DISSERTATION PUBLICATION GUIDE

AT TRIDENT UNIVERSITY INTERNATIONAL

College of Education

College of Health Sciences

College of Business Administration

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Table of Contents

Overview: Dissertation Publication Guide ................................................................. 6

The Components of the Doctoral Dissertation ......................................................... 7

Arrangement of Contents ......................................................................................... 7

Dissertation Formatting ............................................................................................. 7

Page Composition ...................................................................................................... 7

Typeface .................................................................................................................... 8

Margins ....................................................................................................................... 8

Spacing ....................................................................................................................... 8

Equations and Formulas .......................................................................................... 9

Widows and orphans ............................................................................................... 9

Justification .............................................................................................................. 9

Titles of Sections ..................................................................................................... 10

Pagination ............................................................................................................... 10

Pagination for Preliminary Pages .......................................................................... 10

Pagination Example ............................................................................................... 11
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pagination for the Body of the Dissertation</td>
<td>12</td>
</tr>
<tr>
<td>Two Volume Dissertations</td>
<td>12</td>
</tr>
<tr>
<td>Dissertation Writing</td>
<td>14</td>
</tr>
<tr>
<td>Title Selection</td>
<td>14</td>
</tr>
<tr>
<td>Title Page Format</td>
<td>14</td>
</tr>
<tr>
<td>Student's Name</td>
<td>16</td>
</tr>
<tr>
<td>Copyright and Registration</td>
<td>16</td>
</tr>
<tr>
<td>Biographical Sketch</td>
<td>18</td>
</tr>
<tr>
<td>Dedication</td>
<td>18</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>18</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>19</td>
</tr>
<tr>
<td>Lists of Figures, Tables, or Illustrations</td>
<td>19</td>
</tr>
<tr>
<td>Abstract</td>
<td>20</td>
</tr>
<tr>
<td>Footnotes</td>
<td>20</td>
</tr>
<tr>
<td>Tables and Figures</td>
<td>21</td>
</tr>
<tr>
<td>References</td>
<td>23</td>
</tr>
</tbody>
</table>
Acknowledging the Work of Others ................................................................. 23
Copyrighted Material ...................................................................................... 24
Reference Sources for Style and Format ......................................................... 24
Appendix ........................................................................................................... 25
Completing the Dissertation ............................................................................ 25
Final Editing and Submission of the Dissertation ........................................... 28
Overview: Dissertation Publication Guide

The Dissertation Publication Guide does not constitute a contract between students and Trident University International. Rather, it serves as a *guide only* for the writing and publication of Doctoral Dissertations. Nothing in this Guide is intended to alter the admission or graduation requirements of a program as published in the official University catalog. Trident University reserves the right to update or amend the guide at any time according to Ph.D. program needs, accreditation requirements, and/or ProQuest publication changes.

The published dissertation is a requirement for receipt of the highest academic degree, the Ph.D. The dissertation is also a permanent record of original research. Trident University is committed to the preservation and dissemination of the research contributions of its students.

Writing and formatting requirements are described here that meet the specifications for publishing the dissertation with UMI/ProQuest. Please read and follow these procedures carefully to avoid costly and time-consuming revisions.
The Components of the Doctoral Dissertation

Arrangement of Contents

The contents of the dissertation are listed below. This list indicates the order of the sections of the dissertation. All sections are mandatory unless designated as optional.

- TITLE PAGE (Including Approvals)
- COPYRIGHT PAGE
- ABSTRACT
- BIOGRAPHICAL SKETCH
- DEDICATION (optional)
- ACKNOWLEDGMENTS
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES (or LIST OF ILLUSTRATIONS)
- LIST OF ABBREVIATIONS (optional)
- LIST OF SYMBOLS (optional)
- PREFACE (optional)
- CHAPTERS 1–5
- REFERENCES
- APPENDIX (or APPENDICES)
- GLOSSARY (optional)
- INDEX (optional)

There are exceptions to the list and to the order in which the sections are placed in the dissertation. For example, some subjects require a section on the background of the literature as it stands.

Dissertation Formatting

Page Composition

The following are guidelines for page composition. If in doubt about the acceptability of font size, legibility of equations, spacing, corrections, etc., consult with
the Dissertation Chair. Never use as a precedent a dissertation on file in the various University Libraries; requirements have changed over the years, and the binding process changes apparent margins.

**Typeface**

The entire text of the dissertation, including page numbers, must be produced with the same font or typeface. Exceptions are made only for tables and figures produced by different technology or by graphic artists.

The preferred typeface for APA publications is Times New Roman, 12-point font size. Other fonts may be acceptable. Check the font with the dissertation adviser/chair.

**Margins**

After photocopying, all margins (top, bottom, left, right) must be at least 1 in. These margins are absolutely essential so that the dissertation can be microfilmed in its entirety for interlibrary loan. These margins apply to all tables and figures.

**Hint:** It is recommended that margins be set 1.1 in. for all margins, since the photocopying process may enlarge the text by as much as 2%. Use a ruler to measure the margins on the printed page.

**Spacing**

The dissertation must be double-spaced throughout except for quotations and footnotes. Bibliographies may be single-spaced within each entry, but must be double-spaced between each entry. The table of contents, list of tables, list of figures, and lengthy tables may also be single-spaced.
Equations and Formulas

Equations may be inserted from a non-matching font if necessary. All subscripts and superscripts must be large enough to be read on microfilm. To ensure readability on microfilm, test a page with sub- or superscripts by photocopying the page using a 25% text reduction. If the sub- or superscripts are still readable, then they are probably large enough.

Widows and Orphans

Avoid “widows” (short lines ending a paragraph at the top of a page) as much as possible. A heading or subheading at the bottom of a page that is not followed by text is called an “orphan.” A dissertation will not be accepted if it contains “orphans.”

Justification and Indentation

Only a left alignment should be used. The first line of every paragraph and every footnote should be indented five to seven spaces (or ½ in.), with the following exceptions:

• The Abstract
• Block quotations
• Titles and headings
• Figure captions
Titles of Sections

The following sections must be titled accordingly, and should be in all capital letters. All titles are centered for the preliminary pages.

• BIOGRAPHICAL SKETCH
• ACKNOWLEDGMENTS
• TABLE OF CONTENTS
• LIST OF TABLES
• LIST OF FIGURES (or LIST OF ILLUSTRATIONS)
• LIST OF ABBREVIATIONS
• LIST OF SYMBOLS
• PREFACE
• ABSTRACT (scroll down for further information regarding abstract)
• BIBLIOGRAPHY (or REFERENCES, or WORKS CITED)
• APPENDIX

Although the sections above must be titled as described, chapter headings may be included which conform to the standard of the student's academic field. Do not write the following titles on their respective pages: “Title Page,” “Copyright Page,” and “Dedication.”

Pagination

The following plan of page numbering has been standardized and must be observed.

Pagination for Preliminary Pages

Preliminary pages include all the sections that precede the text. They are arranged and numbered according to the following format, using lowercase Roman numerals, in the same size font as the text, centered between the margins, at least one-half inch from the bottom of the page:
If the dissertation contains tables, figures, or illustrations, the appropriate list must be included in the preliminary pages. If any of the above sections are more than one page in length, each page is given the next Roman numeral (e.g., the first page of the Biographical Sketch is on page iv; subsequent pages of the Sketch would be v, vi, etc.). All Roman numerals must be at the bottom of each page, centered between the margins, whether or not the page starts a new section.
Pagination for the Body of the Dissertation

The body includes:

• Text
• References
• Appendix (or Appendices)

Use sequential Arabic numbers for these sections, beginning with page 1. The Arabic numbers start in the text and the numbering continues through the appendices and the bibliography. All pages, beginning with page 1 of the text, must be numbered consecutively. Chapters begin on new pages. There should not be breaks between sections or before tables or figures, unless they occur naturally. On pages carrying major headings, such as the first page of a chapter, the first page of each appendix, or the first page of the bibliography, the number is in the top right of the page. (Exception: If the bibliography appears at the end of each chapter, place a page break at the end of the text and start the bibliography on the next page. The page number stays at the top of the page since it is considered part of the entire chapter and not a separate section.)

Page numbers are also placed at the top of the page for charts, maps, illustrations, all pages after the first page of the references, and all pages after the first page of each chapter and each appendix. Be consistent—select a format and stick with it. There should always be at least a double space between the page number and the text.

Two-Volume Dissertations

Measure the thickness of the dissertation to determine if it is one or two volumes. Approximately three inches of paper will fit in one volume.
In a two-volume dissertation, the second volume should continue the numbering of the first volume. Each volume should contain a title page with the words “Volume I” or “Volume II” added to the page directly beneath the title. Include this information in the Table of Contents. The title page of the second volume is counted as a text page in the Arabic numeral counting, but a page number is not typed on the page. Subsequent pages should reflect this count.
Dissertation Writing

Title Selection

The words in the title of the dissertation should be selected carefully to represent as accurately as possible the subject content. The words in the title are important access points to researchers who may use computerized keyword search techniques to identify works in various subject areas.

Authors of scientific and engineering dissertations should use word substitutes for formulas, symbols, superscripts or subscripts, Greek letters, etc. Examples: “Chromosomal Localization of the Alpha- and Beta-globulin of the Chicken, Gallus domesticus” and “A Study of High Critical Transition Temperature Superconductivity in the Neodymium-barium-copper Oxide System.” (From Publishing Your Dissertation, Ann Arbor, MI: University Microfilms, Inc., 1997)

Title Page Format

The title is in all capital letters, centered within the left and right margins, double-spaced, about one and a half inches from the top of the page. At the vertical and horizontal center of the margins and double-spaced are the following five lines (all centered):

A Dissertation

Presented to the Faculty of the College of _____________

of Trident University International

in Partial Fulfillment of the Requirements for the Degree of

Doctor of Philosophy in _____________

An example of the proper Dissertation Title page with specific details explained follows on the next page.
Student's Name

The student's name must appear as it is on file in the University Registrar's Office. The date on the title page should be the date of degree conferral (when you receive official notification from your Program Director), not the date the dissertation is submitted. The dissertation title and the student's name must be exactly the same wherever they appear in the dissertation: title page, copyright page, abstract page for doctoral dissertation, and Approval Form.

For further instructions regarding the title page in multivolume dissertations, refer to the section titled Two-Volume Dissertations.

Copyright and Registration

Copyright law involves many complex issues that are relevant to the graduate student both in protecting his or her own work and in referencing the work of others. Discussion of copyright in this publication is not meant to substitute for the legal advice of qualified attorneys. A more detailed discussion of the copyright law can be found in the publication from University Microfilms, Inc., entitled Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities, by Kenneth D. Crews. Copies of this publication can be found at many on-line libraries or at


Copyright protection automatically exists from the time the work is created in fixed form, and the copyright immediately becomes the property of the author. Registration with the United States Copyright Office is not required to secure copyright; it is a legal formality to place the
basic facts of a particular copyright on public record. Although not a condition of copyright protection itself, registering the copyright is ordinarily necessary before any infringement suits can be filed in court. If a student chooses not to copyright, the student must insert a blank page behind the title page, and the student need not sign the bottom of the Dissertation Approval and License to Use Copyrighted Material form.

A doctoral student may authorize University Microfilms, Inc., (UMI) to file, on his or her behalf, an application for copyright registration. This request is made on the UMI form and requires payment of a fee. This expense is the responsibility of the Ph.D. candidate. Whether you decide to register the copyright or not, a notice of copyright should appear as the sole item on the page immediately following the title page. The page is counted, but the number is not typed on this page. The copyright notice is centered vertically and horizontally within the margins as follows: “© 201__ Student's Name”.

The copyright symbol is a lower case “c,” which must be circled. On Macintosh computers, the symbol is generally obtained by pressing the “option” and “g” keys simultaneously. If the font does not have the © symbol, type the “c” and circle it by hand. When using Microsoft Word, go to the “Insert” menu and select “Symbol” and click on the “©” symbol. It will be inserted onto your copyright page as identified by the cursor placement. The student's name must appear exactly as it is on file at the Registrar's Office and throughout the dissertation. The date on this page is the year of conferral of degree.
Additional information and forms from the U.S. Copyright Office are available on the Web. Forms may be downloaded and printed for use in registering or renewing a claim to copyright. The forms and the information may be accessed and downloaded through the Copyright Office homepage.

**Biographical Sketch**

The biographical sketch must be written in the third person and contain the student's educational background. It may contain additional biographical facts. The heading is the phrase “BIOGRAPHICAL SKETCH” in all capital letters, centered within the margins at the top of the page. Font, margin, spacing, and paper quality requirements remain the same as those of the text. The page is numbered at the bottom of the page, centered within the margins, using lowercase Roman numerals (i.e., i, ii, iii, etc.).

**Dedication**

The dedication is optional. It does not have a heading, is usually centered on the page, and can be in italics or regular type. The page is numbered at the bottom center of the page, using lowercase Roman numerals (i.e., i, ii, iii, etc.).

**Acknowledgments**

The acknowledgments may be written in the first person (e.g., “I would like to thank…”). The heading is the phrase “ACKNOWLEDGMENTS” in all capital letters, centered within the margins at the top of the page. The acknowledgments page(s) should use the same fonts, margins, spacing, and paper quality as the text of the dissertation. The page is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals. Students whose research has been funded by outside grants should check with the principal investigator of
the grant regarding proper acknowledgment of the funding source. Most outside funding sources require some statement of acknowledgment of the support; some also require a disclaimer from responsibility for the results.

**Table of Contents**

Any standard format may be used for the table of contents. The only requirements are that the same font is used as in the text; page numbers must be listed for each chapter (sections may be included, as well); and that each page of the table of contents is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals (i.e., i, ii, iii, etc). The heading is the phrase “TABLE OF CONTENTS” in all capital letters, centered within the margins at the top of the page. In most cases the preliminary sections, except for the title page, copyright page, and abstract are listed in the table of contents.

**Lists of Figures, Tables, or Illustrations**

There must be separate pages for LIST OF FIGURES, LIST OF TABLES, or LIST OF ILLUSTRATIONS, even if there is only one example of each. Lists must contain enough of the titles or descriptions so that readers can locate particular items using the list. Lists must contain the page number on which each table, figure, or illustration is found, as in a table of contents. It may not be necessary to include entire figure captions or table headings. The page is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals. The page heading is the phrase “LIST OF _____” in all capital letters, centered between the margins, at the top of the page.
Abstract

The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research. University Microfilms, Inc., requires that the abstract be typed (double-spaced) with the same typeface as the dissertation and that it not exceed 350 words. The abstract may not be more than two pages, even if fewer than 350 words long. All paper quality, font, margin, and spacing requirements that apply to the text apply to the abstract also. The abstract pages are neither numbered nor counted. The heading of the dissertation abstract is as follows:

TITLE OF DISSERTATION
Student's Name, Ph.D.
Trident University International 201__ (year of conferral)

Begin the title about one and a half inches (or at least 1 inch) down from the top of the page. The dissertation title is centered between the left and right margins and appears in all capital letters. The student's name must appear as it is on file in the University Registrar's Office. The title and name must be exactly the same wherever they appear in the dissertation. The date on the abstract page should be the year of conferral, not the date the dissertation was submitted. Skip one double-spaced line and begin the abstract on the same page.

Footnotes

Textual notes that provide supplementary information, opinions, explanations, or suggestions that are not part of the text must appear at the bottom of the page (i.e., footnoted). This placement ensures that they will appear as close as possible in the microfilm to the referenced passage. Lengthy footnotes may be continued on the next page. Placement of
footnotes at the bottom of the page is necessary since all dissertations are microfilmed. 

Note: Footnotes may be single-spaced in a 10-point font size, but must be in the same 
font as the text.

Footnote numbering can be continuous throughout the dissertation or may start 
over in each chapter or page, but the method must be consistent. Footnotes must be in 
umeral form, in sequential order. Inserted footnotes may not be numbered “25a,” for 
example.

Tables and Figures

Tables and figures must be placed as close as possible to their first mention in the 
text. They may be placed on a page with no text above or below, or they may be placed 
directly into the text. If a table or figure is placed directly into the text, text may appear 
above or below the table; no text may wrap around the table. If a table or a figure is alone 
on a page (with no narrative) it should be centered within the margins on the page. Tables 
and figures may not be placed at the end of the chapter or at the end of the dissertation. 
Figure and table numbering must be continuous throughout the dissertation; you cannot 
start the numbering of figures and tables over again in a subsequent chapter.

Captions of figures should be placed at the top of the figure. If the figure takes up 
the entire page, the figure caption should be placed alone on the preceding page and 
centered vertically and horizontally within the margins. Each page receives a separate 
page number. When a figure title is on a preceding page, the second and subsequent 
pages of the figure should say, for example, “Figure 5 (Continued).” The first page of 
data does not have the caption with the word “Continued.” In such an instance, the List of
Figures will list the page number containing the title. The word “figure” should be written in full (not abbreviated), and the “f” should be capitalized (e.g., Figure 5).

If a table or figure is more than one page, the second and subsequent pages should say at the top either Table 5 (Continued) or Figure 5 (Continued), and the caption is omitted.

Vertical lines are not acceptable in tables.

Horizontal figures and tables must be positioned correctly: they will be bound at the top (i.e., the top of the figure or table will be at the left margin). Figure and table headings/captions are placed with the same orientation as the figure or table when on the same page. When on a separate page, headings/captions are always placed in vertical orientation, regardless of the orientation of the figure or table. Page numbers are always placed as if the figure were vertical on the page.

If a graphic artist produces the figures, the College will accept lettering done by the artist within the figure. Figures produced with software are acceptable if the figures are clear and legible. Legends and titles produced by the same process will be accepted if they, too, are clear and legible and at least 10 or 12 characters per inch. Otherwise the legends and captions should be printed with the same font that is in the text. The use of colors should be avoided, because they do not reproduce well on microfilm. Instead of colors, other techniques for indicating differences within graphs, charts, maps, etc., such as cross-hatching, should be used.

All graphs, diagrams, line drawings, manuscript facsimiles, maps, chemical formulas, computer printouts, musical scores, etc., included in the body of the dissertation must be on archival paper and must be produced by acceptable permanent methods. Pages should not vary from the standard size of eight and a half by 11 inches. Plan the illustrative materials so they can
be reduced to meet this specification. They should be centered between the margins on a page with no text above or below.

For reduction of material, always use machines that can reduce one percent at a time. If figures or tables are too large to be reduced satisfactorily, they should either be split into several pages or be redone. Long tables may be single-spaced, and text may be slightly reduced. Page numbers and headings must not be reduced. All lettering must be clear, readable, and large enough to be legible on microfilm. The rule of thumb is that all lettering, including subscripts, must still be readable when reduced 25% beyond the final version. The white space around the text or figures must meet all margin requirements.

References

Trident University requires that the student follows the Publication Manual of the American Psychological Association (APA), 6th edition, 2010. Bibliographies may be single-spaced within each entry, but must be double-spaced between each entry. On the first page of the bibliography, the page number is placed at the top right of the page.

Acknowledging the Work of Others

Students are responsible for acknowledging any facts, ideas, or materials of others in their work. Students must follow the guidelines for acknowledging the work of others as outlined in the Publication Manual of the American Psychological Association (APA), 6th edition, 2010. For an overview of proper citation, the student may also refer to the California State University Long Beach Library Style Manuals and Citation Methods site.
Copyrighted Material

If a student uses any copyrighted material in the dissertation, it is the student's responsibility to give full credit to the author and publisher of the work quoted. The acknowledgment should be placed in a footnote. Additionally, the student must determine whether use of the material can be classified within “fair use” guidelines. If the student has included material beyond the concept of “fair use,” then the student must obtain written permission from the copyright owner. Two copies of each permission letter should be submitted with the dissertation. University Microfilms, Inc., has specific requirements for the content of the permission letter. For these guidelines, consult the Doctoral Dissertation Agreement Form, published by UMI/ProQuest.


If part of a student’s own dissertation material has already published in a journal or has been accepted for publication, it is necessary to write to that journal and obtain written authorization to use the material in the student’s dissertation.

Reference Sources for Style and Format

Although formats vary among fields, Trident University strongly encourages adherence to accepted standards of usage in matters of grammar, punctuation, and mechanics. A student should check with his or her field for specific requirements of format. If the field has none, then use Publication Manual of the American Psychological Association. 6th ed. Washington, DC: American Psychological Association, 2010.
Appendix

Materials which are peripheral but relevant to the main text of the dissertation should be placed in appendices. These may include survey instruments, additional data, computer printouts, details of a procedure or analysis, a relevant paper written by the student, etc. Appendix material must meet the same requirements of page composition, pagination, legibility, and paper quality as the text itself.

Completing the Dissertation

During the phase of the dissertation continuation, the candidate will gather the data for the study, perform any indicated tests and/or analysis, support or reject the hypotheses, and describe the implications of the research. Finally, the candidate will prepare a formal written document describing all elements of the research. Throughout this process, the candidate and the committee will be guided by the approved dissertation proposal.

If at any point in the process, it becomes clear to the student and the committee that the proposal needs revision in order to complete the research with optimal results, the committee shall determine the seriousness of such revision. If the revision is minor, the committee will approve the revision and assist the candidate in proceeding with the revised research. If the revision is of a serious or extensive nature, the committee will inform the Doctoral Program Director. The Doctoral Program Director will either approve the revision or, at his/her discretion, forward the proposed revision to the College Dean for further review.
During the collection and analysis of the research data, the candidate will report to the committee through the Chair on each of the following phases and will proceed to the next phase only after receiving feedback and approval from the committee. This approval is necessary to ensure that the candidate does not undertake major efforts that would need to be redone should there be problems with a previous element in the research:

- Final approval of the research methodology
- Collection of the research data
- Application of any statistical tests or other analytical procedures
- Interpretation of the statistical tests or other analytical procedures
- Implications of the research

The candidate will write descriptive chapters for each element of the research. The sum of these chapters will comprise the complete written dissertation. Reasonable flexibility is allowed and encouraged to meet specific needs of each dissertation, but the majority of dissertations will follow this chapter outline. The first 4 chapters will draw heavily on the approved dissertation proposal, although they need to be revised as needed to reflect any changes that take place in the project between its approval and its completion (including issues as simple as changing the tenses from future to past, in most cases). Significant modifications of the general content need to be approved by the Chair and the Committee.

I. Chapter 1—Introduction, Problem Statement, and Research Questions: This chapter will introduce the general topic and explain why the candidate chose this particular topic. This chapter will also identify the specific issue or problem in the topic that will be the subject of the research, and define the research questions that guide the study. The candidate should explain the process that led him/her to this specific issue or problem. There should be adequate references in this chapter to the literature to justify the selection of the issue or problem. (These two sections can be and often are combined into a general Introduction).

II. Chapter 2—Literature Review: In this chapter, the candidate will include all relevant literature to fully develop any theoretical background and conceptual framework necessary to conduct and discuss the research. This chapter will describe the current state
of research related to the issue or problem. The formal hypotheses are generally introduced and discussed in this chapter, since they should be based on the literature.

III. **Chapter 3—Research Methodology:** The candidate will describe in detail the specific methodology to be used to conduct the research and will justify that selection. Any instruments or tools to be used will be fully described and justified in this chapter. If preliminary tests were indicated, the tests will be fully described, the results explained, and any modifications resulting from them discussed. The nature of the research site(s), the sampling arrangements, and the procedures followed in the research are also covered in this chapter. The candidate will describe any statistical tests and/or other analytical procedures used in the analysis of the data collected. The selection of the statistical tests and/or other analytical procedures should be justified.

IV. **Chapter 4—Data Analysis and Presentation of Results:** Here, the candidate will apply to the data the statistical tests and/or analytical procedures established in Chapter 4, and draw conclusions as to the fate of his/her hypotheses or research questions. Complete results will be described and support or rejection of the hypothesis (or hypotheses) will be described and explained.

V. **Chapter 5—Discussion and Implications of the Research:** In this final chapter, the candidate will discuss the findings in relation to the research questions, and explain the implications of the research, including a clear description of the implications for theory and the addition to the body of knowledge in the issue or problem area; recommendations for further research are almost always included, and recommendations for practice are highly desirable.

Trident University has selected “APA style” as the most commonly used and generally accepted format. It is also the required format for publication in the ProQuest database. Many different print and online sources provide information as to the requirements of this style. In addition, there are utilities in programs such as Microsoft® Word that automate significant parts of the maintenance of citation databases and preparation of bibliographic entries, as well as stand-alone programs available for purchase or sometimes as shareware. Trident University does not collectively endorse or support such programs, but many have found them helpful.
The style of the writing should be academic in nature. Again, the candidate is referred to the leading academic journals in his/her specific area. It is inappropriate to include logos, clip art, and other non-academic trappings that are commonplace in non-academic literature.

The dissertation should be 100–350 pages in length. Each of the requirements identified above (and specifically required by the Dissertation Committee) should be fully met. On the other hand, the dissertation should include no discussions that are not relevant to the research. There should be no effort on the part of the candidate to unnecessarily add to the length of the dissertation.

The completed dissertation should have each of these elements:

I. A title page
II. A table of contents
III. A listing of tables
IV. A listing of figures
V. An abstract consistent with the requirements of the leading academic journals in the particular field
VI. All chapters of the dissertation
VII. References (each work cited throughout the dissertation should be included in this section)
VIII. Appendix

Final Editing and Submission of the Dissertation

Note: All expenses related to the dissertation, including data analysis, typing, editing, copying, binding, use of software, registration fees, etc., are the sole responsibility of the Ph.D. candidate.

Almost all dissertations require at least minor editing after the oral defense. The student has four weeks from the date of the oral defense to complete these editorial changes and make sure that the dissertation is properly formatted. When post-defense changes have been implemented, the Committee Chair must notify the Doctoral Program Director. Once the
dissertation has been successfully completed, the candidate will be granted the degree.

Procedurally, these steps will take place:

• Following the approval of the dissertation by the Provost’s Office, the Doctoral Program Director will send an e-mail to the candidate indicating approval of the dissertation.

• The proof of degree will come in an e-mail from the Registrar’s Office and will be a PDF letter that candidates can add to the package that they send to UMI/ProQuest.

• The dissertation copies that Trident requires are the officially published versions from UMI/ProQuest. Once the dissertation is published by UMI/ProQuest, copies will be sent to the candidate, who in turn should distribute the copies as follows:
  o One copy for the Trident Library should be sent to the address listed at the end of this document.
  o One copy for each committee member. If the committee member works onsite at Trident, the candidate may send this copy and the library copy to the same address at Trident. If the committee member is offsite, the candidate must send it directly to the committee member.
  o One copy for the Dissertation Chair. If the Chair works onsite at Trident, the candidate may send this copy and the library copy to the same address at Trident. If the Chair is offsite, the candidate must send it directly to the committee member.

• The dissertation copies submitted to Trident University must be **hardbound** in black with a stamped title on the spine in gold lettering. The dissertations should be **6 by 9** inches. The interior must be printed on acid-free archival quality paper, 20 lb. weight, for library circulating collections and archives. The copies must be published by UMI/ProQuest with no exceptions. Publishing costs are the sole responsibility of the candidate.
It can take about two months for UMI/ProQuest to complete the publication process. Once candidates have submitted their dissertation package to UMI/ProQuest, they will be assigned a publication number and will be able to call and check on the status of the dissertation. The Author Relations department phone number is (800) 521-0600, ext. 77020.

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