Reminders about Dissertation Formatting

Provided by Marcia Jones, May 2010

- The Office of Graduate Studies reviews your electronic dissertation for any formatting errors before your dissertation can be accepted by the University.

- To avoid the need to make formatting corrections to your dissertation after uploading the electronic version, please review carefully the Dissertation Formatting Instructions posted on the Graduate Studies website: http://www.graduate.ku.edu/-downloads/04-d4_ETDDissGuidelines.pdf

- The wording for the Title Page was changed starting Fall 07, with the most recent update in September 2009. To be sure you are using the current Title Page format, look at the sample Title Page included in the Dissertation Formatting Instructions posted on the Graduate Studies website: http://www.graduate.ku.edu/-downloads/04-d4_ETDDissGuidelines.pdf

- The title on the Title Page must be in all caps.

- The wording was changed Fall 07 since there is no longer a Graduate School. The wording as indicated on the sample Title Page should read:

  > Submitted to the graduate degree program in Nursing
  > and the Graduate Faculty of the University of Kansas
  > in partial fulfillment of the requirements for the degree of
  > Doctor of Philosophy.

- You are not required to include scanned signatures on the Title Page on your electronic submission. You are required to turn in an original signed Title Page to the Office of Graduate Studies.

- The title on the Acceptance Page must be in all caps.

- The dissertation chair's signature is the only signature required on the Acceptance Page. The Acceptance Page signifies the dissertation chair has reviewed and approved the version of your dissertation that you are uploading. This page is required because often there are changes required by your committee after the final defense of your dissertation.

- You are not required to include the scanned signature on the Acceptance Page on your electronic submission. You are required to turn in an original signed Acceptance Page to the Office of Graduate Studies.

- The Title Page is considered page i if using Roman numerals or page 1 if using Arabic but you do not include the page number on the Title Page. The Title Page is the only page without a number on it.

- If using Roman numerals, all pages prior to Chapter One are given Roman numeral page numbers. You change to Arabic numerals on the first page of Chapter One.

- The Acceptance Page follows the Title Page so it is then either page ii or 2 depending on the page numbering style you are using.

- The Acknowledgments Page follows the Acceptance Page, so it should be page iii or 3 depending on the page numbering style you are using.

- The Abstract can come either before or after the Table of Contents, so placement is your choice.