

Dissertation Formatting and Approval

This document provides instructions for the standardized formatting of dissertation prepared and submitted by doctoral students in the Fay W. Boozman College of Public Health as well as describes the process for submission of dissertation approvals and the final dissertation document. The prescribed format for dissertations is detailed below, with formatted examples of certain dissertation pages included at the end of the document. The post-dissertation process is described after the dissertation format section.

Format

1. Set all margins for all pages at one inch.
 - a. Exceptions may be made, at the discretion of the major advisor, for charts, graphs, and special tables.
2. Use black font that is acceptable for NIH grant applications.
 - a. Color is acceptable in illustrations, figures, etc. However, care should be taken to assure that persons who may have difficulty discriminating color will be able to understand the illustration, figure, etc.
3. Page numbering may be top center, top right, or bottom center. Numbering must be consistent throughout all sections of the document.
 - a. Prefatory pages (title page, approval sheet, acknowledgements, abstract, table of contents, list of tables and figures) should NOT have any page numbers on them; these pages are numbered in the Table of Contents with Roman Numerals (i, ii, iii, etc.) starting with the approval sheet listed as page i.
 - b. All subsequent sections of the dissertation (body, references, appendices, etc.) should be numbered using a single, continuous sequence of standard Arabic numerals (1, 2, 3, etc.)
 - c. The first page of each chapter, reference section, or appendix should not have a page number.
4. Prefatory pages should be single spaced.
5. The body of the dissertation should be double-spaced.
6. Tables should be single-spaced.
7. Appendices may be single-spaced.
8. References should be single-spaced within entries and double-spaced between entries.

Title Page

Center-justify each line of text on the title page (see sample title page below)

1. Full Title of Dissertation (12 single-spaced lines below the top of the page)
2. "A dissertation submitted in partial fulfillment of the requirements for the degree of [Doctor of Philosophy OR Doctor of Public Health]" (5 single-spaced lines below last line of the title)
3. "By ..." (5 single-spaced lines below last line of "A dissertation submitted...")
4. Full name of the author (5 single-spaced lines below the word "By")
5. Previous degree or degrees with the name of the institution and the year granted (1 single-spaced line below name of author)
6. The year in which the degree sought is **to be awarded** (9 single-spaced lines below previous degrees/institutions)
7. "The University of Arkansas for Medical Sciences" (1 single-spaced line below year in which the degree is to be awarded)

Approval Sheet

Indent each line 1.5 inches from the 1-inch margin

1. "This dissertation is approved for submission to the Associate Dean for Academic Affairs." (12 single-spaced lines below the top of the page)
2. "Major Professor: ...: (4 single-spaced lines below last line of "This dissertation is approved ...")
3. Signature line (3 single-spaced lines below "Major Professor")
4. Typed name and degree of major professor (one single-spaced line below the signature line)
5. "Dissertation Committee: ..." (2 single-spaced lines below typed name and degree of major professor)
6. Signature line (3 single-spaced lines below "Dissertation Committee")
7. Typed name and degree of committee member (one single-spaced line below the signature line)
8. Repeat the signature line and typed name and degree for each additional committee member
9. Obtain original signatures on final document, preferably in blue ink.

Acknowledgements

1. Acknowledge any funding source (this would include the College of Public Health if supported by a training assistantship or other dissertation awards.)
2. Additional acknowledgements are not required.
 - a. You may want to acknowledge your committee.

Abstract

1. Center the word "Abstract" on the first line of the page.
2. The body of the abstract should not exceed one page.
3. Type "Key Words:" followed by a list of 6 key words.

Table of Contents

List all components of the dissertation along with page references.

List of Tables and Figures

List the titles of all tables and figures along with page references.

Body of Dissertation

The body of the dissertation should be structured in accordance with policies and guidelines of the student's doctoral training program.

References

Appendices

Brief Biography of Author

Post-Dissertation Defense Processing

1. Copenhague Dissertation Final Defense Approval Form

After the successful public defense of the dissertation, the student should complete (with signatures) the Copenhague Dissertation Final Defense Approval Form and submit it to the Associate Dean for Academic Affairs for submission to the Office of the University Registrar (with cc's to the student, the doctoral program director(s) and the Copenhague Office of Student Affairs). This form may be processed immediately after the dissertation defense but must be submitted no later than ten business days before the degree is to be granted (see UAMS Academic Calendar for degree conference dates).

2. Dissertation Archiving and Electronic Publication

The final dissertation with all committee signatures must be submitted in PDF form to the Associate Dean for Academic Affairs no later than ten business days before the degree is to be granted (see UAMS Academic Calendar for degree conference dates). The Associate Dean for Academic Affairs will notify the Office of the University Registrar that student has submitted their final dissertation document. A PDF copy will be retained on file by the Copenhague Office of Student Affairs. A PDF copy of the dissertation will also be uploaded to the ProQuest Dissertation and Thesis on-line database except in those cases in which copyright clearance cannot or should not be provided. Uploading the PDF gives ProQuest a non-exclusive license to electronically publish the abstract and dissertation on the ProQuest web site. For a nominal fee paid by the student, the dissertation copyright may be registered at the US Copyright Office web site or through the ProQuest web site.

Useful Resources

1. Turabian, Kate L. *Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press
2. Campbell, William Giles. *Form and Style in Thesis Writing*. Boston: Houghton Mifflin Company
3. *The MLA Style Sheet*, PMLA
4. Committee on Form and Style of the Conference of Biological Editors, *Style Manual for Biological Journals*, Washington
5. American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.) Washington, DC: American Psychological Association.

Full Title of Dissertation

A dissertation submitted in partial fulfillment of the requirements for
the degree of Doctor of (Philosophy / Public Health)

By

Author full name Previous degree,
Institution, Year

Year doctoral degree awarded
University of Arkansas for Medical Sciences

This dissertation is approved for submission to the
Associate Dean for Academic Affairs

Major Professor:

Typed Name, Degree

Dissertation Committee:

Typed Name, Degree

Typed Name, Degree

Typed Name, Degree

Typed Name, Degree