



# Dissertation Manual

**Instructions and General Specifications**

**Center for Graduate Studies and Research**

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## I. **Introduction**

The principal purpose of a dissertation is to prepare the doctoral student to carry out an academic investigation under the tutorship of a Director and a Committee. This research is a technical contribution which advances the discipline and will serve as a guide so that others may explore the frontiers of knowledge and expand the horizons of the particular topic.

Considering the fact that the student is making a significant contribution to the chosen field, the publication of a dissertation is a serious undertaking of significant scope. The student's contribution will be recorded in a written work which will be accessible to all persons interested in the topic of the dissertation. This means that the document represents not only the work of the doctoral student, but also the work of the student's Committee, as well as the University's good name and reputation.

The purpose of the dissertation specifications is to ensure the quality of the content and printed form of the document, so that it will represent before society at large the depth and rigor of the research, the reputation of the student and the doctoral program, and the image of the Universidad Ana G Mendez, Gurabo. Each School will have its own dissertation manual and will recommend a particular writing style. Doctoral students must consult their school's manual for specific standards. The dissertation will remain as concrete evidence and convincing testimony of the effort exerted and the work carried out by all persons involved in the research project. Its use will benefit future generations.

Basic principles to be followed:

- The dissertation represents the student's original work
- The Director of the Dissertation Committee must ensure that the student follow the instructions specified in this Manual.
- The Director of the Dissertation Committee must ensure the quality of what is written.
- The doctoral student is responsible for following the instructions in this Manual.

## **II. Writing Styles**

Dissertations will be presented in the writing style established by each doctoral program. Dissertations in the School of Business and Entrepreneurship, Education, and Social and Human Sciences will be presented according to the American Psychological Association (APA) norms. Dissertations from the School of Science and Technology will be presented following the Council of Science Editors (CSE) standards. If it is so required, students must consult all style considerations with the members of the Committee and the official editor of the dissertation.

## **III. General Format Specifications**

### **A. Length**

Most dissertations are 100 to 300 pages long and must be divided in the sections or chapters required by the Dissertation Committee. Dissertations more than 400 pages long may be divided in volumes so as to facilitate binding. For dissertations of more than one volume, page numbering must be continuous and the second volume will begin with "Volume Two" clearly specified on the title page.

### **B. Language**

English and Spanish are the official languages. The Schools or the Dissertation Committee may specify the language to be used in dissertations.

### **C. Paper**

All dissertations must be printed on 8.5 x 11 inch paper. The paper used must be solid white and have at least 20% cotton content. If the use of larger-sized paper is necessary, those pages must be adequately folded so that they conform to the 8.5 x 11 inch size.

### **D. Font size and type**

Font size must be 10-12, except for superscripts and subscripts, which should be of smaller size. The recommended fonts are Arial size 11 or Times New Roman size 12. Italics are used only for words in a different language, book or publication titles, scientific names or for emphasis in a specific text. Letter type must be consistent throughout the text, including footnotes and page numbers. Smaller font size may be used for tables and figures, at the discretion of the student and the Director of the Dissertation Committee

### **E. Spacing**

The printed dissertation must be double spaced, and must follow the style indications set by each program. Single spacing is permitted on an optional basis for the

table of contents, tables and figures (as well as captions for tables and figures), footnotes and quotations.

#### **F. Margins**

The following margins must be used on all pages of the dissertation:

Upper margin: 1 inch  
Lower margin: 1 inch  
Right margin: 1 inch  
Left margin: 1.5 inches

#### **G. Page numbering**

Numbering will be continuous throughout the document. Lower-case Roman numerals (for example: ii, iii, iv, v) will be used to number preliminary pages. Roman numeral "i" corresponds to the first, or title page, but this number will not appear on that page. Lower-case Roman numerals will be placed beginning with the fourth page (Summary) up to and including the List of Tables, Figures, Appendices, maps, documents, abbreviations, or any other material. The number should be centered at the bottom of the page at a  $\frac{3}{4}$ -inch distance from the bottom edge.

Arabic numbers will be used to number the pages in the body of the dissertation, beginning with the first chapter. Each chapter must begin on a separate page. The first page of the body of the dissertation will be assigned the number 1, and subsequent pages will be numbered continuously, in sequence. The number may be centered at the bottom of the page or be placed either at the bottom right-hand side of the page, at a  $\frac{3}{4}$ -inch distance from the bottom edge, or at the top right-hand side of the page, at a  $\frac{1}{2}$ -inch distance from the top edge. Numbers will never be placed on the left-hand side of the page. Position of numbers must be uniform throughout the document.

Pages using a horizontal or "landscape" format must have page numbers in the same position as pages using a vertical or "portrait" format. See model in Appendix K

#### **H. Text Alignment**

Total alignment is recommended, but this remains at the discretion of the student and the Director of the Dissertation Committee.

#### **I. Subtitles**

The use of subtitles is prohibited in dissertations.

#### **J. Footnotes**

Footnotes may be used only when they are absolutely necessary.

#### IV. **Organization**

Dissertations must follow the page order shown below and the formats specified for each of the pages. (See Appendix A).

##### a. **Title Page**

The title page must appear exactly like the model presented in Appendix B of this manual. The title of the dissertation must be written in capital letters. If the title is longer than one line, a double space must be left between each line. The title must be centered within the margins of the page.

##### b. **Certificate of Approval**

All dissertations must be approved by the Dissertation Committee. The Dissertation Approval Certificate is the official document that serves as evidence that all members of the Committee have approved the research project. This certificate must follow the format provided in Appendix C.

##### c. **Copyright**

By virtue of having written the dissertation, the doctoral student holds the copyright. The purpose of the page assigning copyright is to inform the reader; it does not represent the actual register of intellectual property. (Appendix D). For additional information, read the SUAGM Copyright Policy at

[http://humanresources.suagm.edu/rechumanoswebsiteneu/Politicasy33\\_Politica\\_Derechos\\_Autor/Politica\\_Derechos\\_Autor.pdf](http://humanresources.suagm.edu/rechumanoswebsiteneu/Politicasy33_Politica_Derechos_Autor/Politica_Derechos_Autor.pdf) and <http://www.loc.gov/copyright/>.

##### d. **Summary**

The student must use the format presented in Appendix E. As in the title page, the dissertation title will appear in capital letters and will be double spaced. The summary contains the important points of the dissertation. The text must be double spaced; maximum length is 350 words. If the summary text is longer than one page, the student should continue the summary on the next page. These pages will be numbered and will be assigned the corresponding lower-case Roman numerals.

##### e. **Resumé, *Curriculum Vitae* or *Vita***

It is optional and at the School's discretion to require the inclusion of a resumé, curriculum vitae or vita in Universidad Ana G Mendez dissertations. If included, the maximum length is two pages. These pages will be numbered and will be assigned the corresponding lower-case Roman numerals (Appendix F).

#### **f. Dedication**

The student may include a dedication of his work. The dedication is optional; it will be double-spaced. Maximum length is one page. This page will be numbered and will be assigned the corresponding lower-case Roman numeral (Appendix G).

#### **f. Acknowledgements**

The student may use this space to acknowledge those who contributed towards the success of his project. Acknowledgements are optional. The text will be double-spaced and maximum length is one page. The page will be numbered and will be assigned the corresponding lower-case Roman numeral (Appendix H).

#### **g. Table of contents**

For the table of contents, the student will follow the format or the official style guidelines (APA, CSE) adopted by the corresponding doctoral program. In general, a table of contents consists of an outline wherein the topics contained in the document are listed. Topics and subtopics are organized according to their relevance and importance. Each style system (APA, CSE) sets up norms for the table of contents to insure that it is logical and easy to read. These pages will be numbered and will be assigned the corresponding lower-case Roman numerals (Appendix I).

The student must make sure that the pages appearing in the table of contents correspond to each of the sections of the dissertation. Titles, topics and subtopics must also correspond exactly to those presented in the text of the document. A dissertation will be returned for correction if there are errors in numbering and/or organization.

The student must make sure that the first pages, numbered using lower-case Roman numerals, do not appear in the Table of Contents. This requirement does not apply to Lists of Tables, Figures, Appendices or other materials.

#### **i. Body of the dissertation**

The body of the dissertation will be divided into chapters and sections at the discretion of the student and the Director of the Dissertation Committee. Chapters and sections may be divided into one or more sub-section; each of these must have a sub-title. There are two formats for dissertations, the traditional format and the journal article format.

- **Traditional or Monograph Format:** Dissertations which follow the traditional format, particularly in the scientific areas, are generally divided into Introduction, Review of the Literature, Materials and Methods, Results, Discussion, Conclusion, and References Cited. In other disciplines,



dissertations may contain other sections, such as Case Studies. Each section will begin on a new page.

- **Journal Article Format:** Dissertations which follow this format will use the general format explained in Section III, General Format Specifications, and the writing style required in each school. The student must be the first or second author in any journal article which is included as a chapter or section. Dissertations following this format must include an Introduction and a Conclusion. Inclusion of a general Review of the Literature remains at the discretion of the Dissertation Committee. Each journal article will constitute a section or a chapter. Each article may be accompanied by a References Cited section, or a general References Cited section for the complete dissertation may be used. In the case of articles which have already been published or are in press, it will be the student's responsibility to obtain a letter from the editorial house and from each author authorizing the article's publication in the dissertation. The first of each article must contain the appropriate bibliographical citation as a footnote (Appendix J).

#### **j. Figures, Graphs, Diagrams and Photos**

Figures, graphs, diagrams and photographs can be colored or black and white. They must be legible and of good resolution (minimum of 300 dpi) in order to be reproducible. The use of figures, graphs, diagrams and photographs of other authors will require the authorization of the author and / or publisher. This does not apply to material in the public domain, on Creative Commons, and to material that is not protected by copyright such as those made by government employees. The student is responsible for obtaining permission, which may be an email or letter. The legend must include the reference and the following printed phrase with the author's permission. The student must submit the authorization to the CEGI along with the doctoral degree academic requirements completion form (CEGI Form 10).

#### **k. Bibliographies, References or Citations for the Literature**

Each academic discipline and style manual (APA, CSE) provide norms for presenting the bibliography of the dissertation. The student must insure that all references appearing in the text of the dissertation also appear in this section. The corresponding Arabic number must appear on each page of this section.

#### **k. Appendices**

A dissertation may contain additional material which is relevant to the presentation of the investigation and the text. These additional materials will be included in a final section entitled Appendices. The student must use capital letters (A, B, C) to identify each one of the parts which compose the set of appendices. The page corresponding to the List of Appendices will appear in the Table of Contents. Each Appendices page will be identified with the corresponding lower-case Roman numeral

## **V. Copies of the dissertation**

Once the dissertation has been approved at all levels, the student will submit two digital copies (compact disc with identifying label) in PDF format. Additional and/or printed copies may be required, according to the norms of the corresponding School. In addition, all dissertations will be published in UMI/Proquest. For information regarding this process, please contact the Doctoral Studies Center. The student will be responsible for the cost of digital copies and of publishing in UMI/Proquest.

## **VI. Binding**

Printed copies of the dissertations may be required; these will be bound following the specifications set by each School. Binding costs will be the student's responsibility.

## **VII. Plagiarism**

The dissertation is an original document created and developed by a doctoral student, and is granted the endorsement of a Director and a Dissertation Committee. All dissertations will be governed by institutional norms of academic integrity. The student whose dissertation exhibits overwhelming evidence of plagiarism will be subject to the Institution's disciplinary norms and will be brought before the Disciplinary Council. The student could be subject to expulsion from the University.

## VIII. Appendices

### A. Organization and numbering of the dissertation pages.

Organization	Assigned page number
<b>Title Page</b>	(i) Not included
<b>Certification of Approval of Dissertation</b>	(ii) Not included
<b>Copyright</b>	(iii) Not included
<b>Summary</b>	iv
<b>Resumé or <i>Curriculum Vitae</i> or <i>Vita</i> (Optional)</b>	v
<b>Dedication (Optional)</b>	vi
<b>Acknowledgements (Optional)</b>	vii
<b>Table of Contents</b>	viii – multiple
<b>List of Figures (if included)</b>	ix – multiple
<b>List of Tables (if included)</b>	x – multiple
<b>List of Abbreviations (if included)</b>	xi - multiple
<b>List of Symbols (if included)</b>	xii - multiple
<b>List of Maps (if included)</b>	xii - multiple
<b>List of Appendices (if included)</b>	xiv - multiple
<b>Body of the Dissertation</b>	1-final
<b>Glossary (optional)</b>	Continuous numbering starting from the end of the body of dissertation
<b>Index (optional)</b>	Continuous numbering starting from the end of the glossary

B. Title Page

UNIVERSIDAD ANA G MENDEZ

(NAME OF THE SCHOOL)

TITLE OF THE DISSERTATION (ALL CAPITALS)

by

Student's Full Name

DISSERTATION

Presented as a Requisite for the Degree

Doctor of (type of degree)

Gurabo, Puerto Rico

Month, year

This page is not numbered, but represents the number "i"

C. Page for Certificate of Approval of Dissertation

UNIVERSIDAD ANA G MENDEZ

CERTIFICATE OF APPROVAL OF DISSERTATION

The dissertation presented by (complete name of student) was revised and approved by the members of the Dissertation Committee. The form certifying Fulfillment of Academic Requirements for the Doctorate, signed by the members of the committee, has been filed with the Registrar and with the Center for Graduate Studies and Research of the Universidad Ana G Mendez, Gurabo.

MEMBERS OF THE DISSERTATION COMMITTEE

Name, title and affiliation

Chair Dissertation Committee

Name, title and affiliation

Member

Name, title and affiliation

Member

Name, title and affiliation

Member

Name, title and affiliation

Member

This page is not numbered, but represents the number "ii"

D. Copyright Page

©Copyright, Year of Dissertation  
Student's name. All rights reserved.

This page is not numbered, but represents the number "iii"

E. Page for Summary of Dissertation

TITLE OF THE DISSERTATION (ALL CAPITALS, DOUBLE SPACED)

by

(Student's full name)

(Name of the Director of the Dissertation Committee)

Summary

(The summary must be written in continuous text with no citations or references. No notes or outlines will be accepted. This summary must not exceed 350 words. The text should be double spaced. If it is longer than one page, it must be continued on a new page.)

F. Page for Resumé or Curriculum Vitae o Vita (optional)

RESUMÉ or *CURRICULUM VITAE* o *VITA*



G. Dedication Page (optional)

DEDICATION

H. Acknowledgements Page (optional)

## ACKNOWLEDGEMENTS

I. Page of Table of Contents

TABLE OF CONTENTS

(Please do not include the first seven pages in Table of Contents. Begin with the lists of tables, figures, etc.)

J. Example of page for scientific article

Chapter X

TITLE OF SCIENTIFIC ARTICLE

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Khalo, F. & Channel, C. 2009. *Fungal Ecology* 2:10-20

Khalo, F. & Channel, C. 2009. In press, *Fungal Ecology*.  
Published with permission of editor.

Khalo, F. & Channel, C. 2009. Accepted for publication, *Fungal Ecology*.  
Published with permission of editor.

Khalo, F. y Channel, C. 2009. Submitted to *Fungal Ecology*.

Khalo, F. y Channel, C. 2009. To be submitted to *Fungal Ecology*.

This page will be numbered using the Arabic numbers corresponding to the position selected.
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K. Numbering of page in horizontal format Table X.

Columna 1	Columna 2	Columna 3	Columna 4	Columna 5

#página