

[NAME] Dissertation Administrative Review

[✓] = GOOD [✗] = ERROR/POSSIBLE ERROR [x] = N/A [?] = UNSURE/SUGGESTION

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Note: this guide is not exhaustive; it is meant to help students manage the most important and common formatting considerations. Refer to the Dissertation Guidelines or ask the Director of Administration for specific questions you may have

FLAGGED ITEMS FOR CORRECTION

- INSERT FLAGGED ITEMS FOR CORRECTION HERE

Chapters previously published elsewhere:

- For articles in press (but not yet in proof), submitted for publication, or in preparation for submission, the article must be appropriately formatted within the dissertation consistent with formatting requirements specified in this Manual. Such chapters should begin with an abstract of the article.
- Articles in proof or already published may be reproduced and inserted into dissertation.

References Format

AI Review—SUBMIT ONLY THE REFERENCES IN A DIFFERENT DOCUMENT FROM THE THESIS
AND YOU MAY ONLY USE COPILOT 365 IN THE MUSEUM AZURE NETWORK

- [] RGGS Dissertation Guidelines/Chicago Style
- [] AMNH Style Guide
- [] Other:

- References or Bibliography (per the Dissertation Preparation Guidelines or see AMNH Style Manuel if using that style):
 - Start on a new page
 - References should be single spaced within each entry but double-spaced between each individual entry.
 - An indentation in the margin starts on the second sentence of each reference
 - List publications alphabetically by author. Multiple publications by the same author, or by the same two authors, should be ordered chronologically
 - There should be no space between two initials (ex. John R.W. Smith NOT John R. W. Smith)
 - For references accessed electronically, the URL included within the footnote/endnote reference

[] In-Text Citation

- Should be consistent throughout, following either APA or Chicago style: (Author, Date) or (Author Date) with or without the comma.
- See Dissertation Guidelines p. 42 for detailed instructions for both, with examples

General

[] Line spacing

- Text should be double-spaced.
- If title or chapter headings exceed one line in length, they should be single-spaced.
- If using lists in your text, single-space the entries and double-space between each entry.

[] Pagination

(page 4 of the Dissertation Preparation Guidelines) consistent/complete

- Each page (excluding the first) is numbered.
- Front-matter in lowercase roman numerals (i, ii, iii).
- Chapters (including those published elsewhere previously) in western Arabic numerals at the center bottom of each page at least three-quarters of an inch (0.75") above the bottom edge of the page.

[] Figures and Tables

- No smaller than Font size 4-6 within figures
- Resolution should be at least 300 dpi and clearly legible when printed
- "Figure" written out and capitalized (not "fig. 7"). May be abbreviate within text of chapter.
- All text black.
- Figure and table numbering must be either continuous throughout the dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2, etc.).
- The headings of tables should be placed at the top of the table.
 - Size 10 or 12 font
- Captions of figures should be placed at the bottom of the figure.
 - Size 10 or 12 font
 - If the figure takes up the entire page, the figure caption should be placed alone on the preceding page and centered vertically and horizontally within the margins.
- If the figure is part of a published article provided in full as part of the dissertation, may maintain the journal format.
- If the figure is excerpted from a published article not included in full in the dissertation, use dissertation format.

Page orientation

(centering, indentation, etc.) correct throughout the document.

[] Margins

(from page 4 of the Dissertation Preparation Guidelines):

- Left margin: one and one-half inches (1.50")
- Top margin: one inch (1.0")
- Right margin: one inch (1.0")
- Bottom margin: one and one-quarter inches (1.25")
- Page number margin: centered, and 0.75" above the bottom edge of the page

[] Type font

In the approved types/sizes ("**Type Font**" on **page 5** of the Dissertation Preparation Guidelines).

The same style of font or typeface that appears in the main body of the text must also be used in all headers, page numbers, and footnotes. Exceptions are made only for tables and figures produced by different technology or by graphic artists, or reproductions of published papers included within the dissertation.

[] Illustrative Material

(Figures, Tables, and Illustrations – See **page 7** of the Dissertation Preparation Guidelines):

The size of the illustrative material will determine where it is placed within the dissertation. If it is small, it can be placed on the page with the text above/below as reference. Larger illustrations or tables can be placed on the page following the first point of reference. Large items must be reduced to fit the page size. Using landscape orientation is also an option. Alternatively, images/figures may be placed at the end of the chapter in which they are referenced.

- Figures, Tables, and Illustrations properly positioned in accordance with the specifications on **pages 8 and 14** of the Dissertation Preparation Guidelines
- Figures, Tables, and Illustrations properly referenced
- Figures, Tables, and Illustrations properly numbered in accordance with **page 8** of the Dissertation Preparation Guidelines?

Front Matter

Pages should be numbered with lowercase Roman numerals.

Order of items matches Style Guide (also listed at [bottom of this document](#))

[] Title Page

The title page should conform to the standard given in the Example Dissertation.

- -This page should not be numbered
- -Title is bolded, small caps font
- -The "A Dissertation" section should fit eight lines (per the Example Dissertation).
- -The "Richard Gilder" section should fit into five lines (per the Example Dissertation).
- -Date is the date (month/year only) Dissertation Defense Approval form signed (per the Example Dissertation)

[] Copyright Notice (optional)

- If included, this page should be the first numbered one (lowercase Roman numeral ii)

[] Abstract

- Heading and 'Abstract' line should be in small caps font.

- Title, author, and chair need to be listed

[] Dedication (*optional*)

- Should begin about 1/3 down the page.
- Words of the dedication should be italicized.
- Dedication shouldn't have terminal punctuation.

[] Acknowledgements (*optional*)

- Section heading should be in small caps font.
- Any acknowledgements in the individual chapters should be moved to here.

[] Epigraph (*optional*)

- Epigraph page should not have a heading.
- Epigraph should not be enclosed in quotation marks.
- Epigraph should be italicized.
- Should be begin about 1/3 down the page.

[] Table of Contents

- Section headings referenced should be in small caps.
- Headings should match those used in the text.
- Style (caps, punctuation, etc.) should match the sample document (for example put a colon after the chapter number)
- Other formatting

See RGGS Guide for formatting for following sections.

[] Figures, Tables and Illustrations (*optional*)

- All figures and tables must be numbered consecutively within the overall context of the dissertation. (1.1, 1.2 or 1...2...3...through end of thesis) with none duplicated.

Abbreviations (*optional*)

Glossary (*optional*)

Chapters

[] Authorship: Author attribution statements are needed where others collaborated to the research presented in the chapter. This can be put in the Introductory chapter, the abstract of the individual chapter, or as a footnote on the first page of the chapter.

[] Use of the collective "we" in a chapter denotes more than one author. Therefore, an author attribution must be made OR the student must rewrite the chapter using the singular "I".

[] Headings

- Chapter (and number) is small caps and bold, as is the title of the Chapter.

Subheading level I

- “Abstract” is in regular font, bold, and centered.
- “Introduction” is in regular font, bold, centered. Also similar sections such as Materials and Methods and Results and Discussion

Subheading level II (2nd level below title and headings) should be italic and left-justified

- Ex sections such “Taxa and Characters” and “Phylogenetic analyses” should appear left justified and italicized.
- Further subheadings below 2nd level should ALSO appear left justified and italicized.

Notes and References Position

(see also References Format above)

- Footnotes (the footnote must be included on the same page as the referenced passage; lengthy footnotes may be continued on the next page, but must begin on the same page as the referenced passage)
- References usually at end of each chapter but *may* be a bibliography at the end of the chapters

End Matter

[] Bibliography/References Cited References Cited*

Alternatively, references may be provided at the end of each chapter.

[] Appendices

- Measurement Instruments*
- Collections Accessed/Specimens Studied—*required if applicable*
- Extended Literature Review*
- Additional Materials*
- Extended Theoretical Development/Framework*
- Samples*
- Additional Methodology*
- Additional Results*
- Additional Materials*

Permission Letters*

- Permission Letters

Permission letters must be included for any reprinted items, including published articles, manuscripts, illustrative materials, etc.

Curriculum Vitae* (optional)

ORDER OF DISSERTATION PARTS

Preliminary Materials

- Title Page
- Copyright Notice
A copyright notice is only required if the dissertation author intends to file for copyright.
- Abstract
- Dedication*
- Acknowledgements*
- Epigraph*
- Table of Contents
- Figures, Tables, and Illustrations
- Abbreviations
- Glossary

Main Body

- Preface*
- Chapter 1 – Introduction
The first chapter typically serves as the detailed introduction to the dissertation; however, dissertation authors have the option of including a section labeled as “Preface,” which appears prior to the first chapter, and provides a more general introduction to the dissertation, such as motivations for the study, background information, the purpose of the paper, etc. (in such instances, the first chapter should still serve as the more detailed introduction to the dissertation).
- Chapter 2 – Literature Review OR Chapter 2 – Topic/Manuscript #1
- Chapter 3 – Methods OR Chapter 3 – Topic/Manuscript #2
- Chapter 4 – Results OR Chapter 4 – Topic/Manuscript #3

*The total number of chapters **may vary**.*

- Chapter V – Conclusions/Limitations and Discussion, Future Work

End Matter

- Bibliography/References Cited

Alternatively, references may be provided at the end of each chapter.

Appendices

- Measurement Instruments*
- Collections Accessed/Specimens Studied
- Extended Literature Review*
- Additional Materials*
- Extended Theoretical Development/Framework*
- Samples*
- Additional Methodology*
- Additional Results*
- Additional Materials*
- Permission Letters*
- *Permission letters **must be included for any reprinted items**, including published articles, manuscripts, illustrative materials, etc.*

- In-text citations
- Appendices *can and should include in-text citations* if needed to reference sources. The sources should be included in the references for the chapter that the appendix pertains to.

Curriculum Vitae*