

**Doctoral Dissertation &
Master's Thesis:**

TIME LINE

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Doctoral Dissertation & Master's Thesis:

Formatting, Production, and
Submission Requirements

June 2003

BACKGROUND

The dissertation is a requirement for receipt of the doctoral degree, and the thesis is a requirement for receipt of M.A. and M.S. degrees and for some professional master's degrees. The dissertation and thesis are also a permanent record of original research.

The Graduate School of Cornell University is committed to the preservation and dissemination of the research contributions of its students. The records of the

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Arrangement of Contents

This list indicates the order in which to place the parts of the dissertation or thesis. All sections are mandatory unless designated as optional.

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COPYRIGHT PAGE

ABSTRACT

BIOGRAPHICAL SKETCH

DEDICATION (*optional*)

ACKNOWLEDGMENTS

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LIST OF FIGURES (or LIST OF ILLUSTRATIONS)

LIST OF TABLES

LIST OF ABBREVIATIONS (*optional*)

LIST OF SYMBOLS (*optional*)

PREFACE (*optional*)

TEXT

APPENDIX (or APPENDICES) (*optional*)

BIBLIOGRAPHY (or REFERENCES, or WORKS
CITED)

GLOSSARY (*optional*)

INDEX (*optional*)

Page Composition

The following are guidelines for page composition. If

Equations and formulas. All equations and formulas should be typed. Hand insertions are acceptable when a typewriter, word processor, or computer cannot make the symbol or where the hand symbol is better. Equations may be inserted from a non-matching typewriter or laser font as well. All subscripts and superscripts must be large enough to be read on

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While there are no specific rules for the typographic format of table captions and figure captions, a consistent format must be used throughout the dissertation/thesis. The captions of figures and tables may be single-spaced, but, if this is done, then all captions for all figures and tables must be single-spaced. (See style

tively independent chapters. The chapters are often papers that have been or will be submitted to journals in the field. The student must be the only author or the first author of the papers to be used in the dissertation. The submitted dissertation must meet all format and submission requirements, and a singular referencing convention must be used throughout. The additional specifications for this option are as follows:

rest of the dissertation or thesis, i.e., must fit within the specified margins, be copied on the same paper as the rest of the dissertation or thesis, and have consecutive numbering. Computer printouts, however, do not need to be in the same typeface. Dot matrix printers will be accepted for computer printouts, if legible, but these printouts must be placed in the appendix.

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AN ANALYSIS OF THE FACTORS RELATED TO THE NUMBER OF

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DISSERTATION TITLE, CENTERED, IN ALL CAPITAL LETTERS

Student's name, Ph.D.

Cornell University [Year of conferral]

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ABSTRACT

The master's abstract would be placed here. It may not be more than 600 words long, approximately 2.5 to 3 pages of double-spaced typing (see

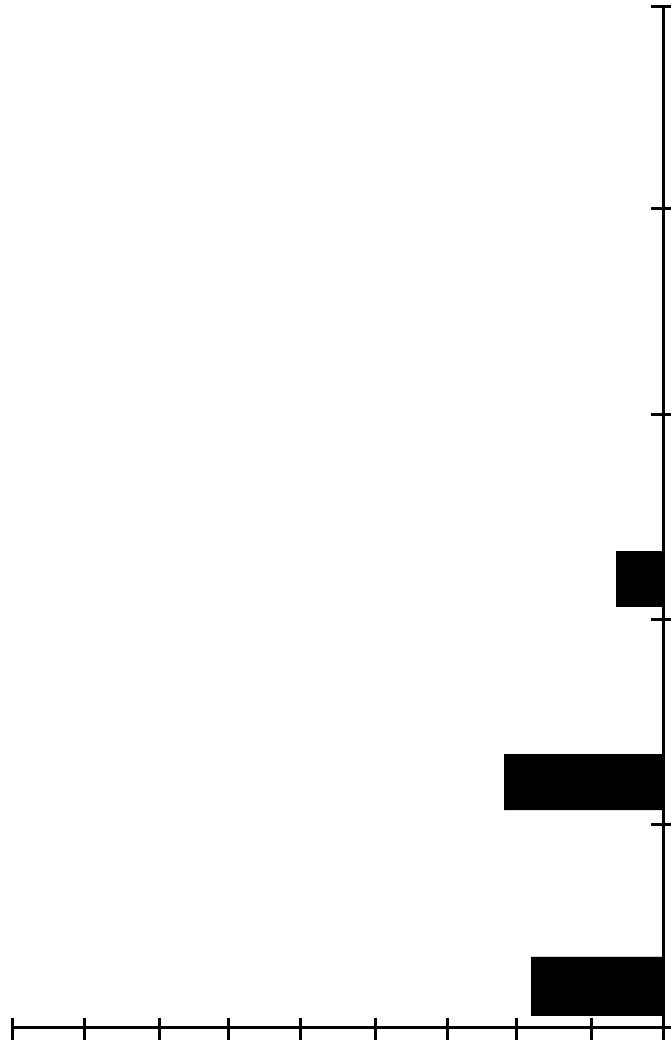
CHAPTER ONE There are no format requirements for the

CHAPTER ONE INTRODUCTION

There are no set format requirements for the chapter layouts; however, each page must be double-spaced (see “correct vertical spacing,” page 2), the proper font must be used, and the margins must be correct. The headings, subheadings, etc. can be in any standard format. You should use what is common in your field. The words CHAPTER ONE and INTRODUCTION (or any other chapter title appropriate for your work) may be either single-spaced or double-spaced. The only requirement is that each chapter's style must be consistent with that of all other chapters.

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