

DISSERTATION DIRECTIVES

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Preface

All graduate students at Marquette University who submit their doctoral dissertation to the Graduate School as part of their degree requirements must comply with the style approved by their program (e.g. APA, MLA, etc.). The title page and abstract, however, must follow the approved formatting provided in this document.

The student should use these directives in conjunction with the style manual chosen by the student's academic department.

The student and his/her doctoral committee are responsible for the accuracy of the content of the dissertation and should proofread and edit the dissertation for correct syntax, grammar, spelling, punctuation, references, and adherence to university guidelines. The Graduate School reserves the right to reject dissertations that contain errors.

The Graduate School updates the *Dissertation Directives* periodically. The graduate student is responsible for using the most recent directives, available online at marquette.edu/grad/forms.php. Dissertations not meeting the current standards will be returned.

Dissertation Outline

Students must submit an outline for their proposed dissertation using the *Outline for Dissertation, Thesis, Professional Project, or Essay* form available online at marquette.edu/grad/forms.php. This is typically submitted prior to or during the first term that dissertation credits are taken. Outlines must be approved by the student's dissertation director, the department chairperson, and the Graduate School. If the proposed research involves a real or apparent conflict of interest on the part of the student, the dissertation director, or the committee members, it must be declared at the time the outline is submitted.

Once the outline form is completed and signed by all parties, it is an agreement between the student, the dissertation committee, and the Graduate School for the student's planned research. The director(s) and committee members are approved once the Graduate School has approved* the outline. Any changes to the composition of the committee members or director(s) requires the submission of a new outline form.

If the student's research involves humans, animals, or radioisotopes, the student is required to obtain written approval from the Office of Research Compliance (ORC) prior to initiating their work. The approval forms for human, animal, or radioisotope research may be obtained through ORC and must be submitted to the Graduate School upon approval. ORC requires the student to submit the necessary protocol forms for review and approval of his/her research. **NOTE: Approval of the student's *Outline for Dissertation, Thesis, Professional Project or Essay* form does not constitute approval by the Office of Research Compliance.**

For more information about the research compliance process, please refer to the ORC web site at marquette.edu/research-compliance.

Assembling a Dissertation Committee

Candidates select their dissertation committee with the assistance of their adviser. The committee must be comprised of a minimum of three voting members, two of whom must be Marquette tenured or tenure-track faculty; committees may contain fewer Marquette faculty pending approval by the Graduate School dean or their designee. The names of the members, including the chairperson, must be on the *Outline for Dissertation, Thesis, Professional Project or Essay* form, available online at marquette.edu/grad/forms.php. Emeriti faculty may be considered as Marquette or department committee members as specified by department guidelines. Emeriti faculty may be considered to serve in the role of co-chair or committee members as specified by department guidelines. At least one of the co-chairs must be a regular tenured or tenure track faculty member. If the committee includes a non-Marquette member, the department must submit a recent curriculum vitae for that member to the Graduate School with their Outline for Dissertation, Thesis, Professional Project or Essay form. The dean of the Graduate School or their designee appoints the dissertation committee by approving the outline form.

Dissertation Credits

Doctoral students must take 12 hours of dissertation credits. Each department determines the number of credit hours that a candidate may take during any one term. Students who enroll in, and pay for, dissertation credits will not be entitled to tuition refund of these credits even if they should subsequently not complete a dissertation, withdraw from the program/University or are withdrawn from their program administratively.

If the student has already completed the 12 dissertation credits required for graduation but is still working on their dissertation, registration in a dissertation continuation course may be appropriate as determined by the student's adviser. Dissertation continuation courses are only appropriate for enrollment until after the student has completed all 12 dissertation credits or is enrolled concurrently with their final dissertation credits in conjunction with a continuation course. The student may register for less than half-time, half-time, or full-time status, based on the amount of work that is being done.

Public Defense of the Dissertation

A public defense of the dissertation is conducted after the candidate has completed all other formal requirements for the doctoral degree. Although the examination is primarily a defense of the dissertation, it may include material relevant to the general field in which the dissertation is written, with particular attention to the more recent and significant developments.

Before a public defense of the dissertation can be scheduled, a copy of the dissertation must be given to each member of the committee at least two weeks prior to the defense date. **Some departments may require an earlier submission. Please check with your department for their submission deadline.**

The dissertation distributed is the one that will be defended at the public defense. The student and his/her adviser must select a date for the defense during the weekday working hours and must avoid public or religious holidays. If the student intends to graduate the same term the defense is made, the defense must be held before the deadline listed in the Academic Calendar, located at:

marquette.edu/central/registrar/calendars-exams-schedules.php.

Students must submit the *Announcement for Public Defense of the Dissertation* form, available online at marquette.edu/grad/forms.php along with an electronically submitted dissertation abstract to the Graduate School. Instructions for the formatting of the abstract are contained as part of this directives document. Each committee member must sign the form confirming the date and time of the defense. The form must be submitted **at least two weeks prior** to the scheduled defense date. The Graduate School uses this form to announce the upcoming defenses to the campus community. Students are advised to check with their department, which may require more advanced notice.

Basic Requirements for the Formatting of the Dissertation

A dissertation demonstrates a student's familiarity with the tools of research and scholarship in the field, shows thorough knowledge of the subject covered, and reflects independence of thought, critical insight, and originality. The dissertation must exhibit the student's mastery of the literature of the subject and familiarity with the sources and be presented with a satisfactory degree of literary skill.

Style

Style guides vary greatly from one field or program to another, so the student should consult his/her adviser regarding recommended style manuals to follow. If the department has no preference, the Graduate School suggests using the American Psychological Association (APA), Turabian, or the Modern Language Association of America (MLA). Regardless of style, Proquest requires that left margins be at least one inch.

Title Page

The title page should be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the next page. The title page is not numbered.

1. To ensure all required elements fit on the title page, the dissertation title may not exceed a total of 120 characters, including spaces and numbers. If the title is more than one line in length, the second and third lines should be single-spaced with the longest line being the first line (an inverted pyramid shape).
2. Center the title of the manuscript in capital letters 1 inch from the top of the page. The title must be identical, both in wording and in line breaks, to the title appearing on the abstract.
3. Approximately ten lines below the title, center the word "by". On the second line (a double space) below "by", center the author's name. The author's name must appear exactly as it is written on the abstract, the acknowledgements, and the approval forms.
4. Approximately ten lines below the author's name, center "A Dissertation submitted to the Faculty of the Graduate School, Marquette University, in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy".
5. Approximately ten lines below the name of the academic unit, center "Milwaukee, Wisconsin", and on the second line (a double space) below "Milwaukee, Wisconsin", center the month and year of the actual graduation (i.e.: May, August, or December). No comma follows the month.

A STUDY OF THE SOCIOLOGICAL IMPACT OF THE
1984 OLYMPICS ON THE POVERTY
LEVEL OF CITIZENS OF
LOS ANGELES

by

John J. Smith, B.A., M.A.

sample

A Dissertation submitted to the Faculty of the Graduate School,
Marquette University,
in Partial Fulfillment of the Requirements for
the Degree of Doctor of Philosophy

Milwaukee, Wisconsin

December 2029

Abstract

The abstract is a succinct statement of the problem, methodology, findings, and conclusions of the research study. The author should prepare the content of the abstract with care; dissertation abstracts are published and available internationally exactly as submitted. Users conducting research use the abstract to determine the value and relevance of the study.

The abstract page is not numbered, and it follows the title page. The format should be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the following page.

1. Center the label "ABSTRACT" in all caps 1 inch from the top of the page. On the next line (single space), center the title of the dissertation in all caps. The title must be accurate and identical (including line breaks) to the title appearing on the title page of the dissertation and on the approval forms. The dissertation title may not exceed a total of 120 characters, including spaces and numbers. If the title is more than one line in length, the second and third lines should be single-spaced with the longest line being the first line (an inverted pyramid shape).
2. Center the author's name on the third line (a triple space) below the title. The author's name must appear exactly as it is written on the title page, the acknowledgements, and the approval forms.
3. Center "Marquette University" followed by a comma and the year the degree is conferred, on the second line (a double space) below the author's name.
4. Begin the text of the abstract on the third line (a triple space) below the institution's name. The body of the abstract should be single-spaced. Indent each paragraph 0.5 inches.
5. The dissertation abstract should not exceed 350 words.

DISSERTATION APPROVAL/SUBMISSION PROCESS

Dissertation Approval Form

The completed *Dissertation Approval Form*, available online at marquette.edu/grad/forms.php, must be signed by all members of the dissertation committee.

Survey of Earned Doctorates

The Survey of Earned Doctorates (available on our forms page at marquette.edu/grad/forms.php).

Publishing Through e-Publications@Marquette

The Publishing Trough e-Publications@Marquette form (available on our forms page at marquette.edu/grad/forms.php).

Submitting the Dissertation

The final and approved dissertation must be submitted electronically to ProQuest's "ETD Administrator" website. Instructions are available on the Electronic Theses and Dissertation website located at marquette.edu/grad/etd.shtml.