



THE CATHOLIC UNIVERSITY OF AMERICA
Office of the Vice Provost and Dean of Graduate Studies
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(202) 319-5247

Quick Start Guide to Your Dissertation

FORMATTING

- 1) Please refer to the *Doctoral Dissertation Handbook*, available online at <http://graduatestudies.cua.edu/res/docs/DissertationHandbook.pdf>. This handbook provides detailed instructions on formatting your dissertation and gives sample title, signature, and abstract pages. You are required to follow all the formatting guidelines in the *Dissertation Handbook*.
- 2) Your dissertation is copyrighted from the moment you write it. The *Doctoral Dissertation Handbook* gives you the option of choosing a title page with or without the copyright “©” insignia on the title page. Whether you do so or not has no bearing on the copyright itself.
- 3) Please note that the one-inch margins (top, bottom, left-hand, and right-hand sides of the paper) must be clear of all printing, including page numbers. Please adjust your page header and footer accordingly, so that the page numbers do not appear within this one-inch margin.
- 4) The abstract is mandatory. Since the abstract will be published by ProQuest Information and Learning Company/UMI Dissertation Publishing, in both *Dissertation Abstracts Online* and *Dissertation Abstracts International (DAI)*, it must follow the formatting as outlined in the *Doctoral Dissertation Handbook*.
- 5) ProQuest does not place a limit on the word count for an abstract. The word limit constrains the student’s ability to describe their research in a section that is accessible to search engines, and therefore would constrain potential exposure of the work. However, ProQuest does publish print indexes that include citations and abstracts of the dissertations it publishes. These print indexes require limits of 350 words for doctoral dissertations. In the editorial process for printing doctoral dissertations, ProQuest will truncate the abstract if it exceeds the 350 word limit and will remove any non-text content. Therefore, you may wish to limit the length of the abstract to 350 words if this concerns you.
- 6) The dissertation should be numbered as follows:
 - TITLE PAGE: No number (but officially page “i”).
 - ABSTRACT: No number.
 - SIGNATURE PAGE: Lower case Roman numeral “ii”.
 - All further preliminary materials: Lower case Roman numerals, centered at the bottom of the page, starting with “iii”.
 - Text starting with Introduction or Chapter 1: Arabic numerals (1, 2, 3, etc.), centered at the bottom of the first page of each chapter, and in center top or right top of all subsequent pages.

- 7) The numbers should be placed as follows:
 - **Lower case Roman numerals for preliminary materials** should be centered at the bottom of *all* preliminary pages.
 - **Arabic for chapter heading pages** should be at center bottom of the page.
 - All subsequent numbers (Arabic) should be at the top of the page, either centered or in the upper right-hand corner, keeping the 1" margin clear both at the top and on the right.
 - **All end matter sections, including appendices and bibliography**, are paginated at center bottom throughout
- 8) Please count carefully all of your pages, one by one. The most common problem encountered in publication, filming and binding is missing pages.
- 9) Dissertations consisting of musical compositions may require special title and preliminary pages. Please consult the School of Music or the Administrator of the Office of the Vice Provost and Dean of Graduate Studies for instructions on preparing these title pages.

DEPOSIT

- 1) The Administrator of the Office of the Vice Provost and Dean of Graduate Studies will not accept, hold for further processing, or certify any dissertation which is not formatted correctly or is not accompanied by all necessary documentation and copies (see below) and all necessary signatures.
- 2) **Preview:** Please contact the Administrator of the Office of the Vice Provost and Dean of Graduate Studies (202-319-5247 or cua-graduatestudies@cua.edu) to make an appointment to preview your dissertation. Make this appointment far enough in advance to allow time for you to pick up all necessary information and documentation and to meet any school or university deadlines for deposit.
- 3) **ProQuest Submission:** After you have completed your formatting review with the Administrator of the Office of the Vice Provost and Dean of Graduate Studies, defended your dissertation, and made any necessary changes to your dissertation, you will set up a ProQuest account to submit a PDF version of your dissertation electronically at: <http://www.etsdadmin.com/cua>. You will be required to pay the ProQuest fees in order to submit your dissertation for deposit.
- 4) **Deposit:** Appointments for final deposit should be made far enough in advance of the deposit deadline to allow adequate time for processing. **Do not risk missing your graduation date because your manuscript was not accepted for deposit.**
- 5) Once the Administrator of the Office of the Vice Provost and Dean of Graduate Studies has reviewed and accepted your online submission please bring the following items to the Office of the Vice Provost and Dean of Graduate Studies (Items marked with an * are available from the Administrator of the Office of the Vice Provost and Dean of Graduate Studies):
 - One copy of the title page, abstract, and **signed** signature page (all on thesis paper).
 - *The *Permission to Publish* form signed by your major professor and dean.
 - *ETD@CUA Copyright Submission Statement.
 - CUA Fees: Cash, check, or money order made out to "The Catholic University of America".
CUA Deposit Fees: \$50.00
Vatican transmittal: \$50.00 (For J.C.D., S.T.D. and Ph.D. in Philosophy students only)

- 6) Please make personal copies of all of the above information for your own records. This is important should you have to contact CUA or ProQuest/UMI at a later date concerning your dissertation deposit and publication.
- 7) If you have not already done so, apply for graduation on Cardinal Students.
- 8) Inform Enrollment Services and the Office of the Provost in writing if you will be unable to attend the May graduation ceremonies and would like to have your diploma mailed to you. In this case, Enrollment Services will mail your diploma approximately ten days after your graduation date. In this correspondence, please provide the address where you would like your diploma mailed.

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Once the Administrator of the Office of the Vice Provost and Dean of Graduate Studies has accepted your online submission of your dissertation, you will be issued a deposit receipt. A copy of this receipt will be sent to your school as proof of deposit, a prerequisite to graduation from your program.

If you will be attending the May graduation ceremonies, you will receive your diploma at that time. If you are graduating in October or January, your diploma will be mailed to you.

WHAT HAPPENS TO YOUR DISSERTATION AFTER DEPOSIT

The Administrator of the Office of the Vice Provost and Dean of Graduate Studies will approve and submit your dissertation to ProQuest/UMI. It usually takes ProQuest/UMI two to three months to microfilm the dissertation and post the dissertation information on the ProQuest/UMI web site.

Once ProQuest/UMI has filmed your dissertation, they will send a copy of the microfilm to the Office of the Vice Provost and Dean of Graduate Studies. The Administrator of the Office of the Vice Provost and Dean of Graduate Studies will send the microfilm to the American Catholic History Research Center and University Archives for storage.

CUA'S OPEN ACCESS

When you sign the ETD@CUA Submission Copyright Statement, an electronic copy of your dissertation will be deposited into Digital Scholarship @ CUA (<http://libraries.cua.edu/dscua/>) according to your direction on the Statement. It then becomes available for viewing and printing by the public. Please know that it may take several weeks to process your dissertation in ETD@CUA.

Should you have any further questions, please visit the Office of the Vice Provost and Dean of Graduate Studies or visit the Graduate Studies website at <http://graduatestudies.cua.edu>.