

Graduate Division of Religion DISSERTATION GUIDELINES

Style Guidelines (General)

1. Dissertations submitted to the Graduate Division of Religion must conform to the latest edition of *The Chicago Manual of Style* (Chicago: University of Chicago Press).
2. Do not use dissertations in the library 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.
 1. Note especially the chapters on “Preparing the List of Works Cited” and “Documenting Sources.”
 2. 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. You will save your first reader an enormous amount of unnecessary labor, and also save yourself an enormous amount of cleanup time at the end.
 3. If you need assistance with preparing your document with the proper margins, tab stops, paginations, etc., it is recommended that you make an appointment with the Instructional Technology Center for assistance. They will show you how to work with Word to use the built-in features for all of the formatting listed in 3.b. as you set up your document. It is crucial that you use these features rather than doing anything manually in your document (such as using the space bar instead of tabs for indenting). Keep in mind that you are responsible for this formatting, and that, while Instructional Technology Center staff is available to help you during the process, they cannot salvage or undo formatting that was not done correctly from the beginning, nor can they help with major last-minute problems. Please call them to make an appointment at (973) 408-4357.
4. The following regulations should be observed. In case of any conflict, these supersede *The Chicago Manual of Style*.

Structure of the Dissertation

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

Style Guidelines (Specifics)

1. Word processor:

Microsoft Word is strongly recommended, and is the only program supported by the Instructional Technology Center. However, the program used must produce text that meets the Graduate Division of Religion standards and the printout must be in black ink and of letter quality or near letter quality.

Type sizes and faces:

- 1) Acceptable:
 - a) New Times Roman or the equivalent.
 - b) 12 point fonts on a laser printer.
- 2) Unacceptable
 - a) Type faces smaller than 12 point.
 - b) Fonts that are compressed so as to squeeze in as many letters as possible on a line.

2. Page and text format:

a. Margins

- 1) Left: 1.5 inches
- 2) Right: 1 inch
- 3) Top: 1 inch
- 4) Bottom: 1 inch below last footnote line

b. Pagination is inside the above margins.

- 1) For the text: In the upper right corner, except for the first page of a chapter (bottom center).
- 2) Front matter (everything before the first page of your text): Bottom center in small Roman numerals.

c. 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.

d. In other format matters—e.g., table of contents, bibliography, chapter headings, subheadings—follow the guidelines in *The Chicago Manual of Style*.

e. Line Spacing: All text: either double-space (preferred) or space-and-a-half. Block

quotations, footnotes, and bibliography items: single space.

3. Typing Conventions:

a. Spacing after periods:

- 1) After initials use one space: **T. D.**, not T.D.
- 2) In abbreviations, no spaces are used: **U.S.A.**; **Ph.D.**
- 3) After periods at the end of a sentence (and all end-of-sentence punctuation marks) use **one** space: **Last word. Next sentence** Not, last word. Next sentence

b. Periods and commas always go inside the quotation marks in American style, no exceptions.

End of quotation.” Not, end of quotation”.

c. Dashes are made with two hyphens and no spaces (use the em-dash [—], *not* the endash [-] or hyphen [-]):

Text--text (in Microsoft Word, the 2 dashes become an em-dash: —) Not, text text

d. After the colon

In text: two spaces

As follows: xxxx xxxx xxxx In bibliographies and footnotes use one space:

Book title:
subtitle
City:
publisher

4. Quotations:

a. Shorter than 50 words:

- 1) Integrate with your sentence and set off by double quotation marks (“”).
- 2) 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)

b. Longer than 50 words:

- 1) Put in block form i.e., indented on the left only and single spaced.
- 2) The block form is the equivalent of quotation marks, so do not use quotation marks with the block form unless the original text has them.

5. 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 has meaning. When the omission is obvious, an ellipsis is not necessary. Note the following examples and what they mean.

a. text...text

Something is left out of the middle of the sentence.

b. text.... Text

Three ellipsis points plus a period. The end of a sentence is left out and a new sentence starts. Use one space after the period.

c. 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 square brackets.

Submitting Copies of the Dissertation for the Oral Defense:

1. Submit three copies to the chair of the dissertation committee when your committee feels it is ready for oral defense.
2. The three defense copies should be submitted in a form agreed upon by your committee. In most cases this will be in loose leaf form, but the committee may choose to have the dissertation submitted electronically.
3. Include four copies of an abstract (i.e., summary) of the dissertation of not more than 350 words.

Submitting the Final Copy of the Dissertation after the Oral Defense:

1. Implement all the revisions of, and corrections to, your dissertation required by your committee, and have them approved by the committee.
2. The approved final copy of the dissertation is submitted in electronic form only. No hard copy is required or accepted. Submit your dissertation following the detailed guidelines provided [HERE](#).

Title Page Format:

1. Double-space between all lines.
2. Margins: 1 inch on all sides.
3. For titles that take more than one line, use the inverted pyramid style and center each line.

Abstract

Format:

1. Double-space the text of your abstract.
2. Margins: 1 inch on all sides.
3. For titles that take more than one line, use the inverted pyramid style and center each line.