

Graduate School and University Center

Preparation and Deposit of Doctoral Dissertations, Masters Theses and Capstone Projects

I. IRB Info

All doctoral students who have advanced to Level 3 must submit to the Office of Sponsored Research (Room 8309) a copy of the Dissertation Project Abstract and a Dissertation Proposal Clearance: Human Participants form that has been signed by the student, the Dissertation Advisor, and the signature of the Chair of the GC Committee on the Protection of Human Subjects. Any research for Capstone Projects or Masters Theses involving human subjects also requires IRB approval. Please see the Office of Sponsored Research web site for additional information, deadlines, etc.

II. Format Requirements

A. For Electronic Submission of Doctoral Dissertations

http://www.etdadmin.com/UMI_PreparingYourManuscriptGuide.pdf

B. For Print Copies: Dissertations, Theses and Capstone Projects

Abstracts: Limit of 350 words for dissertations and capstone projects (abstracts not required for theses).

Approval Page: The approval page carries two required signatures, those of the chair of the Examining Committee and of the Executive Officer. Also list the names (in type) of faculty members who supervised the writing of the dissertation (see sample pages). The signatures must appear on the approval pages of both printed copies of the theses and capstone projects, although the page in the second copy may be a photocopied reproduction of the signed page in the first copy. Candidates are reminded that the paper requirement for the print deposit copy also applies to the approval page.*

Corrections and Insertions: No ink corrections, white correction fluid or insertions between lines on final print deposit copies.

Fonts: 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.

Margins Left: 1"; 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 ¼" from edge of page.

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Music Scores: Submit in print and in pdf format

Pagination: [[Pagination Help](#)]

- Preliminary pages – lowercase roman numerals. Title page is not numbered but is counted in the preliminary pagination.
- Body is numbered in Arabic numerals beginning with the first page of text and including illustrations, appendix, and bibliography.
- Except for title page, all pages must be numbered; numbers must be typed or printed at least $\frac{3}{4}$ " from the edge of the page

Page Sequence:*

Title page
Copyright page (if copyrighting)
Approval page
Abstract
Preface, Foreword, and/or Acknowledgments
Table of Contents
Lists of Tables
Lists of illustrations, charts, diagrams, etc.
Body of Text (beginning with Arabic number 1)
Appendix
Bibliography
Autobiographical Statement (optional)

Paper: White bond paper, 8.5 inches x 11 inches, unlined, at least 20-pound weight and 25% rag or cotton content is required for all deposit copies. No hole punches.

Quotations: The doctrine of "fair use" applies. See **(C)opyright@CUNY** (<http://www.cuny.edu/libraries/services/copyright.html>) or **Avoiding and Detecting Plagiarism**, (<http://web.gc.cuny.edu/provost/pdf/AvoidingPlagiarism.pdf>) prepared by the Provost's Office. It is suggested that for a quotation or quotations totaling 150 words or more, the copyright owner's permission should be requested. If other forms of copyrighted materials (photographs, charts, tables, etc.) are included in the dissertation, permission must be obtained for their use. (If permission letters are not supplied, the copyrighted materials may not be published by UMI.

Reproduction : The dissertation deposit copy should be the original printout of the final pdf file. For theses and capstone projects, you may submit one original and a photocopy. Photocopies must be good-quality reproductions, laser-printing preferred

Style and Style Manuals: The leading style manuals in your discipline should be followed for except when they conflict with regulations given in these instructions. [Note: Students enrolled in the

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D.P.H. program should use the style manual developed by the International Committee of Medical Journal Editors for their doctoral dissertations (<http://www.icmje.org/>). See the list of citation managers and style guides on the library's web site at <http://library.gc.cuny.edu/sp/subjects/Citation%20Guides>

Title Page:* The title page must include the full dissertation title, the complete name of the author, which should match the Registrar's record of your name (any official changes of the author's name must be made by submission of a legal document to the Registrar's Office), the dissertation statement, and the year of the degree [Sample Title Page]. If the title includes formulas, symbols, superscripts, subscripts, Greek letters, or other non-alphabetical symbols, you should use word substitutes. Such symbols, while prohibited from being used in the title, may be used throughout the text of the dissertation.

Sample Pages

Dissertations: http://library.gc.cuny.edu/mrl365/wp-content/uploads/Sample-Pages_Dissertations2010.pdf

Capstone Projects: <http://library.gc.cuny.edu/mrl365/wp-content/uploads/Sample Pages Capstone 2010.pdf>

Masters Theses: http://library.gc.cuny.edu/mrl365/wp-content/uploads/SamplePages_masters.pdf

III. Deposit Procedures

The degree requirements are considered met on the date the dissertation, thesis or capstone project is actually deposited in the Mina Rees Library, all course work – including clinical affiliations/residency¹ - is completed, the Registrar clears the student's record, and all fees are paid. Students who are delinquent in their accounts with any division of the University will not be granted the degree.

In order to allow sufficient time after your defense for preparing the dissertation for deposit and to obtain the necessary clearances, your defense should be scheduled at least five (5) business days prior to your anticipated deposit date.

If you have questions about the deposit process, please contact the Dissertation Assistant, in Room 2304 (2nd floor) in the Mina Rees Library (o call 212-817-7069).

If time permits, you are encouraged to schedule a preliminary meeting with the Dissertation Assistant prior to your defense to review the deposit process and to begin completing the necessary paperwork.

¹ May or may not apply to MA or Au.D. students depending on the program of study

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Make an appointment to meet with the Dissertation Assistant for your final deposit meeting once your defense date is set. To make your final deposit meeting appointment please send an email with telephone contact information to Deposit@gc.cuny.edu.

A. For Doctoral Dissertations

Prior to the final meeting:

1. Upload an electronic file of your dissertation:
 - a. Go to the UMI ETD Administrator dissertation web site (<http://www.etdadmin.com/cgi-bin/school?siteId=30>). Several guides about the electronic submission process and creating PDF files (<http://www.etdadmin.com/cgi-bin/main/resources?siteId=30#guides>) are available on the web site.
 - b. Establish an account and enter contact information.
 - c. Read and complete the publishing agreement that authorizes UMI to publish your dissertation electronically and in microfilm. This firm will retain the PDF file and the negative microfilm copy. Students have the option of establishing an embargo that withholds public online access to the dissertation for a specified period of time.
 - d. Complete the online survey.
 - e. Upload a pdf version of your dissertation. See the PDF FAQ (<http://www.etdadmin.com/cgi-bin/main/createpdf?siteId=30>) on the dissertation web site.
 - f. If you wish to protect your dissertation by copyright, you must have the proper notice of copyright included in your work before uploading the file and depositing the dissertation. UMI will assume responsibility for the copyright registration and provide copies to be deposited in the Library of Congress.
2. Print out and complete the
 - a. Graduate School Exit Survey
 - b. NSF Survey of Earned Doctorates
 - c. Deposit Clearance Sheet (Recommendation: Obtain signatures no earlier than a few days prior to the deposit meeting.)

B. For Doctoral Dissertations, Theses, Capstone Projects:

You are required to bring the following to the deposit meeting:

1. Dissertations: one official print copy printed on the appropriate type of paper using one-sided copies.
Theses and Capstone projects: two official print copies
Copies should be printed from the created PDF file.
2. Signed approval page

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3. Cash or Check for payment at the Bursar's Office; Discover or MasterCard for payment on Student Web [see "Online Payments for Noninstructional Fees" at: http://www.gc.cuny.edu/student_web/index.htm]

4. These completed surveys and form:

- a. Graduate School Exit Survey
- b. NSF Survey of Earned Doctorates
- c. Deposit Clearance Sheet

5. CAPSTONE PROJECTS ONLY – In addition to the 2 print copies, you must also deposit an electronic version of your Powerpoint presentation (Au.D.) and a pdf file on disc of the text portion of your project.

Students are responsible for reviewing the accuracy of their dissertation, thesis or capstone project copies prior to submission. The final copies must be free from all typographical errors and correct in every detail of style and format. Print copies must be unbound, un-punched, and in typing-paper boxes or in envelopes.

Deposit fees will be assessed when the dissertation, thesis or capstone project is deposited.

Holders of a Perkins or Federal Direct Student Loan must arrange for an exit interview with the Office of Financial Aid. You must give the Office of Financial Aid (212 817- 7460) one week's notice.

If you have received the doctoral degree as a recipient of a federal award, you should inquire about the necessity of providing the agency with an extra copy of your dissertation.

IV. Deposit Dates and Fees

In order to allow sufficient time after your defense for preparing the dissertation, theses or capstone project for deposit and to obtain the necessary clearances, your defense should be scheduled at least five (5) business days prior to your anticipated deposit date or as soon as possible after your defense date.

While the dissertation may be deposited at any time during the year, please review the chart below for deposit deadlines:

Capstone Projects:

For the May 2011 degree date, capstone projects must be deposited by April 15, 2011.

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Dissertations and Theses:

FOR THIS DEGREE DATE	CANDIDATE MUST BE ENROLLED IN THE:	AND DEPOSIT BY:
February 1	Preceding Fall semester	Last business day in January
May/June commencement	Spring semester	May 1
September 30	Preceding Spring semester	September 15

The degree is awarded only September 30, February 1, or on the date of The Graduate Center's annual commencement scheduled for May or June. Diplomas will be prepared for distribution only at the commencement. After depositing your dissertation, you will receive from the Registrar an interim certificate testifying to your completion of the degree requirements. You will receive information about commencement in April. If you have any questions consult the Dissertation Assistant, in Room 2304 (2nd floor) in the Mina Rees Library (212-817-7069).

V. Deposit Fees - Effective 11/19/2010

	DISSERTATIONS	THESES	CAPSTONE PROJECTS
Deposit Fee	\$28.50*	\$17.00	\$17.00
Copyright (optional)	\$55.00	n/a	n/a
Open Access (optional)	\$95.00	n/a	n/a
Pocket for discs (as needed)	\$6.00	\$6.00	\$6.00

*for dissertations submitted electronically

Sample Pages – Masters Theses

Title Page

SOME ANTECEDENTS OF VIRGIL'S DIDO - LITERARY AND HISTORIC

BY

RUTH G. CAMPBELL

A master's thesis submitted to the Graduate Faculty in Liberal Studies in partial fulfillment of the requirements for the degree of Master of Arts, The City University of New York

200_ (year degree awarded)

Sample Pages – Masters Theses

Approval Page

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This manuscript has been read and accepted for the Graduate Faculty in Liberal Studies in satisfaction of the requirement for the degree of Master of Arts.

[Signature]
Thesis Adviser

Date

Approved

[Signature]
Executive Officer

Date

THE CITY UNIVERSITY OF NEW YORK

VI. Sample Pages

Dissertation
Sample Title Page

GEORGE W. PERKINS AND THE PROGRESSIVE MOVEMENT

by

JOHN ABBOTT

A dissertation submitted to the Graduate Faculty in History in partial fulfillment of the requirements for the degree of Doctor of Philosophy, The City University of New York

200_

(Year Degree Awarded)

Sample Copyright Page

©200_

(Year Degree Awarded)

JOHN ALLEN WILSON

All Rights Reserved

Sample Approval Page

This manuscript has been read and accepted for the Graduate Faculty in Engineering in satisfaction of the dissertation requirements for the degree of Doctor of Philosophy.

(required signature)

Date

Chair of Examining Committee

(required signature)

Date

Executive Officer

[typed name]

[typed name]

[typed name]

Supervisory Committee

THE CITY UNIVERSITY OF NEW YORK

Sample of Abstract Form

Abstract

GRAPHS WITH MAXIMAL EVEN GIRTH

by

Allan Gewirtz

Adviser: Professor Alan Hoffman

(Begin text of abstract here. It must be double-spaced and should not exceed 350 words.)

The Graduate School and University Center
The City University of New York
365 Fifth Avenue
New York, NY 10016

DISSERTATION PROPOSAL CLEARANCE: HUMAN PARTICIPANTS

Must be submitted by all students before dissertation deposit

All dissertation proposals that involve research with human participants (including interviews, oral history, and database research) must be reviewed and approved by The Graduate Center's Committee on the Protection of Human Subjects or another CUNY campus Institutional Review Board (IRB). The review should take place, and final approval be obtained, during the proposal stage of the dissertation; research involving human participants may not begin until approval has been granted. Approval must be obtained before the research has begun; approval will not be granted for research that has already begun. If the dissertation proposal is changed, the proposal must be reviewed and approved again by the Committee or IRB.

Any questions should be directed to Kay Powell, IRB Administrator, at 212-817-7525, kpowell@gc.cuny.edu.

(Student's Name) (Dissertation Advisor's Name)

(Student's Program) I.D.No. _____

Student's Home Phone & email _____

ProjectTitle: _____

***** REQUIRED: Project Abstract (including methodology); attach and submit this form.**

Please check one:

_____ **YES**, this dissertation involves the use of human participants or data from human participants.
Attached is the CUNY IRB approval letter or application.

_____ **NO**, this dissertation does not involve the use of human participants or data from human participants.

Student's Signature Date

Dissertation Advisor's Signature Date

Send form and abstract to: Kay Powell, IRB Administrator, Room 8309

Approved:

Signature, Chair, The Graduate Center Date
Committee on the Protection of Human Subjects

Requirement for All Dissertations and Clinical Research Projects

Human Participants Clearance Form

CUNY has an ongoing agreement with the federal Office for Human Research Protection (OHRP) of the Department of Health & Human Services concerning all research involving human participants (including interviews, oral history, and database research). That agreement requires prior approval of all research proposals and, if applicable, an annual continuing review by an official CUNY Institutional Review Board (IRB).

To assure compliance with this agreement, The Graduate Center has a requirement that all Ph.D., D.M.A. and D.S.W students must submit a Dissertation Proposal Clearance: Human Participants Form or Clinical Research Project Clearance Form. The Registrar's Office at The Graduate Center sends the forms to all Ph.D., D.M.A. and D.S.W. students when they advance to Level 3 and the form is distributed to all Clinical Doctoral (AUD, DPT, & DNS degrees) students in class. Students should submit this form and, if applicable, an IRB application to the office indicated below after their dissertation topic and methodology are approved by their committee and before research begins. If there are substantial methodological changes that affect human subjects, you must notify the IRB.

If human participants are involved in your research: Before you begin your research, submit a human subjects application to CUNY's IRB. Applications and guidance information are available at the website for the Office for Research and Sponsored Programs <http://web.gc.cuny.edu/orup/> (select Human Subjects) and in Room 8309.

After your research has been approved by the IRB, complete the Clearance Form and attach a copy of CUNY's IRB approval. Submit the form to the Office for Research and Sponsored Programs (address below).

If human participants are not involved in your research: Complete the form and attach your project abstract and methodology and submit to: Kay Powell, IRB Administrator, The Graduate Center, Room 8309, 365 Fifth Avenue, New York, NY 10016.

If you are uncertain about the classification of your dissertation research, or have any questions, please contact Kay Powell, IRB Administrator, The Graduate Center (212) 817-7525, kpowell@gc.cuny.edu

8/2010 (revised)