

DISSERTATION STYLE GUIDE

DUKE UNIVERSITY DIVINITY SCHOOL DOCTOR OF THEOLOGY

The dissertation must be formatted consistently throughout the entire manuscript. Any material by the student that was previously published and is approved by the dissertation committee for inclusion in the dissertation must conform to the format described in these guidelines.

Using Materials Copyrighted by Others

As the author of the manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond “fair use,” is with the written permission of the copyright owner. Please refer to *Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation* by Dr. Kenneth Crews. This booklet can be found at the following site:

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Quality of Paper

When the final, defended version of your dissertation is delivered to the Divinity School registry, the original must be on white, watermarked, acid-free paper of at least 25% cotton content. This paper is available in the Bryan Center bookstore as well as stationery and office supply stores around the country.

Margins

All pages in the dissertation must be formatted with at least a 1.5 inch margin on the left, and at least a one inch margin on the top, right side, and bottom. There must be at least a 1” margin beneath a bottom page number. However, it is not necessary to right justify the text. All text in the dissertation, including footnotes, page numbers, tables, figures (illustrations), and figure legends, must fall within these margins.

Spacing and Font

All text (including the Abstract) must be double spaced and printed on one side of the page.

Exceptions: When an entry in the Table of Contents, List of Figures and List of Tables is longer than one line, that entry is single-spaced. When a chapter, section, or sub-section heading is longer than one line, that entry is single-spaced. Bibliographic references and long quotes are single spaced but double-spaced between entries. Single or double spacing may be used for tables and legends or captions for figures. Do not use italics or script fonts for the general body of the document.

Page Numbers

All page numbers should be placed bottom center with a 1" margin beneath. The dissertation title signature page, the abstract signature page, and the copyright page do not have page numbers, but they are counted. The abstract text page begins numbering with small roman numeral iv. Begin the first page of the Introduction or Chapter 1 with Arabic number 1. All pages are numbered consecutively from that point.

Footnotes

All footnotes must appear at the bottom of the page. Footnotes should begin renumbering with 1 at the beginning of each new chapter. Footnotes may be continued on the next page, but must begin on the page they are cited. Endnotes will not be allowed.

Format for Citations, Figures, Tables

Your dissertation or thesis should follow one of the accepted formats provided by *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (Chicago: The University of Chicago Press). If your dissertation includes figures (illustrations) or tables, you must include a List of Figures and a List of Tables to be placed after the Table of Contents. Figures (illustrations) and tables may be placed on separate pages with the figure or table number and caption typed either beneath the illustration or on the preceding (facing) page. (**Note:** when a figure or table legend is on a facing page, the margins are reversed: the right margin becomes 1.5 inches, and the left margin becomes 1 inch). Tables and Figures must fall within the specified margins. Photographs are best microfilmed using a sharp photocopy or they can be scanned. The Divinity School does not require original photographs. Color photographs should be avoided because of their impermanence; they do not reproduce on microfilm.

Figures and Tables with Landscape Orientation

The top of the figure or table should be rotated toward the binding (left) edge. The caption for the Landscape Figure or Table must also be rotated, however the page number is not. The page number must appear at the bottom as if the figure were portrait presentation.

The Abstract

There is no length restriction on abstracts. In the abstract, you must (1) present the problem of the dissertation, (2) discuss the materials and methods used, and (3) state the conclusions reached. Individual chapters should not have abstracts. The Abstract will be published in *Dissertation Abstracts International*.

Bibliography

A single bibliography will serve the entire manuscript. A bibliography after each chapter will not be accepted.

Biography

A brief biography, ordinarily not more than one page in length, is required. Your biography should include (1) the place and date of your birth, (2) the colleges or universities attended with the degrees received and their dates, (3) the titles of all books and articles you have published, and (4) a list of scholarships, fellowships, memberships in honorary societies, and academic honors you received since obtaining the bachelor's degree. The biography should appear on the very last page of your dissertation.

Order of Pages in a Doctoral Dissertation

Dissertation Title Signature page Abstract Title Signature Page Copyright Page
Abstract

Dedication (optional/ not listed in Table of Contents) Table of Contents

List of Tables

List of Figures (illustrations)

List of Abbreviations Acknowledgments (optional) Introduction (if used)

Body of text

Appendices (if any)

References, Bibliography, or Works Cited (any of these titles are correct) Biography

Students may find it helpful to use the MS Word dissertation template provided by Duke University, though they will need to adjust the Title page information as shown below.

Template available at: http://www.gradschool.duke.edu/policies_and_forms/

Sample: Dissertation Title Signature Page

[Dissertation Title] by
[full Student Name]

Date: _____ Approved:

[Supervisor Name], Supervisor

_____ [Committee member name]

_____ [Committee member name]

_____ [Committee member name]

_____ [Committee member name, if needed]

(NOTE: Signatures of all committee members must be included above.)

Dissertation submitted in partial fulfillment of
the requirements for the degree of Doctor of Theology in the Divinity School of Duke University
2009

(Note single spacing above.)

Sample: Dissertation Abstract Title Signature Page

ABSTRACT

[Dissertation Title] by
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Date: _____ Approved:

[Supervisor Name], Supervisor

_____ [Committee member name]

_____ [Committee member name]

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Doctor of Theology
in the Divinity School of Duke University

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(Note that copy reads “An abstract of a dissertation”)

**Sample: Copyright Page
(required for all Doctoral Dissertations)**

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Sample: Instructions for Copyright Permission Letters:

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2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
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[Name and address of addressee]

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Sincerely,

Your name and signature

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Date: _____
