

Howard University
The Graduate School

**Thesis and
Dissertation Manual**

October 2008

PREFACE

The purpose of this manual is to serve as a guide to both degree candidates and faculty members in the final production of a thesis or dissertation that meets the criteria appropriate to a scholarly work in each discipline. While the excellence of the content of the thesis or dissertation is the responsibility of the respective departments, the Graduate School controls the actual format of the thesis or dissertation. This is done in an effort to establish a university standard of presentation and to satisfy other specifications placed upon the university in terms of publishing the final document. The specifications herein are designed to achieve a uniform and professional appearance within the Howard University Library system, and within the academic community. Degree candidates preparing theses or dissertations are strongly advised to read this manual carefully.

In addition, there may be cases in which the style of writing within a particular department is dictated by the demands of the refereed journals of the discipline. This manual indicates where these specifications may be in conflict with the requirements of the Graduate School and suggests to the student the best course to follow.

The Graduate School has entered into an agreement with ProQuest Information and Learning Services to accept Theses and Dissertations electronically via the World Wide Web. Degree candidates will submit their documents directly to ProQuest, and the Graduate School will evaluate them online for formatting and legibility. If corrections are necessary, the candidate will receive an email from the Graduate School detailing what needs to be done. After this process is complete, the Graduate School will officially deliver the documents to ProQuest. ProQuest will log, index, and publish the final documents on Digital Dissertations, a nationwide clearinghouse of Theses and Dissertations, to which the vast majority of Theses and Dissertations produced in the United States are submitted. After delivery, if the candidate needs to make corrections or changes, he or she will work directly with ProQuest, as administration of the documents shifts to them.

Each graduation term, the Graduate School will issue a calendar of graduation deadlines. It is the candidate's responsibility to obtain this information and consult with the Thesis advisor or the Dissertation Advisor regarding the candidate's readiness to defend the final document. Only candidates who have been admitted to candidacy are eligible to defend the final thesis or dissertation. Candidates must successfully defend the final document and upload a PDF version to ProQuest no later than ten working days after the final oral defense.

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1. Definitions of Theses and Dissertations

A thesis is an original, formal, scholarly piece of work that is written as part of the requirements for a Master's degree and which presents the writer's position on a proposed topic of his or her own choosing or the findings from a research project.

A dissertation is an original, formal, scholarly study presented in partial fulfillment of the requirements for the Doctor of Philosophy degree. Traditionally, the expectation is that the dissertation will present arguments of greater complexity and material more substantial than those presented in the master's thesis; both documents, however, demand effort, excellence, and time.

Although in some instances the words "dissertation" and "thesis" are used interchangeably, at Howard University the term "dissertation" refers to the formal written presentation required for the Doctor of Philosophy degree, while "thesis" refers to the written presentation that may be required for the Master's degree.

A thesis or dissertation, a copy of which is archived in Founders Library, represents a candidate's special contribution to the world of knowledge. In essence, the thesis and dissertation are sources which other scholars and researchers may consult.

The method of research—whether primary, secondary, or a combination of both—on which a thesis or dissertation is based is usually controlled by the demands of the subject matter and decided upon by the respective departments.

2. Responsibilities of Advisors and Degree Candidates

There are two sets of requirements which the candidate must fulfill for a graduate degree: the departmental requirements and the Graduate School's requirements.

It is the responsibility of the graduate advisor and the department chairman to apprise the candidate of these requirements as well as the procedure for completing a graduate degree. It follows, then, that the advisor of the candidate should be thoroughly knowledgeable of the requirements so that he or she may guide the candidate along the most efficient path to his or her degree.

The degree candidate must develop an understanding of the functions of scholarly writing through obtaining detailed guidelines that will serve as resources of credible information.

Turnitin.com – A Research Resource Tool

Through the Center for Excellence in Teaching, Learning, and Assessment (CETLA) Howard University subscribes to Turnitin.com. This is a research resource tool that teaches the planning, organizational, and citation skills essential for producing quality writing and research. One of the assessment tools included is a plagiarism detection service. This will help the thesis/dissertation author to determine the originality of texts based on comparisons with the Turnitin internal database. All thesis/dissertation authors must submit an electronic version of their document to the Turnitin.com site and generate a Turnitin Originality Report. **When you submit the oral defense request, the Originality Report must be attached.**

Turnitin Accounts for Thesis/Dissertation Advisors

The advisor will register at www.Turnitin.com and create a user profile. A new user will get an account ID and an account join password from the CETLA account administrator.

Turnitin Accounts for Degree Candidates

The degree candidate will register at www.Turnitin.com and create a user profile. A new user will get a class ID and an enrollment password from the Thesis/Dissertation Advisor.

Turnitin.com sites:

<http://www.turnitin.com>

Research Resources – http://www.turnitin.com/research_site/e_home.html

User Manuals – http://www.turnitin.com/static/training_support/manuals.html

Training Videos – http://www.turnitin.com/static/training_support/videos.html

Turnitin.com Help Desk – helpdesk@turnitin.com or 510.287.9720 x 241 (8:30 a.m. – 4:30 p.m. Pacific time)

3. Legal Issues

Federal Regulations Regarding Research Activities

The U.S. Government has issued regulations which require that all non-exempt research activities involving human subjects, animals, and biohazardous materials be reviewed and approved by the Institutional Review Board. Candidates conducting such studies must obtain the guidelines for this procedure from their respective departments. Further information and forms may be found at <http://www.huirb.howard.edu>.

Copyright Law and Fair Use

The subject of Copyright Law involves protection of your work from unauthorized use, and protection for the material created by others that you use in your thesis or dissertation.

Copyright Law

For writers of theses/dissertations, the law establishes important rights of ownership and control over your new work. When the final electronic copy of the thesis/dissertation is accepted at UMI Dissertation Publishing, the document becomes "published." The U.S. Copyright Law gives authors exclusive rights to reproduce, distribute, and make most other uses of their original works. Copyrighted works are not limited to those that bear a copyright notice. As a result of changes in copyright law, works published since March 1, 1989 need not bear a copyright notice to be protected under the statute.

Fair Use

Your thesis/dissertation will likely include quotations, pictures, charts, standard tests, or other materials. If a large portion of another author's work is used, you must obtain *written permission*. Using someone's material without permission is considered infringement of copyright and can be the basis of legal action against you. Copyright law provides a right of "fair use" that allows *limited* copying without consent. Excerpts of up to 150 words are generally considered "fair use." Before using another author's work, writers are advised to review the copyright law as it relates to the fair use of a copyrighted work.

Copyright Registration

While copyright registration is optional, it is required before you can file an infringement lawsuit. Degree candidates can pay a \$45.00 fee and obtain copyright registration through the Library of Congress Copyright Office. You can also register claim to copyright when submitting the electronic version of the document to ProQuest/UMI Publishing.

4. Style and Documentation

Selecting the Style Manual

Each department will decide upon a style manual that will be used as the departmental standard for *writing* the thesis/dissertation and the *documentation style* used to include references. It is incumbent on each advisor to inform the candidate of the style manual appropriate for his or her field of study. Since this manual will guide the writing style of the thesis or dissertation, the advisor should assume the responsibility that this style is adhered to *before* the candidate presents final copies for defense.

Candidates should also use a dictionary and a punctuation, grammar, and usage reference manual as they research and write.

For final formatting regulations, the candidate and the advisor must consult this manual.

Forms of Documentation

Each discipline documents references differently. The advisor will guide the candidate in selecting an established reference style appropriate to the field of study. *MLA* and *APA* reference styles, the documentation style suggested by *The Chicago Manual of Style (14th edition)*, and the citation systems of leading journals in your field are acceptable styles.

The following five styles of documentation are widely used in scholarly writing.

Endnotes, with numbered citations in the text keyed to documentation notes placed at the end of chapters and bibliographic listings at the end of the text.

Footnotes, with number citations in the text keyed to documentation notes placed at the bottom of the page where they occur and bibliographic listings at the back of the text.

Author-date citations, author's name, publication date, and page numbers placed in the text, with full documentation/bibliographic data in a list at the end of the text.

Parenthetical citations, author's name and page number placed in parentheses in the text, with full documentation/bibliographic data in a list at the end of the text.

Internet and electronic source citations, the style manual (*APA, MLA, The Chicago Manual of Style*, etc.) used in your discipline will list the preferred method of citing information from an electronic source. It is important to cite the author, date (if known), title, source, medium, and how the information is available, with full documentation/bibliographic data in a list at the end of the text.

The Proposal

The proposal is a formalized plan of work for a particular task, in this instance, the thesis or the dissertation. The contents of a proposal vary with its purpose and discipline.

There are certain basic elements which all academic proposals are expected to contain:

- (a) a brief introduction;
- (b) a statement of the problem or purpose;
- (c) a brief review of the literature;
- (d) a theoretical or conceptual framework for the study;
- (e) a thesis/dissertation question, research question, or hypothesis; and
- (f) a statement of the methodology to be used.

Several other elements which may appear in a proposal, but which are optional and will depend on need, style, and scope of the study, are statements concerning the "Limitations of the Study," "Definition of Terms," "Background and/or Historical Information."

The length of the six areas listed above and the manner in which they are ordered will depend on the topic chosen and the manual that is being used.

Dedications and Acknowledgments

Dedication Page

The Dedication page is an optional page, but if used, you are giving special recognition to persons, organizations, or others who provided extraordinary encouragement during your academic career. Unlike persons mentioned in the acknowledgment, those in the dedication may not have made any contribution to the work. A dedication may be made to a cause, a group, or an ideal, as opposed to a single person. This page is formatted with the heading resting on a line one inch from the top of the page, and text beginning three spaces below. Margins, line spacing, and paragraph indentations are the same as for general text.

Acknowledgment Page

The Acknowledgment Page is also an optional page. If used, the purpose of this page is to recognize persons to whom you are grateful for any special assistance, and any grant fund support you may have received for your work. This page is formatted with the heading resting on a line one inch from the top of the page, and text beginning three spaces below. Margins, line spacing, and paragraph indentations are the same as for general text.

The Abstract

An abstract, which is a summary or synopsis of a longer work, is defined in terms of the purpose that it serves. In the process of acquiring their degrees, candidates may write many abstracts; however, two abstracts are required by the Graduate School, depending on the degree being pursued:

- At the Master's level, an abstract must be submitted with the appropriate forms as part of the request for a final oral examination.
- At the Ph.D. level, an abstract must be submitted with the appropriate forms as part of the request for a final oral examination.
- The abstract is to be included as a part of each final thesis or dissertation.

Although requirements and space dictate the length of an abstract, each academic abstract should contain the following:

- (a) the problem being studied and its resulting thesis/dissertation, research question, or hypothesis;
- (b) the methodology and statistics, where appropriate;
- (c) the results or findings; and
- (d) the conclusions, discussion, implications, and recommendations, if any.

Consistent with publishing specifications, the maximum number of words in an abstract should be 150 words for a thesis and 350 words for a dissertation.

Table of Contents

The Table of Contents is the only index of your thesis/dissertation. It reveals the nature and course of your research and the method you have chosen to present the results of your work. For theses/dissertations submitted to the Graduate School, the chapter is the basic unit of division, with subdivisions where appropriate. ***Use either the heading scheme or the decimal system to organize the chapter sections. (See Examples #3 and #4 in the Appendix.)*** The organization scheme of your work must match the scheme displayed in the text. The system of indenting you use in the Table of Contents to indicate subdivisions within chapters must match the subdivision system in the chapters. The title of each entry must correspond exactly to the title listed in the text.

Use dot leaders (. . .) to connect the last word of each entry to the page numbers. All preliminary pages are listed in the Table of Contents. (If you have included the copyright page in your thesis/dissertation, it is not listed.)

The use of dot leaders (the dots on each line of the Table of Contents connecting the headings of the page numbers) is required. The dots in the leader must line up appropriately at the end of each line of the Table of Contents. Most word processing software includes a feature for creating a Table of Contents that includes dot leaders.

Most word processing packages can create a Table of Contents with dot leaders, from the headings in a document. For Microsoft Word, you use styles to create the different headings. For example, set heading 1 (for Chapter Titles), heading 2 (for level two headings), heading 3 (for level 3 headings) and heading 4 for (level 4 headings). When you type the heading, select the appropriate heading style based on the level of heading. When you generate the Table of Contents, not only will the headings be exact, the page numbers also will be exact. If you revise the document, regenerate the Table of Contents and the headings and page numbers will be updated. However, this feature works differently depending on which software package you use.

All entries and page numbers must match the text exactly. Please double-check these details for accuracy.

Bibliographies and Reference Lists

All sources cited in the text must be carefully listed in your reference section. This reference section will be titled "References" or "Bibliography" and will be placed at the end of the text. Carefully select an established reference style appropriate for your field of study. This list allows anyone reading your work to view the scope of your research.

A mistake many degree candidates make is that the citations in the text do not match the reference list or bibliography. Even when they include all the citations, sometimes the names are spelled differently, the dates are different, or they do not include all the required bibliographical information. The easiest and most professional way to accomplish this is to use a reference management software package, such as *EndNote*, *Reference Manager*, or the like. The alternative is to proof the document with the thesis/dissertation on the left and the reference/bibliography on the right. As you read the document, check the citations against the reference section or the bibliography.

The Appendix

The Appendix will contain additional illustrative material such as forms, questionnaires, documents, long and complex tables, figures, and computer printouts. This material is not essential to the text but helpful to a reader seeking further clarification. ***The Appendix is not a repository for data that should appear in the text.***

When more than one Appendix is used, each must be assigned a letter (Appendix A, Appendix B, Appendix C, etc.) as well as a title. Each appendix with its title must be listed separately in the Table of Contents as a subdivision under the heading APPENDICES.

5. Formatting the Final Copy

Order of Pages

In the thesis/dissertation, the pages should be ordered as follows:

- Title Page
- Committee Approval Form
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- List of Abbreviations
- List of Symbols
- Main Body
 - Chapter 1 (which includes an introduction)
 - Chapter 2
 - Chapter 3
- Appendices
- Bibliography/References

Pagination

All pages in the thesis/dissertation must be counted and numbered. The title page is counted but not numbered. The preliminary pages (Committee Approval Form, Dedication, Acknowledgments, etc.) are numbered with small Roman numerals, (ii, iii, iv, etc.).

The remaining parts of the thesis/dissertation, including text, illustrations, appendix, and bibliography should be numbered with the appropriate Arabic numerals.

All pages of the thesis/dissertation are numbered at the bottom, with the page number centered one-half inch above the bottom edge of the page.

Please number pages carefully. Inserted pages using both numerical and alphabetical numbering (for example, 43a) are not acceptable.

Margins

The top, right, bottom, and left margins must be 1 inch each.

Spacing

Use standard *double-spacing* for the text pages such as dedication, acknowledgments, the abstract, and the body of the thesis/dissertation.

Single-space items in lists, notes, and lists of tables and figures, but *double-space between* each entry. (This also applies to the Bibliography section and the Reference section.)

Single-space all table headings, all figure captions, and block quotations that are four lines or longer. Indent block quotations one-half inch from both the left and right margins.

Double-space between paragraphs.

Indent paragraphs consistently.

The spacing above and below headings throughout your paper must be consistent.

Word Processing Regulations

Use 12-point type for all text, including footnotes and endnotes, numbers of tables and figures and captions of tables and figures.

A smaller font *size* may be used *within* the tables and figures. The font size for the table headings and the figure captions must remain at 12-point.

Different fonts and font sizes may be used *within* the appendices.

Limit your font selection to Times New Roman or Helvetica. Italic print may be used for foreign words, for emphasis or titles of publications. Please consult your selected style manual for correct usage of italics or underlining.

Center and type in uppercase letters all major section titles on the heading pages, for example, ACKNOWLEDGMENTS, ABSTRACT, CHAPTER TITLE, and BIBLIOGRAPHY.

Place footnotes at the bottom of the appropriate page, or place endnotes in numerical order at the end of each chapter.

Do not split references, bibliographic entries, table headings, or figure captions across two pages. (However, footnotes at the bottom of the page may continue to the following page.)

Do not hyphenate the last word in a paragraph or split a word across two pages. No more than two consecutive lines should end with divided words. Divide words as they are in the dictionary.

Do not leave a heading as the last line on a page. Do not submit a page with only one line of text.

A heading near the bottom of a page must have at least two lines of text beneath it. When the first line of a paragraph appears as the last line on a page, it is referred to as an “orphan” line. When the last line of a paragraph appears as the first line on a page, it is referred to as a “widow” line. To avoid orphan or widow lines, use the “orphan and widow” features of the word processing package. If the word processing package does not have this feature, use a page break to keep at least two lines together, which will result in a wider bottom margin on the previous page.

6. Preparing Illustrations

Tables and Figures

Tables and figures are types of illustrations which supplement rather than duplicate the material in a text. You must acknowledge the source of any table or figure you reproduce or modify from another author or work.

Tables and figures in the text should appear as soon as possible after they are first mentioned.

In cases where numerous tables or figures would disrupt the flow of the text, you may group them at the end of the chapter, in the order they were mentioned in the text. If a table or figure is less than half a page, you may integrate it on the page of text. Set it off from the text with at least three spaces above and below. You may also group several small tables or figures on a single page.

Follow these guidelines when preparing tables or figures.

A ***table*** is a columnar arrangement of information organized to save space and convey relationships at a glance. While most tables present quantitative data, some tables consist mainly of words that present quantitative comparisons or descriptive information. The format of the table (e.g., title, numbering, and borders) should be determined by the style manual being used. However, in all instances, the table number and title must be above the table. ***Position table numbers and headings flush left or centered two lines ABOVE the table.***

A ***figure*** is a graphic illustration, such as a chart, graph, diagram, map, photograph, or plate. ***Position figure numbers and captions centered two lines BELOW the figure.***

Give numbers and headings or captions to all tables and figures that appear in the text. Number the tables and figures consecutively throughout the paper, or use a decimal system to number them by chapter.

The number and heading or caption should follow the same horizontal or vertical direction as the table or figure.

Use the same font type and size for all table numbers and headings and all figure numbers and captions. This font should match that used for the text. You may use different font sizes within the figure or table.

The number, heading or caption, and page number of each table or figure must be identical to the number, heading or caption, and page number used in the List of Tables and List of Figures.

You may continue with the consecutive numbering system for tables and figures in the appendix, or you may use an appendix numbering system. (The first table in the appendix would be Table A.1, the first figure would be Figure A.1, and so on.)

All appendix tables and figures must be listed in the List of Tables or the List of Figures.

All tables and figures must fit into the same margin requirements as the text. If you continue a table or a figure onto succeeding pages, both pages are labeled with the word "continued." Do not repeat the heading or the caption.

Oversized tables or figures can be printed sideways (landscape orientation) on the page. However, do not landscape the page number. Print the page number in its usual (portrait) orientation. Tables or figures landscaped on a page should have their top edge near the left margin of the paper.

7. Submitting a Thesis or Dissertation Online

Filing Procedure

All degree candidates enrolled in the thesis/dissertation option must successfully defend the final document and upload a PDF version to ProQuest no later than ten working days after the final oral defense.

Required Certification

The final thesis or dissertation cannot be uploaded to ProQuest without departmental certification. The forms are (1) CERTIFICATION OF SUCCESSFUL COMPLETION OF THE FINAL ORAL EXAMINATION (**Form GS-EA-5**) and CERTIFICATION OF COMPLETION OF GRADUATION REQUIREMENTS (**Form GS-EA-6**). A duplicate set of these forms must be submitted to the Graduate School by the deadline date listed on the calendar of graduation deadlines for the current term. *One set must bear original signatures.*

Publication Fee

A standard fee of \$55 for the dissertation, or \$45 for a thesis, is applied to all submissions. All fees must be paid by credit card at the time of initial submission.

Creating an Account

Candidates will start by going to <http://www.etsadmin.com/howard>. You will then select the *Start Your Submission* button. Next you will be prompted to create an account. After you enter and submit the basic information requested (e.g., name, email address), an account is set up and you will receive verification via email.

The Submission Process

Step 1: Selecting Publishing Options and Accepting the ProQuest/UMI Publishing Agreement

With the new ProQuest/UMI Publishing Agreement in place, you can select one of two options: (1) Traditional Publishing, or (2) Open Access Publishing. The Traditional Publishing option is the option UMI Dissertation Publishing has always supported. The Open Access Publishing option, however, is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the thesis or the dissertation. (**Note: There is an additional \$95.00 fee for Open Access Publishing**). After you select the publishing option that best fits your needs, you will be prompted to accept the ProQuest/UMI Publishing Agreement to continue. The agreement is customized based on the publishing option selected. You must accept the agreement to continue.

Step 2: Contact Information

The second step prompts you to enter current contact information, including email and mailing addresses, and add a future mailing address if you will be moving soon. This information will be stored in UMI's internal thesis/dissertation database.

Step 3: Graduate Work Details

The third step prompts you to enter all the necessary metadata about your graduate work—the title, advisor, committee members, subject category, etc. Information included here should match what is included in the graduate work itself, that is, the title should match the title as listed on the title page of the submitted document. This information is used to create the bibliographic record in the ProQuest Dissertations & Theses (PQDT) database.

Step 4: Uploading the PDF

In Step 4 you must upload a PDF version of your final thesis or dissertation. If you do not have a PDF version of the document, the ETD Administrator provides a Word-to-PDF tool. The conversion tool will take a Microsoft Word document, or an RTF document, and convert it to PDF. **It is very important that you review the resulting PDF, to make sure there are no formatting issues or other problems that occurred in the conversion process.**

PLEASE NOTE: Candidates must also make sure that: (1) all fonts are embedded in the PDF, and (2) that the PDF security settings allow printing and modification of the document. Both are critical to the publishing process. For more information, please view the online PDF Help page.

Step 5: Uploading Supplementary Files

Step 5 of the submission process provides you with the opportunity to upload supplementary files that support your graduate work. Examples might be sound clips or spreadsheets of research data. You can upload as many supplementary files as necessary. If you upload a set of files that are zipped, that is how the files will be distributed.

Step 6: Filing for Copyright Registration

This step gives you the opportunity to register claim to copyright with the U.S. Copyright Office. It is strictly optional, and there is a \$65.00 fee associated with the service.

Step 7: Ordering Copies of the Submitted Thesis/Dissertation

The next screen gives you the opportunity to order bound paper copies of your document from UMI Dissertation Publishing. You may choose to either place the order at this point via credit card, or continue without placing the order. The confirmation email you receive will also include a link to give you another opportunity to order copies via the web or print a form to pay by check. This transaction is between you and UMI Dissertation Publishing. The Graduate School is not involved in the ordering or fulfillment of these orders.

Final Submission Review

The submission review screen appears next, displaying all of the information that was submitted. You may make any necessary changes before submitting. If the submission is incomplete, you will be prompted to finish before submitting.

Payment and Confirmation

After verifying the submission, you will be prompted to pay any fees that you are responsible for (including copies, publishing fees, etc.). After completing the submission process, you will receive an email confirming that your submission has been received. After the Graduate School Administrator approves and sends the submitted document to UMI Dissertation Publishing, you will receive another email confirming that the final thesis or dissertation has been sent to UMI.

APPENDIX

HOWARD UNIVERSITY

[Title of Dissertation or Thesis]

[Title Line 2]

[Title Line 3]

A Dissertation
Submitted to the Faculty of the
Graduate School

of

HOWARD UNIVERSITY

in partial fulfillment of
the requirements for the
degree of

DOCTOR OF PHILOSOPHY

or

Master of _____

Department of _____

by

[Name of Candidate as it Appears on Student Records]

Washington, D.C.

[Month 20__]

Example No. 1 – Title Page

**HOWARD UNIVERSITY
GRADUATE SCHOOL
DEPARTMENT OF _____**

THESIS (or) DISSERTATION COMMITTEE

Name of Thesis/Dissertation Chair, Ph.D.
Chairperson

Note

The chairperson is the chairperson of the thesis/dissertation defense, not necessarily the chairperson of the department. Faculty members 2 through 4 should be listed in alphabetical order and should include the advisor. The advisor cannot be the chairperson of the defense committee.

Faculty Member 2, Ph.D.

Faculty Member 3, Ph.D.

Committee Signatures

In the final PDF version of your document, the committee signature page should be included but not signed.

Faculty Member 4, Ph.D.

External Examiner, Ph.D.
Title of External Examiner
Name of Institution Where Employed

Faculty Member, Ph.D.
Dissertation Advisor

Candidate: _____
Name of Candidate

Date of Defense: _____, 20__

Example No. 2 – Committee Approval Form

DECIMAL SYSTEM HEADINGS AND SUBHEADINGS.

Headings and Subheadings in the Table of Contents

1. TITLE OF FIRST CHAPTER	1
1.1. Second Level.....	2
1.2. Second Level.....	3
1.2.1. Third Level.....	4
1.2.2. Third Level.....	5
2. TITLE OF SECOND CHAPTER	7
2.1. Second Level.....	8
2.2. Second Level.....	9
2.2.1. Third Level.....	10
2.2.2. Third Level.....	11

Headings and Subheadings on Text Pages

CHAPTER 1. TITLE OF FIRST CHAPTER

- 1.1 Second Level Heading Title
- 1.2 Second Level Heading Title
- 1.2.1 Third Level Heading Title

Example No. 3 – Decimal System Headings and Subheadings

MULTI-LEVEL SYSTEM FOR HEADINGS AND SUBHEADINGS

Headings and Subheadings in the Table of Contents

1. TITLE OF FIRST CHAPTER	1
Second Level.....	2
Second Level.....	3
Third Level.....	4
Fourth Level.....	5
Fourth Level.....	6
Third Level.....	7
Fourth Level.....	8
Fourth Level.....	9
2. TITLE OF SECOND CHAPTER	10
Second Level.....	11
Second Level.....	12
Third Level.....	13
Third Level.....	14
Fourth Level.....	15
Fourth Level.....	16

Headings and Subheadings on Text Pages

CHAPTER 1. TITLE OF FIRST CHAPTER

Second Level Heading Title

Third Level Heading Title

Fourth Level Heading Title

Example No. 4 – Multi-Level Headings and Subheadings

TABLE HEADINGS

Decimal System

Table 3.1

Title of Table

<i>Gender</i>	<i>Age 20-25</i>	<i>Age 25-50</i>	<i>Missing Data</i>	<i>Total</i>
Women	5	10	2	17
Men	10	2	5	17
Total	15	12	7	34

Note

The first table in chapter 3 would be numbered Table 3.1 in the decimal system

Consecutive System

Table 6

Title of Table

<i>Gender</i>	<i>Age 20-25</i>	<i>Age 25-50</i>	<i>Missing Data</i>	<i>Total</i>
Women	5	10	2	17
Men	10	2	5	17
Total	15	12	7	34

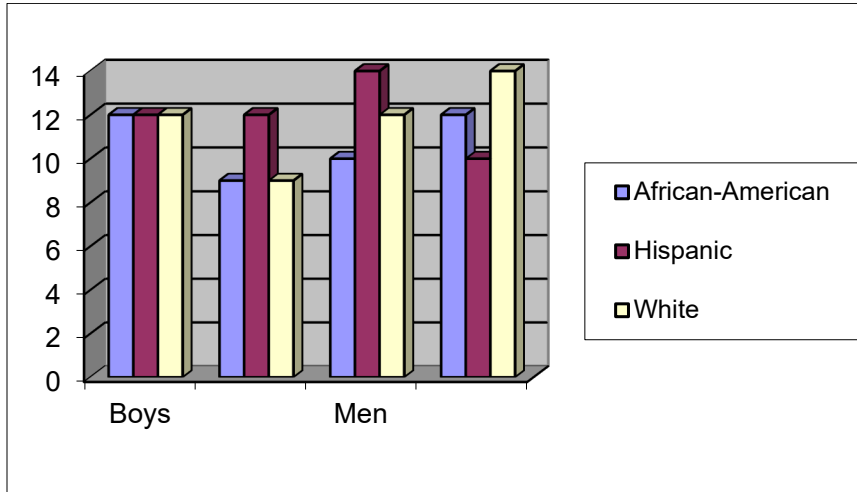
Note

The first table in chapter 3 may be numbered Table 6 since tables are numbered consecutively throughout in the Consecutive System.

Example No. 5 – Table Headings

FIGURE CAPTIONS

Decimal System

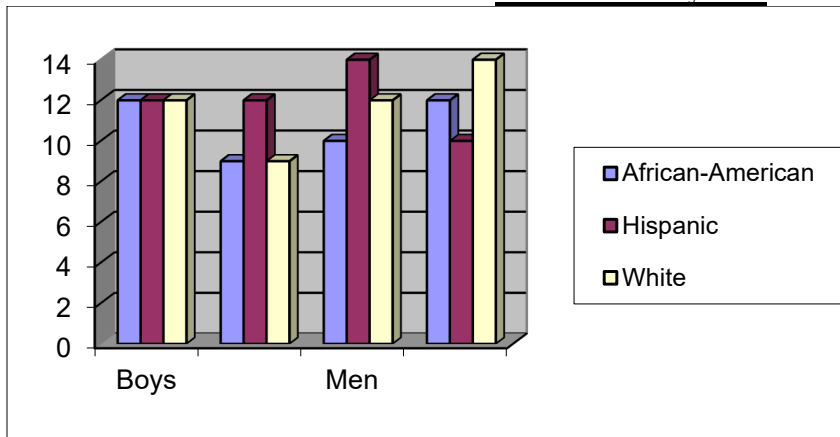


Note

The first figure in chapter 3 would be numbered Figure 3.1 in the decimal system

Figure 3.1. Participants in the study.

Consecutive System



Note

The first figure in chapter 3 may be numbered Figure 6 since figures are numbered consecutively throughout the Consecutive System.

Figure 6. Participants in the study.

Example No. 6 – Figure Captions