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Introduction
This handbook is written for you, a student in the process of writing a doctoral dissertation in partial fulfillment of the requirements for a doctoral degree from The Catholic University of America. It is the official guide to University requirements governing the preparation and submission of your dissertation.

All doctoral degree candidates who are required to submit a formal, written paper or any other form of written presentation (i.e., a musical composition) are required to submit the final, approved manuscript to the administrator in the Office of the Vice Provost and Dean of Graduate Studies.

Your dissertation is an important University document, both academically and for you personally. For this reason we expect you to exercise utmost care in the preparation of the final manuscript for submission and we commit ourselves to processing the document for final deposit resulting in the required publication of your dissertation.

In order to ensure that dissertation manuscripts from The Catholic University of America reflect the importance we place on them, we require that you follow strict formatting and submission guidelines. By following them, you can be assured of encountering no problems in the publication process with the CUA contracted publishing company, ProQuest. Since you are ultimately and personally responsible for following the guidelines and instructions in this handbook, you are required to read it completely and carefully. We encourage faculty and staff to familiarize themselves with the contents of the handbook, since they are often asked to advise students in the preparation of the manuscripts.

Certain departments and schools follow procedures and formatting described in the style manuals or sheets specific to their individual disciplines. Your department or school may expect you to follow these guidelines.

However, instructions or formatting guidelines published in this handbook or in any published addenda to the handbook take precedence over discipline-specific guidelines. In the absence of any specific requirements in the handbook, you should use your discipline’s style manuals or sheets wherever applicable.

With the development of new binding and publishing technologies and revised University policies, the guidelines for the preparation and submission of manuscripts may change from year to year. We therefore advise against referring to previous editions of the handbook, or using a previously submitted and published manuscript as a guide for format or layout. If your research extends over several years, we also ask that you request a current version of the handbook from the Office of the Vice Provost and Dean of Graduate Studies or access a current version on the Web at http://graduatescience.cua.edu prior to preparing your final manuscript for deposit.

Writing Your Dissertation
Style
Please note: The guidelines regarding format and style outlined in this handbook are requirements of the University and supersede any instructions that may be given in the various style manuals listed below or in any other publications. For any items not specifically addressed in this handbook, you should refer to the appropriate style manual and consult your department or school.

As stated in the University’s Graduate Announcements “the dissertation must follow the approved format, which conforms to the norms of The Chicago Manual of Style [Chicago: The University of Chicago Press, current edition] (hereafter The Chicago Manual) ... with whatever adaptations are appropriate for the candidate’s discipline.” You may, however, have some difficulty in consulting The Chicago Manual alone. This publication is primarily a guide for editors and typographers preparing type scripts for printing. For easier reference, we recommend Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: The University of Chicago Press, current edition), which is an interpretation of The Chicago Manual specifically addressing the preparation of academic papers that will remain in typescript form.

In addition to using The Chicago Manual, several academic disciplines have adapted a specific style for use in the professional field for writing journal articles, submitting proposals, etc. You should check with your individual department or school to ascertain if there is a standardized style format for your discipline, or if they have adopted a style format that is standard in another, related discipline.

The following is an abbreviated list of other style manuals also in use at CUA:

Biology:
Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers (Council of Biology Editors)

Psychology and Nursing:
Publication Manual of the American Psychological Association (American Psychological Association)

Chemistry:
The ACS Style Guide: A Manual for Authors and Editors (American Chemical Society)

Modern Languages:
MLA Style Manual and Guide to Scholarly Publishing (Modern Language Association)
These manuals, like The Chicago Manual, are primarily guides to the preparation of typescripts that will appear in some other printed form. However, these manuals do contain directions for the preparation of academic manuscripts, and you should be sure to note such references when available.

Generally, you should use your own good judgment when interpreting the appropriateness of certain guidelines. For example, a running header (as prescribed by APA) is not appropriate for a dissertation, since the header is generally used for typescripts that may be reprinted in a journal with other manuscripts. Likewise, the double-spacing of all text, including quotations (as prescribed by MLA) is not appropriate for a dissertation, since the manuscript submitted to the University is considered to be in final form, and will not be transcribed into another form for further processing. Generally, these various manuals are helpful for citations of references and forms of notation.

Your major professor and others in your school or department will assist you in the appropriate interpretation of discipline-specific guidelines within the context of University requirements. When in doubt, contact the administrator for assistance.

Since these guides are periodically revised and updated, please be sure to consult the most current edition of any manual used. The manuals listed above are standard publications, available at the CUA Bookstore or any other academic or larger bookstore.

The Writing Center
The CUA Writing Center provides support services to students at all stages of the writing process. The Writing Center strongly recommends that you contact them to make an appointment and speak with one of their trained consultants, graduate students in the English department. They can also be reached at 202-319-4286. Walk-ins are welcome on a space-available basis.

CUA Academic and Research Computing Resources
The Center for Planning and Information Technology (CPIT) offers a wide range of services for graduate students. CPIT issues a computer account to all faculty, staff, and students. CPIT also provides students, faculty, and staff with an extensive computer education and training program. The CUA Computing website provides details about computing at CUA, including information about training, computing resources available, a knowledge bank, a computing guide, and activities under way.

In addition, CPIT provides service and support for all technology classrooms and computing areas on campus. A general computing area in Leahy Hall, with both Windows and Macintosh machines, is open twenty-four hours a day during the semesters. Other computer-equipped classrooms and computing areas are open and available for use by any member of the CUA community. The formatting guidelines prescribed in this handbook can be handled by word processing software (Microsoft Word) in any lab on campus. The Academic Services division of CPIT can help with any formatting or related questions or projects, including digital research. Academic Services can also help you digitize your project. For further details, please access their website at http://computing.cua.edu.

Using an Independent Typist or Service
Typists and word processing agencies frequently post advertisements on bulletin boards throughout the University. Please consider the following when dealing with typists or word processing agencies.

You should have an extra copy of the draft of your manuscript in the event of loss of or damage to the original draft. On the draft copy, it is often a time/error saver to the author and typist if the footnotes are submitted on pages separate from the text.

Discuss with the typist the following questions:

- May the draft manuscript be handwritten, or must it be typed?
- Is the typist familiar with foreign expressions, equations, formatting tables and charts, etc., that you use in the manuscript?
- Will you already have properly formatted the final draft, or is the typist responsible for following CUA and discipline-specific formatting guidelines?
- May the typist correct minor grammatical and spelling errors?
- What kind of word processor or computer will the typist be using? What style and size typeface will be used?
- Will the typist proofread the finished work? (Of course, it is your responsibility to do the final proofreading, but the typist should proofread for obvious typographical errors.)
- If you have made a mistake, will the typist charge extra to correct the mistake?
- Will the typist edit the manuscript? If so, what will the editing cost?
- After agreeing with the typist on a deadline for completion of the manuscript, what will be the penalty for not meeting the deadline?

Always be aware that prices quoted per page will likely be affected by the use of foreign words, equations, or complicated tables and charts. You should attempt to cover with the typist all aspects of the preparation of the final manuscript before you present the draft for final typing.
You should be sure to secure a typist well in advance of deposit deadlines. Typists are in great demand at peak periods prior to graduation dates.

Whether or not you have already formatted the draft, give the typist a copy of the CUA formatting guidelines as well as any discipline-specific formatting guidelines you may be using. Emphasize the importance of following these guidelines. Encourage the typist to contact the administrator if s/he has any questions concerning formatting.

The Copyright
The Office of General Counsel of The Catholic University of America has prepared an information sheet on the issues involved in the copyright of your dissertation and registering your copyright with the Library of Congress. It is important that you read this document prior to making the decision whether or not to register your copyright with the Copyright Office of the Library of Congress.

You can also access extensive information on your copyright at the Web site of the Office of General Counsel (http://counsel.cua.edu/copyright) and of ProQuest (http://www.umi.com/products_umi/dissertations/copyright).

Ecclesiastical Imprimatur
For ecclesiastical manuscripts in canon law, theology, or philosophy, an ecclesiastical imprimatur is generally not necessary. However, if you are a candidate in an ecclesiastical degree program, you should consult with your major professor or the dean of your school regarding the possible necessity of an ecclesiastical imprimatur.

The Elements of Your Dissertation
Preliminary Pages
Title Page
The Title of the Dissertation
Your title must be exactly the same one as submitted on your dissertation proposal. If you have made any changes to the title, you must submit a Request for Change in Doctoral Dissertation Title for approval prior to your deposit date.

The title page must follow exactly the formatting examples given in the Appendix. This is not the place for any creative efforts — special fonts, spacing, sizing, boldface or italic type, etc. Do not place the title in all caps. ProQuest requires that you use word substitutes for formulas, symbols, superscripts, Greek letter, or other non-alphabetical symbols in the title.

Your Name
You must use your “name of record” on the title page. This is your official name, as recorded by the Office of Enrollment Services. If this name uses titles or suffixes, include them. However, you may not include job titles or organizational affiliations (your diocese, your military unit, your employer, etc.). Although you may have been sponsored and supported in your studies, your dissertation is your own work, for which you are solely responsible. You may recognize sponsors in an acknowledgement or dedication.

The Copyright Symbol ©
Copyright privileges vest with you as author immediately upon creation of your dissertation, whether or not you include the © symbol on your title page, and whether or not you register your copyright with the U.S. Copyright Office in the Library of Congress. You must decide whether to place the © symbol on your title page.

The Date
The date on the title page of your dissertation is the year (no day or month) in which your dissertation will be published. This is also the year in which you graduate and your copyright takes effect.

Music Compositions for the Degree Doctor of Musical Arts
A dissertation submitted as a requirement for the D.M.A. degree comprising musical compositions will have a summary title page and separate title pages for each of the compositions. Please contact the administrator for instructions on formatting these pages.

Abstract
You are required to write an abstract of your dissertation. The abstract must be written in English, even if your dissertation is written in a foreign language. It should contain no special characters or any text written in a non-Roman alphabet. The text of the abstract should be double-spaced.

The abstract should provide a concise summary of the following information:

- A statement of the problem,
- A description of the research procedure or method,
- An explanation of the results of the research,
- A summary of your conclusions.

Since the abstract is an important summary of your work and is the basis upon which scholars may decide to read the entire dissertation, you should exercise great care in preparing the text. Remember, when placing your name of record at the top of the abstract, include the abbreviation of the degree you will receive upon graduating immediately after your name.

ProQuest does not place a word limit on the abstract, as that constrains the student’s ability to describe their research in a section that is accessible to search engines, and therefore would constrain potential exposure of the work. However, ProQuest does publish print indexes that include citations and abstracts of the dissertations it publishes. These print indexes require limits of 350 words for doctoral dissertations. Additionally,
ProQuest print indexes allow only text to be included in the abstract. In the editorial process for printing doctoral dissertations, ProQuest will truncate the abstract if it exceeds the 350 word limit and will remove any non-text content. Therefore, you may wish to limit the length of the abstract to 350 words if this concerns you.

The abstract as you submit it, no matter the word count, will NOT be altered in your published manuscript.

Students often use the same text for both their abstract and for publication in the dissertation brochure published by their school prior to the oral defense. Please consult with your school concerning this possibility.

Place the abstract directly behind the title page, but do not number it (see Pagination, page 8).

For further information on the abstract, see the ProQuest publication Publishing Your Dissertation, available from the administrator.

**Signature (Approval) Page**

Your dissertation must have an approval page signed by your major professor and readers. You are responsible for typing this page and obtaining the necessary signatures. Manuscripts that do not include an approval page, signed by all dissertation committee members, cannot be accepted for deposit. Signature substitutions are unacceptable (i.e., a dean or department chair may not sign for a committee member).

You should therefore arrange to obtain all signatures well in advance of your anticipated deposit date. The administrator cannot assume responsibility for obtaining signatures, even if you must deposit by mail.

You should prepare the signature page, following the formatting guidelines in the Appendix, print it out on the acid-free paper and take it with you to your oral defense, when all of your committee members will be present. If there are no major changes to be made to your dissertation, your major professor and readers can sign the signature page at that point. Although the committee, following your defense, may ask you to make minor corrections to your dissertation, this usually does not prevent committee members from signing the dissertation approval page. If this is not possible, please make arrangements to get the signature page to all members of your committee for completion.

Number the signature page at the bottom center of the page with the lower-case Roman numeral “ii” (see Pagination, page 8).

**Optional Preliminary Pages**

You may include a dedication, an epigraph, a list of illustrations, a list of tables, a list of abbreviations (may alternately appear in the end matter), a foreword, a preface, or acknowledgements in the front matter of your dissertation. Please refer to the Pagination section of this handbook for information on the order of appearance and pagination of these optional preliminaries.

**Body of Text**

**Introduction**

An introduction is optional. If you choose to include it, please follow your discipline-specific guidelines in deciding whether to make the introduction an independent section or to consider it formally as your first chapter. In either case, the introduction is the equivalent of a first chapter of your text and will be numbered accordingly. It is not a part of your preliminary materials.

**Text**

Following this general overview of the elements of your dissertation, we will describe the required formatting and give you guidelines for including graphs, photographs, other illustrative materials, and addenda (non-text items) in your dissertation. Please refer to the appropriate sections below.

**Notes/Footnotes**

Footnotes are strongly preferred over chapter endnotes. A reader of a microfilm copy of your dissertation will have considerably greater on each page.

Generally, you should number footnotes consecutively throughout the entire paper. However, if there are more than 100 footnotes, number them consecutively by chapter.

Endnotes should appear at the end of each chapter — never at the end of the entire paper.

Refer to the appropriate style manual of your discipline for proper notation and reference format. Also, see the last paragraph below under Typeface (page 8).

**Illustrative Materials**

Illustrative materials include photographs, charts, graphs, tables, prints, maps, reproductions, renderings, hand-drawn items, etc. Since these items will be filmed and reduced in size when reproduced, you should select only the highest quality items.

**Color**

You may include color items in your original manuscript.

**Placement within Manuscript**

You may include illustrative materials either in the body of the text or in the appendix. If included in the text, the materials should be inserted as close as possible to their first reference in the text. The explanation should precede the item. If you include the materials in an appendix, the explanation should also precede the item.

**Placement on Page**

Smaller items such as photographs or other reproductions that are glued onto pages should be staggered in alternating...
locations on the pages throughout the text: one at the top of a page, the other at the bottom of another page; one to the left, one to the right. The items must be placed within the specified margins for the manuscript. See the examples of placement options in the Appendix.

**Alignment of Page Numbers**
Whether or not the illustrative material is placed in the manuscript in portrait or landscape format, the pagination should follow the alignment rules established for the rest of the manuscript. Please refer to the section on Pagination.

**Charts and Graphs**
When designing your charts and graphs, keep in mind that when they are reproduced from the microfilm, they will be reduced in size. The charts and graphs may be in color.

**Photographs**
The inclusion of photographs in your manuscript is discouraged, because these do not film or reproduce well. If you do include photographs, they must be of excellent quality. If in color, they should have been produced using a color process producing sharp images and brilliant and long-lasting color (for example, using glossy rather than pearl backing).

**Over-Sized Items**
If possible, reduce over-sized items to 8.5 x 11 inch page size, making the copies as clear and precise as possible.

**Reproductions**
Use only excellent quality reproductions, if possible in black and white. Remember, the item will lose definition in the filming and reducing process, easily becoming illegible, and colors may fade with age.

**Hand-Drawn Items**
If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, render these elements as carefully, clearly, and neatly as possible.

**End Matter**

**Optional End Matter**
Optional end matter may include an appendix or appendices, a glossary, a list of abbreviations (which may also appear with the preliminary pages) and addenda (non-text items such as CDs, etc).

**Letters of Permission**
In the event you are including in your manuscript material that does not fall in the “fair use” category, you must request permission from the holder of the copyright to include the materials. For information on “fair use” and an example of a letter requesting permission to use the material, see the Web site of the Office of General Counsel (http://counsel.cua.edu/copyright).

If you have requested permission from other authors or publishers to use material in your dissertation, you should include the letters of permission in your manuscript. Place such letters, separately labeled in an Appendix, at the rear of the manuscript.

**Packaging Addenda**
Where appropriate, addenda should be placed in pockets designed for that type of material. Label the pockets clearly with the title of the dissertation, your name, a description of the contents of the pocket, and instructions for the use of the contents.

List the addenda, in the order of inclusion but unnumbered, in the Table of Contents.

**Bibliography**
Consult your department or school and the appropriate style manual for instructions on the discipline-specific formatting of the different types of references in your bibliography.

**Preparing Your Manuscript**

**Computer**
The use of computers from the very earliest stages of writing is a virtual necessity for doctoral dissertations. By using modern word processing programs (MS Word), it is possible to make corrections, edit, check grammar and spelling, place footnotes, and define formatting. Please see the section above headed “CUA Academic and Research Computing Resources” for instruction and assistance available on campus.

Although the grammar and spell-check features of a word processing program are helpful, do not rely upon them completely. The program cannot recognize your specific use of a word, and will not necessarily pick up on such things as comma rules for independent and dependent clauses, or the difference between “forth” and “fourth.”

In the end, you alone must carefully edit and correct the final version of your manuscript.

**Typeface**
The following standard printing fonts are acceptable: Times New Roman, Garamond, Palatino Linotype, or Century Schoolbook. The text of the manuscript should be printed with a 12-point font size.

Avoid typefaces smaller than these, or special typefaces that print in script or in any other nonstandard mode. It is permissible to mix typefaces and fonts to give the finished product a professional appearance, for example using bold typeface or a larger font in titles. It is important, however, that your style elements be consistent throughout the manuscript.

Use either underlining or italics to emphasize text. Do not use bold typeface for emphasis, since such typeface may not be
clearly discernible on microfilm or reprints from microfilm. Because to a typesetter underlining is a symbol to put the underlined text in italics, do not mix underlining and italics for emphasis — one system should be used consistently throughout the paper.

You may use proportional spacing, as well as right-margin justification, as long as you use hyphenation appropriately. Control carefully for orphan and widow lines. An orphan line is the first line of a paragraph that is the last line on a page. A widow line is the last line of a paragraph that is the first line on the next page. These sometimes look awkward because the bulk of the paragraph is on another page.

As a general practice, endnotes should be the same size and font type as the body of text. However, you may use a slightly smaller font size in footnotes. In no case should the font size be less than 10 point. Since reprinting the dissertation from microfilm reduces the size of the print, smaller font sizes can easily become illegible.

Paper Alignment
The text should appear on the paper so that the left-hand margin of the text runs along the 11-inch length of the paper and 8.5 inches represents the width of the top and bottom of the paper. The long left-hand edge is the binding edge. Exceptions may be made for charts, graphs, drawings, etc. However, pages must always be paginated with 11 inches representing the length and 8.5 inches representing the width, regardless of the placement of charts, graphs, or drawings.

Margins
All margins must be one inch wide. Page numbers are considered text and should not fall within the one-inch margins. There must be at least a clear one-inch space between the edge of the paper and the edge of the page numbers. A common error made in creating bottom and top margins is not adjusting the header and footer of the page. To do so, look under File-Page Setup and change the header and footer from the default of 0.5 inch to 1 inch to be sure you have the required one-inch margins both at the top and bottom of the page. When the manuscript is bound, the paper must be trimmed, occasionally more than once. The one-inch margin is necessary to ensure that the page numbers will not be lost in case of successive cuts. This requirement applies also to music compositions printed on larger-size paper to make sure the score is legible.

Line Spacing
Double-space the text uniformly throughout the manuscript, with the exception of footnotes, quotations, etc. Refer to Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations or to your discipline’s style manual for proper spacing instructions.

Pagination
Every page of the manuscript following the title page, with the exception of the abstract, must carry a number. Preliminary pages should be numbered in lower case Roman numerals. The text should be numbered in Arabic numerals, which continue consecutively throughout the remainder of the paper, including end matter.

Do not accompany page numbers with any other symbols. For example, the following methods are not acceptable: “Page 1,” “Page One,” “p. 1,” “1-,” etc. Also, pages may not be supplemented, for example, 7a, 7b, 7c.

Page Number Placement
All preliminary page numbers should be centered at the bottom of the page. Additionally, all end matter, that is every page after the main text, including appendices and bibliography, should be paginated at center bottom throughout.

All text page numbers can either be centered at the top of the page, or appear in the upper right-hand corner, with the exception of those pages carrying a major heading, such as the first page of a chapter, in which case the number should be centered at the bottom of the page. In order for chapter/major heading pages to be paginated at center bottom (while the remainder of the chapter is paginated at right or center top) remember to create these pages as their own documents. Even if charts, illustrative materials, etc., are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format.

On rare occasions, it will not be possible to place a page number on an illustration, photograph, or other special insert. Consider that page to have the next consecutive number, continuing the sequence on the following page. Please see the page number placement table in the Appendix on page 15.

Deposit of the Final Manuscript
After you have successfully passed your dissertation defense, you must submit your final dissertation manuscript online through ProQuest. The administrator of the Office of the Vice Provost and Dean of Graduate Studies may approve manuscripts at any time throughout the calendar year. The deadlines for deposit published in the Academic Calendar specify the latest date upon which a dissertation may be deposited in order for you to be able to graduate on the next graduation date.

In order to ensure that the deposit of your dissertation goes smoothly, you must set up a preview of your manuscript prior to the oral exam. The preview is done online using an electronic PDF of your complete dissertation. The administrator will give you direction on any necessary changes to formatting of your manuscript. The preview also allows time for you to make those changes. Past experience has shown that
this works very well in relieving anxiety over the final deposit.

Prior to your final deposit appointment, it will be your responsibility to make any changes to your manuscript required by your dissertation committee and to obtain the signatures of all of the members of the dissertation committee on the signature page. Your major professor and dean must also sign the Permission to Publish form, available online and from the administrator of the Office of the Vice Provost and Dean of Graduate Studies. Many candidates find it helpful to bring this form, along with the signature page, to their dissertation defense, where all committee members are present.

You are required to submit your dissertation online through ProQuest at http://www.etdadmin.com/cua 48 hours prior to your deposit appointment. This step is only completed once you have made the necessary changes to your final dissertation. You will be required to set up an account with ProQuest, convert your dissertation to PDF format, pay your ProQuest fees, and submit your dissertation.

Students have the opportunity to complete the dissertation process in person or through the mail. If depositing in person, you must bring all the required documents at the time of your deposit appointment with the administrator, who will review your online submission with you, determine if it is ready for the final deposit, submit to ProQuest, and issue you a deposit receipt indicating a completion of the dissertation deposit process. A copy of your deposit receipt will be submitted to the dean of your school. If you have met all other requirements for the doctoral degree, your dean will place your name on the graduation list submitted to the Academic Senate for final approval.

Your deposit may be denied by the administrator if it does not meet all the requirements. It is to your advantage to make your deposit appointment as far in advance of the deadline as possible to allow time for the administrator to review your online submission and accept your manuscript. The deadlines for final online submission for administrator review cannot be extended.

Please note that individual schools may require you to submit your final dissertation manuscript to your dissertation committee by a deadline earlier than the final university deposit date listed in the Academic Calendar. Please consult with your school dean’s office concerning your school’s requirements for submission.

Submitting Your Manuscript to the Office of Graduate Studies
In the Appendix to this handbook you will find a Doctoral Dissertation Deposit Checklist outlining the steps to follow in preparing to submit the manuscript online to ProQuest and listing the documentation and fees you must submit before the administrator can accept your submission. Please note that the administrator cannot accept for submission any manuscript if the necessary fees and documentation have not been turned in to the Office of the Vice Provost and Dean of Graduate Studies. Please do not expect the administrator to obtain any necessary signatures or complete any required documentation on your behalf.

Personal Bound Copies of the Manuscript
The University does not provide personal binding services for students. You may opt to purchase hard- or soft-cover copies from ProQuest (see below). Or you may order bound copies from a commercial bindery. Information on this option is available from the administrator.

After Deposit
Once the administrator of the Office of the Vice Provost and Dean of Graduate Studies has accepted the online submission of your dissertation, a receipt will be issued. A copy of this receipt will be sent to the dean of your school as proof of deposit, a prerequisite to graduation from your program.

If you will be attending the May graduation ceremonies, you will receive your diploma at that time. If you are graduating in October or January and require certification of your degree before May, you may request a transcript from the Office of Enrollment Services. The request, in writing, must include the following information:

• Full name
• Address
• Date of birth
• School
• Department (where applicable)
• Dates of attendance

What Happens to Your Dissertation After Deposit
The administrator of the Office of the Vice Provost and Dean of Graduate Studies will approve and submit your dissertation to ProQuest/UMI. It usually takes ProQuest/UMI two to three months to microfilm the dissertation and post the dissertation information on their website. Once ProQuest/UMI has filmed your dissertation, they will send a copy of the microfilm to the Office of Graduate Studies. The administrator sends the microfilm to the American Catholic History Research Center and University Archives for storage.

CUA’S Open Access Policy
If you sign the ETD@CUA Submission Copyright Statement, an electronic copy of your dissertation will be deposited into ETD@CUA at Digital Scholarship@CUA (online at http://aladinrc.wrlc.org/dspace/handle/1961/62) according to your direction on the statement. It then becomes available for
viewing and printing by the public. Please know that it may take several weeks to process your dissertation in ETD@CUA.

Should you have any further questions, please visit the Office of the Vice Provost and Dean of Graduate Studies or call the administrator there at 202-319-5247.

**Graduation**

All candidates for graduation must file a diploma card in their school dean’s office by the deadline stated in the Final Class Schedule for the semester in which they plan to graduate. You should indicate at that time whether you plan to participate in the May commencement exercises.

You may go to [http://commencement.cua.edu/apply-for-graduation.cfm#diploma](http://commencement.cua.edu/apply-for-graduation.cfm#diploma) to register for graduation.

If you attend the May commencement exercises, you may receive your diploma at that time. If you are graduating in October or January, or plan to walk in May but wish to have your diploma mailed to you, you may inform the Office of Enrollment Services in writing of the address to which you wish to have your diploma sent. It is expected that you will attend commencement exercises. If you are unable to do so, you must write a letter to the provost of the University at least one week before commencement exercises asking to be excused and stating your reasons for not being able to attend the exercises.

You may request a transcript from the Office of Enrollment Services prior to or following your formal graduation. The request, in writing, or via the website at [http://enrollmentservices.cua.edu/Registration-and-records/Transcripts.cfm](http://enrollmentservices.cua.edu/Registration-and-records/Transcripts.cfm), must include the following information:

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- School
- Department (where applicable)
- Dates of attendance

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The Title of the Dissertation Should Appear Here
Do Not Put Title in All Capitals or Bold

Name of Record, the doctoral degree you will be conferred upon graduating (Ph.D., S.T.D., etc.)

Director: Name, Degree

The text of the abstract appears here, double-spaced; pages are not numbered.
The abstract may be two pages in length.
# Page Number Placement

Organize and number the pages of your manuscript as follows:

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Page Numbers</th>
<th>Page Number Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
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</tr>
<tr>
<td>Abstract</td>
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<td></td>
</tr>
<tr>
<td>Signature page</td>
<td>ii</td>
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</tr>
<tr>
<td>Preliminary materials</td>
<td>iii, iv, v etc.</td>
<td>Center bottom</td>
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<tr>
<td>Dedication (optional)*</td>
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<tr>
<td>Epigraph (optional)*</td>
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<tr>
<td>Table of Contents</td>
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<tr>
<td>List of Illustrations (if applicable)</td>
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</tr>
<tr>
<td>List of Tables (if applicable)</td>
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<tr>
<td>List of Abbreviations (if applicable)</td>
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<td>Foreword (optional)*</td>
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<td>Preface (optional)*</td>
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<td>Acknowledgements (optional)*</td>
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<td>Introduction (optional)*</td>
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<td>(either as independent section or as first chapter)</td>
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<tr>
<td>Chapter/Major Heading pages</td>
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<tr>
<td>Text</td>
<td>2, 3, 4, etc.</td>
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<tr>
<td>End matter</td>
<td></td>
<td>Continue consecutive numbering</td>
</tr>
<tr>
<td>Appendix/Appendices (if applicable)</td>
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<td>Center bottom</td>
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<tr>
<td>Glossary (if applicable)</td>
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<td>List of Abbreviations (if applicable)</td>
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<td>Bibliography</td>
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<tr>
<td>Letters of Permission (if applicable)</td>
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<tr>
<td>Addenda (non-text materials, such as CDs, tapes, etc.)</td>
<td>(Listed in Table of Contents)</td>
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</tbody>
</table>

*Please note that “optional” does not refer to pagination, but rather to the inclusion of this page or section.*
Placement of Photographs within the Manuscript

Correct Placement

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