions about financial commitments that affect graduate education throughout the United States.
- In a variety of publications ranging from full-length books to articles in newspapers and magazines.

### **Confidentiality**

Information provided by research doctorate graduates is kept strictly confidential. The information relayed on the *Survey of Earned Doctorates (SED)* questionnaire is safeguarded in accordance with the Privacy Act of 1974 and the NSF Act of 1950, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about an individual.

The survey's sponsors and data collection contractor take the strongest measures to safeguard respondent confidentiality. All staff members sign binding confidentiality pledges. All processing facilities and computer systems are carefully designed and continuously tested to safeguard the information provided by institutions and respondents.

Only two groups can receive individual-identifiable data from the SED project:

- The SED Federal Sponsors (*for program evaluation*)
- Graduate School Deans (*for their own graduates only*)

Confidentiality safeguards prohibit the use of data for commercial purposes or for investigating an individual respondent or institution. Any independent researcher or contractor for the federal agencies that performs analyses of the data must sign legally binding organizational and individual Data Use Agreements certifying that the institution will only use the data for statistical purposes and that the security of the data will be protected. Similarly, Graduate School Deans must sign an agreement that they will only use the data for statistical purposes and will safeguard the confidentiality of the responses.

## **Sponsors**

- The National Science Foundation, Division of Science Resources Statistics (SRS)
- The National Institutes of Health
- The U.S. Department of Education
- The National Endowment for the Humanities
- The U.S. Department of Agriculture
- The National Aeronautics and Space Administration

## **Sources**

*Survey of Earned Doctorates* Purpose & Use. Chicago: The National Opinion Research Center (NORC) at the University of Chicago, 2008-2009. Print.

*Survey of Earned Doctorates* How the SED Keeps Your Information Strictly Confidential. Chicago: The National Opinion Research Center (NORC) at the University of Chicago, n.d. Print.

**Appendix C:**  
**SAMPLE TABLE OF CONTENTS**



TABLE OF CONTENTS

	Page
ABSTRACT.....	iv
ACKNOWLEDGMENTS.....	vi
LIST OF TABLES.....	viii
LIST OF FIGURES.....	ix
CHAPTER	
1. EARTH SPECIES (Level 1 heading).....	1
Wild Animals (Level 2 subheading).....	3
Tame Animals (Level 2 subheading) .....	7
Humans (Level 3 subheading).....	12
Dogs (Level 3 subheading).....	13
Doberman (Level 4 subheading).....	15
Poodle (Level 4 subheading).....	17
2. NON-EARTH SPECIES.....	19
BIBLIOGRAPHY.....	25
APPENDICES	
A. SPCA CORRESPONDENCE.....	30
B. RAW DATA.....	32

EXPLANATION: Of utmost importance is the Chapter title with number, the Level 1 heading, e.g., 1. EARTH SPECIES. The Level 2 subheading, e.g., Wild Animals, has secondary importance. The Level 3 subheading, e.g., Humans, has normal importance. The Level 4 subheading, e.g., Doberman, has minor importance. Of minimal importance is the Level 5 subheading, which is NOT listed in the Table of Contents.

In the Table of Contents, the headings have a pattern of progressive indentation. In the body of the dissertation/thesis, the headings do NOT have this progressive indentation. Within the manuscript, "2. NON-EARTH SPECIES" would be formatted the same as "1. EARTH SPECIES" (centered, not italicized, all caps); "Tame Animals" would be formatted like "Wild Animals" (centered, not italicized, initial caps); "Dogs" would be formatted like "Humans" (centered, italicized, initial caps); and "Poodle" would be formatted like "Doberman" (at left margin, italicized, initial caps).

**Appendix D1:  
HEADING LEVELS FOR ALL DISCIPLINES**



Level 1 headings include:

- ABSTRACT
- DEDICATION
- ACKNOWLEDGMENTS
- PREFACE
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- LIST OF ILLUSTRATIONS
- CHAPTER NUMBERS AND TITLES
- NOTES
- BIBLIOGRAPHY/REFERENCES CITED
- APPENDIX LETTERS AND TITLES

LEVEL ONE

CENTERED, NOT ITALICIZED, EVERY LETTER CAPITALIZED

Level Two

Centered, Not Italicized, First Letter of Each Word Capitalized

*Level Three*

*Centered, Italicized, First Letter of Each Word Capitalized*

*Level Four*

*At Left Margin, Italicized, First Letter of Each Word Capitalized*

*Level five. At paragraph indentation, italicized, sentence capitalization, followed by a period and text on same line as heading. Level five headings have minimal importance and are not listed in the Table of Contents.*

**Appendix D2:  
HEADING LEVELS FOR THE HARD SCIENCES ONLY**



Level 1 headings include:

- ABSTRACT
- DEDICATION
- ACKNOWLEDGMENTS
- PREFACE
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- LIST OF ILLUSTRATIONS
- CHAPTER NUMBERS AND TITLES
- NOTES
- BIBLIOGRAPHY/REFERENCES CITED
- APPENDIX LETTERS AND TITLES

LEVEL ONE

CENTERED, NOT ITALICIZED, EVERY LETTER CAPITALIZED

1.1 Subtitle in Initial Caps at Left Margin (e.g., Chapter 1, Subsection 1)

1.1.1 Sub-subtitle in Initial Caps at Paragraph Indentation (e.g., Chapter 1, Subsection 1, Sub-subsection 1)

1.1.2 Sub-subtitle in Initial Caps at Paragraph Indentation (e.g., Chapter 1, Subsection 1, Sub-subsection 2)

1.2 Subtitle in Initial Caps at Left Margin (e.g., Chapter 1, Subsection 2)

1.2.1 Sub-subtitle in Initial Caps at Paragraph Indentation (e.g., Chapter 1, Subsection 2, Sub-subsection 1)

1.2.2 Sub-subtitle in Initial Caps at Paragraph Indentation (e.g., Chapter 1, Subsection 2, Sub-subsection 2)

**Appendix E:  
THESIS E-TITLE AND SIGNATURE PAGE**

For a writable version of the thesis title page,  
go to <http://www.temple.edu/grad/forms/>.

**INSERT TITLE HERE IN ALL CAPITALS. IF THE TITLE IS LONGER  
THAN ONE LINE, USE AN INVERTED PYRAMID  
SHAPE LIKE THIS**

---

A Thesis  
Submitted to  
the Temple University Graduate Board

---

In Partial Fulfillment  
of the Requirements for the Degree  
MASTER OF SCIENCE  
(or OF ARTS, MUSIC, ELECTRICAL ENGINEERING, etc.)  
*(get the valid name of your degree from SSB)*

---

by  
Iwishiwere A. Graduate  
Diploma Date (Use ONLY December 20XX or May 20XX or July 20XX –  
filling in the XX with the appropriate year: e.g., 2015)

Thesis Approvals:

Mentor's Name, Thesis Advisor, Department  
Committee Member's Name, TU Department or Institutional Affiliation (*e.g.,  
Rutgers University or Merck and Co.*)  
Continue list and pattern with any additional members' names and affiliations

---



**Appendix F:**  
**DISSERTATION E-TITLE PAGE**

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go to <http://www.temple.edu/grad/forms/>.

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IS LONGER THAN ONE LINE, USE AN  
INVERTED PYRAMID SHAPE  
LIKE THIS**

---

A Dissertation  
Submitted to  
the Temple University Graduate Board

---

In Partial Fulfillment  
of the Requirements for the Degree  
DOCTOR OF PHILOSOPHY  
(or OF EDUCATION or OF MUSICAL ARTS)  
*(get the valid name of your degree from SSB)*

---

by  
Iwishwere A. Graduate  
Diploma Date (Use ONLY December 20XX or May 20XX or July 20XX –  
filling in the XX with the appropriate year: e.g., 2015)

Examining Committee Members:

Mentor's Name, Advisory Chair, Department  
Committee Member's Name, TU Department  
Committee Member's Name, TU Department  
Committee Member's Name, TU Department  
Committee Member's Name, External Member, Affiliation

---

**Appendix G:  
FRONT MATTER TEMPLATE**

To preserve its Roman numeral pagination and custom margins,  
the front matter template is not presented herewith.  
It is accessible at <http://www.temple.edu/grad/forms/>.

## Appendix H: SAMPLE FIRST PAGE OF A CHAPTER



Please note the following on this sample first page of text, which is not to scale:

- Margins
- Placement of Level 1 heading
- Spacing within Level 1 heading and between Level 1 and Level 2 subheading
- Presence and choice of location of page number
- Citation style (APA)

The diagram illustrates the layout of a sample first page of a chapter. It features a central text area with a 1½-inch left margin and a 1-inch right margin. The text is centered and includes the following content:

CHAPTER 1  
INTRODUCTION

The Problem

Many sports involve strenuous running and jumping movement, which expose the athlete to potential injury to the bones, joints, ligaments, and muscles of the lower extremities. Injuries to the ankle continue to be one of the most common and frequent of all sports injuries. The sports of volleyball and basketball are reported to have the highest incidence of ankle injuries (Bassett, Crowder, & Malone, 1988; Garrick & Requa, 1988; Schafle, Requa, Patton, & Garrick, 1990). As a result, athletic trainers, physicians, coaches, and athletes continue to search for an appropriate means of external support for the ankle in order to prevent injury as well as minimize the degree of severity of those ankle injuries that do occur (Augustine, 1986; Bassett et al., 1988; Schafle et al., 1990).

The next paragraph and all of the following pages should utilize the same margins and page number placement. Be consistent – and pay attention to details when first formatting your document. Getting it right the first time avoids reformatting.

Annotations include:

- A 1½-inch left margin arrow pointing to the left edge.
- A 1-inch right margin arrow pointing to the right edge.
- A 1-inch top margin arrow pointing to the top edge.
- A 1-inch bottom margin arrow pointing to the bottom edge.
- A page number '1' placed at the top right of the text area.
- Three callout boxes with red borders and light blue backgrounds: 'Place page number here' (pointing to the page number), 'or here, at least 1" from edge(s),' (pointing to the right margin), and 'or here' (pointing to the bottom margin).

**Appendix I:  
CHAPTER TEMPLATE**

To preserve its Arabic number pagination and custom margins,  
the chapter template is not presented herewith.  
It is accessible at <http://www.temple.edu/grad/forms/>.

**Appendix J:**  
**TEMPLATE FOR COMPREHENSIVE LIST OF SOURCES**

To preserve its Arabic number pagination and custom margins,  
the template for the comprehensive list of sources is not presented herewith.  
It is accessible at <http://www.temple.edu/grad/forms/>.

**Appendix K:  
TEMPLATE FOR APPENDICES**

To preserve its Arabic number pagination and custom margins,  
the template for appendices is not presented herewith.  
It is accessible at <http://www.temple.edu/grad/forms/>.

**Appendix L1:  
SAMPLE PERMISSION LETTER FOR INCLUSION  
OF COPYRIGHTED MATERIAL**

Source: Crews, K. D. (2000). *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*.



[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear \_\_\_\_\_:

I am completing a doctoral dissertation at Temple University entitled "\_\_\_\_\_."  
I would like your permission to reprint in my dissertation excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by ProQuest LLC (ProQuest) through its UMI® Dissertation Publishing business. ProQuest may produce and sell copies of my dissertation on demand and may make my dissertation available for free internet download at my request. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Your consideration is appreciated.

Sincerely,

[Your signature with name below]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

\_\_\_\_\_  
[Type name of addressee here below signature line]

Date: \_\_\_\_\_



**Appendix L2:  
SAMPLE PAGE FOR EXCLUSION OF  
RESTRICTED COPYRIGHTED MATERIAL**



*Copyright Restriction Page*

Due to copyright restrictions, the following publication could not be reproduced here.

*Publication Manual of the American Psychological Association*

© 1994

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For more information, contact the copyright holder:

American Psychological Association

750 First Street NE

Washington, DC 20002

(800) 374-2721

(202) 336-5500

Make certain to include a citation in the Bibliography/References Cited section:

American Psychological Association. (1994). *Publication manual of the American Psychological Association* (4<sup>th</sup> ed.).  
Washington, DC: Author.

**Appendix M1:  
FINAL CHECKLIST OF DISSERTATION MATERIALS**



**SECTION 1: STUDENT INFORMATION**

Name	TUid	
Anticipated Date of Graduation <input type="checkbox"/> December _____ YEAR <input type="checkbox"/> May _____ YEAR <input type="checkbox"/> July _____ YEAR		
School or College	Program	Degree
Dissertation Title		

**SECTION 2: DOCTORAL SUBMISSIONS**

ITEM	METHOD OF SUBMISSION	DATE SUBMITTED
1. Dissertation, as a PDF with embedded fonts	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>	
2. Publishing Agreement	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>	
3. <i>Survey of Earned Doctorates</i> <ul style="list-style-type: none"> <li>• Complete survey</li> <li>• Upload completion certificate</li> </ul>	<a href="https://sed-ncses.org/">https://sed-ncses.org/</a> <a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>	
4. Curriculum Vitae (CV) or Résumé	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>	
5. <a href="#">Permission to Reproduce Dissertation or Thesis</a> form	<a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a>	
6. <a href="#">Dissertation/Thesis Processing Fee</a> form with \$50 processing fee posted to FOAPAL 100000 24800 4981 04	<ul style="list-style-type: none"> <li>• Take completed form with fee to Bursar's Office</li> <li>• Upload image of receipt to <a href="http://www.etdadmin.com/temple/">http://www.etdadmin.com/temple/</a></li> <li>• Submit paid receipt to school/college when applying for graduation</li> </ul>	
7. Final Signature Page, on Graduate School letterhead, bearing original ink signatures of the entire Dissertation Examining Committee, and NOT altered in any way	Hard copy to Graduate School Attn. Christa Viola	

