

THE UNIVERSITY OF CONNECTICUT

Specifications for Preparation of the Doctoral Dissertation

Abstract -- An abstract is required. The body of the abstract may not exceed 350 words in length. Please see the sample abstract page for the format.

Minimum Margins -- The minimum acceptable margins for all pages of the dissertation and the abstract are 1.5 inches on left and 1 inch on the top, bottom, and right.

Paper Requirement -- All pages submitted to the Graduate School must be printed on 8.5 x 11 inch white paper that is at least 25% cotton and 20 lb. weight. The UConn Co-op stocks paper of acceptable quality.

Font and Point Size -- Recommended fonts include Arial, Times New Roman, and Helvetica with a point size of either 11 or 12.

Printing -- Either laser printing or photocopying is acceptable. Inkjet printing is *not* acceptable as it is water soluble. Only one side of the paper is to be used for printing. Printing should be consistently clear and dark.

Spacing -- The text of the dissertation should be double spaced. Long quotations, footnotes, appendices, and references may be single spaced.

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Photographs and Graphics -- Photographs and graphics in the dissertation should be printed or photocopied directly on the paper as high quality black and white images. Scanned images must print clearly. If color must be used, *only* color laser or color photocopy printing is acceptable.

Use of materials copyrighted by others -- Any material included that goes beyond “fair use” requires written permission of the copyright owner. Written permission(s) must accompany the dissertation when it is sent to ProQuest for microfilming. It may be useful to include these in the dissertation as an appendix.

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Landscape pages -- The top of a landscape page should be at the left margin and the bottom at the right margin. The page number is to be in the same relative position as on the portrait pages. An easy way to apply page numbers to landscape pages is to run them through the printer twice – once for the text, table, or figure (landscape orientation) and once for the page number (portrait orientation).

Sequence of the main components of the dissertation -- The appropriate order of the major sections of the dissertation follows: the abstract, the title page, the copyright page (if needed), the approval page, acknowledgments, table of contents, the text, appendices (if any), and the references. The order of the appendices and the references may be reversed if the appendices are lengthy.

Footnotes, Endnotes, and References -- The format that is accepted in your discipline or that is prescribed by your advisory committee should be followed.

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Samples of the Abstract, the Title Page, the Copyright Page, and the Approval Page

The Title of the Dissertation in Upper and Lower Case Letters

Jane Mary Doe, Ph.D.
University of Connecticut, 20__ *

The body of the abstract must not exceed 350 words in length and is double-spaced. Margins and paper quality for the abstract are the same as those for the dissertation. Four copies of the abstract are required. If the abstract extends onto a second page, that page should be headed as follows:

Jane Mary Doe – University of Connecticut, 20__ *

The abstract is not paginated.

* year of degree completion

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Jane Mary Doe

B.A., Smith State College, year awarded
M.A., University of Connecticut, year awarded

A Dissertation

Submitted in Partial Fulfillment of the

Requirements for the Degree of

Doctor of Philosophy

at the

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APPROVAL PAGE

Doctor of Philosophy Dissertation

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Presented by

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Major Advisor _____

John A. Jones

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Mary J. Smith

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University of Connecticut

20__ *

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