

TEACHERS COLLEGE - COLUMBIA UNIVERSITY
OFFICE OF DOCTORAL STUDIES
GENERAL INSTRUCTIONS FOR THE PREPARATION
OF DISSERTATIONS FOR DOCTORAL DEGREES:
A MANUAL OF STYLE

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GENERAL INSTRUCTIONS FOR THE PREPARATION OF
DISSERTATIONS FOR DOCTORAL DEGREES:
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 demonstrates an ability to organize and create a document of scholarly quality.

The instructions in this manual relate to the preparation of both dissertation proposals and dissertations offered in partial fulfillment of the requirements for all doctoral degrees (Doctor of Education (Ed.D.), Doctor of Education in College Teaching of an Academic Subject (Ed.D. CTAS), and Doctor of Philosophy (Ph.D.)) at Teachers College, Columbia University.

Responsibilities of Doctoral Candidates

Every doctoral candidate must assume full responsibility for preparing the dissertation in a correct and consistent style and form. Submitting a dissertation that does not follow the guidelines in this manual of style can cause a delay in graduation and possible additional tuition charges and/or fees. Faculty members and the staff of the Office of Doctoral Studies are available to help, **but primary responsibility rests with the individual candidate.**

The dissertation proposal and dissertation are formal academic manuscripts 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 form, style, spelling, and grammatical errors. **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 their final form*. 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 the 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 conflict, *follow the conventions in this manual.* Consult with the Dissertation Advisor about the choice of an additional reference manual; use it as a guide for 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 the 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 Teachers College dissertations.
5. **Pay close attention to detail.**

The Office of Doctoral Studies (ODS) (Ed.D./Ed.D. CTAS) and/or the Graduate School of Arts and Sciences (GSAS) (Ph.D.) will not accept the dissertation manuscript unless it follows the conventions outlined in Appendix A (p. 14) upon the electronic deposit (Ed.D. and Ed.D. CTAS), or Appendix B (p. 16) for the electronic deposit (Ph.D.).

References on Style

Many style manuals are not specified here for two reasons. First, basic rules of usage pertain to all scholarly 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, a bibliographic citation in a psychology paper differs from one in a history or English paper. For guidance in matters of style not covered by this manual, a candidate should select one recognized reference work with the advice of his or her Dissertation Advisor. Once more, the importance of consistency must be emphasized. 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. Additionally, with each new edition of a manual of style, grammar and punctuation conventions may change; for this reason it is important to consult the latest edition of the chosen manual.

Some useful guides are listed below:

American Psychological Association. Publication Manual of the American Psychological Association Seventh Edition, Revised. Washington: The American Psychological Association, 2019.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 9th Edition, Revised. Chicago: University of Chicago Press, 2018.

University of Chicago. A Manual of Style. 17th Edition, Revised. Chicago: University of Chicago Press, 2017.

(NOTE: As an example, this style manual has been formatted in APA 7.)

Review of the Manuscript

Ed.D./Ed.D. CTAS candidates will follow the steps as outlined in Appendix A (p. 14) based on the style chosen by the candidate which will then be reviewed by ODS for final approval.

Ph.D. candidates will follow the steps outlined in Appendix B (p. 16) which will then be reviewed by GSAS or held by ODS until the completion of the internship for candidates in the Clinical Psychology, Counseling Psychology, or School Psychology programs.

It is the candidate's responsibility to ensure the final dissertation manuscript has been reviewed against this Style Manual; otherwise, delays in processing may occur. After the candidate fulfills all remaining academic requirements, the candidate will be recommended for the award of the degree.

Formatting Guide and Dissertation Template

Every dissertation uploaded to the digital deposit system is expected to meet the formatting guidelines noted below. Dissertations formatted improperly will be returned to the student for revisions. We hope to make the uploading of the dissertation a simple process. For convenience and use while writing the dissertation – or toward the end, when preparing it for deposit – **there is a Word template on the ODS website, which incorporates and complies with all minimum formatting requirements**, and it can be used to eliminate common formatting errors that may delay the dissertation deposit.

Ed.D. and Ed.D. CTAS student are not required to use this Word Template, but GSAS **mandates that all Ph.D. students use their Word Template.**

The manuscript must contain all of the following components in the order in which they are listed below.

Table 1

Pagination Requirements for Dissertation Manuscript

Required Order		Page Numbering
Title Page	Title Page	No pagination
Copyright page	Copyright page	No pagination
Abstract	Abstract	No pagination
Prefatory Pages	1. Table of Contents	Lower case Roman numerals beginning with “i, ii, iii” centered at bottom of page
	2. List of Tables, Figures, etc. (if applicable)	
	3. Acknowledgements (if desired)	
	4. Dedication (if desired)	
Main body and all other pages	1. Preface (if desired)	Arabic numerals beginning with “1” centered at the bottom of page
	2. Main body of the dissertation (including all introduction and chapter pages)	
	3. References or Bibliography	
	4. Appendices (if applicable)	

Title Page

An example dissertation title page is located in Appendix C (p. 18) for Ed.D./Ed.D. CTAS students and Appendix D (p. 19) for Ph.D. students. Use the example as a guide for spacing between the different parts of the title page. With the exceptions of the Dissertation Title, candidate’s name, and expected year of graduation, ***follow the formatting and text exactly as shown***. The candidate gives his or her full name exactly as listed in the records of Teachers College. Initials may not be used to stand for given names. The title should be typed double-spaced in either Title or Sentence Case. The year the degree is to be conferred should be indicated centered at the bottom of the page. This page is not paginated.

Copyright Page

The copyright page immediately follows the Title Page and is a required part of the manuscript. The copyright notice is centered on the copyright page as it appears in Appendix E (p. 20). The Copyright page is not paginated.

Please note that under copyright law, candidates automatically hold a copyright on their 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 copyright are made through the ProQuest upload website after the final electronic deposit. If other forms of copyright will be used (Creative Commons, Copyleft, etc.), please place them on this page following the required copyright notice.

Dissertation Abstract

The abstract is a synopsis of the dissertation. It must be prepared carefully, since its unrevised, unedited version will be published on ProQuest. It should be included in the Dissertation manuscript directly after the Copyright Page, but it is not paginated and does not count toward total pages of the manuscript.

There is no word limit to the length of the abstract. Do not include mathematical formulae, diagrams and other illustrative materials. Symbols, foreign words and phrases must be printed clearly and accurately, and **specific references and citations should be avoided**.

This manual cannot specify the content of the abstract because of the diversity among dissertations; however, the abstract usually contains (1) a statement of the problem, (2) the procedures and/or methods, (3) the results, and (4) conclusions. A candidate who needs explicit advice should consult his or her Dissertation Advisor.

The abstract is prepared in the same style as the dissertation: 1” margins and double spacing.

For Ed.D./Ed.D. CTAS candidates, once ODS receives the final deposit, the text of the abstract will be typed into the Teachers College ProQuest website per the procedures listed in the Ed.D. Final Deposit Gateway, located on the Office of Doctoral Studies website.

For Ph.D. candidates, once GSAS receives the final deposit, the text of the abstract will be typed into the GSAS ProQuest website per the procedures listed on the GSAS Deposit Gateway website.

All dissertations (after any applicable embargoes) are also placed on the Columbia University Academic Commons and Teachers College Pocket Knowledge databases which can be accessed through the TC Library website.

The formatting for the Abstract page is displayed in Appendix F (p. 21). The first page carries the centered heading--Abstract--followed by the title of the dissertation (exactly as on the dissertation title page) followed by the author’s full name. After two double spaces, the text begins immediately on this page.

Table of Contents

The Table of Contents lists all prefatory sections after the Table of Contents (Lists, Preface, etc.), as well as the main text chapter titles and subheadings, stated in exactly the words as they appear in the body of the document. It is almost always typed with double spacing between all entries, except when a heading is too long to be typed on a single line; a heading like this should be continued on the next line before the text reaches the page numbers on the right. Additionally, an exceptionally long Table of Contents may be entirely single spaced if the candidate’s Dissertation Advisor approves. Further, **subordinate headings are given graduated**

indentations. A line of dots should follow the title of each heading and subheading to near the right margin. Page numbers for all titles and headings should always be formatted with right justification. NOTE: Do not right justify the entire line, only the page numbers on the right. Ensure pagination changes are noted here as well, when changes are made to the text.

NOTE: Prefatory section pagination (roman numerals – bottom center) begins here.

NOTE: If a Ph.D. student, please ensure you follow the formatting requirements as set in the GSAS Word Template. We give a small example at the bottom of Appendix G.

Example Tables of Contents appear in this manual (p. i) and in Appendix G (p. 22).

Lists of Tables and Figures

A List of Tables, Figures, Charts, etc. follow the Table of Contents. It should numerically list the number, exact full title, and page of every table, figure, chart, etc. found in the text and in the Appendices. The heading, if Lists are used, is bolded and follows the same convention as the Dissertation Title (Title or Sentence Case).

NOTE: ODS recommends using separate pages for each list for clarity, but does not require it.

NOTE: If a Ph.D. student, please ensure you follow the formatting requirements as set in the GSAS Word Template.

An example List of Tables appears in this manual (p. iii) and in Appendix H (p. 24).

Acknowledgments/Dedication

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 bolded, centered, and typed in the same convention as the Dissertation Title (Title or Sentence case). The text is double spaced. The Acknowledgments are concluded with the candidate's typed initials.

A Dedication page is also not required, but if used, follows the same formatting as above. The text is double spaced. If a Dedication page is used, it must begin on a separate page from the Acknowledgments page.

Text

The text of the dissertation generally begins with an introductory chapter (noted above), which is followed by the report of the study divided into a number of chapters. A summary chapter may conclude the dissertation, followed by the list of references.

Introduction or Preface

An Introduction or Preface is not required, but if used, requires a bolded centered heading typed in the same convention as the Dissertation Title (Title or Sentence Case). The text is double spaced.

NOTE: The first page of the Preface (if used) is page 1 (Arabic numerals).

Chapters

Dissertations are divided into chapters. Each chapter begins on a new page. There is no mandatory convention for naming chapter numbers; however, be consistent when a choice has been made.

Headings

In most fields of study, chapters are divided into parts by headings that clarify the chapter's organization. However, some scholarly fields avoid the use of headings other than the chapter titles. A candidate should consult his or her Dissertation Advisor to learn the preferred style.

Running heads are allowed within the dissertation manuscript; however, they may NOT appear in the prefatory section, references/bibliography, and Appendices sections (main text ONLY).

For Ph.D. students, please follow the formatting as set forth within the Word Template provided by GSAS. The font size should be at 16 pt.

When subheadings are used within chapters, they are formatted according to the style chosen (e.g., APA, MLA, Chicago, etc.).

NOTE: This manual is formatted using APA headings.

Reference Citations

Reference citations lead the reader to the scholarly sources mentioned or quoted in the dissertation so that he/she can either verify the author's statement or learn more about the topic. The only useful reference is a correct one. **For this reason the candidate must double check all citations with both their original sources and bibliographical listings to ensure that they are accurate in every detail.**

Reference citations are formatted in the chosen style. Styles for citing references often differ from one another in details of arrangement, capitalization and punctuation. A candidate should choose, with the Dissertation Advisor's help, a format commonly used in his or her field and stay with it throughout the dissertation process.

Some scholarly fields use shortened forms for citations in the footnotes. Such short citations are acceptable in the footnotes of dissertations if they are in a consistent style permitted within the candidate's field. The first footnote in which a reference is listed should be listed in full detail according to the chosen style manual. All subsequent, abbreviated references should contain enough information for the reader to easily identify the source. The candidate should consult with the Dissertation Advisor about the proper form and suitable manuals of style. The use of op. cit. and loc. cit. in footnotes is not permitted. In all cases consult and follow a current style manual that explains the footnoting method chosen.

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 source even if they contain errors. A short quotation, which occupies two full lines of typescript or less, should be incorporated in the text and denoted with quotation marks.

Please note the importance of quotation mark placement in relation to other forms of punctuation. 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 question mark follows a quotation mark unless the question mark is itself part of the material quoted, (3) a semi-colon follows a quotation mark.

With the exception of quotations within quotations (where single quotation marks within double quotation marks are used), double quotation marks are always to be used. A single word or phrase should be enclosed in double quotation marks for the purpose of drawing attention to it for definition or explanation.

A quotation whose length continues onto a third printed line or longer is typed with single spacing. All lines beyond the first line in such a quotation are to be indented a minimum of five spaces. If the first line of the quotation is the beginning of a new sentence, the first line should be indented an additional three spaces. Quotations beginning in the middle of a sentence do not receive additional indentation. Interview verbatim text is to be transcribed using the block quote indentation style, but the first line of each paragraph does not need to be indented further.

Quotation marks are not used at the beginning and end of blocked quotations. The reference citation for each quotation must state the quoted pages. Please refer to the following block quotation for an example (done below in Turabian style requirements– **please follow your chosen style as applicable**):

Single-space a block quotation, and leave a blank line before and after it. Do not add quotation marks at the beginning or end, but preserve any quotation marks in the original. Indent the entire quotation as far as you indent the first line of a paragraph. (In literary studies and other fields concerned with close analysis of texts, you should indent the first

line of a block quotation farther than the rest of the quotation if the text is indented in the original; see also 25.3) For other punctuation and capitalization within the quotation, see 25.3.1. (p. 361)

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>), but, unfortunately, this policy does not specify how much material can be drawn from another source. The common practice is to request permission from an author when any quotation or quotations total 150 or more words from any one book or article. However, some publishers consider 250 words to be within the bounds of fair use, and university presses have agreed to allow up to 300 words. Poetry and items on standardized test items fall under special circumstances: written permission should be obtained before quoting even one line of a poem or one item on a standardized test. To ask for permission, the candidate should write 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 also write to the author. The candidate should retain all responses as important documents. Please also refer to Columbia University’s website on Copyrighted Material and the Doctrine of Fair Use guidelines for more information.

Quotations that May Invade Privacy

Legal problems may also arise when publishing non-copyrighted materials that are private property or involve someone’s right to privacy. A written letter is the author’s property and may not be published without his/her explicit permission. Court decisions have determined that interviews may not be published without the interviewee’s consent. Educational, social and behavioral studies sometimes use materials that describe the private lives of persons or of groups of persons in communities. Their right to 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 all written evidence of informed consent given by the persons participating. Otherwise, material must be disguised so that no one in the study can be identified. Candidates should consult with their Dissertation Advisor on how to deal with risks regarding the invasion of privacy.

Tables, Figures, Charts, and Illustrations

The recommendations of the style manual, selected in consultation with the Dissertation Advisor, should be followed in typing tables, preparing figures, and creating other graphic materials. Tables and figures must be within the 1” margins on all sides. They are numbered consecutively throughout the dissertation (including any tables, figures, charts, or illustrations in the Appendices). They may also be listed by Chapter (1.1, 1.2, 1.3, 2.1, 2.2, etc.). They are listed numerically by number, title, and page number in the prefatory section. Tables 1 and 2 in this

manual are examples but in no case representative of what a table must look like. In exceptional cases oversized tables or charts may be added so long as the 1-inch left margin and proper pagination are maintained. Candidates with special problems should consult with the Office of Doctoral Studies (Ed.D.) or GSAS Dissertation Office (Ph.D.). Make sure that there is at least one double-spaced line between any table, figure, chart, or illustration and the following text.

The heading and titles of all tables, figures, charts, and illustrations follow the formatting requirements of the style chosen (e.g., APA, MLA, Chicago, etc.). All illustrative pages must be paginated.

If a table or figure is depicted in landscape format the page must remain in portrait format; only the object is produced in landscape, and pagination continues in the bottom center. A landscape format table or figure must read outward (i.e., the bottom must be toward the right margin). See Appendix I (p. 24) for an example of a landscaped table.

Epilogue or Conclusion

If desired, this is the final section of the main text. It does not get a Chapter number.

References/Bibliography

Although many references are cited in either footnotes or in parentheses, **all references are to be listed in the References/Bibliography** in a consolidated list that 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; published material and unpublished material; or books, periodicals, and unpublished materials. The candidate should consult the Dissertation Advisor for special instructions. The style should consistently follow the conventions of the chosen style manual throughout the dissertation. The list begins on a new page with a centered and bolded header stating References or Bibliography.

All bibliographic entries should be single spaced with a double space separating one entry from another. The first line of each entry is not indented, and the second and all subsequent lines of each entry are indented. The entire entry must be on one page; do not divide reference/bibliography entries between two pages.

All doctoral students registered for Dissertation Seminar (program code 75xx) or Dissertation Advisement (program code 89xx) will have the option to use Turnitin Services to assist with research and to protect against plagiarism.

Appendices

Although not every dissertation requires Appendices, a dissertation should provide an appropriate means for making auxiliary materials available.

The appendices are the final section(s) of the document following the references section or bibliography. If the dissertation includes appendices, their form should follow the recommendations of the candidate's chosen style manual. They are designated as Appendix A, Appendix B, Appendix C, etc. Please note that, if there is only one Appendix, it does not need to be designed with a letter. Each appendix begins on a new page with a centered Title Case heading stating "Appendix [X]" and a short, descriptive title double spaced and centered below it also in Title Case. The pages of the appendices should be paginated as a consecutive part of the dissertation as a whole. All appendices must be typewritten with the usual 1-inch margins.

The letter designation of each appendix and page number are to appear in the Table of Contents.

Preparing the Manuscript

There are numerous, rigorous rules for the final preparation of the dissertation. 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 the style requirements, or, if a professional editor is hired, instruct him or her about the style requirements and make sure that he or she understands all expectations for the dissertation. It is **not** sufficient to give a copy of the manual to an editor and expect him or her to do the rest.

The Office of Doctoral Studies has the contact information of a few professional editors who have demonstrated exceptional attention to detail in both Ed.D. and Ph.D. dissertations.

Number of Copies

For the Oral Examination the candidate needs a minimum **one copy** for each member of the Oral Defense Committee and one for personal use. When defenses are done in person, standard duplicating paper is acceptable for these oral defense copies. If allowed by a Committee member or if the defense will be remotely held, electronic versions of the manuscript may be used.

For all doctoral candidates, the deposit of the dissertation and abstract will be submitted electronically to the Teachers College (Ed.D./Ed.D. CTAS) or GSAS (Ph.D.) ProQuest website. Candidates can find a link for the site through the appropriate degree Deposit Gateway link on the Office of Doctoral Studies website.

Typesetting

The preferred fonts are 10-point Arial or 12-point Times New Roman; however, any legible serif or sans-serif standard font may be used, as long as it is roughly equivalent in size. Script or ornamental fonts should not be used. The font should be uniform throughout the text, although a separate font or a slightly smaller size may be used for footnotes, tables, graphs or appendices, pagination, the abstract, and the table of contents. All fonts must be embedded in the PDF file.

For Ph.D. students, please refer to the GSAS Word Template on the ODS website for typesetting requirements of headings. Main text must be 12 pt

Margins

The margins of all pages, including the title page and abstract, without exception, must be one inch (1”). The manuscript will be written in a left justified manner leaving the right margin irregular. The bottom 1-inch may vary occasionally on pages with footnotes, and the right 1-inch may vary occasionally on pages with full width tables or figures.

NOTE: When creating page-width tables or figures, the left side of the border may not meet the margin requirements and may need to be adjusted.

Corrections

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

Spacing

The text is double spaced throughout the dissertation except where noted. Use single spacing within footnotes and bibliographic entries, but double space between separate bibliographic entries.

Indentation

The first line of **every** paragraph receives an indentation that must be uniform throughout the dissertation (typically 5 to 7 spaces). Longer, single-spaced block quotations must be indented at least 5 spaces on every line.

Footnotes

If footnotes are used, they are placed at the bottom of the page and indexed in the text by superscripted Arabic numbers. Bibliographic and contextual footnotes are indexed with the same series of numbers. The footnote’s notation in the text immediately follows preceding text without any horizontal spacing, and should come after any punctuation like periods, commas, or closing quotation marks.

Pagination

All pages of the dissertation, with the exception of the title page, abstract, and copyright page, must be enumerated and given a number--including prefatory pages, graphs, figures, charts, tables, illustrations, main text, the bibliography, and appendices. The font and size of the pagination should match the font and size of the uniform typesetting.

Use small Roman numerals (i, ii, iii, iv) for the prefatory pages and Arabic numerals (1, 2, 3) for the remaining text. Prefatory pages beginning from the Table of Contents are to be listed beginning with i at the bottom center of the page $\frac{3}{4}$ of an inch above the edge. All prefatory pages are to be paginated using this style and page location.

In the body of the dissertation, begin with Arabic numerals in the bottom center of the first page of text. These numbers are to be enumerated consecutively to the last page of the dissertation. The enumeration appears about $\frac{3}{4}$ inch above the edge. The location of pagination should not change throughout the main text, even if manually typed on the page.

See Table 1 for more information on pagination.

For Tables and Figures that are placed in a landscape format, the pagination of the page must continue as if the page was in portrait format. See Appendix I (p.24) for an example of a landscaped table.

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

Length

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

Publishing the Dissertation

Teachers College and the Graduate School of Arts and Sciences have made arrangements with ProQuest in Ann Arbor, Michigan to publish dissertations. ProQuest announces the publication in the ProQuest Dissertations & Theses database and provides paper bound copies 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 A (Ed.D./Ed.D. CTAS) and Appendix B (Ph.D.). After the final review of the manuscript, ODS (Ed.D./Ed.D. CTAS) or GSAS (Ph.D.) will send all corrections via E-mail through ProQuest. During the final electronic deposit process, the candidate completes ProQuest's "Agreement" to publish/copyright the dissertation and submits a payment directly to ProQuest to cover 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 indicate in the ProQuest Publishing and Copyright Agreement section that an embargo is requested. Embargos may be set at 1 year, 2 years, or 5 years so that the printed version may appear first. Requests for extensions to an embargo beyond 5 years will not be granted. The dissertation is published eventually whether or not the candidate has obtained its printed publication. Until the dissertation is released, ProQuest cannot complete the copyright application.

Upon submission of the final deposit to ProQuest, the Office of Doctoral Studies will perform a review of the manuscript to ensure that the candidate has completed all required formatting corrections and that no additional corrections are needed. If additional corrections need to be made, the Office of Doctoral Studies will email the candidate through ProQuest.

NOTE: Uploading the dissertation manuscript to ProQuest does not mean the candidate has completed all requirements. A candidate will not be recommended for the doctoral degree unless all graduation requirements have been met.

Appendix A

Items to be Checked before Making the Final Deposit of the Dissertation and Abstract (Ed.D./Ed.D. CTAS)

1. The Final Deposit consists of:

- The Teachers College Dissertation Manuscript Approval form. Sent to the candidate prior to the defense, signed by the Dissertation Advisor, and submitted to ods@tc.columbia.edu.

NOTE: Only at this time will the official dissertation title be entered into TC records.

- The Dissertation Deposit fee of \$95.00. There will be a link to CashNet on the Office of Doctoral Studies Final Deposit Gateway.
- The “Survey of Earned Doctorates” (requirement to submit) can be filled out at <https://sed-ncses.org/GradDateRouter.aspx>. There is also a link to this site on the Office of Doctoral Studies Deposit Gateway. Upon completion, a confirmation email will be sent to the Manager, Office of Doctoral Studies.
- Completion of all deposit requirements as noted in the Office of Doctoral Studies Final Deposit Gateway Instruction Bulletin located at the Teachers College ProQuest Deposit Gateway website: <http://www.etdadmin.com/cgi-bin/school?siteId=345>. Select **Teachers College** as the school and ensure the Teachers College logo can be seen in the upper right corner.

These requirements include:

- Filling out all information ProQuest requires
- Payment of publishing and/or Copyright fees (if any)
- Uploading a pdf of the corrected Dissertation manuscript following the requirements of the website.

2. The Office of Doctoral Studies will review the manuscript on the ProQuest website prior to publication to ensure the manuscript meets minimum requirements as set forth in this manual.

- If there are no outstanding requirements, an email will be sent stating the manuscript will be approved for publication. Unless the email notes missing final requirements (e.g., missing survey), the candidate can use this as confirmation of completion of all requirements for graduation.
- If there are corrections to be made, an email will be sent explaining all remaining formatting requirements to be made. After making corrections, a new pdf document must be uploaded to ProQuest.

NOTE: This e-mail will also note any holds a candidate may have (e.g., Financial Aid, Bursar, Library), so please ensure they are cleared prior to the conferral of the degree.

Appendix B

Items to be Checked before Making the Final Deposit of the Dissertation and Abstract (Ph.D.)

NOTE: If the candidate is in Clinical Psychology, Counseling Psychology, or School Psychology and has not yet completed the Internship, these steps may not be completed until the Internship is completed and ODS gives authorization to begin the final deposit process.

1. The Final Deposit consists of:

- Submission of the signed blue Approval Card. This card is received prior to the oral defense and electronically submitted to the Office of Doctoral Studies as soon as the dissertation manuscript has been approved by the Dissertation Advisor. **ONLY** the Dissertation Advisor will sign this card, as ODS will acquire the Chair (Provost's) signature and submit it to GSAS.

NOTE: Only at this time will the official dissertation title be entered into TC records.

- The Dissertation Deposit fee of \$85.00. There will be a link to make payment on the GSAS Final Deposit Gateway.
- The "Survey of Earned Doctorates" (requirement to submit) can be filled out at <https://sed-ncses.org/GradDateRouter.aspx>. There is also a link to this site on the GSAS Deposit Gateway. Upon completion, a confirmation email will be sent to the Manager, Office of Doctoral Studies and GSAS Dissertation Office. Make sure Teachers College, Columbia University is noted as the institution and include gsas-dissertations-internal@columbia.edu email as one of the secondary email addresses at the end of the survey
- Completion of the GSAS ProQuest Deposit Gateway website: <http://www.etdadmin.com/columbia>. Ensure that **Columbia University** is selected as the institution and the GSAS logo can be seen in the upper right corner.

These requirements include:

- Filling out all information ProQuest requires
- Payment of publishing and/or Copyright fees (if any)
- Uploading a pdf of the corrected Dissertation manuscript following the requirements of the website.

2. GSAS will review the manuscript on the ProQuest website prior to publication to ensure the manuscript meets minimum requirements as set in this manual.


- If there are no outstanding requirements, an email will be sent stating the manuscript was accepted. The candidate will soon receive confirmation of completion of all requirements for graduation from the Dean of GSAS.
- If there are corrections to be made, an email will be sent explaining all remaining formatting requirements to be made. After making corrections, a new pdf document must be uploaded to ProQuest.

NOTE: GSAS will not inform the candidate of any holds a candidate may have (e.g., Financial Aid, Bursar, Library), so please ensure myTC is reviewed and any holds are cleared prior to the conferral of the degree.

Appendix C

Example Title Page for Ed.D./Ed.D. CTAS Doctoral Dissertations

Note Title is
double spaced



Faculty Participation in Policy Making at Community Colleges:

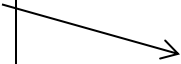
A Case Study

John Adams Brown



Student Full Name as
listed in Student Records.
No current degrees or
titles are added

Type exactly
as shown. Do
not double
space



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

2021



Place the year of the
anticipated degree
conferral date

Do not
paginate



Appendix D

Example Title Page for Ph.D. Doctoral Dissertations

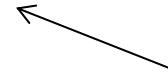
Note Title is
double spaced



Faculty Participation in Policy Making at Community Colleges:

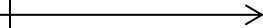
A Case Study

John Adams Brown



Student Full Name as
listed in Student Records.
No current degrees or
titles are added

Type exactly
as shown. Do
not double
space



Submitted in partial fulfillment of the
requirements for the degree of
Doctor of Philosophy
under the Executive Committee
of the Graduate School of Arts and Sciences

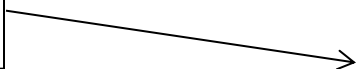
COLUMBIA UNIVERSITY

2021



Place the year of the
anticipated degree
conferral date

Do not
paginate



Appendix E


Example Copyright Page

First line: Symbol and year
Second line: Full name
Third Line: All Rights Reserved

© 2021
John Paul Jones
All Rights Reserved

Any additional
Copyrights go here.
Push the up text so
everything fits on the
page.

Do not
paginate



Appendix F

Example First Page of an Abstract

Abstract

If Ph.D.,
heading will be
16 pt.

Faculty Participation in Policy Making at Community Colleges:

A Case Study

John Adams Smith

Two double
spaces

Note Title is
double spaced

At this point the first line of text begins. It is double spaced with margins as indicated for the dissertation. The Dissertation Advisor should approve the content and form the abstract takes. Each word, hyphenated word or number is counted as one word. The pages are not numbered. All margins are set at 1 inch.

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 (Ed.D./Ed.D. CTAS) or GSAS (Ph.D.) ProQuest Deposit Gateway website.

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

Do not
paginate

Appendix G

Example Table of Contents

Table of Contents ← If Ph.D., heading will be 16 pt.

	Page
List of Tables, Figures, Charts, etc.	ii
Acknowledgements.....	iv
Dedication	vi
Introduction or Preface	1
Chapter 1 – Review of the Literature.....	3
Level One Subheading	4
Level Two Subheading	6
Chapter 2 – Methodology	10
Level One Subheading.....	11
Level Two Subheading	12
Level three subheading	16
Chapter 3 – Chapter Title (Required Subheadings)	
(Further Chapters)	
References or Bibliography	175
APPENDICES	
Appendix A	190
Appendix B	192

Indent all subheadings

Don't forget dots and right align page numbers

Note: If a Ph.D. student, please follow this way to format your Chapters.

- Chapter 1: Review of the Literature
 - 1.1 Level One Subheading Title
 - 1.2 Next Level One Subheading Title
 - 1.3 Next Level One Subheading Title

Roman numeral pagination begins here

 → i

Appendix H

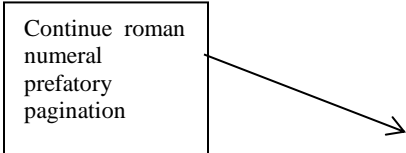
Example List of Tables, Figures, Charts, etc.



	Page
Table 1 Table One Title	42
Figure 1 Figure One Title	78
Chart 1 Chart One Title	122
Table 2 Table Two Title.....	164

Don't forget dots and right align page numbers

NOTE: For clarity, candidates are welcome to create a separate page for each type of list (e.g., List of Tables, List of Figures, etc.), but are not required to do so.



All margins must be adhered to

Appendix I

Text must face towards right

Table Heading and Title formatting must follow chosen style: (e.g., APA, MLA, etc.)

Example Landscaped Table

Table 2

Sample Landscaped Table

Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data
------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Paginate here as if portrait page