COLLEGE OF ARTS AND SCIENCES
GUIDELINES FOR THE PREPARATION OF
DOCTORAL DISSERTATION

Checklist

1. **Draft Appointment scheduled with MaryAnn Haller in Graduate Programs Office prior to defense of dissertation to review dissertation formatting.**
2. **Application for Degree filed with the Registrar's Office by deadline listed on Registrar's Website: http://www.lehigh.edu/~inrgs**
3. **Electronic Submission of Dissertation 24 hours prior to delivery of completed final paperwork to:** http://www.etdadmin.com/lehigh/
4. **Meeting scheduled with MaryAnn Haller to deliver completed final paperwork graduation clearance:**
   a. **Title Page**
   b. **Signed Original Signature Sheet**
   c. **Abstract**
   d. **Signed Dissertation Exam Form**
   e. **Dissertation Processing Fee Receipt (paid at Bursar's Office)**
   f. **Manuscript Preparation form**
   g. **Commencement Program Form**
   h. **Survey of Earned Doctorates Booklet**

Dissertation Preparation

1. Illustrations, tables, graphs, etc., shall be consecutively numbered, so that they may be readily referred to in the text.
2. A Table of Contents, giving at least the chapter headings, with page numbers, must be provided.
3. An abstract should summarize the main findings and conclusions of the dissertation.
4. Each copy of the dissertation must have a "vita" or appendix, giving a short biography of the Candidate, including institutions attended, degrees (with dates) and honors, publications, teaching or professional experience, and other pertinent information.
5. Samples of the title page and approval page for the dissertation are attached for your information. **The signed approval page is not submitted electronically to the Lehigh ETD** (Proquest).
6. THE MATERIAL OF THE COMPLETE DISSERTATION SHALL BE ARRANGED, NUMBERED, AND **LISTED IN THE TABLE OF CONTENTS** AS FOLLOWS:
   http://www.etdadmin.com/lehigh/
7. Doctoral dissertations are limited to 400 pages. Manuscripts exceeding these limits may be returned for abridgment.
8. The pages of the entire dissertation, including illustrations, tables, graphs, appendices, bibliography, shall be numbered. It is important that every page (except the title page, as noted above) be numbered.
9. **Please consult with your advisor on the appropriate publication style to be used.** It is important that you maintain consistency with one style throughout your dissertation.

Several referencing styles can be used in listing books, articles, reports, unpublished materials, and public documents, etc. in your bibliography. Please consult with your advisor on the

appropriate style used in your department. It is important that you maintain consistency with one style throughout your thesis. The following list of manuals are excellent guides to which to refer for referencing styles:

American Psychological Association. (2001). Publication manual of the American Psychological Association. (5th ed.). Arlington, VA.

Dodd, J.S. (Ed.) (1997). The ACS style guide: A manual for authors and editors. (2nd ed.). Washington, DC: American Chemical Society.

Gilbaldi, J. & Achtert, W.S. (2003). MLA handbook for writers of research papers. (6th ed.). New York: Modern Language Association of America.

Turabian, K.L. (1996). A manual for writers of term papers, theses, and dissertations. (6th ed.). Chicago, University of Chicago Press.

University of Chicago Press. (2005). The Chicago manual of style. (15th ed.). Chicago, IL.

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3. **Images:** GIF (.gif); JPEG (.jpeg); TIFF (.tif)

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5. **Audio:** AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)

6. **Margins:** Left: 1 ½"; Right: 1"; Top and Bottom: 1". Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾" from edge of page.

7. **Fonts:** Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.

8. **Line spacing:** Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.

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This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance should exist in help files.

To begin with, create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes. Then:

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.

2. Select the **Embed TrueType fonts** check box.

3. Save the document.

Alternatively, if you have Acrobat Professional available to you, you can follow the excellent instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.

2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."

3. Click on Advanced Settings.

4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the "Never Embed" box. Then click "OK."

5. If prompted to save these new settings, save them as "Embed all fonts."

6. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click "OK" again.

7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.

8. After your document is converted, select the "File" tab at the top of the page. Then select "Document Properties."

9. Click on the "Fonts" tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.

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Some recommended TrueType fonts and point sizes

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*Courier New	10pt
Garamond	12pt
*Georgia	11pt
Lucida Bright	10pt
Microsoft Sans Serif	10pt
Tahoma	10pt
*Times New Roman	12pt
*Trebuchet MS	10pt
*Verdana	10pt

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