Organizing and Formatting your Dissertation

The pages of your dissertation should be organized as follows:

Abstract (required)
Title Page (required)
Copyright Page (required)
Committee Page (required)
Acknowledgments (optional)
Dedication (optional)
Table of Contents (required)
List of Tables (optional)
List of Charts (optional
List of Figures (optional)
List of Appendices (optional)
Text
References (required)
Appendix/Appendices (optional)

Margins
You can adjust your margins by going to "page setup/page layout". The right and bottom margins for your entire document should be set to 1". The left margin should be set to 1.25" since your dissertation will be bound. There are specific top margin requirements for different pages (see below). In order to set margins for individual pages, you will need to add next page section breaks to create sections with unique margins. To add section breaks, you will need to go to the "page layout" menu option and click on "breaks" and then "next page".

Top Margin Requirements:
Title Page – 2" from the top
Copyright Page – 5" from the top
Committee Page – 4" from the top
Acknowledgments Page – the first page is 2" from the top and any subsequent pages are 1"
Dedication Page - the first page is 2" from the top and any subsequent pages are 1"
Table of Contents - the first page is 2" from the top and any subsequent pages are 1"
List of Tables - the first page is 2" from the top and any subsequent pages are 1"
List of Charts - the first page is 2" from the top and any subsequent pages are 1"
List of Figures - the first page is 2" from the top and any subsequent pages are 1"
List of Appendices - the first page is 2" from the top and any subsequent pages are 1"
Text – the first page of each chapter should be 2" from the top and any subsequent pages are 1"
References - the first page is 2" from the top and any subsequent pages are 1"
Appendix/Appendices - the first page is 2" from the top and any subsequent pages are 1"

Pagination
- Page numbers should appear on the top right corner
- The Abstract is numbered with Arabic numbers (1, 2, 3, etc.)
- The Title Page is counted, but not numbered
- The Copyright Page through the List of Appendices should be numbered with Roman numerals beginning with "ii" on the Copyright Page
- Use Arabic numbers beginning with "1" on the first page of the first chapter through your Reference Page and your Appendices

Paper Size
The entire document should be on 8.5" x 11" (letter) size paper. When you are ready to submit copies of your dissertation, one copy should be printed on white bond/watermark paper. You will then submit two additional copies on plain white copy paper.

Typeface
Use a uniform type style (font) and size throughout your entire document. Examples are Times New Roman and Arial in 10 – 12 point font. The preferred typeface is Times New Roman in 12 point. The document should be in black type.

Line Spacing
Double-space between all lines of the manuscript. Tables, figures, and long quotations may be single spaced. Spacing between terminal punctuation (i.e. period or question mark) can be either one or two spaces but should remain consistent throughout the document. One space should be used after commas, colons, and semicolons and between all terminal punctuation in reference citations.

Alignment
Do not justify lines. The text should be flush left with a ragged right margin.

Abstract Page

The title "Abstract" is centered at the top of the page. Underneath the word "Abstract" type the full title of your dissertation in upper and lowercase letters. The text of your abstract should be flush left and should not be indented. The abstract should be less than 350 words. It is numbered with Arabic numerals and should be double spaced.

Title Page

Your title should be centered and written in upper and lowercase letters. Underneath the title include the word "by" and on the following line include your name. At the bottom of the page you must include the following statement

<div align="center">

Submitted in partial fulfillment of the requirements
for the degree of
Doctor of _____
in the _____ School of _____
Yeshiva University
Month you submit dissertation and year

</div>

Each school has its own name, degree and graduation dates, so please fill in the blanks as they pertain to your school.

Copyright Page

The Copyright Page should be numbered Roman numeral "ii" on the top right corner. The page indicates the year in which the student graduates and should appear centered as follows

<div align="center">

Copyright © graduation year
by
Author's Name

</div>

You can find the copyright symbol by going to the Insert tab and clicking "symbols". The copyright page can be single spaced.

Committee Page

This page should be Roman numeral "iii". It should be flush left and should begin with the statement "The committee for this doctoral dissertation consists of". On the following lines you should list your chairperson followed by your committee members who are listed in alphabetical order by last name. After each member's name list the highest degree he/she has earned and the school or institution that person is affiliated with.

Acknowledgments Page
This page is optional, but if you choose to include it, you should type
"Acknowledgments" in the center of the page, and then begin your text on the next line.
The page will be Roman numeral "iv".

Dedication Page
This page is optional, but if you choose to include it, you should type "Dedication" in the
center of the page, and then begin your text on the next line. The page will be Roman
numeral "v". The dedication should be short and specific and should begin with "To
_____".

Table of Contents
The TOC should be page number "vi" and include all pages that appear after the table of
contents. The List of Tables, List of Figures, and List of Appendices should appear first
in your TOC. The next items are chapters and any subdivision headings you wish to
include. Lastly, you should list your References and Appendices.

You should use "dot leader" tabs to create the "dots" between the headings and the page
numbers. You can set dot leaders by going to the "Paragraph" menu and clicking "tabs".
Set the tab stop position for whatever you think looks best based on the number of
indents/subheadings you will have (the example below uses a .5" indent for the
subheading). When setting the indentations, you should always check "left alignment",
and "0 leaders". Next, set the leaders by choosing a 6" tab stops position, right
alignment, and 2 dot leaders. Make sure you click "set" to save the changes. Now you
are ready to type your information. Begin by typing the heading, press the tab key which
should create the dots across the page, and next you can enter the page number.

The following is an example of a portion of a TOC:

Chapter I Introduction...1

      The Study..2

Chapter II Method...10

      Participants..11

After the TOC, you should include separate pages for the List of Tables, List of Charts,
List of Figures, and List of Appendices if you have them. They should be set up exactly
like the TOC.

Citations:

Any of the notation systems recommended by standard style guides, such as the Chicago
Manual of Style or the MLA Handbook, may be used, as long as consistency is
maintained through the entire dissertation.

Transliteration:

Many Bernard Revel Graduate School dissertations include transliteration of texts in
Hebrew and other non-Roman characters. Transliteration should be done in accordance

with the system followed in the dissertation's subfield and should remain consistent through the entire dissertation.

Reference Page
The word "References" should appear centered at the top of the page. List the references according to the rules of the style guide employed in the rest of the dissertation. This page should be numbered with Arabic numerals and should continue from the previous section.

Appendices
Some dissertations have multiple appendices to list. Begin each separate appendix on a new page. Center the word *Appendix* at the top of the page along with its identifying letter (i.e. Appendix A, Appendix B, etc.). Underneath, center the title of the appendix. The actually text of the appendix should be flush left

(The following pages are examples of preliminary pages and are numbered as they should appear in your dissertation)

Abstract

The Title of the Dissertation

The abstract should include a statement of the thesis or problem, the methods, procedures used to process the research, and a discussion of the research and the results. The abstract should be no longer than 350 words. Refer to the manual for margins and pagination.

The Title of the Dissertation

by

Full Name of Author

Submitted in partial fulfillment of the requirements

for the degree of

Doctor of (indicate degree)

in the (Official Name of Graduate School)

Yeshiva University

Month Year

The committee for this dissertation consists of:

Full Name, Degree, Chairperson, School Affiliation

Full Name, Degree, School Affiliation

Full Name, Degree, School Affiliation

Acknowledgments

      The acknowledgments page should be a special thank you to specific people who helped you during your studies and while writing your dissertation. Many students acknowledge family members, friends, professors, etc.

Dedication

To family member, friends, colleagues, etc. (typically one or two people are named) who

helped me write this dissertation.

Table of Contents

Chapter V

List of Tables

(List of Charts, List of Figures, and List of Appendices should be set up the same way)