GUIDE FOR PREPARATION OF DISSERTATIONS
at the Fletcher School of Law and Diplomacy

Use the specifications below to format the dissertation. Ginn Library reference staff will review an early draft of one chapter and part of the bibliography to provide feedback on footnote and bibliography format. It is expected that this review will provide the author with sufficient information to complete the dissertation using the correct formats. The deadline for the review is February 20 for May and June 15 for Fall degree candidates.

After the dissertation defense, the PhD candidate must submit a print deposit copy of the final dissertation version to the Director of the PhD Program and an electronic copy to ProQuest/UMI at http://www.etdadmin.com/tuftsfletcher/. If for any reason the student wants to place an “embargo” on the dissertation so that it will not be distributed either electronically or in hard copy, s/he can check the appropriate option when s/he submits the electronic copy, and the dissertation will not be distributed.

FORMAT SPECIFICATIONS

I. CONTENTS

Each paper should consist of the following parts in the order named:

A. Title Page

TITLE

A Thesis
Presented to the Faculty
Of
The Fletcher School of Law and Diplomacy

By

FULL NAME OF CANDIDATE

In partial fulfillment of the requirements for the
Degree of Doctor of Philosophy

MONTH/YEAR

Dissertation Committee
NAME, Chair
NAME
NAME
B. A short CV (Curriculum Vitae) or Resume. This should include the following:

1. Education
2. Professional Experience
3. Publications
4. Any other information deemed pertinent

C. An Abstract of not more than 350 words

D. Dedication, if any

E. Acknowledgments, if any

F. Preface, if any

G. A Table of Contents. This should include the following:

1. Chapter numbers, titles, and page number on which each begins. Sub-topics may be included with or without page numbers.
2. All other parts of the paper, such as Appendix and Bibliography, which follow the text.

H. The Text – including footnote or parenthetical references

I. Summary or Conclusion

This may be very brief, and therefore included in the last chapter, or extensive, in which case it will be a separate concluding chapter.

J. Appendix

This should include all maps, charts, diagrams, documents or other material not placed in the text.

K. Bibliography

1. This should include all material consulted that was useful in the actual composition of the thesis.
2. It can be one long list, or divided into two or more groups, such as:
   a. Primary sources
   b. Secondary sources

      Each group may be subdivided if the length of the bibliography or the complexity of the materials used warrants it. For example, secondary
sources may be subdivided into books, pamphlets, articles, and interviews.
c. All bibliographical items under each heading should be arranged alphabetically by author, by editor, or by title if there is no author.

II. FORMAT

A. All papers should be double-spaced on 8.5 x 11, acid-free white paper.

B. Pagination

1. This should be consecutive for the entire paper, the first page of the first chapter being “1.”
2. Bibliography and Appendices are included in the total pagination.
3. Pages may be numbered either at the top or the bottom of the page.
4. Pages before page 1 may be numbered with small roman numerals or not numbered at all. No page number should appear on the title page.

C. Type size should be 10 – 12 point.

D. Margins should be:

1. Top: one inch.
2. Bottom, below footnotes and page number: at least .75 inch.
3. Left margin: at least 1.5 inches to allow for binding
4. Right margin: one inch. If you plan to print the final version double-sided, leave a 1.5 inch margin left and right for binding.

E. Underlining/Italicizing

All book, newspaper, and periodical titles should be either underlined or italicized.

F. Direct Quotations

1. They should be made with complete accuracy.
2. Direct quotations may be incorporated, with double quotation marks, into the running account. This is the best way to handle quotations of less than four lines.
3. Longer quotations may be set off from the body of the text by indenting from both margins and by single spacing; quotation marks are omitted.
4. If material is omitted within a sentence in a quotation, the ellipsis should be indicated by three spaced periods. Leave a space before the first period.
5. An omission following a sentence is indicated by four dots. The first, placed immediately after the last word, is the period. If the sentence
preceding the ellipsis ends with some other punctuation, use that mark rather than the period (question mark, exclamation mark).

III. CITATIONS – FOOTNOTES OR PARENTHETICAL REFERENCES

A. The purposes of citations are as follows:

1. To cite books, articles, manuscripts, and other materials from which direct quotations have been taken. All direct quotations, no matter what their length, require a citation.
2. To cite authority for particularly important or controversial statements or to give proper credit for ideas or statements which, although paraphrased in the paper, are not the writer’s own.
3. To amplify statements made in the body of the text with data that do not have enough bearing or significance to be included in the text proper, but are too important to be omitted entirely.
4. Either footnotes or the parenthetical reference system may be used. Check with faculty advisor before choosing a format. For examples, see Ginn Library’s Citation Style Guide.

B. Footnotes

1. In all cases where a footnote is required – whether to support a direct quotation or a paraphrase which may consist of a phrase, a sentence, or an entire paragraph – the footnote numbers should be placed at the end of the passage.
2. In the text, the number should be typed slightly above the line (half-space), and should have no punctuation, parentheses, or slashes.
3. Arabic numerals should be used and the notes should be numbered consecutively for each chapter, and should start over with “1” at the beginning of each new chapter.
4. The footnotes themselves should be placed in numerical order at the foot of the page. The first footnote should be separated from the text by a single line which is two spaces below the last line of text. Footnotes must begin on the page where they are referenced.
5. Footnotes should be single-spaced.
6. Subsequent (repeated) references: Within one chapter, all subsequent references to an author and title that have already been cited should use the author’s last name and a shortened title with appropriate volume and page numbers. When beginning a new chapter, repeat the full citation the first time the reference is used and use the short form thereafter.
7. The Latin abbreviation Ibid. should be used only when the same author and title are cited in the footnote immediately preceding. If the preceding footnote contains more than one reference, Ibid. should not be used.
C. Parenthetical References

1. This author-date system is placed within the text or at the end of a block quotation. It should be placed where it interferes least with the flow of the text, such as just before a punctuation mark.
2. The reference consists of the author’s last (or family) name, the year of publication of the work, and the page number(s), if any. Author may mean editor, compiler, organization, or multiple authors.
3. No punctuation is used between the author’s name and the date. A comma is used between the date and the page number, and no abbreviation for “page” is included.
4. In this system, the bibliography is called a Reference List, and has a different format from the bibliography associated with footnotes.

Citation:  (Spence 1990, 207)
Reference List:

IV. SELECTED RESOURCES FOR STYLE AND FORMAT


Ginn Library’s Citation Style Guide.