TEACHERS COLLEGE - COLUMBIA UNIVERSITY
OFFICE OF DOCTORAL STUDIES
GENERAL INSTRUCTIONS FOR PREPARING
DOCTOR OF EDUCATION DISSERTATIONS:
A MANUAL OF STYLE

Revised
August 2014
# TABLE OF CONTENTS

**GENERAL INSTRUCTIONS FOR THE PREPARATION OF DISSERTATIONS FOR THE DOCTOR OF EDUCATION DEGREE:**
A MANUAL OF STYLE......................................................................................................... 1
Responsibilities of Doctoral Students.............................................................................. 1
References on Style........................................................................................................... 2
Review of Manuscript...................................................................................................... 2

## The Format of Dissertations......................................................................................... 3
- Title Page........................................................................................................... 3
- Dissertation Abstract ............................................................................................ 3
- Copyright Page ..................................................................................................... 4
- Acknowledgments ................................................................................................. 4
- Table of Contents ................................................................................................. 5
- List of Tables and Figures ..................................................................................... 5
- Text.................................................................................................................. 5
  - Introduction.................................................................................................... 5
  - Chapters ......................................................................................................... 5
  - Headings ........................................................................................................ 6
  - Reference citations ......................................................................................... 6
  - Quotations ...................................................................................................... 7
  - Permission to quote copyrighted material .................................................... 7
  - Quotations which may invade privacy ............................................................ 7
  - Tables, figures, charts and illustrations ........................................................... 8
- References/Bibliography ....................................................................................... 8
- Appendices ........................................................................................................ 9

## Preparing the Manuscript ......................................................................................... 9
- Number of copies ............................................................................................... 9
- Typesetting ........................................................................................................ 10
- Margins ............................................................................................................. 10
- Corrections ........................................................................................................ 10
- Spacing ............................................................................................................. 10
- Indentation ........................................................................................................ 10
- Footnotes .......................................................................................................... 11
- Pagination ......................................................................................................... 11
- Length .............................................................................................................. 11

## Publishing the Dissertation .................................................................................... 12

### APPENDICES:
- Appendix A: Items to Be Checked before Making the First Deposit of the Dissertation and Abstract ......................................................................................................... 13
- Appendix B: Items to Be Checked before Making the Final Deposit of the Dissertation and Abstract ........................................................................................................... 14
- Appendix C: Example Title Page for Ed.D. Dissertation ........................................... 15
- Appendix D: Sample First Page of an Abstract ....................................................... 16
- Appendix E: Example Copyright Page for the Ed.D. Dissertation ............................. 17
- Appendix F: Sample Table of Contents for the Ed.D. Dissertation ................................ 18
- Appendix G: Sample List of Tables for the Ed.D. Dissertation .................................. 19
# LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pagination Requirements for Dissertation Manuscript</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Formatting of Subheadings in the Dissertation Manuscript</td>
<td>6</td>
</tr>
</tbody>
</table>
GENERAL INSTRUCTIONS FOR THE PREPARATION OF
DISSERTATIONS FOR THE DOCTOR OF EDUCATION DEGREE:
A MANUAL OF STYLE

The culminating achievement of graduate education leading to an earned doctorate is the preparation and publication of a work of original scholarship. A doctoral dissertation contributes to the advancement of a scholarly or a professional field. It demonstrates the candidate’s competence in his or her specialty and demonstrates an ability to organize and create a document of scholarly quality.

The instructions in this manual relate to the preparation of both dissertation proposals and dissertations offered in partial fulfillment of the requirements for both the degree of Doctor of Education and the degree of Doctor of Education in College Teaching of an Academic Subject at Teachers College, Columbia University.

Responsibilities of DoctoralCandidates

Every doctoral candidate must assume full responsibility for preparing the dissertation in a correct and consistent style and form. Failure to do so will result in embarrassment, delay, and additional expenses. Faculty members and the staff of the Office of Doctoral Studies are available to help, but primary responsibility rests with the individual candidate.

The dissertation proposal and dissertation are formal academic manuscripts and, as such, are expected to follow the conventions of scholarly writing. The dissertation proposal, when submitted to the dissertation proposal committee, and the dissertation, when submitted to the dissertation oral defense committee, must be complete and free of form, style, spelling and grammar errors. As the author of the documents, the student is responsible for his or her own writing. The documents submitted for the proposal hearing and the dissertation oral defense are expected to be in their final form. The documents must follow the guidelines noted in this style manual.

Please note:

1. Follow the instructions in this manual. Before beginning the first draft of your dissertation, study this manual with attention to every detail. This manual takes precedence over any other style manual or guide with respect to the matter with which it deals. If there is any conflict, follow the conventions in this manual. Consult your dissertation sponsor about the choice of an additional reference manual; use it as a guide for points not covered in this manual.
2. Be consistent. Followa style without variation. When permissible variation exists, as it does on some minor issues, adopt one form and be consistent.
3. Note current requirements. This manual is revised from time to time. At critical points such as when your dissertation is ready for the oral defense, obtain a new copy of the manual for any revised instructions.
4. Selection of typist/editor. Select a dissertation typist/editor with care; choose one who has experience doing dissertations.
**Pay close attention to detail.** The Office of Doctoral Studies will not accept the dissertation manuscript unless it follows the conventions outlined in Appendix A upon its first deposit and Appendix B upon its final, electronic deposit.

**References on Style**

Many style manuals are not specified here for two reasons. First, basic rules of usage pertain to all scholarly writing of English and are described in standard reference works. Second, certain more arbitrary conventions of scholarly writing differ from one discipline to another. For example, a bibliographic citation in a psychology paper differs from one in a history or English paper. For guidance in matters of style not covered by this manual, a candidate should select one recognized reference work with the advice of his or her dissertation sponsor. Once more, the importance of consistency must be emphasized. Whenever there is permissible variation in spelling, capitalization, punctuation or the like, or in the format of footnotes, references, tables or figures, the candidate must adopt one style and adhere to it. **Do not** shift from one style manual to another. Additionally, with each new edition of a manual of style, grammar and punctuation conventions may change; for this reason it is important to consult the latest edition of your chosen manual.

Some useful guides are listed below:


**Review of the Manuscript**

After the oral defense, the student must make a first deposit of the manuscript to the Office of Doctoral studies, which consists of one copy of the dissertation and abstract in pdf format, and the original signed “Ed.D./Ed.D. CTAS Dissertation Manuscript Approval Form.” The Office of Doctoral Studies will proofread and review the first deposit against the regulations stated in this manual as noted in Appendix A (p. 13) based on the style chosen by the candidate. After the manuscript’s return, the candidate corrects the errors and submits the final electronic deposit as noted in Appendix B (p. 14). It is the candidate’s responsibility to ensure the final dissertation manuscript has been reviewed against this Style Manual; otherwise, delays in processing may occur. After the candidate fulfills all remaining academic requirements, the candidate will be recommended for the award of the degree.
The Format of Dissertations

The manuscript must contain all of the following components in the order in which they are listed below.

Table 1

Pagination requirements for Dissertation Manuscript

<table>
<thead>
<tr>
<th>Required Order</th>
<th>Page Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>No pagination</td>
</tr>
<tr>
<td>Title Page</td>
<td>No pagination</td>
</tr>
<tr>
<td>Abstract</td>
<td>No pagination</td>
</tr>
<tr>
<td>Prefatory Pages</td>
<td>Lower case Roman numerals beginning with “ii” centered at bottom of page</td>
</tr>
<tr>
<td>1. Copyright page</td>
<td>Arabic numerals beginning with “1” in the upper right-hand corner of the page</td>
</tr>
<tr>
<td>2. Dedication (if desired)</td>
<td></td>
</tr>
<tr>
<td>3. Acknowledgments (if desired)</td>
<td></td>
</tr>
<tr>
<td>4. Table of Contents</td>
<td></td>
</tr>
<tr>
<td>5. List of Tables, Figures, etc. (if applicable)</td>
<td></td>
</tr>
<tr>
<td>6. Preface (if desired)</td>
<td></td>
</tr>
<tr>
<td>All Other Pages</td>
<td>Arabic numerals beginning with “1” in the upper right-hand corner of the page</td>
</tr>
<tr>
<td>1. Main body of the dissertation (including all introduction and chapter pages)</td>
<td></td>
</tr>
<tr>
<td>2. References/Bibliography</td>
<td></td>
</tr>
<tr>
<td>3. Appendices (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

Title Page

An example dissertation title page is located in Appendix C (p. 15). Use the example as a guide for spacing between the different parts of the title page. With the exceptions of the Dissertation Title, candidate’s name, Committee members, date of anticipated graduation, and year of graduation, which should be completed with your personal information, follow the formatting and text exactly as shown. The candidate gives his or her full name as listed in the records of Teachers College. Initials may not be used to stand for given names. The title should be typed double-spaced in all capital letters. The names of the candidate’s Sponsor and Second Reader are to be given the title of professor in addition to their name as listed on the Teachers College website. Faculty who served as the third member or outside examiner(s) are not listed on the title page. In addition, the Sponsor of the Dissertation Committee should have the word Sponsor noted after his or her name. Additionally, the word “date” should be listed with a line next to it, near the bottom of the page as indicated in Appendix C (place the anticipated degree conferral date as noted in the Academic Calendar). In addition to the “date” line, the year the degree is to be conferred should be indicated centered at the bottom of the page. This is considered the first page for pagination purposes, but the page number is not displayed (see pagination, p. 11).

Dissertation Abstract

The abstract is a synopsis of the dissertation. It must be prepared carefully, since its unrevised, unedited version will be published on ProQuest. It should be included in the Dissertation manuscript directly after the Title Page, but it is not paginated and does not count towards total pages of the manuscript.
The length of the abstract cannot exceed 350 words. Due to this limitation, mathematical formulae, diagrams and other illustrative materials are not recommended for the printed abstract. Symbols, foreign words and phrases must be printed clearly and accurately, and specific references and citations should be avoided.

This manual cannot specify the content of the abstract because of the diversity among dissertations; however, the abstract usually contains (1) a statement of the problem, (2) the procedures and/or methods, (3) the results and (4) conclusions. A candidate who needs explicit advice should consult his or her dissertation sponsor.

The abstract is prepared in the same style as the dissertation: 1 ½” left margin, double spacing, and printing on one side of the paper only.

For the final deposit, the abstract should be inserted into the manuscript. Once the Office of Doctoral Studies receives the final deposit, the text of the abstract will be typed into the Teachers College ProQuest website per the procedures listed in the Electronic Deposit bulletin available at the Office of Doctoral Studies.

The formatting for the Abstract page is displayed in Appendix D (p. 16). The first page carries the centered heading--ABSTRACT--followed by three double spaces and then the title of the dissertation (exactly as on the dissertation title page, in all capital letters) followed by three more double spaces and then the author’s full name. After two double spaces, the text begins immediately on this page.

Copyright Page

The copyright page immediately follows the Abstract and is a required part of the manuscript. The copyright notice is centered on the copyright page as it appears in Appendix E (p. 17). Pagination begins here with roman numeral ii.

Please note that under copyright law, you automatically hold a copyright on your work. A candidate who foresees later commercial publication, or who wishes to control the use of the material for any reason should register their copyright of the material with the federal government. By paying the copyright fee, the candidate indicates to ProQuest that it is authorized to secure a copyright registration in the candidate’s name. Arrangements for registering your copyright are made through the ProQuest upload website after the final deposit. If other forms of copyright will be used (Creative Commons, Copyleft, etc.), please place them on this page in addition to required copyright listed above.

Acknowledgments

A page of Acknowledgments is not required but offers an opportunity to express personal gratitude to persons who have been helpful and to acknowledge authors and publishers of materials used. The heading is unbolded and typed in ALL CAPS. The text is double spaced. The Acknowledgments are concluded with the candidate’s typed initials.
Table of Contents

The Table of Contents lists the chapter titles and every subheading, whether major or minor, stated in exactly the words as they appear in the body of the document. It is almost always typed with double spacing between all entries, except when a heading is too long to be typed on a single line; a heading like this should be continued on the next line before the text reaches the page numbers on the right. Additionally, an exceptionally long Table of Contents may be entirely single spaced if the candidate’s Sponsor approves. Further, subordinate headings are given graduated indentations. A line of dots should follow the title of each heading and subheading to near the right margin. Page numbers for all titles and headings should always be listed right justified at the right side of the page. Ensure pagination changes are noted here as well, when changes are made to the text. The Appendices should also be listed on the Table of Contents page.

Example Tables of Contents appear in this manual (p. ii) and in Appendix F (p. 18).

List of Tables and Figures

A List of Tables, Figures, Charts, etc. are each put on a separate page following the Table of Contents. Each of these tables should numerically list the number, exact full title, and page of every table, figure, chart, etc. found in the text and in the Appendices. If there are figures, charts, or illustrations, a separate list for each on a separate page follows the List of Tables. If used, a List of Tables should go first in the manuscript; a List of Figures should go next, then any other Lists should follow necessary. The heading of each List, if used, is given unbolded and in ALL CAPS.

Example Lists of Tables appear in this manual (p. iii) and in Appendix G (p. 19).

Text

The text of the dissertation generally begins with an introductory chapter which is followed by the report of the study divided into a number of chapters. A summary chapter may conclude the dissertation followed by the list of references.

Introduction. The optional introductory chapter may be referred to either as INTRODUCTION or Chapter I. The first page of the Introduction is page 1 (Arabic numerals). For further questions regarding pagination, see the section on Pagination (p. 11).

Chapters. Dissertations are divided into chapters. Each chapter begins on a new page. The chapter number is listed in capital Roman numerals and its title in capital letters. There are two possible ways to do this:

Chapter II

PROCEDURES OF THE STUDY

or:

II – PROCEDURES OF THE STUDY
NOTE: See Appendix E (p. 17) to see how choosing either style will affect how Chapter headings are noted in the Table of Contents

**Headings.** In some fields of study, chapters are divided into parts by headings which clarify the chapter’s organization. However, some scholarly fields avoid the use of headings other than the chapter titles. A candidate should consult his or her Sponsor to learn the preferred style.

*Running headers are not allowed within the dissertation manuscript.*

When subheadings are used within chapters, they are formatted according to the following table depending on how many other headings the subheading falls beneath.

Table 2

Formatting of Subheadings in the Dissertation Manuscript

<table>
<thead>
<tr>
<th>Level of Subheading</th>
<th>Format</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><em>Indent, boldface, italicized, lowercase paragraph heading ending with a period.</em></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><em>Indent, italicized, lowercase paragraph heading ending with a period.</em></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: This manual uses properly spaced headings and subheadings.

**Reference citations.** Reference citations lead the reader to the scholarly sources mentioned or quoted in the dissertation so that he/she can either verify the author’s statement or learn more about the topic. The only useful reference is a correct one. **For this reason the candidate must double check all citations with both their original sources and bibliographical listings to ensure that they are accurate in every detail.**

Reference citations are formatted in the chosen style. Styles for citing references often differ from one another in details of arrangement, capitalization and punctuation. A candidate should choose, with the sponsor’s help, a format commonly used in his or her field and stay with it throughout the dissertation process.

Some scholarly fields use shortened forms for citations in the footnotes. Such short citations are acceptable in the footnotes of dissertations if they are in a consistent style permitted within the candidate’s field. The first footnote in which a reference is listed should be listed in full detail according to your chosen style manual. All subsequent, abbreviated references should contain enough information for the reader to easily identify the source. The candidate should consult with the sponsor about the proper form and suitable manuals of style. The use of *op. cit.* and *loc. cit.* in footnotes is not permitted. In all cases consult and follow a current style manual that explains the footnoting method you choose.

NOTE: Prior to submission, ensure that all references cited in the manuscript are noted in the References/Bibliography at the end of the manuscript.
**Quotations.** Quotations, like references, must be absolutely accurate and must reproduce the exact words, spelling, and punctuation of the original source even if they contain errors. A short quotation, which occupies two full lines of typescript or less, is incorporated in the text and denoted with quotation marks.

Please note the importance of quotation mark placement in relation to other forms of punctuation. In standard American practice: (1) a comma or period precedes the closing quotation mark under all circumstances even if only one word is quoted; (2) a question mark follows a quotation mark unless the question mark is itself part of the material quoted.

With the exception of quotations within quotations (where single quotation marks within double quotation marks are used) double quotation marks are always to be used. A single word or phrase should be enclosed in double quotation marks for the purpose of drawing attention to it for definition or explanation.

A quotation whose length continues onto a third printed line or longer is typed with single spacing. All lines beyond the first line in such a quotation are to be indented a minimum of five spaces. If the first line of the quotation is the beginning of a new sentence, the first line should be indented an additional three spaces. Otherwise, no additional indentation should be added. **Quotation marks are not used at the beginning and end of blocked quotations.** The reference citation for each quotation must state the quoted pages. Please refer to the following block quotation for an example:

> As shown here, the first line of block quotes are indented an additional three spaces as long as the block quote starts at the beginning of a sentence. If it starts in the middle of a sentence, do not insert additional indentation. Please note that quotations are not used around block quotes. Block quotes must be at least three lines in length, otherwise use a quote in the main text. (p. 7)

**Permission to quote copyrighted material.** Depositing a dissertation in a library is the legal equivalent of publication. Therefore, the candidate has an obligation to obtain written permission of the copyright owner to quote copyrighted materials. The amount of copyrighted material that may be quoted without permission is governed by the legal rule of “Fair Use,” (further information concerning “Fair Use” can be found on the Library of Congress’s Web site: http://www.copyright.gov/title17/92chap1.html#107) but, unfortunately, this policy does not specify how much material can be drawn from another source. The common practice is to request permission from an author when any quotation or quotations totals 150 or more words from any one book or article. However, some publishers consider 250 words to be within the bounds of fair use, and university presses have agreed to allow up to 300 words. Poetry and items on standardized test items fall under special circumstances: written permission should be obtained before quoting even one line of a poem or one item on a standardized test. To ask for permission, the candidate should write to the owner of the copyright, specifying the exact words to be quoted and stating the exact pages and lines on which they appear. If a publisher owns the copyright, it is a courtesy to also write to the author. The candidate should retain all responses as important documents.

**Quotations which may invade privacy.** Legal problems may also arise when publishing non-copyrighted materials that are private property or involve someone’s right to privacy. A written letter is the author’s property and may not be published without his/her explicit permission. Court decisions have determined that interviews may not be published without the interviewee’s consent. Educational, social and behavioral studies sometimes use materials that describe the private lives of persons or of groups of persons in communities. Their right to
privacy must be protected by omitting any information that might lead to the identification of individuals, even by other persons, who are acquainted with the particular case or situation. It is an ethical obligation to obtain and retain all written evidence of informed consent given by the persons participating. Otherwise, material must be disguised so that no one in the study can be identified. Candidates should consult with their faculty advisors on how to deal with risks regarding the invasion of privacy.

**Tables, figures, charts and illustrations.** The recommendations of the style manual, selected in consultation with the sponsor, should be followed in typing tables, preparing figures, and creating other graphic materials. Tables and figures must have a 1 1/2-inch left margin. They are numbered consecutively throughout the dissertation (including any tables, figures, charts, or illustrations in the Appendices) and given page numbers. They are listed numerically by number, title, and page number in the appropriately named List in the prefatory section. In exceptional cases oversized tables or charts may be added so long as the 1 1/2-inch left margin and proper pagination are maintained. Still larger tables and charts may be typed full size and then reduced to fit on the page. Candidates with special problems should consult the Office of Doctoral Studies. Make sure that there are two double-spaced lines between any table, figure, chart, or illustration and the following text.

Though the candidate may insert illustrations of any size, the 1 1/2-inch left margin must be maintained for binding purposes. Larger inserted material will be reduced to fit an 8 1/2 X 11 page when published, so the author must consider the need for a 1 1/2 inch left margin. All illustrative pages must be paginated.

If a table or figure is depicted in landscape format the page must remain in portrait format; only the object is produced in landscape, and pagination continues in the upper right corner. A landscape format table or figure must read outward (i.e., the bottom must be towards the right margin).

**References/Bibliography**

Although many references are cited in either footnotes or in parentheses, all references are to be listed in the References/Bibliography in a consolidated list which follows the last chapter and precedes any Appendices. Most fields of study prefer a single list arranged alphabetically by author. Some disciplines, however, require a list classified by categories such as primary sources and secondary sources; published material and unpublished material; or books, periodicals and unpublished materials. The candidate should consult the sponsor for special instructions. The style should consistently follow the conventions of the chosen style manual throughout the dissertation. The list begins on a new page with the either header REFERENCES or BIBLIOGRAPHY in ALL CAPS.

All bibliographic entries should be single spaced with a double space separating one entry from another. A reference/bibliography entry is typed in single space with a double space separating each entry. The first line of each entry is not indented and the second and all subsequent lines of each entry are indented. The entire entry must be on one page; do not divide reference/bibliography entries between two pages.
Appendices

Although not every dissertation requires Appendices, a dissertation should provide an appropriate means for making auxiliary materials available.

The appendices are the final section(s) of the document following the references section or bibliography. If the dissertation includes appendices, their form should follow the recommendations of the candidate’s chosen style manual. They are designated as Appendix A, Appendix B, Appendix C, etc. Please note that, if there is only one Appendix, it does not need to be designed with a letter. Each appendix begins on a new page with a centered heading stating “Appendix [X]” and a short, descriptive title double spaced and centered below it. The pages of the appendices are should be paginated as a consecutive part of the dissertation as a whole. The appendices must be typewritten with the usual 1½-inch left margin.

The letter designation of each appendix, its full title, and page number are to appear in the Table of Contents.

Preparing the Manuscript

There are numerous, rigorous rules for the final preparation of the dissertation. The candidate is responsible for the correct presentation of content, for editing, and for the correct form of references, tables, bibliography, etc. Be mindful of the style requirements, or, if you choose to hire a typist, instruct the typist about the style requirements and make sure that the typist understands all expectations for the dissertation. It is not sufficient to give a copy of the manual to a typist and expect him or her to do the rest.

The typist’s responsibility is limited to making a neat and accurate copy of the material given; if necessary, employ a skillful and experienced professional editor.

Number of Copies

For the Oral Examination the candidate needs a minimum of five (5) copies of the manuscript—one for each member of the Oral Defense Committee and one for personal use. Standard duplicating paper is acceptable for these oral defense copies. If allowed by a Committee member, electronic versions of the manuscript may be used.

For the first deposit of your dissertation and abstract in the Office of Doctoral Studies, one electronic copy of the dissertation and the abstract on in pdf format will be submitted to ods@tc.columbia.edu.

NOTE: The Abstract no longer is required to be initialed by the Sponsor.

The final deposit of your dissertation and abstract will be submitted electronically to the Teachers College ProQuest website. You can find a link for the site through the Office of Doctoral Studies Deposit Gateway on the Office of Doctoral Studies’ website. Please see The Office of Doctoral Studies bulletin on Electronic Deposit of the Dissertation for more information.
**Typesetting**

Any legible font equivalent in scale to 10 pt. Arial or 12 pt. Times New Roman are acceptable (i.e., Arial, Georgia, Trebuchet MS, or Verdana.) The font and point (size) should be uniform throughout the dissertation. All pagination must be same font and point as the text.

**Margins**

The left margin of all pages, including the title page and abstract, without exception, must be a full one and one-half (1½ inches). The margins at the top, right and bottom of each page should be one inch wide. The manuscript will be written in a left justified manner leaving the right margin irregular. The bottom 1-inch may vary occasionally on pages with footnotes and the right 1-inch may vary occasionally on pages with full width tables.

**NOTE:** When creating page-width tables, the left side of the border may not meet the margin requirements and may need to be adjusted.

**Corrections**

The final dissertation copies electronically deposited must be completely free from insertions or written corrections.

**Spacing**

Only print on one side of the paper. The text is double spaced throughout the dissertation except where noted. Single spacing is used in indented block quotations of three or more lines in length. Use single spacing within footnotes and bibliographic entries, but double space between separate entries.

More space is provided above and below heading as follows:

- 1½ inches above a chapter heading
- Double space between chapter number and title
- Quadruple space below a chapter title
- Triple space above and below a centered heading
- Triple space above a side heading
- Double space below a side heading

**NOTE:** This manual is properly spaced for example purposes.

**Indentation**

The first line of every paragraph receives an indentation that must be uniform throughout the dissertation (typically 5 to 7 spaces). Longer, single-spaced block quotations must be indented at least 5 spaces on every line. On the condition that the first line of a paragraph also begins a new sentence, the first line of block quotations also receives an additional three spaces of indentation.
Footnotes

If you are using footnotes, they are placed at the bottom of the page are indexed in the text by superscripted Arabic numbers. The enumeration should begin with 1 at the beginning of each chapter or each new page. Bibliographic and contextual footnotes are indexed with the same series of numbers. The footnote’s notation in the text immediately follows preceding text without any horizontal spacing, and should come after any punctuation like periods, commas, or closing quotations marks.

Pagination

All pages of the dissertation, with the exception of the title page and abstract, must be enumerated and given a number—including prefatory pages, graphs, figures, charts, tables, illustrations, the bibliography, and appendices.

Use small Roman numerals (ii, iii, iv) for the prefatory pages and Arabic numerals (1, 2, 3) for the remaining text. The title page counts as page i, but the number is not to be listed on the page. Subsequent prefatory pages are to be listed beginning with ii at the bottom center of the page ¾ of an inch above the edge. All prefatory pages are to be paginated using this style and page location. The Abstract is not to be paginated.

In the body of the dissertation, begin with Arabic numerals in the upper right corner of the first page of text. These numbers are to be enumerated consecutively to the last page of the dissertation. The enumeration appears about ¼ inch below the top edge and 1 inch from the right edge of the page. The location of pagination should not change throughout the main text, even if manually typed on the page.

See Table 1 for more information on pagination.

For Tables and Figures that are placed in a landscape format, the pagination of the page must continue as if the page was in portrait format.

Before depositing the final electronic copy of your dissertation, you should check for correct pagination; sometimes pages are skipped, omitted, etc. Missing pages will delay the final review process.

NOTE: The font and size of the pagination needs to be the same as the font and size used in the manuscript text.

Length

There is no restriction to the length of a dissertation. Length is usually determined by content and subject to the sponsor’s approval.
Publishing the Dissertation

Teachers College has made arrangements with ProQuest in Ann Arbor, Michigan to publish dissertations. ProQuest announces the publication in the ProQuest Dissertations & Theses database and provides paper bound copies at reasonable prices comparable to the costs of printed books. Each candidate pays a fee covering the services given by ProQuest and Teachers College.

Arrangements for publishing dissertations are made through the Teachers College ProQuest website listed in Appendix B. After the outside reviewer reviews your manuscript, the Manager of the Office of Doctoral Studies will send all corrections to you in addition to the Electronic Deposit of the Dissertation bulletin. This enables the candidate to upload the manuscript quickly and easily. During the final electronic deposit, the candidate completes ProQuest’s “Agreement” to publish/copyright the dissertation and submits a payment directly to ProQuest to cover the appropriate fees on the website. (Copyrighting with the Federal Government is an option; publishing is a requirement.)

If a candidate plans to secure a printed publication of the dissertation, the candidate should indicate in the ProQuest Publishing and Copyright Agreement section that an embargo is requested. Embargos may be set at 6 months, 1 year, or 2 years, so that the printed version may appear first. The dissertation is published eventually whether or not the candidate has obtained its printed publication. Until the dissertation is released, ProQuest cannot complete the copyright application.

Upon submission of the final deposit to ProQuest, the Office of Doctoral Studies will perform a review of the manuscript to ensure that the candidate has completed all required formatting corrections and that no additional corrections are needed. If additional corrections need to be made, the Office of Doctoral Studies will E-mail the candidate through ProQuest.

NOTE: Uploading the dissertation manuscript to ProQuest does not mean the candidate has completed all requirements. A candidate will not be recommended for the Ed.D. degree unless all graduation requirements have been met.
Appendix A

Items To Be Checked before Making the First Deposit of the Dissertation and Abstract

NOTE: The first deposit will be returned to the candidate unapproved if any of these requirements are not met.

1. The first deposit consists of:
   a. The original signed copy of the Ed.D./Ed.D. CTAS Dissertation Manuscript Approval Form. Please ensure the E-mail listed on this form is one that you most often use.
   b. One copy of the Dissertation manuscript, in pdf format is E-mailed to ods@tc.columbia.edu.

2. The Title Page, Abstract, Copyright page, Table of Contents, and any Lists follow the format outlined in the Appendices of this “Style Manual.”

3. Left-hand margins are 1½ inches wide on all pages.

4. Each page, except the title page and abstract, has a number and follows the requirements in Table 1. Pagination should remain in the same place for all types (bottom center or upper right) and in the same font and size as the text.

5. Headings and subheadings in the Table of Contents reflect the organization of the text.

6. Footnotes or internal referencing and Bibliography or References follow, exactly, the style manual chosen, except when the Teachers College Style Manual states otherwise.

7. Each entry in the Bibliography/References is correctly alphabetized and all cited items are noted in the Bibliography/References. Entries are single spaced and double spaced between entries. Do not cut entries off between pages. Indent second and subsequent lines of entries.
Appendix B

Items To Be Checked before Making the Final Deposit of the Dissertation and Abstract

1. Make all corrections noted by the Reviewer.

2. Ensure requirements 2-7 from Appendix A are still met.

3. The Final Deposit consists of:
   a. The Dissertation Deposit fee of $95.00. There will be a link to CashNet on the Office of Doctoral Studies Deposit Gateway.
   b. the “Survey of Earned Doctorates” (requirement to submit) can be filled out at http://survey.norc.uchicago.edu/doctorate/index.jsp. There is also a link to this site on the Office of Doctoral Studies Deposit Gateway. Upon completion, send the confirmation E-mail to the Manager, Office of Doctoral Studies.
   c. The Teachers College forms for graduation: Application for the Degree of Doctor of Education.
   d. Completion of all requirements as noted in the Office of doctoral Studies Deposit Gateway Instruction Bulletin located at the Teachers College ProQuest Deposit Gateway website: http://www.etdadmin.com/cgi-bin/school?siteId=345. These requirements include:
      - Filling out all information ProQuest requires
      - Payment of publishing and/or Copyright fees
      - Uploading a pdf of the corrected Dissertation manuscript following the requirements of the website.
Appendix C

Example Title Page for Ed.D. Dissertation

FACULTY PARTICIPATION IN POLICY MAKING AT COMMUNITY COLLEGES:

A CASE STUDY

by

John Adams Brown

Dissertation Committee:

Professor John Doe, Sponsor
Professor Jane Roe

Approved by the Committee on the Degree of Doctor of Education

Date 15 October 2014

Submitted in partial fulfillment of the requirements for the Degree of Doctor of Education in Teachers College, Columbia University 2014
Appendix D

Sample First Page of an Abstract

ABSTRACT

FACULTY PARTICIPATION IN POLICY MAKING AT COMMUNITY COLLEGES:
A CASE STUDY

John Adams Smith

At this point the first line of text begins. It is double spaced with margins as indicated for the dissertation. Your sponsor should approve the content and form the abstract takes. The text cannot exceed 350 words with each word, hyphenated words or numbers are counted as one word. For the first deposit of the dissertation, indicate the total number of words in pencil on the last page of the copy your sponsor initialed. The pages are not numbered. The left margin is set at 1 ½” inches.

For the final deposit of the dissertation, follow the directions given in the Electronic Deposit of the Dissertation bulletin to allow accurate entry onto the Teachers College ProQuest Deposit Gateway website.

The abstract is now part of the dissertation and is inserted in the manuscript directly after the Title Page.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Level One Subheading</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Level Two Subheading</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>REVIEW OF THE LITERATURE</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Level One Subheading</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Level One Subheading</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Level Two Subheading</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Level Three Subheading</td>
<td>16</td>
</tr>
<tr>
<td>III</td>
<td>CHAPTER TITLE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>References</td>
<td>175</td>
</tr>
<tr>
<td></td>
<td>APPENDICES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appendix A – First Appendix Title</td>
<td>190</td>
</tr>
<tr>
<td></td>
<td>Appendix B – Second Appendix Title</td>
<td>192</td>
</tr>
</tbody>
</table>

Note: If the word “Chapter” is written out, then it must appear on each Chapter heading in the main text.

If this style is decided for the Table of Contents (without the use of the word “Chapter”):

I – INTRODUCTION ................................................................. 1

II – REVIEW OF THE LITERATURE ........................................... 4

then maintain consistency and not use the word “Chapter” in your Chapter headings in the main text.

Please see p. 5 for examples of the two allowable Chapter headings.
Appendix G

Sample List of Tables for the Ed.D. Dissertation

<table>
<thead>
<tr>
<th>Table</th>
<th>Table Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table One Title</td>
<td>42</td>
</tr>
<tr>
<td>2</td>
<td>Table Two Title</td>
<td>164</td>
</tr>
</tbody>
</table>

NOTE: Lists are the final prefatory pages before the main text unless a Preface is desired. Be sure to change pagination from bottom center roman numerals to upper right arabic numerals beginning on the first page of the main text.