

**SCHOOL OF EDUCATION
VIRGINIA COMMONWEALTH UNIVERSITY
DISSERTATION FORMAT REQUIREMENTS**

Introduction

This handout describes the basic format requirements for a dissertation in the Ph.D. in Education program. It should be used as a guide to format first the prospectus and subsequently the completed dissertation. Except where specifically contradicted by the School of Graduate Studies Thesis and Dissertation Manual, students should follow the Publication Manual of the American Psychological Association, 5th Edition, the accepted style guide for the School of Education.

I. Format and Appearance

- A. Paper (does not pertain to dissertations submitted electronically):
The paper should be permanent paper, white, 8 ½ x11 in size. For specifics regarding acceptable paper types, weights, and permanency requirements, see Appendix 2, University Library Services School and Department Guidelines for Processing Theses and Dissertations. The same brand and quality of paper must be used throughout the dissertation.
- B. Preparation:
1. Typing. All textual material should be word processed. Type produced by a dot-matrix printer is not acceptable. Courier 10 or an equivalent computer font size is generally accepted as standard and should be used throughout the dissertation. Pica and elite type sizes are acceptable. Non-standard type faces such as script are not acceptable.

The text of the manuscript should be double spaced, but long tables, long quotations (defined as 100 words, or as stipulated within the student's discipline and applied consistently), footnotes, and multi-line captions should be single spaced.
 2. Margins. The following minimum margins must be observed: top, 1.25 inch; bottom, 1.25 inch; left margin, 1.25 inch; and right margin, 1.25 inch. All tables and figures should conform to the margin requirements. Typing should never cross these margins.
 3. Pagination. Every page on which any typing, figure, table, or drawing appears is counted and numbered with the following exceptions: the approval sheet is neither counted nor numbered; if a cover sheet is used to precede the appendices, it is neither counted nor numbered; the title page is counted but not numbered.

All numbers are placed without punctuation in the upper - right hand corner, 1 inch from the top edge and 1.25 from the right margin, except on the first page of chapters, where the number is centered 1 inch from the bottom edge. The preliminary pages (those preceding the text of the thesis/dissertation) are numbered consecutively in lower case Roman numerals placed in the normal numbering position. The first page to be numbered will be the first page following the title page, and it will be numbered ii. The text and reference pages are numbered consecutively in Arabic numerals, beginning with 1 on the first page of the text.

4. Tables and Figures. The word table designates tabulated numerical data used in the body of the dissertation and in appendices. The word figure designates all other non-verbal material, such as illustrations, charts, graphs, maps, photographs, drawings, and diagrams.

Tables and figures are numbered in separate series. Each table and figure, including any in the appendix, must be numbered consecutively in Arabic numerals in its own series. The captions for figures and tables must be identical with those used in the list of tables and the list of figures and the list of figures in the preliminary pages.

I. Arrangement of Contents

A. The dissertation typically includes the following parts arranged in the order given.

1. Front flyleaf (blank)
2. Approval sheet (see Ph.D. handbook)
3. Copyright page (optional)
4. Title page
5. Acknowledgment or dedication page (optional)
6. Table of contents
7. List of tables (if used)
8. List of figures (if used)
9. List of abbreviations or symbols (if used)
10. Abstract
11. Body of dissertation (chapters)
12. List of references
13. Appendices (if used)
14. Biography (vita)
15. Back flyleaf (blank)

B. Reference material:

The references section should begin with a cover sheet headed List

of References, centered without punctuation. This page is counted and numbered. The heading is repeated on the first page of the bibliography itself, two inches from the top, centered, and without punctuation. The list of sources begins four spaces below the heading.

C. Vita:

The bibliography (and any appendices which would be counted and numbered and entitled as is the bibliography) should be followed by a brief biographical sketch of the writer, giving date and place of birth. This is not a typical curriculum vita.