

Caspersen School of Graduate Studies  
Drew University  
GUIDELINES FOR THE PREPARATION OF  
DOCTORAL DISSERTATIONS

**Study Guidelines**

1. Dissertations submitted to the Caspersen School must conform to the latest edition of either Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, *MLA Handbook for Writers of Research Papers* (New York: The Modern Language Association of America) or APA, *Publication Manual of the American Psychological Association*.
2. Do not use dissertations in the library style as style guides.
3. Before writing even one word of your rough draft, read the style manual thoroughly and follow it scrupulously as you write your rough draft.
  - Note especially the chapters on "Preparing the List of Works Cited" and "Documenting Sources"
  - Before writing one word of your rough draft, set up your document with the correct margins, tab stops (for indentations of paragraphs, block quotations, and footnotes), and pagination. From the beginning use the proper headings, subheadings, footnotes, and bibliography entries. Then you will have a very clear picture of where you are as you go along, and you will save an enormous amount of cleanup time at the end because making these changes afterward to the correct settings is very time consuming.
  - The following regulations should be observed. In case of any conflict these supersede all three style guides.

**Structure of the Dissertation**

1. The dissertation shall always contain the following items: title page, table of contents, the text, appropriate footnotes, and a bibliography, either simple or annotated.
2. Optional items include: a dedication page, a preface, and appropriate tables, charts, and figures.

**Preparing the Submission Copies of the Dissertation**

1. Type sizes and faces:
  - Acceptable:  
New Times Roman or the equivalent  
12-point font for main text; no less than 10 point for footnotes
  - Unacceptable:  
Typefaces smaller than 12 points  
Fonts that are compressed and that squeeze in as many letters as possible on a line.
2. Page and text format:
  - o Margins

Left: one and a half inches

Right: one inch

Top: one inch

Bottom: an inch to an inch and a quarter below the last footnote line.

- Pagination: is inside the above margins.
  - o For the text: In the upper right corner, except for the first page of a chapter (bottom center).
  - o Front matter (everything before the first page of your text): Page numbers for this section are small Roman numerals and are placed at the bottom center of the page.
  - o Footnotes must follow the proper formats and be placed at the bottom of the page, not at the end of the chapter or of the dissertation.
  - o In other format matters—eg, table of contents, bibliography, chapter headings, subheadings—follow the guidelines in the style handbook you are using.
  - o Line Spacing: All text: either double-space or space-and-a-half. Block quotations, footnotes, and bibliography items: single space.
- Typing Conventions:
  - o Spacing after periods:
    - After initials use one space: T. D., not T.D.
    - In abbreviations, no spaces are used: U.S.A. Ph.D.
    - Periods and commas always go inside the quotation marks in American style, no exceptions
    - end of quotation.” - Is correct
    - Not, end of quotation”. - Is incorrect
  - o Dashes are made with two hyphens and no spaces:
    - Text—text (the 2 dashes become a longer, solid line)
    - Not, text – text
    - After the colon
    - In text: two spaces
    - In bibliographies and footnotes use one space:
      - Book title: subtitle
      - City: publisher
- Quotations:
  - Shorter than 50 words:
    - Integrate with your sentence and set off by double quotation marks (“”).
    - If you are using citations in the text instead of using footnotes, put the citation inside the period of the sentence but after the end of the quotation:
      - last word of the quotation” (Wrenn 165).
      - Not, last word of the quotation.” (Wrenn 165)
  - Longer than 50 words:
    - Put in block form i.e., indented on the left only and usually single spaced (MLA double spaced).

The block form is the equivalent of “” so do not use “” unless the original quotation has them.

- Ellipsis:  
This is one of the most frequent problems. The purpose of the ellipsis is to show that an omission has been made in the quotation. The form of the ellipsis indicates the type of omission. The number and spacing of the periods have meaning. When the omission is obvious, an ellipsis is not necessary. Note the following examples and what they mean.

- o text...text  
§ Something is left out of the middle of the sentence.
- o text...Text [Turabian] text... Text [MLA]  
§ The end of a sentence is left out and a new sentence starts. Turabian uses one space after the final period. MLA uses two spaces after the final period on the logic that two spaces follow the end of a sentence.
- o text...Text [Turabian] text... Text [MLA]  
§ One sentence ends, an omission is made, and a new sentence begins.
- o text...[T]ext  
§ One sentence ends, an omission is made, and a new sentence begins, but not at the beginning. The first word of a sentence must be capitalized, but since that word is not capitalized in the original, the capital is put in [ ].

4. Submitting the final copy after the oral defense:

- Compile all corrections and changes required by the readers, make the appropriate changes in your text, and submit the final PDF copy online per instructions from the Caspersen School.
- ProQuest Database: Drew recommends the traditional publishing and is free.
- The fee for copyrighting may range between \$30 and \$40. This fee is paid on line.

## **Front matter**

1. Title page format, (page 5):
  - Double-space between all lines
  - Margins: Top—1.5 to 2 inches; bottom—1 to 1¼ inches; left—1½ inches; right—1 inch.
  - For titles that take more than one line, if possible use the inverted pyramid style, and center each line and double space between the lines. There should be no more than 45 characters, including spaces, on any one line of the title.
2. Abstract Format, (page 7):
  - Double-space the text of your abstract.
  - Margins: One and half inch on the left, then one inch at the top, right and bottom. A copy of the abstract will be included in the final online submission of the dissertation. The placement follows the copyright page—pages are counted as part of the front matter although the numbers are not printed.
  - Should be dated the month and year when your degree is conferred.

## **Back Matter**

1. The Vita, (Page 8)
  - Include degrees from each institution.
  - The last entry should be your forthcoming degree from Drew University
  - The Vita form is the last page of your dissertation when you are ready to upload it into ProQuest.
  - Should be dated the month and year when your degree is conferred.

THE IMPACT OF TECHNOLOGY  
ON EDUCATION IN IRELAND

A dissertation submitted to the Caspersen School of Graduate Studies  
Drew University in partial fulfillment of  
The requirements for the degree,  
Doctor of Letters

Neytiria Zoe O'Shea

Drew University

Madison, New Jersey

May 2010

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ABSTRACT

The Impact of Technology  
On Education in Ireland

Doctor of Letters Dissertation by

Neytiria Zoe O'Shea

The Caspersen School of Graduate Studies  
Drew University

May 2010

*(Body: 350 words maximum; double-spaced)*

## VITA

Full name:

Place and date of birth:

Parents Name:

Educational Institutions:

<u>School</u>	<u>Place</u>	<u>Degree</u>	<u>Date</u>
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Secondary:

Collegiate:

Graduate:

**Include degrees earned from each institution. If no degree was earned, do not include. Be sure to include your forthcoming degree from Drew University. Do not include this statement on the document. The Vita is placed at the end of the dissertation or thesis.**