TEACHERS COLLEGE - COLUMBIA UNIVERSITY
OFFICE OF DOCTORAL STUDIES
GENERAL INSTRUCTIONS FOR PREPARING DOCTOR OF EDUCATION DISSERTATIONS:
A MANUAL OF STYLE

Revised

October 2011
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GENERAL INSTRUCTIONS FOR THE PREPARATION OF
DISSERTATIONS FOR THE DOCTOR OF EDUCATION DEGREE:
A MANUAL OF STYLE

The culminating achievement of graduate education leading to an earned doctorate is the preparation and publication of a work of original scholarship. A doctoral dissertation contributes to the advancement of a scholarly or a professional field. It demonstrates the candidate’s competence in his or her specialty and shows an ability to organize and write a document of scholarly quality.

The instructions in this manual of style relate to the preparation of dissertation proposals and dissertations offered in partial fulfillment of the requirements for the degrees of Doctor of Education and Doctor of Education in College Teaching of an Academic Subject in Teachers College, Columbia University.

Responsibilities of Doctoral Candidates

Every doctoral candidate must assume full responsibility for preparing the dissertation in a style and form that is correct and consistent. Failure to do so always results in embarrassment, delay and additional expense. Faculty members and the staff of the Office of Doctoral Studies are available to help you, but primary responsibility rests with the individual candidate.

The dissertation proposal and the dissertation are formal academic work products and as such are expected to follow the conventions of scholarly writing. The dissertation proposal, when submitted to the dissertation proposal committee, and the dissertation, when submitted to the dissertation oral defense committee, must be complete and free of errors in form, style, spelling and grammar. As the author of the documents, the student is responsible for his or her own writing. The documents submitted for the proposal hearing and the dissertation oral defense are expected to be in final form and may not be draft documents. The documents must follow the guidelines noted in this style manual.

Please note:

1. Follow the instructions in this manual. Before beginning the first draft of your dissertation, study this manual with attention to every detail. This manual takes precedence over any other style manual or guide with respect to the matter with which it deals. If there is any obvious conflict, this manual is to be followed. Consult your dissertation sponsor about the choice of an additional reference manual; use it as a guide to points not covered in this manual.
2. Be consistent. Follow a style without variation. When permissible variation exists, as it does on some minor issues, adopt one form and be consistent.
3. **Note current requirements.** This manual is revised from time to time. At critical points such as when your dissertation is ready for the oral defense, obtain a new copy of the manual for any revised instructions.

4. **Selection of typist/editor.** Select a dissertation typist/editor with care; choose one who has experience doing dissertations.

5. **Pay close attention to detail.** The Dissertation manuscript will not be accepted by the Office of Doctoral Studies if Appendix A is not followed on the first deposit and Appendix B on the final electronic deposit.

### References on Style

Many style manuals are not specified here for two reasons. First, basic rules of usage pertain to all literate writing of English and are described in standard reference works. Second, certain more arbitrary conventions of scholarly writing differ from one discipline to another. For example, the style of citing a bibliographic reference that is correct for psychology may not be correct for history or literature. For guidance in matters of style not covered by this manual, a candidate should use one recognized reference work chosen with the advice of the dissertation sponsor. The importance of consistency must be emphasized again. Whenever there is permissible variation in spelling, capitalization, punctuation or the like, or in the format of footnotes, references, tables or figures, the candidate must adopt one style and adhere to it. Do not shift from one style manual to another. Over a period of time, rules of grammar and punctuation may change; for this reason it is important to consult the latest edition of your chosen style manual.

Some useful guides are listed below:


Review of the Manuscript

After the oral defense, the first deposit consists of one copy of the dissertation on regular paper, one copy of the abstract with the sponsor’s initials, and the original signed “Ed.D./Ed.D. CTAS Dissertation Manuscript Approval Form” to the Office of Doctoral Studies. The first deposit will be reviewed by the Office of Doctoral Studies against the regulations stated in this manual as noted in Appendix A (p. 14). The manuscript is then sent to a reviewer who will proofread and review based on the style chosen by the candidate. After the manuscript’s returned to the candidate and corrections are made, the candidate submits the final electronic deposit as noted in Appendix B (p. 15). It is the candidate’s responsibility to ensure the final dissertation manuscript has been reviewed against this Style Manual otherwise delays in processing could occur. After all remaining academic requirements are fulfilled, the candidate will be recommended for the award of the degree.

The Format of Dissertations

The components of a dissertation are listed below, in the order in which they are to appear in the completed manuscript.

Table 1

Pagination requirements in Dissertation Manuscript

<table>
<thead>
<tr>
<th>Required Order</th>
<th>Page Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>Title Page</td>
</tr>
<tr>
<td></td>
<td>No page number; page is counted</td>
</tr>
<tr>
<td>Abstract</td>
<td>Abstract</td>
</tr>
<tr>
<td></td>
<td>No pagination; page(s) are not counted</td>
</tr>
<tr>
<td>Prefatory Pages</td>
<td>1. Copyright Page</td>
</tr>
<tr>
<td></td>
<td>2. Dedication (if desired)</td>
</tr>
<tr>
<td></td>
<td>3. Acknowledgments (if desired)</td>
</tr>
<tr>
<td></td>
<td>4. Table of Contents</td>
</tr>
<tr>
<td></td>
<td>5. List of Tables, Figures, etc. (if applicable)</td>
</tr>
<tr>
<td></td>
<td>6. Preface (if desired)</td>
</tr>
<tr>
<td></td>
<td>Lower case Roman numerals beginning with “ii” centered at bottom of page</td>
</tr>
<tr>
<td>All Other Pages</td>
<td>1. Main body of the dissertation</td>
</tr>
<tr>
<td></td>
<td>(including all introduction and chapter pages)</td>
</tr>
<tr>
<td></td>
<td>2. References/Bibliography</td>
</tr>
<tr>
<td></td>
<td>3. Appendices (if applicable)</td>
</tr>
<tr>
<td></td>
<td>Arabic numerals beginning with “1” in the upper right-hand corner</td>
</tr>
</tbody>
</table>
Title Page

A sample of the dissertation’s title page is given in Appendix C (p. 16). Use the sample as a guide for spacing between sections. Everything is double spaced except for noted sections. The candidate gives his or her full name as listed on the records of Teachers College. Initials may not be used to stand for given names. The names of the candidate’s Dissertation Committee (as listed on the Teachers College website) who have given final approval are listed on the title page. Faculty who served as the third member and outside examiner(s) are not listed on the title page. ALL Committee members are given the title of Professor and only their name is listed. The Sponsor of the Dissertation Committee has the word Sponsor noted after his or her name. The year the degree is conferred is indicated at the bottom of the page. Use the dissertation’s title page as the cover page for the Abstract. On the title page beside the date there is a line (place the anticipated degree conferral date as noted in the Academic Calendar). This is considered the first page for pagination purposes, but the page number is not displayed (see pagination, p. 12).

Dissertation Abstract

The abstract is a synopsis of the dissertation. It must be prepared carefully, since it will be published in ProQuest without editing or revision. It is included as part of the Dissertation manuscript directly after the Title Page, but is not paginated.

The length of the abstract cannot exceed 350 words. Mathematical formulae, diagrams and other illustrative materials are not recommended for the printed abstract. Symbols, foreign words and phrases must be printed clearly and accurately; avoid citing specific references in the abstract.

The content of the abstract cannot be specified because of the diversity among dissertations; however, the abstract usually contains (1) statement of the problem, (2) procedure or methods, (3) results and (4) conclusions. The candidate who needs explicit advice should consult the dissertation sponsor.

The abstract will be initialed by the sponsor for the first deposit to ODS. It is prepared in the same style as the dissertation, 1 ½” left margin, double spaced and typed on one side of the paper only.

For the final deposit, in addition to its insertion in the manuscript, the abstract will also be typed into the Teachers College ProQuest website following the procedures listed in the Electronic Deposit bulletin from the Office of Doctoral Studies.

The first page carries the centered heading--ABSTRACT--followed by three double spaces and then the title of the dissertation (exactly as on the dissertation title page) followed by three more double spaces and then the author’s full name. After two double spaces, the text begins immediately on this page. (See the formatting for the abstract in Appendix D.)
Copyright Page

The copyright notice is centered on the copyright page as given in Appendix E (p. 18). The copyright page immediately follows the title page and is a required part of the manuscript. Display of pagination begins here.

Please note that under copyright law, you automatically hold a copyright on your work. A candidate who foresees later commercial publication, or who wishes to control the use of the material for any reason should register their copyright of the material with the federal government. By paying the copyright fee, the candidate indicates to ProQuest that it is authorized to secure a copyright registration in the candidate’s name. Arrangements for registering your copyright are made through the ProQuest upload website at the final deposit stage. If other forms of copyright will be used (Creative Commons, Copyleft, etc.), please place on this page in addition to required copyright listed above.

Acknowledgments

A page of Acknowledgments is not required but offers an opportunity to express personal gratitude to persons who have been helpful and to acknowledge authors and publishers of materials used. The heading is typed in ALL CAPS. The text is double spaced as the rest of the manuscript. The Acknowledgments are concluded with the candidate’s typed initials.

Table of Contents

The Table of Contents lists the chapter titles and every subheading, whether major or minor, stated in exactly the words as they appear in the body of the document. It is ordinarily typed with double spacing between all entries, except when a heading is too long to be typed on a single line, then it is continued on the next line. If a heading is too long, do not cover the listed page numbers with text. An exceptionally long Table of Contents may be single spaced throughout if the candidate’s sponsor approves. Subordinate headings are given graduated indentations. Page numbers of all titles and headings are always given right justified at the right side of the page, each following a line of dots from the title of the section. Ensure pagination changes are noted here as well, when changes are made to the text. Appendices are part of the Table of Contents and are not set by themselves on a separate page.

See a sample Table of Contents in Appendix F (p. 19) or this manual’s Table of Contents as an example.

List of Tables and Figures

A List of Tables, Figures, Charts, etc. are each put on a separate page following the Table of Contents listing numerically the number, exact full title and page of every table, figure, chart, etc. found in the text and in the Appendices. If there are figures, charts, or illustrations, a separate list for each on a separate page follows the List of Tables and gives the same information. If used, List of Tables goes first, List of Figures goes next, and then any others as necessary. The heading of each List, if used, is given in ALL CAPS.
See a sample List of Tables in Appendix G (p. 20) or this manual’s List of Tables as an example.

Text

The text of the dissertation usually has an introductory chapter followed by the report of the study divided into chapters. A summary chapter may conclude the dissertation followed by a reference chapter.

**Introduction.** If an introduction is used, it may be referred to simply as Introduction or it may be Chapter I. The first page of the Introduction is page 1 (Arabic numeral), see the section on Pagination (p. 12).

**Chapters.** Dissertations have chapters. Each chapter begins a new page. The number of each chapter is given in capital Roman numerals and its title in capital letters, for example:

Chapter II

PROCEDURES OF THE STUDY

or:

II--PROCEDURES OF THE STUDY

**NOTE:** See Appendix E (p. 18) to see how choice of either style will affect how Chapter headings are noted in the Table of Contents

**Headings.** In some fields of study, chapters are divided into parts by the systematic use of headings which make clear their organization. The prevailing custom in some scholarly fields is to avoid the use of headings other than the titles of chapters. A candidate should consult his or her sponsor to learn the preferred style.
When subheadings are used within chapters, they are formatted according to the following table.

Table 2

Formatting of Subheadings in the Dissertation Manuscript

<table>
<thead>
<tr>
<th>Level of Sub-Heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>

References. Reference citations lead the reader to the sources of scholarly material mentioned or quoted in a document so that he/she can verify the author’s statement or learn more about the topic. The only useful reference is an absolutely correct one. **For this reason the candidate must double check the citation with the original source and with the bibliographical listing to ensure that it is accurate in every detail.**

References are cited in many styles which generally agree on the information stated. Styles for citing references often differ from one another in details of arrangement, capitalization and punctuation. A candidate should choose, with a sponsor’s help, a format commonly used in his or her field and stay with it throughout the dissertation process.

Short forms for citing references in footnotes are used in some scholarly fields. Such short citations are acceptable in the footnotes of dissertations if they are in a style permitted in the candidate’s field and they are consistent. The candidate’s sponsor will advise about the proper form and refer him or her to a suitable manual of style. The use of op. cit. and loc. cit. in footnotes is no longer recommended. Modern usage emphasizes using the short form of footnoting where just enough information is included (after the first full reference) in subsequent references to make unequivocal identification possible and easy. In all cases consult and follow a current style manual that explains the footnoting method you choose.

**NOTE:** Prior to submission, ensure that all references cited in the manuscript are noted in the References/Bibliography at the end of the manuscript.

Quotations. Quotations, like references, must be absolutely accurate and must reproduce the exact words, spelling and punctuation of the original even if they are faulty. A short quotation, which occupies two full lines of typescript or less, is incorporated in the text and set off by quotation marks.
A quotation whose length continues onto a third printed line or longer is typed with single spacing. All lines are indented five spaces, and the first lines of paragraphs within such quotations receive an additional three spaces of indentation. Quotation marks are not used at the beginning and end of blocked quotations. The reference citation of each quotation must state the exact page or pages quoted.

The order of quotation marks in relation to other punctuation often gives trouble, so a summary of the rules may be helpful. In standard American practice: (1) a comma or period precedes the closing quotation mark under all circumstances even if only one word is quoted; (2) a colon or semicolon always follows the quotation mark; (3) a question mark follows a quotation mark unless the question mark is itself part of the material quoted.

With the exception of quotations within quotations (where single quotation marks within double quotation marks are used) double quotation marks are always used. Quotations within single spaced blocked quotations are enclosed with double quotation marks (an exception to the above rule). Enclose in double quotation marks a single word or phrase to which attention is called for the purpose of definition or explanation.

**Permission to quote copyrighted material.** Depositing a dissertation in a library is the legal equivalent of publication. Therefore, the candidate has an obligation to obtain written permission of the copyright owner to quote copyrighted materials. The amount of copyrighted material that may be quoted without permission is governed by the legal rule of “Fair Use” (further information concerning “Fair Use” can be found on the Library of Congress’s Web site: http://www.copyright.gov/title17/92chap1.html#107) unfortunately, it is not precise. The common practice is to request permission for any quotation or quotations that total 150 or more words from any one book or article. Some publishers set the number at 250 words, and university presses have agreed to a reciprocal use of 300 words. Because their value is concise and distinctive, written permission should be obtained before quoting even one line of poetry, not in the public domain or a single item of a standardized test. To ask for permission, the candidate writes to the owner of the copyright, specifying the exact words to be quoted and stating the exact pages and lines on which they appear. If a publisher owns the copyright, it is a courtesy to write to the author also. The replies should be retained as valuable papers.

**Quotations which may invade privacy.** In publishing materials which are not copyrighted but which are private property or involve personal rights or privacy, somewhat different legal problems are involved. A letter written by a person is his/her property and may not be published without his/her explicit permission. Court decisions have held that an interview with a person may not be published without his/her consent. Educational, social and behavioral studies sometimes use materials that describe the private lives of persons or of groups of persons in communities. The right of privacy must be protected by omitting any information that might lead to the identification of individuals, even by other persons, who are acquainted with the particular case or situation. It is an ethical obligation to obtain and retain written evidence of the informed consent of the persons participating or else to disguise the material so that no person can be identified. Candidates should consult with their faculty advisors on how to deal with problems which risk the invasion of privacy.
Tables, figures, charts and illustrations. The recommendations of the style manual, selected in consultation with the sponsor, should be followed in typing tables and in preparing figures and other graphic materials. Tables and figures must have a 1½-inch left margin. They are numbered consecutively throughout the dissertation (including any in the Appendices) and given page numbers. They are listed numerically by number, title and page number in the appropriate named List in the prefatory section. In exceptional cases oversize tables or charts may be added provided that the 1½-inch left margin and proper pagination is maintained. Still larger tables and charts may be typed full size and then reduced to fit on the page. Candidates with special problems should consult the Office of Doctoral Studies.

The candidate may insert illustrations of any size, but the 1½-inch left margin must be maintained for binding purposes. A uniform page size is preferred, but larger inserted material will be reduced to fit an 8 ½ X 11 page when published and the author must always maintain the 1½-inch left margin. All illustrative pages must be included in the consecutive numbering of pages.

If a table or figure is depicted in landscape format the page remains in portrait format; only the object is produced in landscape, and pagination continues in the upper right corner. A landscape format table or figure must read outward (i.e., the bottom must be at the right margin).

References/Bibliography

Although many references are cited in either footnotes or in parentheses, all references are then repeated in the References/Bibliography in a consolidated list which follows the last chapter and precedes any Appendices. Most fields of study prefer a single list arranged alphabetically by author. Some disciplines, however, require a list classified by categories such as primary sources and secondary sources or published material and unpublished material or books, periodicals and unpublished materials. The candidate consults the sponsor for special instructions. The style should follow with consistency the recommendations of the style manual used throughout the dissertation. The list is headed either REFERENCES or BIBLIOGRAPHY and begins on a new page.

A reference/bibliography entry is typed in single space with a double space separating each entry. The first line of each entry is not indented and the second and all subsequent lines of each entry are indented. Do not cut reference/bibliography entries between pages. The entire entry must be on one page.

Appendices

Although not every dissertation requires Appendices, a dissertation should provide an appropriate means for making various auxiliary materials available. Note that this manual stipulates that the appendices are the final section of the document following the references/bibliography. If appendices are used, their form follows the recommendations of the style manual used. They are designated as Appendix A, Appendix B, Appendix C, etc. Each appendix begins on a new page and is center headed with its letter and a short descriptive title. If
there is only one Appendix, it does not need to be designed with a letter. The pages of the appendices are numbered as a consecutive part of the pagination of the dissertation as a whole. The appendices must be typewritten with the usual 1½-inch left margin.

The letter designation of each appendix, its full title, and page number appear in the Table of Contents.

**Preparing the Manuscript**

The rules for the final preparation of the dissertation are numerous and rigorous. The candidate is responsible for the correct presentation of content, for editing and for the correct form of references, tables, bibliography, etc. Be mindful of, or instruct the typist about, the requirements of style and be sure the instructions are understood. It is not sufficient to give a copy of the manual to a typist and expect him or her to do the rest.

The typist’s responsibility is limited to making a neat and accurate copy of the material given; if necessary, employ a skillful, experienced professional editor.

**Number of Copies**

For the **Oral Examination** the candidate needs a minimum of **five (5) copies** of the manuscript--one for each member of the Oral Defense Committee and one for personal use. Standard duplicating paper is acceptable for these oral defense copies. If allowed by a Committee member, electronic versions of the manuscript may be used.

For the **first deposit** of your dissertation and abstract in the Office of Doctoral Studies, **one unbound copy** of the dissertation and the abstract on standard duplicating paper will be needed. The abstract must be initialed by your sponsor.

The **final deposit** of your dissertation and abstract will be submitted electronically to the Teachers College ProQuest website linked through the Office of Doctoral Studies Deposit Gateway on the Office of Doctoral Studies’s website. Please see The Office of Doctoral Studies bulletin on Electronic Deposit of the Dissertation for more information.

**Word Processing**

Word processing programs (Microsoft Word, etc.) have replaced typewriters in the production of dissertations. Any legible font equivilant in scale to 10 pt. Arial or 12 pt. Times New Roman are acceptable (i.e., Arial, Georgia, Times New Roman, Trebuchet MS, or Verdana.) The font and point (size) should be uniform throughout the dissertation. All pagination must be same font and point as the text. Laser printers and ink jet printers assure a uniform final copy of the dissertation.
Margins

The left margin of all pages, including the title page and abstract, without exception, must be a full one and one-half (1½ inches). The margins at the top, right and bottom of each page should be one inch wide. The manuscript will be written in a left justified manner leaving the right margin irregular. The bottom 1-inch may vary occasionally on pages where footnotes occur and the right 1-inch may vary occasionally on pages with full width tables. Please note that when full page width tables with borders are created, the left side of the border may not meet the margin requirements and may need to be adjusted.

Corrections

Word processing programs allow easy editing and correction of errors.

The final dissertation copies electronically deposited must be completely free from insertions or pencil or ink corrections.

Symbols

Again, word processing programs make inserting symbols and formulae easy.

Spacing

Printing is on one side of the paper. The text is double spaced throughout the dissertation except where noted. Single spacing is used in indented block quotations of three or more lines in length. Use single spacing within footnotes and bibliographic entries, but double space between separate entries.

More space is provided above and below heading as follows:

1½ inches above a chapter heading
Double space between chapter number and title
Quadruple space below a chapter title
Triple space above and below a centered heading
Triple space above a side heading
Double space below a side heading

NOTE: This manual is properly spaced for example purposes.

Indentation

The first line of each paragraph receives an indentation which must be uniform throughout the dissertation (typically 5 to 7 spaces). All lines of longer block quotations which are single spaced are indented 5 spaces and the first lines of paragraphs within such quotations receive an additional indentation of 3 spaces.
Footnotes

If you are using footnotes, they are placed at the bottom of the page are indexed in the text by superior Arabic numbers raised a half-space above the line. The numbers may begin with 1 on each page or for each chapter. Bibliographic and contextual footnotes are not differentiated, and both are indexed by the same series of numbers. The index numbers in the text follow immediately without any horizontal space and follow (not precede) punctuation such as a period, comma or closing quotation mark.

Pagination

All pages of the dissertation, with the exception of the title page and abstract, must be counted and given a number—including prefatory pages, graphs, figures, charts, tables, illustrations, bibliography, and appendices.

Use small Roman numerals (ii, iii, iv) for the prefatory pages and Arabic numerals (1, 2, 3) for the text. Prefatory page numbering begins with ii; the title page counts as page i, but the number does not appear. On the prefatory pages, the small Roman numerals are centered about ¾ inch above the bottom of the page. Continue with Roman numerals throughout the prefatory pages.

Begin with Arabic numerals in the upper right corner of the first page of text and number consecutively to the last page of the dissertation. The pages are numbered about ¾ inch below the top edge and 1 inch from the right of the page. The location of pagination should be in the same position throughout the main text, even if manually typed on the page.

See Table 1 for more information on pagination.

Before depositing the final electronic copy of your dissertation, you should check for correct pagination; sometimes pages are skipped, omitted, etc. Missing pages will delay the final review process.

NOTE: The font and size of the pagination needs to be the same as the manuscript text.

Length

There is no restriction to the length of a dissertation. Length is usually determined by content and subject to the sponsor’s approval.

Any dissertation over 400 pages or more in length must be divided into two volumes. The first page of the second volume is a title page with Volume II centered at the top of the page. The candidate adds a copyright page after the title page (as in Volume I) with the small Roman numeral ii at the bottom center. With the exception of these two pages in Volume II, all pages of the dissertation are counted and numbered consecutively, continuing from the last page of Volume I.
Publishing the Dissertation

Teachers College has made arrangements with ProQuest in Ann Arbor, Michigan to publish dissertations. ProQuest announces the publication in the ProQuest Dissertations & Theses database and undertakes to provide paper bound copies to all who wish to buy them at reasonable prices comparable to the costs of printed books. Each candidate pays a fee covering the services given by ProQuest and Teachers College.

Arrangements for publishing dissertations are made through the Teachers College Proquest website listed in Appendix B. After the outside reviewer reviews your manuscript, the Manager will send all corrections to you with the Electronic Deposit of the Dissertation bulletin so that the Dissertation manuscript can be uploaded quickly and easily. The candidate completes the “Agreement” to publish/copyright the dissertation with a payment directly to ProQuest for the appropriate fees on the website. (Copyrighting with the Federal Government is an option; publishing is a requirement.)

If a candidate plans to secure a printed publication of the dissertation, the candidate should mark in Proquest Publishing and Copyright Agreement section that an embargo is requested and whether the embargo will be 6 months, 1 year, 2 years, so that the printed version may appear first. The dissertation is published eventually whether or not it has obtained printed publication. Until the dissertation is released, ProQuest cannot complete the copyright application.
Appendix A

Items To Be Checked before Making the First Deposit of the Dissertations and Abstracts

NOTE: The first deposit will be returned to the candidate unapproved if any of these requirements are not met.

1. The first deposit consists of:
   a. The original signed copy of the Ed.D./Ed.D. CTAS Dissertation Manuscript Approval Form. Please ensure the E-mail on this form is one that is often reviewed.
   b. The Abstract is part of the manuscript and initialed by the sponsor.
   c. One copy of the Dissertation manuscript, printed on regular copy paper.
2. The Title Page, Abstract, Copyright page, Table of Contents, and any Lists follow the format outlined in the Appendices of this “Style Manual.”
3. Left-hand margins are 1 1/2 inches wide on all pages.
4. Each page, except the title page and abstract, has a number and follows Table 1. Pagination should remain in the same place for all types (bottom center or upper right) and in the same font and point as the text.
5. Headings in the Table of Contents reflect the organization of the text.
6. Footnotes or internal referencing and Bibliography or References follow, exactly, the style manual chosen, except when the Teachers College “Style Manual” states otherwise.
7. Each entry in the Bibliography/References is correctly alphabetized and all cited items are noted in the Bibliography/References. Entries are single spaced and double spaced between entries. Do not cut entries off between pages. Indent second and subsequent lines of entries.
Appendix B

Items To Be Checked before Making the Final Deposit of the Dissertations and Abstracts

1. Make all corrections noted by the Reviewer.
2. Ensure requirements 2-7 from Appendix A are still met.
3. The Final Deposit consists of:
   a. payment of the Dissertation Deposit fee of $95.00. There will be a link to CashNet on the Office of Doctoral Studies Deposit Gateway.
   b. the “Survey of Earned Doctorates” (requirement to submit) can be filled out at http://survey.norc.uchicago.edu/doctorate/index.jsp. There is also a link to this site on the Office of Doctoral Studies Deposit Gateway. Upon completion, send the confirmation E-mail to the Manager, Office of Doctoral Studies.
   c. log into the Teachers College ProQuest Deposit Gateway website at: http://www.etdadmin.com/cgi-bin/school?siteId=345. Complete all requirements as noted in the Office of Doctoral Studies Deposit Gateway Instruction Bulletin including:
      • Filling out all information ProQuest requires
      • Payment of publishing and/or Copyright fees
      • Uploading a pdf of the corrected Dissertation manuscript following the requirements of the website.
   d. submit the Teachers College forms for graduation: Application for the Degree of Doctor of Education and Diploma Ordering form. These will be supplied in the E-mail sent with ODS and the outside reviewer’s corrections.
Appendix C

Sample Title Page for the Ed.D. Dissertation and Abstract

FACULTY PARTICIPATION IN POLICY MAKING AT COMMUNITY COLLEGES:

A CASE STUDY

by

Student Full Name as listed in Student Records

John Adams Brown

Dissertation Committee:

Professor John Doe, Sponsor
Professor Jane Roe

Approved by the Committee on the Degree of Doctor of Education

Date 19 October 2011

Submitted in partial fulfillment of the requirements for the Degree of Doctor of Education in Teachers College, Columbia University

2011
Appendix D

Sample First Page of Text of an Abstract

ABSTRACT

FACULTY PARTICIPATION IN POLICY MAKING AT COMMUNITY COLLEGES:

A CASE STUDY

Note Title is double spaced

John Adams Smith

At this point the first line of text begins. It is double spaced with margins as indicated for the dissertation. Your sponsor should approve the content and form the abstract takes. The text cannot exceed 350 words with each word, hyphenated words or numbers are counted as one word. For the first deposit of the dissertation, indicate the total number of words in pencil on the last page of the copy your sponsor initialed. The pages are not numbered. The left margin is set at 1 ½” inches.

For the final deposit of the dissertation, follow the directions given in the Electronic Deposit of the Dissertation bulletin to allow accurate entry onto the Teachers College ProQuest Deposit Gateway website.

The abstract is part of the dissertation and is inserted in the manuscript directly after the Title Page.
Appendix E

Sample Copyright Page for the Ed.D. Dissertation

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Any additional Copyrights go here

This is where pagination begins

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Appendix F

Sample Table of Contents for the Ed.D. Dissertation

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Main heading is ALL CAPS</th>
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<tr>
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<tr>
<td>Chapter II – REVIEW OF THE LITERATURE</td>
<td></td>
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<tr>
<td>First Subheading</td>
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<td>Second Subheading</td>
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<tr>
<td>Third Subheading</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Chapter III – CHAPTER TITLE (Required Subheadings)</td>
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</tr>
<tr>
<td>REFERENCES (Further Chapters)</td>
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<tr>
<td>Appendix B – Second Appendix Title</td>
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</tr>
</tbody>
</table>

NOTE: If the word “Chapter” is written out, then it must appear on each Chapter heading in the main text.

If this style is decided for the Table of Contents (without the use of the word “Chapter”):

I – INTRODUCTION ................................................................. 1

II – REVIEW OF THE LITERATURE ............................................. 4

then maintain consistency and not use the word “Chapter” in your Chapter heading in the main text.

Please see p. 6 for examples of the two allowable Chapter headings.
Appendix G

Sample List of Tables for the Ed.D. Dissertation

LIST OF TABLES

<table>
<thead>
<tr>
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<td>Table One Title ................................................................. 42</td>
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<tr>
<td>2</td>
<td>Table Two Title ................................................................. 64</td>
</tr>
</tbody>
</table>

NOTE: Lists are the final pages before the main text unless a preface is desired. Be sure to change pagination from bottom center to upper right beginning on the first page of the main text.