[THESIS AND DISSERTATION GUIDE]
Suggested timelines, formatting requirements, required sections, considerations and formatting suggestions for producing your dissertation or thesis.

Revised Spring 2018
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OVERVIEW

The dissertation or thesis is a scholarly treatise that substantiates a specific point of view as a result of original research that is conducted by students during their graduate study. At Cornell, the thesis is a requirement for receipt of the M.A. and M.S. degrees and some professional master’s degrees. The dissertation is a requirement of the Ph.D. degree.

The Graduate School sets the minimum format for your thesis or dissertation, while the content and length is decided by you, your special committee, and your advisor/chair. Grammar, punctuation, spelling and other mechanical issues are your sole responsibility. Generally, the thesis and dissertation should conform to the standards of leading academic journals in your field. The Graduate School does not monitor the thesis or dissertation for mechanics, content, or style.

A “papers option” is available only to students in certain fields, which are listed in Appendix B, or by approved petition. If you choose the papers option, your dissertation or thesis is organized as a series of relatively independent chapters or papers that you have submitted or will be submitting to journals in the field. You must be the only author or the first author of the papers to be used in the dissertation. The papers-option dissertation or thesis must meet all format and submission requirements, and a singular referencing convention must be used throughout.

The dissertation and thesis become permanent records of your original research, and in the case of doctoral research, the Graduate School requires publication of the dissertation and abstract in its original form. All Cornell master thesis and doctoral dissertations require an electronic submission through ProQuest, which fills orders for paper or digital copies of the thesis and dissertation, and makes a digital version available online via their subscription database, ProQuest Dissertations & Theses. For master theses, only the abstract is available. ProQuest provides worldwide distribution of your work from the master copy. You retain control over your dissertation and are free to grant publishing rights as you see fit. The formatting requirements contained in this guide meet all ProQuest specifications.

Copies of PhD dissertations are also uploaded in PDF format to the Cornell Library Repository, eCommons. Two print copies of master’s theses and doctoral dissertations are submitted to Cornell University Library by ProQuest.

HOW THIS GUIDE IS ORGANIZED

The information and resources in this guide are organized in the following sections:

- Thesis and Dissertation Steps and Timeline
- Formatting Requirements
- Fair Use, Copyright, Patent and Publishing Considerations
- Thesis and Dissertation Submission Process
- Appendix A: Formatting Suggestions and Font Samples
- Appendix B: Fields Permitting Papers Option
THESIS & DISSERTATION STEPS AND TIMELINE

Understanding the steps and associated deadlines in the dissertation/thesis and degree conferral process is necessary to establish a successful plan and realistic timeframe. The major step are:

1. Complete draft dissertation
2. Schedule exam
3. Take exam
4. Make revisions and get committee approval
5. Submit final electronic thesis/dissertation (ETD) to The Graduate School

The Code of Legislation requires students to submit a completed draft for committee review 6 weeks prior to scheduling the exam. Start with the date you expect to graduate, then work backwards as illustrated in the Planning Timeline below to determine if you can meet this date.

<table>
<thead>
<tr>
<th>2018 CONFERRAL DEADLINES</th>
<th>2018 CONFERRAL DEADLINES</th>
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<tbody>
<tr>
<td>Conferral</td>
<td>Submission Deadline</td>
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<tr>
<td>DEC 31st</td>
<td>December 1st</td>
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<tr>
<td>May 27th</td>
<td>May 11th</td>
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<tr>
<td>Aug 20th</td>
<td>August 3rd</td>
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<tr>
<td>Committee Approval</td>
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<tr>
<td>End of November</td>
<td>Mid November</td>
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<tr>
<td>End of April</td>
<td>Mid April</td>
</tr>
<tr>
<td>End of July</td>
<td>Mid July</td>
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<tr>
<td>Take Exam</td>
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<tr>
<td>1st week in November</td>
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<tr>
<td>1st week in April</td>
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<td>1st week in July</td>
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<tr>
<td>Schedule Exam</td>
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<td>1st week in November</td>
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<tr>
<td>1st week in April</td>
<td></td>
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<tr>
<td>1st week in July</td>
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<tr>
<td>Submit Draft to Committee</td>
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<td>1st week in October</td>
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<tr>
<td>1st week in March</td>
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<tr>
<td>1st week in June</td>
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</tr>
</tbody>
</table>

Use this checklist to guide your process.

- Complete your research.
- Develop a detailed outline for your approach to writing your dissertation or thesis.
- Write the body of text for the dissertation or thesis.
- Complete your draft thesis/dissertation 6 weeks prior to your final examination and submit to all members of your Special Committee.
- Schedule your final exam 1 week before your final examination date, and submit a final draft of your dissertation/thesis to each Special Committee member.
- Take your final exam (“B” Exam), oral dissertation defense for PhD candidates, or (“M” Exam), an oral thesis defense for Master’s candidates, 6-8 weeks before conferral date.
- Make changes as specified by the Special Committee and obtain their final approvals using the Thesis and Dissertation Approval System one month before conferral date. See Thesis and Dissertation Approval Process below for detailed instructions.
- Submit the approved final electronic version of dissertation or thesis (ETD) to Graduate School using ProQuest. See Thesis and Dissertation Submission Process on page 11 for instructions.
- Attend Commencement (www.commencement.cornell.edu) and celebrate!
FORMATTING REQUIREMENTS

Requirements for format and final production of the dissertation and thesis, as specified below, meet UMI standards and American Library Association (ALA) suggestions for preserving archival copies of the dissertation and thesis.

1. LANGUAGE

The dissertation or thesis must be written in English.

2. PAGE SIZE AND SPECIFICATIONS

- Page size must be 8.5 x 11 inches (or 216 x 279 millimeters), also known as “letter” size in U.S. standards. (ISO standard paper sizes, such as A4, are not allowed.)
- The inclusion of oversized pages or sheets of paper larger than 8.5 x 11 inches (known as “foldouts”) is discouraged. When necessary, 11 x 17 inches pages may be used for large tables, illustrations, etc.

3. FONT

- Text must be in embedded, 11-point or larger font (see Appendix A for samples of recommended fonts)
- Smaller font size may be appropriate for footnotes or other material outside of the main text.
- Black text is recommended; although, color may be appropriate in some limited parts of the document.
- Font requirements apply to all text including captions, footnotes, citations, etc.

4. MARGINS

Margins should be at least 1” with page numbers at least ¾” from the edge of the page. The templates use 1.6” for the left margin and 1.1” for the right.

5. SPACING

Document must be double-spaced with the exception of quotations as paragraphs, captions, lists, graphs, charts, footnotes/endnotes, bibliographic entries, items within tables, and lists in appendices.

Exceptions may include the following:
- Quotations and footnotes may be single-spaced within each entry.
- Lengthy tables may be single-spaced.
- Irregular spacing may be used to accommodate poetry or other creative writing.

6. TABLES

Tables should be consecutively numbered.

7. FIGURES
Figures should be consecutively numbered.
## Required Sections, Recommended Document Order, and Page Number Guidelines

The following figure shows the recommended document order and page numbers.

<table>
<thead>
<tr>
<th>Section</th>
<th>Suggested Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page (required)</td>
<td>Page counted, but number not typed on page.</td>
</tr>
<tr>
<td>Copyright Page (required)</td>
<td>Page counted, but number not typed on page.</td>
</tr>
<tr>
<td>Abstract (required)</td>
<td>Page(s) not counted, not numbered.</td>
</tr>
<tr>
<td>Biographical Sketch (required)</td>
<td>iii (may be more than one page)</td>
</tr>
<tr>
<td>1. Type number(s) on page(s).</td>
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</tr>
<tr>
<td>Dedication (optional)</td>
<td>iv (may be more than one page)</td>
</tr>
<tr>
<td>1. Type number on page.</td>
<td></td>
</tr>
<tr>
<td>Acknowledgments (required)</td>
<td>v (may be more than one page)</td>
</tr>
<tr>
<td>1. Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td>Table of Contents (required)</td>
<td>vi (may be more than one page)</td>
</tr>
<tr>
<td>1. Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td>List of Figures or List of Illustrations (optional)</td>
<td>vii (may be more than one page)</td>
</tr>
<tr>
<td>1. If included, type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td>List of Tables (optional)</td>
<td>viii (may be more than one page)</td>
</tr>
<tr>
<td>1. If included, type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td>List of Abbreviations (optional)</td>
<td>ix (may be more than one page)</td>
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<td>1. If included, type number(s) on page(s).</td>
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<tr>
<td>List of Symbols (optional)</td>
<td>x (may be more than one page)</td>
</tr>
<tr>
<td>1. Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td>Preface (optional)</td>
<td>xi (may be more than one page)</td>
</tr>
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<td>1. Type number(s) on page(s).</td>
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</tr>
<tr>
<td>Body of Dissertation (required)</td>
<td>Begin page number at 1</td>
</tr>
<tr>
<td>1. Text (required)</td>
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</tr>
<tr>
<td>2. Appendix/Appendices (optional)</td>
<td></td>
</tr>
<tr>
<td>3. Bibliography, References or Works Cited (required)</td>
<td>Continue page numbering from body</td>
</tr>
<tr>
<td>Glossary (optional)</td>
<td></td>
</tr>
<tr>
<td>Index (optional)</td>
<td>Continue page numbering from glossary</td>
</tr>
</tbody>
</table>
FAIR USE, COPYRIGHT, PATENT AND PUBLISHING OPTIONS

1. IS INFORMATION THAT YOU PLAN TO INCLUDE FROM OTHERS CONSIDERED “FAIR USE” AND ARE YOU ACKNOWLEDGING THESE SOURCES CORRECTLY?

You are responsible for acknowledging any facts, ideas, or materials of others that you include in your work. You must follow the guidelines for acknowledging the work of others in the “Code of Academic Integrity and Acknowledging the Work of Others” (published in the Policy Notebook for the Cornell Community).

If you use any copyrighted material in the dissertation or thesis, it is your responsibility to give full credit to the author and publisher of work quoted. The acknowledgment should be placed in a footnote at the bottom of the first page of the paper or chapter. Additionally, you must determine whether use of the material can be classified as a “fair use” by performing an analysis of your use of each copyrighted item. The Cornell Copyright Information Center’s Fair Use Checklist is a helpful tool for performing this analysis. (See also, Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities, published by PROQUEST, or The Chicago Manual of Style, published by the University of Chicago Press.)

If your use of material is not considered a “fair use,” you must obtain written permission from the copyright owner. Two copies of each permission letter must be submitted with the dissertation or thesis. PROQUEST has specific requirements for the content of the permission letter. For these guidelines, consult the PROQUEST Doctoral Dissertation Agreement form (published by PROQUEST), available at www.gradschool.cornell.edu/thesis.

If you have already published or had accepted for publication part of your own dissertation or thesis material in a journal, depending on the terms of your publication agreement, it may be necessary to write to that journal and obtain written authorization to use the material in your dissertation.

2. EMBARGO OF ONLINE COPIES (DISSERTATIONS ONLY)

The value of your dissertation extends well beyond your graduation requirements. It’s important that you make an informed decision about providing online access, via ProQuest and eCommons, to your work. This decision can expand the visibility and impact of your work, but it can also shape the options available to you for publishing subsequent works based on your dissertation.

ProQuest’s ProQuest Dissertations and Theses (PQDT) database indexes almost all dissertations published in the U.S. and provides subscription access online to the full text of more recent dissertations. ProQuest also sells print copies of dissertations, paying royalties to authors, when they exceed a minimum threshold. Authors retain copyright in the works they submit to ProQuest.

eCommons is a service of the Cornell University Library that provides long-term, online access to Cornell-related content of enduring value. Electronic theses and dissertations deposited in eCommons, unless subject to embargo, are freely accessible to anyone with an Internet connection. When submitting to eCommons, you retain copyright in your work. PhD dissertations submitted to ProQuest are automatically submitted to eCommons, subject to the same embargo you select for ProQuest.

Electronic copies of dissertations in PQDT or eCommons may be made accessible immediately upon submission or after an embargo period of six months, one year, or two years. You may wish to consider an embargo period which helps address publishers’ interests in being the first to publish scholarly books
or articles, while also ensuring that scholarship is accessible to the general public within a reasonable period of time. Your decision should be made in consultation with your Special Committee.

3. HAS A PATENT APPLICATION BEEN FILED (OR WILL ONE BE) ON THE BASIS OF YOUR THESIS OR DISSERTATION RESEARCH?

Cornell University Policy 1.5 governs inventions and related property rights. Inventions made by faculty, staff, and students must be disclosed to the Center for Technology Licensing at Cornell University (CTL). Theses and dissertations describing patentable research should be withheld from publication, in order to avoid premature public disclosure.

Use the delayed release (embargo) option if a patent application is or will be in process, noting the reason for the delay as “patent pending.” If you have any questions, please contact Cornell’s Center for Technology Licensing at (607) 254-4698 or ctl-connect@cornell.edu.

4. REGISTER FOR COPYRIGHT?

Copyright law involves many complex issues that are relevant to you as a graduate student, both in protecting your 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 copyright law can be found in the publication from PROQUEST entitled Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities by Kenneth D. Crews.

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; rather it is a legal formality to place on public record the basic facts of a particular copyright. Although not a condition of copyright protection itself, registering the copyright is ordinarily necessary before any infringement suits can be filed in court.

To register a copyright for your dissertation or thesis, register online or download printable forms. You may also request forms by mail from the Information Section, U.S. Copyright Office, Library of Congress, Washington, D.C. 20559, or contact them by telephone at 202-707-3000.

Doctoral candidates: You may authorize PROQUEST to file, on your behalf, an application for copyright registration. This option will be presented to you as part of the submission process. The fee for this is $55.

5. SUPPLEMENTARY MATERIALS

If supplementary materials (audio, video, datasets, etc., up to 2GB per file) are part of your thesis or dissertation, you may submit them as supplementary files during the on-line submission process. For help selecting long-lived file formats, note ProQuest’s guidance in their document, “Preparing Your Manuscript for Submission (Including Supplemental Files).” File formats for which ProQuest does not guarantee migration may still have a high likelihood of preservation in Cornell’s digital repository; please see https://ecommons.cornell.edu/page/help#formats for further guidance.

Do not embed media files in the PDF version of your thesis or dissertation, as this can significantly increase the size of the file and make it difficult to download and access. Include a description of each supplementary file in the abstract of your thesis or dissertation. You may include an additional
supplementary file containing more detailed information about the supplementary materials as a “readme” file or other form of documentation; this is particularly advisable for data sets or code. The Research Data Management Service Group (rdmsg-help@cornell.edu) offers assistance in preparing and documenting data sets for online distribution.

6. MAKE YOUR WORK DISCOVERABLE ON SEARCH ENGINES?

ProQuest offers authors the option of making their graduate work discoverable through major search engines including Yahoo, Google, Google Scholar, and Google Books. If you chose the Search Engine option on their dissertation “paper” publishing agreement or within ProQuest’s PROQUEST ETD Administrator (electronic submission service), you can expect to have your work appear in the major search engines.

If you change your mind and do not want your work to be made available through search engines, you can contact customer service at disspub@proquest.com or 800.521.0600 ext. 77020. In addition, if you did not initially adopt this option but now want your works made available through this service, contact the customer service group to change your selection.

Please note that search engines index content in eCommons, regardless of the choice you make for ProQuest.
THESIS AND DISSERTATION SUBMISSION PROCESS

The Graduate School uses ProQuest to administer the electronic thesis/dissertation (ETD) submission process that results in publication in ProQuest Dissertations and Theses (PQDT) database and Cornell’s Library Repository, eCommons. Before initiating the electronic submission process, students are required to

- Submit a final copy of their thesis/dissertation to each member of the committee for review and approval. After this step is completed, students need to obtain formal committee approval using the Thesis and Dissertation Approval System. A Thesis/Dissertation Approval document will be emailed to the student once all committee members have approved the thesis/dissertation.

- Complete the Survey of Earned Doctorates (for Doctoral students only). A SED Certification of Completion is provided to the student when the survey has been completed. Once formal committee approval is received and the survey completed, the final electronic version of the thesis/dissertation (ETD) can then be submitted to The Graduate School using the ProQuest system.

Both the Thesis/Dissertation Approval document and the SED Certification of Completion are required for submission to ProQuest.

PROQUEST SUBMISSION STEPS

In order to complete the submission process, you will need to have the following:

- A single PDF file of your thesis or dissertation
- Your abstract
- Supplemental material
- Thesis/Dissertation Approval document and the SED Certification of Completion

Step 1: Create an ETD Account and Begin Submission Process

Create Account Master’s students go to Cornell Masters ProQuest site, Doctoral students go to Cornell Doctoral ProQuest site. Click on the Sign up and get started today button and follow instruction to create a personal account. Reply to confirmation email to begin submission process.

Submission Process Submission steps are outlined on the left menu. You will see the items checked off as you progress through the submission steps. You must click "Save & Continue" at the bottom of each page, even pages on which you do not enter any information. Using the left menu, you can return to any page and make changes until the point of final submission.

Step 2: Publishing Options

Traditional Publishing Traditional Publishing is automatically selected and is included in the Cornell Thesis and Dissertation filing fees.

Delayed Release ProQuest provides 6 months, 1 and 2 year embargos. The Graduate School recommends you discuss the publishing options with your advisor. If your advisor is unavailable or has no opinion, the conservative approach is to choose a 2-year embargo.
Step 3: Read and Agree to ProQuest and University Distribution License

Both ProQuest and Cornell University distribution licenses will be presented for your acceptance.

Step 4: Enter Thesis/Dissertation Information

In addition to the mandatory information, such as title and abstract, you will have the opportunity to select up to three categories (subject areas) and six key words that describe your ETD. This information will make it easier for others to find your work when searching the web.

Step 5: Upload PDF and Supplemental Files

Upload PDF Whether you use the PDF Conversion tool provided by ProQuest or you convert your document to PDF yourself, review your PDF to ensure your formatting remains as you intended after conversion.

Supplementary Materials If supplementary materials - such as audio, video, and spreadsheets - are an integral part of your ETD, you can submit them as supplementary files during the online submission process.

Step 6: Upload Required Documents

The Thesis/Dissertation Approval document and the SED Certification of Completion if you are a PhD candidate are required for submission to ProQuest.

Step 7: Register for Copyright

You can complete this process through ProQuest for a fee of $55, or you complete the process independently through the U.S. Copyright Office. Refer to the Register for Copyright section on page 9 for more detailed information regarding copyright law.

Step 8: Order Copies *

If you would like to purchase additional copies of your thesis/dissertation for yourself, you may order bound copies through ProQuest (Order copies page). The required archival bound copy for the library is automatically ordered for you and included in the Cornell Thesis and Dissertation filing fees.

Select the Decline – do not order option if you don’t wish to order additional copies.

Step 9: Review and Submit

Once the Thesis Editor has reviewed the formatting of your thesis/dissertation, you will receive an email to let you know whether any corrections are required. You will then have 5 days to make the changes and upload the revised PDF. You will not be certified for graduation until the formatting of your ETD has been fully approved by the Graduate School. You will receive a confirmation email of final acceptance.

Step 10: Submitting Revised PDF (if needed)

You will receive an email describing the formatting changes needed with instructions and a link for resubmission.

* Sample ProQuest bound thesis & dissertations are available for viewing at the Graduate School. Bound copies can also be ordered through Cornell Print Services. Please contact Janine Brace for more information or if you have questions.
FEES
The following fees will be posted to your bursar account once the submission process is complete. All fees are payable at the cashier’s desk at the Bursar’s Office, 260 Day Hall, or online via NetPay. If you do not pay owed fees, a hold will be placed on your bursar account, and neither your transcript nor diploma will be released until all accounts are current.

- **Dissertation Filing Fee** The dissertation filing fee ($135) for doctoral candidates covers costs of submitting a master copy of the entire dissertation to ProQuest, publishing the abstract in the monthly periodical *Dissertation Abstracts International*, and printing and binding of the archival copy for Cornell University Library.

- **Thesis Filing Fee** The thesis filing fee ($50) for master’s candidates covers the cost of printing and binding of the archival copy for Cornell University Library.

- **Late Filing Fee** Students are allowed 60 days after the final examination to submit approved copies of the dissertation or thesis to the Graduate School. A late-filing fee ($100) will be charged if this requirement is not met.
APPENDIX A: FORMATTING SUGGESTIONS

Beyond those noted in the Formatting Requirements section, the Graduate School has no additional formatting requirements. The following suggestions are based on best practices and historic requirements for dissertations and theses but are not requirements for submission of the thesis or dissertation. The Graduate School recommends that each dissertation or thesis conform to the standards of leading academic journals in your field.

For both master’s and doctoral students, the same basic rules apply; however, differences exist in some limited areas, particularly in producing the abstract and filing the dissertation or thesis.

- Information in this guide that pertains specifically to doctoral candidates and dissertations is clearly marked with the term “dissertation” or “Doctoral Candidates.”
- Information pertaining specifically to master’s candidates and theses is clearly marked with the term “thesis” or “Master’s Candidates.”
- All other information pertains to both.

Examples of formatting suggestions for both the dissertation and thesis are available as downloadable templates.

TITLE PAGE

A title page is required for both the thesis and dissertation. The following format for your title page is suggested, but not required.

- The title should be written using all capital letters, centered within the left and right margins, and spaced about 1.5 inches from the top of the page. (For an example, please see the template, dissertation.doc or thesis.doc)
- Carefully select words for the title of the dissertation or thesis to represent the subject content as accurately as possible. Words in the title are important access points to researchers who may use keyword searches to identify works in various subject areas.
- Use word substitutes for formulas, symbols, superscripts, Greek letters, etc.
- Below the title, at the vertical and horizontal center of the margins, place the following five lines (all centered):
  - Line 1: A Dissertation [or Thesis]
  - Line 2: Presented to the Faculty of the Graduate School
  - Line 3: of Cornell University
  - Line 4: in Partial Fulfillment of the Requirements for the Degree of
  - Line 5: Doctor of Philosophy [or other appropriate degree]
- Center the following three lines within the margins:
  - Line 1: by
  - Line 2: Primary Name [as registered with the University Registrar’s Office]
  - Line 3: month and year of degree conferral, [May, August, December; no comma between month and year]
COPYRIGHT PAGE

A copyright page is required for both the thesis and dissertation. The following format for your copyright page is suggested, but not required.

- A notice of copyright should appear as the sole item on the page centered vertically and horizontally within the margins: © 20__ [Primary Name [as registered with the University Registrar’s Office]. Please note that there is not usually a page heading on the copyright page.
- The copyright symbol is a lower case “c,” which must be circled. (On Macs, the symbol is typed by pressing the “option” and “g” keys simultaneously. If the font does not have the © symbol, type the “c” and circle it by hand. On PCs, in the insert menu, choose “symbol,” and select the © symbol.)
- The date, which follows the copyright symbol, is the year of conferral of your degree.
- Your name follows the date.

ABSTRACT

An abstract page is required for both the thesis and dissertation. Abstract formats for the doctoral dissertation and master’s thesis differ greatly. The Graduate School recommends that you conform to the standards of leading academic journals in your field.

Doctoral candidates:

- Usually, the heading of the abstract in a dissertation is centered between the left and right margins about 1.1 inches down from the top of the page and includes the following lines:
  - TITLE OF DISSERTATION
  - Student’s Primary Name, Ph.D. [as registered with the University Registrar’s Office].
  - Cornell University [year of conferral]
- Following the heading lines, begin the text of the abstract on the same page.
- The abstract states the problem, describes the methods and procedures used, and gives the main results or conclusions of the research.
- The abstract usually does not exceed 350 words in length (about one-and-one-half correctly spaced pages—but not more than two pages).

Master’s candidates:

- In a thesis, the page heading is simply the word “ABSTRACT” in all capital letters and centered within the margins at the top of the page. (The thesis abstract does not display the thesis title, author’s name, degree, university, or date of degree conferral.)
- The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions.
- The abstract usually does not exceed 600 words in length, which is approximately two-and-one-half to three pages of correctly spaced typing.
Thesis and Dissertation Guide

- In M.F.A. theses, an abstract is not required.

BIOGRAPHICAL SKETCH

The biographical sketch is required for both the thesis and dissertation. The following content and format are suggested:

- The biographical sketch is written in third-person voice and contains your educational background. Sometimes additional biographical facts are included.
- As a page heading, use “BIOGRAPHICAL SKETCH” in all capital letters, centered on the page.
- Number this page as iii.

DEDICATION

The dedication page is not required and can contain whatever text that you would like to include. Text on this page does not need to be in English.

ACKNOWLEDGEMENTS

The acknowledgement page is required. The following content and format are suggested, not required:

- The acknowledgments may be written in first-person voice. If your research has been funded by outside grants, you 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.
- As a page heading, use “ACKNOWLEDGMENTS” in all capital letters, centered on the page.

TABLE OF CONTENTS

The table of content is required. The following are suggestions.

- As a page heading, use “TABLE OF CONTENTS” in all capital letters and centered on the page.
- List the sections/chapters of the body of the dissertation or thesis. Also, list preliminary sections starting with the biographical sketch. (Title page, copyright page, and abstract are not listed.)
- For thesis and dissertations, the conventional format for page numbers is in a column to the right of each section/chapter title. The first page of each chapter/section is stated with a single number. Table of contents usually do not include a range of page numbers, such as 7–22.
- The table of contents is often single-spaced.

TWO-VOLUME THESES OR DISSERTATIONS

If the dissertation or thesis consists of two volumes, it is recommended, but not required that you list “Volume II” as a section in the table of contents.

LIST OF FIGURES, ILLUSTRATIONS, AND TABLES
As described in the formatting requirements above, figures and tables should be consecutively numbered. The Graduate School recommends that you conform to the styles set by the leading academic journals in your field. The items below are suggestions based on best practices or historic precedents.

**FORMATTING SUGGESTIONS FOR FIGURES, ILLUSTRATIONS, AND TABLES**

**Table of contents format:**
- As a page heading, use “LIST OF FIGURES,” “LIST OF ILLUSTRATIONS,” or “LIST OF TABLES” in all capital letters, centered on the page.
- There should be separate pages for “LIST OF FIGURES,” “LIST OF ILLUSTRATIONS,” or “LIST OF TABLES” even if there is only one example of each.
- The list should contain enough of the titles or descriptions so readers can locate items using the list. (It may not be necessary to include entire figure/illustration/table captions.)
- The list should contain the page number on which each figure, illustration, or table is found, as in a table of contents.
- The list of figures/illustrations/tables may be single-spaced.

**Page format:**
- Figures/illustrations/tables should 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 placed directly into the text. If a figure/illustration/table is placed directly into the text, text may appear above or below the figure/illustration/table; no text may wrap around the figure/illustration/table.
- If a figure/illustration/table appears on a page without other text, it should be centered vertically within the page margins. Figures/illustrations/tables should not be placed at the end of the chapter or at the end of the dissertation or thesis.
- Figure/illustration/table numbering should be either continuous throughout the dissertation or thesis, or by chapter (e.g., 1.1, 1.2; 2.1, 2.2, etc.). The word “Figure,” “Illustration,” or “Table” must be spelled out (not abbreviated), and the first letter must be capitalized.
- A caption for a figure/illustration should be placed at the bottom of the figure/illustration. However, a caption for a table must be placed above the table.
- If the figure/illustration/table, not including the caption, takes up the entire page, the figure/illustration/table caption should be placed alone on the preceding page and centered vertically and horizontally within the margins. (When the caption is on a separate page, the List of Figures or List of Illustrations or List of Tables can list the page number containing the caption.)
- If the figure/illustration/table, not including the caption, takes up more than two pages, it should be preceded by a page consisting of the caption only. The first page of the figure/illustration/table must include the figure/illustration/table (no caption), and the second and subsequent pages must also include, at the top of the figure/illustration/table, words that indicate its continuance—for example, “Figure 5 (Continued)” —and on these pages the caption is omitted.
- If figures/illustrations/tables are too large, they may be reduced slightly so as to render a satisfactory product or they must either be split into several pages or be redone. If a figure/illustration/table is reduced, all lettering must be clear, readable, and large enough to be
legible. All lettering, including subscripts, must still be readable when reduced 25 percent beyond the final version. All page margin requirements must be maintained. Page numbers and headings must not be reduced.

- While there are no specific rules for the typographic format of figure/illustration/table captions, a consistent format should be used throughout the dissertation or thesis.
- The caption of a figure/illustration/table should be single-spaced, but then captions for all figures/illustrations/tables must be single-spaced.
- Horizontal figures/illustrations/tables should be positioned correctly—i.e., the top of the figure/illustration/table will be at the left margin of the vertical page of the dissertation or thesis (remember: pages are bound on the left margin). Figure/illustration/table headings/captions are placed with the same orientation as the figure/illustration/table when they are on the same page as the figure/illustration/table. When they are on a separate page, headings and captions are always placed in vertical orientation, regardless of the orientation of the figure/illustration/table. Page numbers are always placed as if the figure/illustration/table was vertical on the page.
- Photographs should be treated as illustrations. To be considered archival, photographs must be black-and-white. (If actual color photographs are necessary, they should be accompanied by black-and-white photographs of the same subject.) Color photos obtained digitally do not need to be accompanied by a black-and-white photograph. Make a high-resolution digital version of each photograph and insert it into your electronic document, following the guideline suggestions for positioning and margins.

OPTIONAL ELEMENTS

List of Abbreviations
As a page heading, use “LIST OF ABBREVIATIONS” in all capital letters, centered on the page.

List of Symbols
As a page heading, use “LIST OF SYMBOLS” in all capital letters, centered on the page.

Preface
As a page heading, use “PREFACE” in all capital letters, centered on the page.

BODY OF THE DISSERTATION OR THESIS: TEXT

The text portion of your dissertation or thesis is required. Please note that smaller font size may be appropriate for footnotes or other material outside of the main text. The following suggestions are based on best practice or historic precedent, but are not required.

- Chapter headings may be included that conform to the standard of your academic field.
- 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 as footnotes. Lengthy footnotes may be continued on the next page. Placement of footnotes at the bottom of the page ensures they will appear as close as possible to the referenced passage.
APPENDIX (OR APPENDICES)

An appendix (-ces) is not required for your thesis or dissertation. If you choose to include one, the following suggestions are based on best practice or historic precedent.

• As a page heading, use “APPENDIX” in all capital letters, centered on the page.
• Place in an appendix any material that is peripheral, but relevant, to the main text of the dissertation or thesis. Examples could include survey instruments, additional data, computer printouts, details of a procedure or analysis, a relevant paper that you wrote, etc.
• The appendix may include text that does not meet the general font and spacing requirements of the other sections of the dissertation or thesis.

BIBLIOGRAPHY (OR REFERENCES OR WORKS CITED)

A bibliography, references, or works cited is **required** for your thesis or dissertation. Please conform to the standards of leading academic journals in your field.

• As a page heading, use “BIBLIOGRAPHY” (or “REFERENCES” or “WORKS CITED”) in all capital letters, centered on the page. The bibliography should always begin on a new page.
• Bibliographies may be single-spaced within each entry but should include 24 points of space between entries.

GLOSSARY

A glossary is not required for your thesis or dissertation. If you choose to include one, best practices and historic precedent suggest using a page heading, use “GLOSSARY” in all capital letters, centered on the page.

INDEX

An index is not required for your thesis or dissertation. If you choose to include one, best practices and historic precedent suggest using a page heading, use “INDEX” in all capital letters, centered on the page.

FONT SAMPLES

Sample Macintosh Fonts

• Palatino 12
• Bookman 12
• Garamond 14
• New Century School book
• Helvetica 12 or Helvetica 14
• Times New Roman 12
• Times 14 (Times 12 is not acceptable)
• Symbol 12 is acceptable for symbols

Sample TeX and LaTeX Fonts

• CMR 12 font
• Any font that meets the above specifications

Sample PC Fonts

• Times New Roman 12
• Arial 12
• Bookman 12
• Garamond 14
• Helvetica 12
• Times 14 (Times 12 is not acceptable)
# APPENDIX B: FIELDS PERMITTING THE USE OF PAPERS OPTION

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<th>Linguistics</th>
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<td>Animal Science</td>
<td>Mathematics</td>
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<td>Neurobiology and Behavior</td>
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<td>Fiber Science and Apparel Design</td>
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<td>Industrial and Labor Relations</td>
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1 Subject to approval of Special Committee.

2 M.A. only.

3 Approved for Ph.D. and M.S.

4 Subject to approval of Special Committee; approved for Ph.D. and M.S. See the Director of Graduate Studies for further restrictions.

5 Subject to approval of Special Committee; approved for Ph.D.