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INTRODUCTION

This handbook is written for you, a student in the process of writing a doctoral dissertation in partial fulfillment of the requirements for a doctoral degree from The Catholic University of America. It is the official guide to university requirements governing the preparation and submission of your dissertation.

All doctoral degree candidates who are required to submit a formal, written paper or any other form of written presentation (i.e., a musical composition) are required to submit the final, approved manuscript to the Office of Graduate Student Services in the Office of the Vice Provost and Dean of Graduate Studies.

Your dissertation is an important university document, both academically and for you personally. For this reason we expect you to exercise utmost care in the preparation of the final manuscript for submission and we commit ourselves to processing the document for publication, binding, and archiving expeditiously and with respect for the work you have done.

In order to assure that dissertation manuscripts from The Catholic University of America reflect the importance we place on them, we require that you follow strict formatting and submission guidelines. By following them, you can be assured of encountering no problems in the publication process with the CUA contracted publishing company, ProQuest. Since you are personally and ultimately responsible for following the guidelines and instructions in this handbook, you are required to read it completely and carefully. We encourage faculty and staff to familiarize themselves with the contents of the handbook, since they are often asked to advise students in the preparation of the manuscripts.

Certain departments and schools follow procedures and formatting described in the style manuals or sheets specific to their individual disciplines. Your department or school may expect you to follow these guidelines. However, instructions or formatting guidelines published in this handbook, in any published addenda to the handbook, or in the Graduate Announcements take precedence over discipline-specific guidelines. In the absence of any specific requirements in the handbook, you should use your discipline’s style manuals or sheets wherever applicable.

With the development of new binding and publishing technologies and revised university policies, the guidelines for the preparation and submission of manuscripts may change from year to year. We therefore advise against referring to previous editions of the handbook, or using a previously submitted and published manuscript as a guide for format or layout. If your research extends over several years, we also ask that you request a current version of the handbook from the Office of the Vice Provost and Dean of Graduate Studies or access a current version on the Web (avail. 2004) prior to preparing your final manuscript for deposit.

WRITING YOUR DISSERTATION

Style

Please note: The guidelines regarding format and style outlined in this handbook are requirements of the university and supersede any contradictory instructions that may be given in the various style manuals listed below or in any other publications. For any items not specifically addressed in this handbook, you should refer to the appropriate style manual and consult your department or school.

The Catholic University of America requires that all dissertations conform to The Chicago Manual of Style (Chicago: The University of Chicago Press, current edition) (hereafter The Chicago Manual). You may, however, have some difficulty in consulting The Chicago Manual alone. This publication is primarily a guide for editors and typographers preparing typescripts for printing. For easier reference, we recommend Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: The University of Chicago Press, current edition) (hereafter Turabian), which is an interpretation of The Chicago Manual specifically addressing the preparation of academic papers that will remain in typescript form.

In addition to using The Chicago Manual, several academic disciplines have adopted a specific style for use in the professional field for writing journal articles, submitting proposals, etc. You should check with your individual department or school to ascertain if there is a standardized style format for your discipline, or if they have adopted a style format which is standard in another, related discipline. Following is an abbreviated list of other style manuals also in use at CUA:

**Biology:**
Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers (Council of Biology Editors)

**Psychology:**
Publication Manual of the American Psychological Association (American Psychological Association)

**Chemistry:**
The ACS Style Guide: A Manual for Authors and Editors (American Chemical Society)

**Mathematics:**
The Handbook of Writing for the Mathematical Sciences (Society for Industrial and Applied Mathematics)

**Political Science:**
Style Manual for Political Science (The American Political Science Association)

**Modern Languages:**
MLA Style Manual and Guide to Scholarly Publishing (Modern Language Association)
Using An Independent Typist or Service

Typists and word processing agencies frequently post advertisements on bulletin boards throughout the university. Please keep in mind the following when dealing with typists or word processing agencies:

- You should have an extra copy of the draft of your manuscript in the event of loss of or damage to the original draft. On the draft copy, it is often a time/error saver to the author and typist if the footnotes are submitted on pages separate from the text.
- Discuss with the typist the following questions:
  - May the draft manuscript be handwritten, or must it be typed?
  - Is the typist familiar with foreign expressions, equations, formatting tables and charts, etc., that you use in the manuscript?
  - Will you already have properly formatted the final draft, or is the typist responsible for following CUA and discipline-specific formatting guidelines?
  - May the typist correct minor grammatical and spelling errors?
  - What materials will the typist use (paper, ink, etc.)? Do these conform to CUA requirements?
  - Will you or the typist supply the materials?
  - What kind of word processor or computer will the typist be using? What style and size typeface will be used?
  - Will the typist proofread the finished work? (Of course, it is your responsibility to do the final proofreading, but the typist should proofread for obvious typographical errors.)
  - If the typist makes a mistake, will s/he retype the page without additional charge?
  - If you have made a mistake, will the typist charge extra to correct the mistake?
  - Will the typist edit the manuscript? If so, what will the editing cost?
  - After agreeing with the typist on a deadline for completion of the manuscript, what will be the penalty for not meeting the deadline?
- Always be aware that prices quoted per page will likely be affected by the use of foreign words, equations, or complicated tables and charts. You should attempt to cover with the typist all aspects of the preparation of the final manuscript before you present the draft for final typing.
- You should be sure to secure a typist well in advance of deposit deadlines. Typists are in great demand at peak periods prior to graduation dates.
- Whether or not you have already formatted the draft, give the typist a copy of the CUA formatting guidelines as well as any discipline-specific formatting guidelines which you may be using. Emphasize the importance of following these guidelines. Encourage the typist to contact the Coordinator if s/he has any questions concerning formatting.

The Writing Center

The CUA Writing Center provides support services to students at all stages of the writing process. The Writing Center strongly recommends that you call to make an appointment (202-319-5018) to speak with one of their trained consultants, graduate students in the English department. Walk-ins are welcome on a space available basis.

CUA Academic and Research Computing Resources

The Center for Planning and Information Technology (CPIT) offers a wide range of services for graduate students. CPIT issues a computer account to all faculty, staff and students. CPIT also provides students, faculty, and staff with an extensive computer education and training program. The CUA Computing Web site provides details about computing at CUA, including information about training, computing resources available, a knowledge bank, a computing guide, and activities underway.

In addition, CPIT provides service and support for all technology classrooms and computing areas on campus. A general computing area in Leahy Hall, with both Windows and Macintosh machines, is open twenty-four hours a day during the semesters. Other computer-equipped classrooms and computing areas are open and available for use by any member of the CUA community. The formatting guidelines prescribed in this handbook can be handled by word processing software (Microsoft Word) in any lab on campus, and by WordPerfect in the Leahy Lab. The Academic Services division of CPIT can help with any formatting or related questions or projects, including digital research. Academic Services can also help you digitize or Web your project. For further details, please Web to http://computing.cua.edu/.
The Copyright

The Office of General Counsel of The Catholic University of America has prepared an information sheet on the issues involved in the copyright of your dissertation and registering your copyright with the Library of Congress. It is important that you read this document prior to making the decision whether or not to register your copyright with the Copyright Office of the Library of Congress. You can also access extensive information on your copyright at the Web site of the Office of General Counsel (http://counsel.cua.edu/IP/index.htm) and of ProQuest (http://www.umi.com/hp/Support/DExplorer/copyrght/).

Ecclesiastical Imprimatur

For ecclesiastical manuscripts in canon law, theology, or philosophy, an ecclesiastical imprimatur is generally not necessary. However, if you are a candidate in an ecclesiastical degree program, you should consult with your major professor or the dean of your school regarding the possible necessity of an ecclesiastical imprimatur.

THE ELEMENTS OF YOUR DISSERTATION

Preliminary Pages

Title Page

The Title of the Dissertation

Your title must be exactly the same one as submitted on your dissertation proposal. If you have made any changes to the title, you must submit a Request for Change in Doctoral Dissertation Title for approval prior to your deposit date.

The title page must follow exactly the formatting examples given in the Appendix. This is not the place for any creative efforts — special fonts, spacing, sizing, boldface or italic type, etc. Do not place the title in all caps.

ProQuest requires that you use word substitutes for formulas, symbols, superscripts, Greek letter, or other nonalphabetical symbols in the title.

Your Name

You must use your “name of record” on the title page. This is your official name, as recorded by the Registrar of CUA. If this name uses titles or suffixes, include them. However, you may not include job titles or organizational affiliations (your diocese, your military unit, your employer, etc.). Although you may have been sponsored and supported in your studies, your dissertation is your own work, for which you are solely responsible. You may recognize sponsors in an acknowledgement or dedication.

The Copyright Symbol ©

Copyright privileges vest with you as author immediately upon creation of your dissertation, whether or not you include the © symbol on your title page, and whether or not you register your copyright with the U.S. Copyright Office in the Library of Congress. You must decide whether to place the © symbol on your title page.

The Date

The date on the title page of your dissertation is the year (no day or month) in which you complete all course requirements. This is also the date on which your copyright takes effect. This is not necessarily the year in which you graduate. For example, if you complete all course work in December 2001, but you don’t deposit until December 2002, you may graduate in January 2003. In this case, the date on your title page should be 2001.

Music Compositions for the degree Doctor of Musical Arts

A dissertation submitted as a requirement for the D.M.A. degree comprising musical compositions will have a summary title page and separate title pages for each of the compositions. Please contact the Coordinator for instructions on formatting these pages.

Abstract

You are required to write an abstract of your dissertation, not to exceed 350 words (do not count the title, your name or the names of your readers in the count). The abstract must be written in English, even if your dissertation is written in a foreign language. It should contain no special characters or any text written in a non-Roman alphabet. The text of the abstract should be double-spaced.

The abstract should provide a concise summary of the following information:

■ A statement of the problem
■ A description of the research procedure or method
■ An explanation of the results of the research
■ A summary of your conclusions

If your abstract exceeds 350 words, ProQuest will either return the abstract to you for shortening or edit it without consulting you. Articles, conjunctions, abbreviations, etc., should be counted as single words. Since the abstract is an important summary of your work and is the basis upon which scholars may decide to read the entire dissertation, you should exercise great care in preparing the text.

Students often use the same text for both their abstract and for publication in the dissertation brochure published by their school prior to the oral defense. Please consult with your school concerning this possibility.

Place the abstract directly behind the title page, but do not number it (see Pagination).

For further information on the abstract, see the ProQuest publication Publishing Your Dissertation, available from the Coordinator.

Signature (Approval) Page

Your dissertation must have an approval page signed by your major professor and readers. You are responsible for typing this page and obtaining the necessary signatures. Manuscripts that do not include an approval page, signed by all dissertation committee members, cannot be accepted for deposit. Signature substitutions are unacceptable (i.e. a dean or department chair may not sign for a committee member). You should therefore arrange to obtain all signatures well in advance of your anticipated deposit date. The Coordinator of Graduate Student Services cannot assume responsibility for obtaining signatures, even if you must deposit by mail.
You should prepare the signature page, following the formatting guidelines in the Appendix, print it out on the acid-free paper required for submission of your manuscript, and take it with you to your oral defense, when all of your committee members will be present. If there are no major changes to be made to your dissertation, your major professor and readers can sign the signature page at that point. Although the committee, following your defense, may ask you to make minor corrections to your dissertation, this usually does not prevent committee members from signing the dissertation approval page. If this is not possible, please make arrangements to get the signature page to all members of your committee for completion.

Number the signature page at the bottom center of the page with the lower-case Roman numeral “ii” (see Pagination).

Optional Preliminary Pages
You may include a dedication, an epigraph, a list of illustrations, a list of tables, a list of abbreviations (may alternately appear in the end matter), a foreword, a preface, or acknowledgements in the front matter of your dissertation. Please refer to the Pagination section of this handbook for information on the order of appearance and pagination of these optional preliminaries.

Body of Text

Introduction
An introduction is optional. If you choose to include it, please follow your discipline-specific guidelines in deciding whether to make the introduction an independent section or to consider it formally as your first chapter. In either case, the introduction is the equivalent of a first chapter of your text and will be numbered accordingly. It is not a part of your preliminary materials.

Text
Following this general overview of the elements of your dissertation, we will describe the required formatting and give you guidelines for including graphs, photographs, other illustrative materials, and addenda (nontext items) in your dissertation. Please refer to the appropriate sections below.

Notes/Footnotes
Footnotes are strongly preferred over chapter endnotes. A reader of a microfilm copy of your dissertation will have considerably greater difficulty accessing chapter endnotes than reading footnotes appearing on each page.

Generally, you should number footnotes consecutively throughout the entire paper. However, if there are more than 100 footnotes, number them consecutively by chapter. Endnotes should appear at the end of each chapter — never at the end of the entire paper. Refer to the appropriate style manual of your discipline for proper notation and reference format. Also, see the last paragraph below under “Typeface.”

Illustrative Materials
Illustrative materials include photographs, charts, graphs and tables, prints, maps, reproductions, renderings, hand-drawn items, etc. Since these items will be filmed and reduced in size when reproduced, you should select for inclusion only the highest quality items.

Color
It is strongly recommended that illustrative materials be in black and white. If necessary, you may include color items in your original manuscript. Without exception, however, those items that you include in the deposited copy of your manuscript must be in black and white. The ink used to color the item must be permanent and stable, retain its brilliance, and not flake or brush off with age.

Placement Within Manuscript
You may include illustrative materials either in the body of the text or in the appendix. If included in the text, the materials should be inserted as close as possible to their first reference in the text. The explanation should precede the item. If you include the materials in an appendix, the explanation should also precede the item.

Placement on Page
Smaller items such as photographs or other reproductions which are glued onto pages should be staggered in alternating locations on the pages throughout the text: one at the top of a page, the other at the bottom of another page; one to the left, one to the right. In this way you can avoid making the manuscript too bulky in any one place. The items must be placed within the specified margins for the manuscript. See the examples of placement options in the Appendix.

Alignment of Page Numbers
Whether or not the illustrative material is placed in the manuscript in portrait or landscape format, the pagination should follow the alignment rules established for the rest of the manuscript. Please refer to the section on Pagination.

Charts and Graphs
When designing your charts and graphs, keep in mind that when they are reproduced from the microfilm, they will be reduced in size. The charts and graphs may be in color in the original manuscript. However, design the items in such a way that when you copy them in black and white for inclusion in the copy of your manuscript, readers will be able to differentiate between the bars, pie sections, lines, etc.

Photographs
The inclusion of photographs in your manuscript is discouraged, because these do not film or reproduce well. If you do include photographs, they must be of excellent quality. If in color, they should have been produced using a color process producing sharp images and brilliant and long-lasting color (for example, Ilfochrome using glossy rather than pearl backing).
In the original manuscript, the photographs should be dry mounted on the paper. Never use normal paper glue, rubber cement, etc., which over time can cause curling, become brittle, disintegrate, or discolor the photograph or paper on which the photo is mounted.

For the manuscript copy, you should photocopy the photograph, producing as clear and sharp a black and white image of the photograph as possible.

**Over-Sized Items**

If possible, reduce the over-sized items to 8.5 inches x 11 inches page size, making the copies as clear and precise as possible, to include in both the original and the copy of the manuscript. If you must include an oversized item, such as a map or diagram, carefully fold the item into the manuscript, using as few folds as possible. The folded document should be within the standard page margins. Place the right-hand fold(s) of the item at least one inch inside of the right page edge. Take care that a left-hand fold is not within the margin needed for binding the manuscript.

**Reproductions**

Use only excellent quality reproductions, if possible in black and white. Remember, the item will lose definition in the filming and reducing process, easily becoming illegible, and colors may fade or brush off with age.

**Hand-Drawn Items**

If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, use only high-quality waterproof black ink and render the hand-drawn elements as carefully, clearly, and neatly as possible.

**End Matter**

**Optional End Matter**

Optional end matter may include an appendix or appendices, a glossary, a list of abbreviations (may also appear with the preliminary pages) and addenda (nontext items such as tapes, CDs, etc.).

**Letters of Permission**

In the event that you are including in your manuscript material that does not fall in the “fair use” category, you must request permission from the holder of the copyright to include the materials. For information on “fair use” and an example of a letter requesting permission to use the material, see the Web site of the Office of General Counsel (http://counsel.cua.edu/IP/Copyright/index.htm).

If you have requested permission from other authors or publishers to use material in your dissertation, you should include the letters of permission in your manuscript. Place such letters, separately labeled in an Appendix, at the rear of the manuscript.

**Packaging Addenda**

Where appropriate, addenda should be placed in pockets designed for that type of material. Label the pockets clearly with the title of the dissertation, your name, a description of the contents of the pocket, and instructions for the use of the contents.

List the addenda, in the order of inclusion but unnumbered, in the Table of Contents.

**Bibliography**

Consult your department or school and the appropriate style manual for instructions on the discipline-specific formatting of the different types of references in your bibliography.

**PREPARING YOUR MANUSCRIPT**

**Computer**

The use of computers from the very earliest stages of writing is a virtual necessity for doctoral dissertations. By using modern word processing programs (Word, WordPerfect, etc.), it is possible to make corrections, edit, check grammar and spelling, place footnotes, and define formatting. Please see the section headed CUA Academic and Research Computing Resources (page 3) for instruction and assistance available on campus.

Although the grammar and spell-check features of a word processing program are helpful, do not rely upon them completely. The program cannot recognize your specific use of a word, and will not necessarily pick up on such things as comma rules for independent and dependent clauses, or the difference between “forth” and “fourth.” In the end, you alone must carefully edit and correct the final version of your manuscript.

**Printer**

The use of laser printers is strongly recommended. If necessary, you may use the highest quality ink-jet printer. The use of dot-matrix printers is no longer permitted.

Your original manuscript should be printed directly onto the prescribed paper. The copy sent out for microfilming may be a clean, high-definition photocopy. If absolutely necessary, you may produce an original manuscript by photocopying the final text onto the required paper, as long as the photocopy is clean, clear, and of high-definition. In any case, the fact that the original is a photocopy should not be discernible.

**Ink**

If you are using a laser or ink jet printer, be sure the cartridge does not register “low” while you are printing.
**Typeface**

The following standard printing fonts are acceptable: Times New Roman, Courier, Garamond, Palatine, or New Century Schoolbook. The text of the manuscript should be printed with a 12-point font size.

Avoid typefaces smaller than the above, or special typefaces that print in script or in any other nonstandard mode. It is permissible to mix typefaces and fonts to give the finished product a professional appearance, for example using bold typeface or a larger font in titles. It is important, however, that your style elements be consistent throughout the manuscript.

Use either underlining or italics to emphasize text. Do not use bold typeface for emphasis, since such typeface may not be clearly discernible on microfilm or reprints from microfilm. Because to a typesetter underlining is a symbol to put the underlined text in italics, do not mix underlining and italics for emphasis — one system should be used consistently throughout the paper.

You may use proportional spacing, as well as right-margin justification, as long as you use hyphenation appropriately. Control carefully for orphan and widow lines. An orphan line is the first line of a paragraph that is the last line on a page. A widow line is the last line of a paragraph that is the first line on the next page. These sometimes look awkward because the bulk of the paragraph is on another page.

Laser and ink jet printers are now usually able to print special characters such as accent marks, scientific formulae, the copyright symbol, etc., available in later-model word processing programs such as Word or WordPerfect. In individual cases, and only if the printing of such characters is not possible, you may write such characters by hand on the typescript. These characters must be drawn carefully and neatly, using only waterproof black ink.

As a general practice, endnotes should be the same size and font type as the body of text. However, you may use a slightly smaller font size in footnotes. In no case should the font size be less than 10 point. Since reprinting the dissertation from microfilm reduces the size of the print, smaller font sizes can easily become illegible.

**Corrections**

Corrections must be made to the text prior to printing. Ink corrections of any kind, correction fluids and tape are unacceptable. If the manuscript is to be photocopied onto the required paper, you may make corrections on the original before it is photocopied. Any corrections should, of course, be neat and clean, and invisible when copied. You may not make corrections to a photocopied manuscript.

**Paper**

**Size of Paper**

The standard paper size is 8.5 inches by 11 inches. For music compositions submitted as dissertations, you may use larger size manuscript paper if it is necessary to do so for the inclusion of all staves or for better legibility. ProQuest can now film oversize manuscripts, and Mullen Library can have them bound. Please observe all margin and pagination rules.

**Type of Paper**

For the original manuscript, the paper must be plain white, nontextured, and acid free. Off-white or cream colored paper is unacceptable. Its weight must be a minimum of 20-pound bond, with at least 25 percent cotton rag (fiber) content. CUA recommends 50 percent cotton rag content. Most paper companies state the weight and rag content of the paper on the packaging. A watermark may also carry this information.

Any illustrative materials submitted with the manuscript (see below) must also be on archive-quality paper.

It is imperative that the paper be acid-free. Your original manuscript will be bound and shelved. If the paper is not acid-free, it will turn yellow and disintegrate within a relatively short time. Only acid-free paper is considered to be of archival quality. At the time of deposit of your dissertation, the Coordinator will test the acid content of your manuscript paper.

We have asked the CUA Bookstore to keep a supply of the prescribed acid-free paper in stock. Many stationary supply stores and copy shops also carry the paper. Be sure the box of paper is marked “acid-free” — a watermark or designations such as “highest quality” do not guarantee that the paper is acid-free. If you are in doubt, you may bring a sample of your paper to the office of the Coordinator, who will test the paper with a Ph-testing pen.

Do not use erasable bond paper, which is expensive, difficult to work with, smudges easily, and does not produce a crisp, well-defined print. Red lined paper is also unacceptable.

**Paper Alignment**

Print on only one side of the paper, using portrait orientation of the text: The text should appear on the paper so that the left-hand margin of the text runs along the 11 inch length of the paper and 8.5 inches represents the width of the top and bottom of the paper. The long left-hand edge is the binding edge. Exceptions may be made for charts, graphs, drawings, etc. However, pages must always be paginated with 11 inches representing the length and 8.5 inches representing the width, regardless of the placement of charts, graphs, or drawings.
Margins

The left hand margin must be 1.25–1.5 inches wide to allow for binding. The top, bottom, and right hand margins should be one inch wide. Page numbers are considered text and should not fall within the one-inch margins. There must be at least a clear one-inch space between the edge of the paper and the edge of the page numbers. When the manuscript is bound, the paper must be trimmed, occasionally more than once. The one-inch margin is necessary to ensure that the page numbers will not be lost in case of successive cuts.

This requirement applies also to music compositions printed on larger-size paper to make sure the score is legible.

Line Spacing

Double-space the text uniformly throughout the manuscript, with the exception of footnotes, quotations, etc. Refer to Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* or to your discipline’s style manual for proper spacing instructions.

Pagination

Every page of the manuscript following the title page, with the exception of the abstract, must carry a number. Preliminary pages should be numbered in lower case Roman numerals. The text should be numbered in Arabic numerals, which continue consecutively throughout the remainder of the paper, including end matter.

Do not accompany page numbers with any other symbols. For example, the following methods are not acceptable: “Page 1,” “p. 1,” “-1-,” etc. Also, pages may not be supplemented for example, 7a, 7b, 7c.

Page Number Placement

All preliminary page numbers should be centered at the bottom of the page. Additionally, all end matter, that is every page after the main text, including appendices and bibliography, should be paginated at center bottom throughout.

All text page numbers can either be centered at the top of the page, or appear in the upper right hand corner, with the exception of those pages carrying a major heading, such as the first page of a chapter, in which case the number should be centered at the bottom of the page. Even if charts, illustrative materials, etc. are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format.

On rare occasions, it will not be possible to place a page number on an illustration, photograph, or other special insert. In this case, consider this page to have the next consecutive number, continuing the sequence on the following page.

Organize and number the pages of your manuscript as follows:

<table>
<thead>
<tr>
<th>Page Number Placement</th>
<th>Preliminary Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not numbered</strong></td>
<td></td>
</tr>
<tr>
<td>Title Page.............</td>
<td>No number</td>
</tr>
<tr>
<td>Abstract................</td>
<td>No number</td>
</tr>
<tr>
<td>Lower case Roman numerals</td>
<td></td>
</tr>
<tr>
<td>Signature Page........</td>
<td>center bottom</td>
</tr>
<tr>
<td>Preliminary materials</td>
<td>center bottom</td>
</tr>
<tr>
<td>Dedication (optional)</td>
<td></td>
</tr>
<tr>
<td>Epigraph (optional)</td>
<td></td>
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<tr>
<td>Table of Contents</td>
<td></td>
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<tr>
<td>List of Illustrations</td>
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<td>List of Tables</td>
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<tr>
<td>List of Abbreviations</td>
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<td>Foreword (optional)</td>
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<td>Preface (optional)</td>
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<td>Acknowledgements (optional)</td>
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<td>Arabic numerals</td>
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<tr>
<td>Introduction (optional)</td>
<td>center bottom</td>
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<td>(either as independent section or as first chapter)</td>
<td></td>
</tr>
<tr>
<td>Chapter/Major Heading pages</td>
<td>center bottom</td>
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<tr>
<td>Text ........................</td>
<td>center top or right top</td>
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<tr>
<td>End matter...............</td>
<td>Continue consecutive numbering</td>
</tr>
<tr>
<td>Appendix/Appendices (if applicable)</td>
<td>Arabic numerals</td>
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<td>Glossary (if applicable)</td>
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<td>List of Abbreviations (if applicable; alternately, may appear in preliminary materials)</td>
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<td>Letters of Permission (if applicable)</td>
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<td>Addenda (nontext materials, such as CDs, tapes, etc.)</td>
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DEPOSIT OF THE FINAL MANUSCRIPT

After you have successfully passed your dissertation defense, you may deposit your final dissertation manuscript with the Coordinator of Graduate Student Services. The Coordinator may accept approved manuscripts at any time throughout the calendar year. The deadlines for deposit published in the Academic Calendar specify the latest date upon which a dissertation may be deposited in order for you to be able to graduate on the next graduation date.

The Coordinator cannot accept your dissertation for deposit unless you have made an appointment for deposit. Please keep in mind that close to a deposit deadline, appointment slots fill up quickly. It is to your advantage to make an appointment as far in advance of the deadline as possible to allow time for you to pick up or have sent to you all necessary information and deposit documentation. The deadlines for final deposit with the Coordinator cannot be extended.

In order to assure that the deposit of your dissertation goes smoothly, the Coordinator suggests a preview of your manuscript prior to the oral exam. The preview is arranged by appointment and involves looking over the reader’s copy on regular paper and giving you direction on any necessary changes to the formatting of your manuscript. It also allows time for you to make those changes.
Past experience has shown that this works very well in relieving anxiety over the final deposit. For instructions on how to preview electronically, please contact the Coordinator.

Prior to deposit, it will be your responsibility to make any changes to your manuscript required by your dissertation committee and to obtain the signatures of all of the members of the dissertation committee on the signature page. Your major professor and dean must also sign the pink form Permission to Publish, available from the Coordinator of Graduate Student Services. Many candidates find it helpful to bring this form, along with the signature page on acid free paper, to their dissertation defense, where all committee members are present.

Please note that individual schools can require you to submit your final dissertation manuscript to your dissertation committee by a deadline earlier than the final university deposit date listed in the Academic Calendar. Please consult with the dean’s office concerning your school’s requirements for deposit.

At the time of deposit, the Coordinator will review the manuscript for adherence to university guidelines and will check the deposit documentation. If all is in order, the Coordinator will issue you a receipt for deposit of the manuscript and payment of the requisite fees. Copies of this receipt will be forwarded to your dean, the chair of your department if applicable, the Office of the Registrar, and the Controller’s Office together with the fee. If you have also met all other requirements for the doctoral degree, your dean can place your name on the graduation list submitted to the Academic Senate for final approval.

**Personal Bound Copies of the Manuscript**

The university does not provide personal binding services for students. You may opt to purchase hard or soft cover copies from ProQuest (see below). Or you may order bound copies from a commercial bindery. Information on this option is available from the Coordinator.

**After Deposit**

The Catholic University of America requires that all dissertations submitted in partial fulfillment of the requirements for the doctoral degree be published by ProQuest (formerly UMI/Bell & Howell). You should not, however, attempt to publish your dissertations through ProQuest independently. Shortly after your formal date of graduation, the Coordinator of Graduate Student Services will mail the plain paper copy of your dissertation in the Manila envelope(s) to ProQuest for microfilming and publication. Upon receipt of the manuscript, ProQuest will review the manuscript for any problems pertaining to publication. ProQuest will contact you directly should it find any defects in the manuscript. When all defects have been corrected, ProQuest will proceed with the microfilming and publication of the dissertation.

If you have requested copyright registration, ProQuest will submit an application for copyright registration of your dissertation, in your name, to the U.S. Copyright Office, including all requisite copies and fees. You will receive a certificate of registration directly from the Copyright Office. This takes approximately four months.

If you placed a prepublication order, ProQuest will send you the copies once filming and processing are complete. If, in the meantime, you change your address from that which you provided on your order form, please contact ProQuest directly (1-800-521-0600) to give them your new address.

If you received an ecclesiastical degree or a Ph.D. in Philosophy, ProQuest will send the Coordinator a soft bound reprint of your dissertation. CUA will forward this copy of your dissertation to the Sacred Congregation for Catholic Education at the Vatican. (Please see page 15 for the Vatican transmittal fee).

ProQuest also makes information on your dissertation available through its Dissertations Database, on its Web-based digital library of dissertations, ProQuest Digital Dissertations, through its paper-based Comprehensive Dissertation Index, and in its American Doctoral Dissertations annual bibliography of dissertations. Your abstract will appear in its entirety on Dissertation Abstracts Online, Dissertation Abstracts Ondisc, and in the paper-based Dissertation Abstracts International. The process of filming and publishing your dissertation can take three to four months.

After filming the dissertation, ProQuest will return the paper copy of the manuscript and send it and a copy of the microfilm to CUA. Upon receipt of these, the Coordinator of Graduate Student Services will send the original dissertation manuscript along with the copy to the John K. Mullen of Denver Library for cataloguing, binding, and shelving. The microfilm is sent to the American Catholic History Research Center and University Archives at the Life Cycle Institute for storage. This process may also take several months.
GRADUATION

All candidates for graduation must file a diploma card in their dean’s office by the deadline stated in the Final Class Schedule for the semester in which they plan to graduate. You should indicate at that time whether you plan to participate in the May commencement exercises.

If you attend the May commencement exercises, you may receive your diploma at that time. If you are graduating in October or January, or plan to walk in May but wish to have your diploma mailed to you, you may inform the Registrar in writing of the address to which you wish to have your diploma sent. It is expected that you will attend commencement exercises. If you are unable to do so, you must write a letter to the Provost of the university at least one week before commencement exercises asking to be excused and stating your reasons for not being able to attend the exercises.

You may request a transcript from the Office of the Registrar prior to or following your formal graduation. The request, in writing, must include the following information:

– Full name
– Address
– Date of birth
– Social Security number
– School
– Department
– Dates of attendance

Until your dissertation has been fully processed, please keep the Coordinator informed of any change of address. Should any problems arise during the processing, the Coordinator will then be able to keep in touch with you. And remember to keep the Office of Alumni Affairs informed about any further changes of address.

If you also publish your dissertation with a publisher other than ProQuest after receiving your degree, you are expected to acknowledge in the publication that the paper was originally submitted in partial fulfillment of requirements for a graduate degree awarded by The Catholic University of America. Doctoral candidates should note that ProQuest retains the exclusive right to reproduce and distribute dissertations in and from microform. ProQuest retains the nonexclusive right to reproduce and distribute dissertations in and from an electronic format. These rights do not prevent you as author from granting other publishing rights as you may choose.

If you have any questions concerning the information or instructions in this handbook, please contact the Coordinator of Graduate Student Services in the Office of the Vice Provost and Dean of Graduate Studies.

APPENDIX

Doctoral Dissertation Title Pages

(Use format your title page exactly as illustrated. Use the same font and font size as you use in the body of the text. Do not use bold typeface, or change the font size. Note that the first letter of each line of text is capitalized).

Sample Dissertation Title Page without Copyright
Sample Dissertation Title Page with Copyright

Doctoral Dissertation Signature Page

Sample Doctoral Dissertation Signature Page

(Dissertation committee members must sign on the blank lines provided)

Sample Abstract

Sample Dissertation Abstract

(No more than 350 words, double-spaced, pages not numbered)

Doctoral Dissertation Deposit Checklist

Preparing to Deposit
Deposit Documentation

Placement of Photographs

Important Addresses
Sample Dissertation Title Page Without Copyright

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Dissertation Should Appear Here
Do Not Put Title in All Capitals

A DISSERTATION

Submitted to the Faculty of the
Department of __________
School of __________________
Of The Catholic University of America
In Partial Fulfillment of the Requirements
For the Degree
Doctor of __________

By
Author’s Name of Record

Washington, D.C.

Year
THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Dissertation Should Appear Here
Do Not Put Title in All Capitals

A DISSERTATION

Submitted to the Faculty of the

Department of _________

School of ___________________

Of The Catholic University of America

In Partial Fulfillment of the Requirements

For the Degree

Doctor of _________

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Copyright

All Rights Reserved

By

Author’s Name of Record

Washington, D.C.

Year
This dissertation by (Author’s Name) fulfills the dissertation requirement for the doctoral degree in ____________ approved by (Name, degree), as Director, and by (Name, degree), and (Name, degree) as Readers.

(Name, degree of Director), Director

(Name, degree of 1st Reader), Reader

(Name, degree of 2nd Reader), Reader
Sample Dissertation Abstract

The Title of the Dissertation Should Appear Here
Do Not Put Title in All Capitals

Name of Record, Degree (Ph.D., S.T.D., etc.)

Director: Name, degree

The text of the abstract appears here, double-spaced, no more than 350 words, pages not numbered. The abstract may be two pages in length.
Doctoral Dissertation Deposit Checklist

Preparing to Deposit

❑ The Coordinator of Graduate Student Services will not accept, hold for further processing or certify any dissertation that is not formatted correctly or is not accompanied by all necessary documentation and copies (see below) and all necessary signatures.

❑ Inform the Coordinator of Graduate Student Services of your intention to deposit. Pick up or have mailed to you all documentation necessary for deposit. Schedule a preview of your dissertation with the coordinator so that you may clear up any questions you may have concerning the formatting of your dissertation or the correct procedures for filling out the necessary forms.

❑ Make an appointment with the Coordinator for the deposit of your dissertation.

❑ Prior to your appointment date, submit the form Dissertation/Thesis/Licentiate Deposit Data to the Coordinator. This is very important, in case the Coordinator needs to get in touch with you for any reason and in order to have your data entered correctly prior to your appointment.

❑ Make sure that the title of your dissertation corresponds exactly to the title on your Doctoral Dissertation Topic and Committee:Request for Approval or on any subsequent Request for Change in Doctoral Dissertation Title form you may have submitted.

❑ Print out your dissertation on the prescribed paper. After printing, go through both manuscripts on a page-by-page basis to check for formatting, numbering, printing errors, missing or misplaced pages, etc.

❑ Obtain all necessary signatures on the Permission to Publish form and on your dissertation signature page.

❑ Carefully complete all documentation and make the required number of copies, remembering to keep one set of copies for your personal file.

Dissertation Deposit Documentation

At your deposit appointment you will need to present the following (Items marked with an * are available from the Coordinator of Graduate Student Services):

❑ One original manuscript with abstract and original signature page on archive-quality white paper, in a well-fitting box.

❑ One complete copy, on normal copy paper, of the manuscript with abstract and a copy of the signature page, in one or more well-fitting unsealed and unmarked manila envelope(s).

❑ *A pink Permission to Publish form, signed by your major professor and dean.

❑ *A completed and signed Agreement to Publish with ProQuest (formerly UMI/Bell & Howell), taken from their brochure Publishing Your Dissertation.

❑ One copy of your ProQuest Agreement to Publish.

❑ In addition, you may choose to order from ProQuest pre-publication copies, soft- or hardbound, of your dissertation. If so, you must also complete the *ProQuest Author Discount ORDER FORM in the brochure Publishing Your Dissertation. You must pay for these copies either with a cashier’s check or money order (no personal checks!) or with a credit card. If you opt for payment by cashier’s check or money order, please bring the check/money order with you to your deposit appointment.

❑ One copy of your prepublication order form, if used.

❑ Two copies of the title page (one attached to the ProQuest Agreement to Publish, one for your CUA file).

❑ Two copies of the abstract (one attached to the ProQuest Agreement to Publish, one for your CUA file).

❑ One copy of the signature page, for your CUA file.

❑ *A completed National Research Council Survey of Earned Doctorates.

❑ A check or money order (no cash or credit cards) made out to “The Catholic University of America.” Please write your Social Security number on the check: (Fees are subject to change without notice)

❑ Publication and binding: $115.00

Copyright registration: $45.00 (optional — see below) 2

Vatican transmittal: $50.00 (For the Ph.D. in Philosophy and ecclesiastical degrees J.C.D., S.T.D.)

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1 Required at the time of deposit, this “survey gathers data from all research doctorate graduates … The completed survey responses become part of the Doctoral Records File (DRF), a virtually complete data bank on doctorate recipients from 1920 to the present … The profiles of doctorate recipients … serve policymakers at the federal, state, and university levels.” (Survey of Earned Doctorates: Purpose and Use)

2 You might consider registering your copyright with the Library of Congress if you anticipate publishing your dissertation with a publisher in addition to ProQuest, reaping financial benefit from the dissertation, or facing any possible litigation concerning the dissertation.
Placement of Photographs within the Manuscript

**Correct Placement**

![Correct Placement Diagram]

**Incorrect Placement**

![Incorrect Placement Diagram]

**IMPORTANT ADDRESSES**

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Office of the Vice Provost and Dean of Graduate Studies  
116 McMahon Hall  
Tel: 202-319-5247  
Fax: 202-319-6174  
Web: [http://graduatestudies.cua.edu](http://graduatestudies.cua.edu)

CUA Writing Center  
111 O'Boyle Hall  
Tel: 202-319-5018  
Web: [http://arts-sciences.cua.edu/engl/wc](http://arts-sciences.cua.edu/engl/wc)

Committee for the Protection of Human Subjects  
Office of Sponsored Programs and Research Services  
213 McMahon Hall  
Tel: 202-319-5218  
Fax: 202-319-4495  
Web: [http://sponsoredprograms.cua.edu](http://sponsoredprograms.cua.edu)

National Opinion Research Center  
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Chicago, IL 60602  
Tel: 1-800-248-8649  
E-mail: 4800-sed@norcmail.uchicago.edu

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