

# **F. GUIDELINES FOR DEPOSITING YOUR DOCTORAL DISSERTATION**

This section includes:

- Determining your Graduation Schedule**
- Preparing for the Final Dissertation Defense Meeting**
- The Final Dissertation Defense**
- Dissertation Formatting Requirements**
- Additional Guidelines**
- Depositing your Dissertation**
- Checklist for Depositing your Dissertation**
- Samples Section**
  - Dissertation Acceptance Certificate**
  - Dissertation Committee Page**
  - Abstract**
  - Copyright Page**
  - Title Page**

## **A. INTRODUCTION**

These guidelines will help you determine when you will graduate, guide your planning for your dissertation defense meeting, and prepare the dissertation document to ensure that it constitutes a permanent, quality document that meets the requirements of Antioch University New England.

Once you have set a Dissertation Defense meeting date with your committee, you must notify the Registrar's Office and the Environmental Studies office of your meeting date. The Registrar will mail you a packet of information with the final steps in the graduation process. Allow at least four weeks between notification and your Dissertation Defense meeting.

## **B. DETERMINING YOUR GRADUATION SCHEDULE**

You are responsible for knowing and meeting deadlines for degree completion. Follow these dates to determine if you are eligible to participate in the graduation ceremony of a particular semester. These deadlines are imposed by ANE. Please consult the Student Handbook calendar or the calendar in the course description book for exact dates for a particular year.

The Registrar’s Office develops a list of potential graduates for the coming year based on their database for each graduate student. Presence on this list does not mean a student will participate in the graduation ceremony; the list is meant to help keep track of potential graduates. Students who have been identified as possible finishers will receive an invitation to participate in the ceremony but this does not imply that the student will participate. The final decision is made by the student’s Advisor and the Department Chair, based on the table of dates above and the likelihood that the student will meet those deadlines. To determine if you are eligible for a Dissertation Advising Fee refund, please see the 4<sup>th</sup> Year Trekking Guide.

### **Determining Your Graduation Schedule**

	Spring Graduate	Summer Graduate	Early Fall Graduate	Late Fall Graduate
<b>If</b> you can complete your final dissertation defense meeting:	before date classes begin spring semester (January) <sup>1</sup>	two months prior to fall tuition deadline (May) <sup>4</sup>	before date classes begin, fall semester (August) <sup>7</sup>	before add/drop deadline for fall courses (September) <sup>10</sup>
<i>And</i> you can submit the revised dissertation to your committee:	before last day faculty may accept course documentation (February) <sup>2</sup>	before one month before fall tuition deadline <sup>5</sup>	before final day faculty will accept course documentation (September) <sup>8</sup>	one month before spring tuition deadline (November) <sup>11</sup>
<i>And</i> you can submit the final dissertation to the ES office for a final check:	last day of February	two weeks before fall tuition deadline	last day of September	by middle of November
<i>And</i> you get your committee to sign off and deposit the final version before:	final day course credit awards will be accepted by Registrar (March) <sup>3</sup>	fall tuition deadline(July) <sup>6</sup>	final day course credit awards will be accepted by the Registrar (October) <sup>9</sup>	spring tuition deadline (December) <sup>12</sup>
<b>Then</b> the last semester you are registered for is:	Spring	Summer	Fall	Fall
<i>And</i> you will participate in the graduation ceremony in:	May of that last Spring semester you are registered	May of that same year or May of following year*	May of following year	May of following year
<i>And</i> your degree will be conferred in:	April of that same year	Nov of the last year in which you were registered	Nov of the last year in which you were registered	April of the following year
<i>And</i> you will receive your diploma in:	May of that same year	Dec of that year	Dec of the last semester you are registered	May of the following year

<sup>1</sup> Check Academic Calendar in Course Description Catalogue for exact date

<sup>2</sup> Final day faculty will accept course documentation from prospective April graduate; check Academic Calendar in Course Description Catalogue for exact date

<sup>3</sup> Final day course credit awards will be accepted by the Registrar from faculty for prospective April graduates; check Academic Calendar in Course Description Catalogue for exact date

<sup>4</sup> Check Academic Calendar in Course Description Catalogue for exact date

<sup>5</sup> Check Academic Calendar in Course Description Catalogue for exact date (to give committee time to read the dissertation)

<sup>6</sup> Check Academic Calendar in Course Description Catalogue for exact date

<sup>7</sup> Check Academic Calendar in Course Description Catalogue for exact date

<sup>8</sup> Final day faculty will accept course documentation from prospective November graduates; Check Academic Calendar in Course Description Catalogue for exact date

<sup>9</sup> Final day course credit awards will be accepted by the Registrar from faculty for prospective November graduates; check Academic Calendar in Course Description Catalogue for exact date

<sup>10</sup> Or add drop deadline for fall courses; check Academic Calendar in Course Description Catalogue for exact date

<sup>11</sup> Check Academic Calendar in Course Description Catalogue for exact date (to give committee time to read the dissertation)

<sup>12</sup> Check Academic Calendar in Course Description Catalogue for exact date

\*A student may be permitted to participate in the graduation ceremony as a “walker” or “finisher” in May provided the advisor and the Department chair can agree – and before the date of the public affairs office establishes for final notice of finishers – that the student will finish his or her work before the end of the summer semester.

## **C. Preparing for the Dissertation Defense Meeting**

Although this list looks long, you **must** take care to do everything on it carefully and thoroughly. Prepare exactly for this final meeting. Read this thoroughly and repeatedly!

It is important that you see this meeting as both a test and a celebration of your work. It really is a gift to have so many people give your work such careful attention. This is an opportunity for all of us to recount the good things that have come out of your dissertation research, as well as critique your work.

### **1. BEFORE THE MEETING:**

- ❑ The date and time for the meeting must be set with your committee chair.
- ❑ Work with ES office to select a room. Pick a room that can accommodate at least fifteen people. Budget three hours for the room. Pick a room that is comfortable and has windows.
- ❑ Reserve a computer, projector, conference phone if needed, from the ANE library
- ❑ Invite the rest of the Antioch community to the meeting. You should work with the ES office to prepare an email announcement that will be sent to the ANE community. Also prepare a paper flier that will be posted around campus. Include the title of your dissertation, your full name, and the time, date and place for the talk.
- ❑ Make sure you or the ES office sends out an email announcement to the entire ES Doctoral *and* Masters programs.
- ❑ Make sure that each of your committee members has received, at least two weeks ahead of the meeting, a copy of your most up-to-date version of the dissertation. .
- ❑ If you never sent consulting agreements and W-4 forms to the outside committee member, do that now so the person can be paid.

### **2. PREPARATIONS FOR THE MEETING**

This meeting should be the highpoint of your academic experience at Antioch New England. We want you to take it extremely seriously and to prepare absolutely thoroughly.

Prepare a presentation of your research that will last twenty minutes. You must stick to the twenty minute limit (unless you have agreed ahead of time on a different time with your committee chair). So PRACTICE, PRACTICE, PRACTICE. This should be the BEST public talk you make in your career!

You must discuss with your committee chair your plans for the presentation. We recommend visual aids such as PowerPoint, slides, or overheads. Handouts are not sufficient for some faculty chairs, while others appreciate them, so discuss this with your chair well in advance.

You must include in your presentation a one page bulleted list of two to five (no more!) items. The list should be titled: Key Findings. You must work with your chair to produce this list well before the meeting. This list should be part of your presentation. You need to present your key findings with clarity.

Your presentation should focus on:

- (1) What question, problem, or issue you investigated
- (2) Why this question/issue/problem is relevant, significant or worthy of investigation
- (3) How you chose to approach the question (methods, keep brief)
- (4) What you found out (main results)
- (5) Interpret the results in light of its contributions to the literature
- (6) Any recommendations or plans for future work

We expect a professional presentation, well prepared, thoroughly thought out, and keenly designed. Make sure you have some way of keeping track of time during the talk.

### **3. THINGS YOU NEED TO BRING TO THE MEETING:**

- The meeting is a time to have your work evaluated and critiqued by your committee. At a defense, you will need to defend the quality of your research, your key findings, and your contribution to the field. Anticipate the challenging questions you will receive from your public audience and your committee, and prepare your answers to those questions.
- The meeting is also a time to celebrate your work and share it with the larger community. Plan to bring to the meeting something for people to drink and eat. You should take care of buying some juice or soda and some snack items such as crackers or fruit. Bring cups and napkins. You may want to have a classmate help you organize this. If you have to choose between setting a party atmosphere and preparing your scholarship, choose scholarship.

- ❑ If you published any articles on this research, please bring ten reprints or copies to share with people at your meeting.
- ❑ Bring one extra copy of your dissertation in its most up-to-date form.
- ❑ Bring notepaper and pen or a tape recorder - you should take notes of comments, suggestions and feedback that come up during the meeting. You may also ask a colleague to take notes on questions in the public part of the presentation, but in the part with your committee, you will need to record your own notes.
- ❑ Bring the signature page with you. (A sample is available at the end of the document.) This page will be signed by your committee upon completion of your dissertation, including any revisions your committee requests. (This is the formal document that Antioch New England uses to show your dissertation is finalized.) Under certain circumstances, your committee chair may agree to have the signature page signed right at the defense, rather than having you track down committee members who are traveling nationally or internationally. Be prepared for that possibility. Bring a signature page filled out with the title of the dissertation, your name, and your committee members' names typed up neatly and properly. **This is very important for you!** The Dissertation Acceptance Certificate (Signature Page) can be found online in the First Class conference for ES PhD students, in the folder called “ES PhD Prog Policies.” You must print this form and it must be typed and not hand written.
- ❑ Bring your checks for binding/cataloging your dissertation and give them to the Office Manager in the ES Office. Decide how many personal copies you need (Antioch requires that you pay for one copy for the library) and discuss with your Committee chair if they would like a bound copy for themselves, although this is not required.

Fees: Fees are subject to change.

A check should be made out to **ANE** for the total number of bound copies of your dissertation (\$25.00 each). For example, if you would like 2 personal copies (\$50.00) + 1 Antioch copy (\$25.00) = \$75.00.

If you have 10 pages or less in color (photos, graphs, etc.), the binding fee covers this. If you have more than 10 pages of color (for example, 20 color photos), then a \$5.00/copy fee will be added to your binding order.

A check written to **ProQuest** for:

\$55.00- UMI Dissertation services/ProQuest  
 +\$65.00- copyright services (optional)

## **D. THE FINAL DISSERTATION DEFENSE**

### **1. Checklist**

- ❑ Get to the school at least an hour ahead of time. Find the room and gather the equipment you need. Set up everything and make sure it all works adequately. You may want to ask friends to help you with this.
- ❑ Set up the chairs for at least 15 people.
- ❑ Make sure there is a sign on the front door of Antioch New England stating that your talk is TODAY and stating the room number accurately. Put another sign just outside the door of the room.
- ❑ Set up the food on a table in the back of the room.
- ❑ Put the extra copy of the dissertation next to the food in the back of the room.
- ❑ When your committee members arrive, you and your chair will work together to make certain they are fed and watered! (You and your chair may choose to get them a sandwich or a coffee next door.)

Your committee chair will prepare a short introduction to you and your work. Your chair will also introduce the members of the dissertation committee, and will outline to the audience and the committee the agenda for the meeting.

The dissertation defense meeting allows time for your formal presentation and questions from an audience. However, a major goal of the meeting is to allow your committee members, who have spent many hours working on your dissertation drafts and in some cases have driven long distances to attend the defense meeting, to have uninterrupted time to question you and have a discussion with you about the decisions you made in your dissertation and the justifications for the conclusions you reached. Thus, the audience is asked to leave the room after attending your formal presentation so that you and your committee may have focused, uninterrupted time to thoroughly critique your work, and address any issues and concerns that may arise.

### **2. GENERAL AGENDA FOR THE MEETING:**

- Milling about and snacking on food (10 minutes)
- Dissertation research presentation (20 minutes)
- Questions from the audience; your chair will help you keep track of time and, after your twenty minute presentation will suggest that you take some questions from the audience (15 minutes)

- Dismiss the audience, including other students so that only you and the committee remain
- After the audience is dismissed, you and your committee will sit down and continue the defense with further questions and discussion. We expect you to take good clear notes of this discussion. The aim of this discussion is two-fold. First, the committee will help to ensure that you have presented all the main findings of your work. Second, the committee will discuss any remaining holes in the work that need to be patched before it is sealed and signed. At the end of this discussion, students should verbally restate what changes are expected of them. If you and your chair have done a good job of working with the other committee members, there should be relatively few changes to make (time open)
- Student is excused while committee meets in private (10-15 minutes)
- Student rejoins committee to review committee's findings (time open)

### **3. AFTER THE MEETING:**

Email the committee thanking them for coming and thanking them for giving your work so much consideration.

If the committee has asked for some final changes, you need to summarize what those are to be, in a simple one-page list, and email it to your committee chair. You should have a phone call a day or two later with your chair to make certain you are in agreement on what is still expected of you before you can have your signature page signed-off by the committee and before you can officially deposit your dissertation.

### **4. EXPECT REVISIONS**

***NOTE:** Please do not bring copies of your dissertation to deposit in the ES Office on the date of your Final Dissertation Defense. See "Depositing your Dissertation," below.*

### **E. DISSERTATION FORMATTING REQUIREMENTS**

The actual deposit of your dissertation is done electronically. Check with the department office to be sure you have the most recent dissertation Publications Guide before you submit your dissertation.

You *must* obtain a copy of the Proquest UMI Publications booklet before you begin formatting your dissertation for depositing. This booklet includes important information for publishing your dissertation, including guidelines for bibliographic referencing and the copy right permission form. It is your responsibility to request a copy of this booklet from the ES Office. You are advised to check the UMI Publications website for additional information: <http://www.umi.com/hp/Support/DServices/>

### **What triggers degree conferral?**

In order to confer your degree, the original Dissertation Acceptance Certificate (Signature Page) and a copy of your title page need to be sent to the ES Office to be put on file in the Registrar's Office. The Registrar's Office is strict with their degree deadlines, so please make sure that these items are received in a timely manner (see Determining your Graduation Schedule). Currently, ProQuest and Antioch are not putting signature pages into your electronic or bound hard copies of your dissertation due to concerns of identity theft and this is considered a University standard. That is why your Dissertation Committee Page lists who was on your committee and that the signature page is on file in the school's Registrar's Office.

### **1. Order of Pages in Dissertation**

Dissertation Committee Page (required)

Title Page (required)

Copyright Page (optional)

Dedication (optional)

Acknowledgements (optional)

Abstract (required)

Table of Contents (required)

List of Figures, Tables, and Illustrations with page numbers (optional)

Body of Dissertation

Endnotes (optional)

Literature Cited (required)

Appendices (optional)

*Please note: Every page after Copyright page must be numbered!*

### **2. Dissertation Committee Page (not signed)**

The Dissertation Committee Page can be found online in the First Class conference for ES PhD students, in the folder called "ES PhD Prog Policies."

### **3. Title Page (required)**

The title page must be double-spaced and is not numbered. Follow the format in the samples section. You may also view a sample title page on the ES PhD Program Folder on First Class. Also see the ES Student Handbook

### **4. Copyright Page (optional)**

If you choose to retain and register copyright of the dissertation, prepare a copyright page conforming to the sample in the samples section. Refer to the sample copyright page at the end of this booklet. Center the text in the bottom third of the page within the dissertation margins.

## **5. Dedication Page (optional)**

## **6. Acknowledgements (optional) Needs more info**

## **7. Abstract**

The abstract must be in English, 10 to 12 point type, double-spaced using dissertation margins **and if it exceeds 350 words, the full abstract may not be used in some print indices.** (The title is not included in the word count.) The dissertation title on the abstract must be identical to the title on the dissertation title page. Follow the form in the sample section.

## **8. Table of Contents**

Your dissertation must include a table of contents. The table of contents must include all preliminary sections (for example: dedication, acknowledgement page, abstract, table of contents; these are numbered in lower case Roman numerals) that precede the main text, and the main text chapters, and sections if desired (in Arabic numerals). Double check to make sure your chapter titles in your table of contents match those in your text.

## **9. Tables and Figures (optional)**

- Tables and/or figures appear in the body of the dissertation text.
- Tables and/or figures may be formatted to appear either horizontal or vertical on 8 ½" x 11" paper (if table is horizontal on 8 ½" x 11" paper and continues onto a second page, please set the manuscript pages so the first page appears on an even numbered page.)
- Titles of tables and figures are to be single spaced and flush left. Titles are underlined. The table number is not underlined.
- Tables and Figures must adhere to the margin requirements mentioned above.

## **10. Endnotes and Footnotes (optional)**

Footnotes and endnotes should be single-spaced with an extra space between notes. Discuss with your advisor where footnotes or endnotes would be more appropriate for your text.

## **11. Bibliography**

The bibliography should meet your professional style requirements (e.g. The APA Handbook, The MLA Handbook, or the Council of Biology Editors Handbook), which often conform to the leading journals or book series of your field. They should be single-spaced with an additional space between entries.

## **12. Appendices**

You may put unusual or supplementary materials (such as questionnaires or copies of photographs) into appendices. Appendices must be numbered consecutively with the text of the dissertation. The margins of the appendices must meet the standards for the rest of the dissertation.

## **F. ADDITIONAL GUIDELINES**

### **1. Equations, Superscripts, and Subscripts**

Equations, superscripts, and subscripts are acceptable provided they are legible. Generally, they may be one point size smaller than the text. To identify each equation clearly, please isolate it with double spacing.

### **2. Foreign Language Use**

You may include quotations in languages other than English in your dissertation provided they're accompanied by an English translation. However, the dissertation must be in English.

### **3. Graphics**

Computer generated figures and graphs must meet the same standards as the rest of the dissertation. Headings, keys, and all other identifying information should be of the same quality of print as the text. If graphics, tables, or figures are in the landscape mode (horizontal), place the top of the printed page at the dissertation binding edge (left side of the paper).

### **4. Layout**

- Double-sided pages
- Double-spacing throughout the body of the dissertation
- 12 point for Times Roman, or 10 for Arial, Helvetica and Century Gothic fonts
- Appropriate layout (e.g., lengthy quotations over 5 lines, footnotes, and bibliographies may be single-spaced with a double-space between entries or paragraphs)

### **5. Margins**

Minimum Required:

- Use a minimum of 1" margin on all four sides of all pages (*including* Tables, Figures, and text)
- Page numbers must be placed in the upper right-hand corner one inch from the top and side of the page
- Check margins on all pages, because irregular margins can cause text to be lost during binding

## 6. Page Headers

Do not use page headers (except for page numbers) or decorative borders.

## 7. Page Numbering

The title page, Dissertation Committee Page, and the copyright page (if you are retaining and registering copyright) are not counted in the numbering of pages. Preliminary pages (for example: dedication, acknowledgement page, abstract, table of contents,) that precede the main text are numbered with lower case Roman numerals beginning with one (i).

Page numbers are placed in the upper right-hand corner one-inch from both top and side of the page. Number the main text consecutively beginning with Arabic numeral one (1) in the upper right-hand corner one inch from both top and side of the page. **Double-check your dissertation to ensure that all pages are present and in numerical order.**

## 8. Reprints and Use of Copyrighted Material

As the author of the dissertation manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond “fair use,” is with the written permission of the copyright owner. Please refer to *Copyright Law & Graduate Research: New Media, New Rights and Your New Dissertation* by Dr. Kenneth Crews, available at:

<http://www.umi.com/hp/Support/DExplorer/copyrgh/>

## 9. Scanning

Electronic scanning of photographs, tables, and graphs is acceptable. Photographs should be scanned or photocopied into your manuscript. The dissertation text print should be black. Color photographs, tables, and graphs are acceptable, although there is a limit. The cost of binding includes 10 pages or less that are in color (photographs, tables, graphs). If you have more than 10 pages of color, there is a \$5.00 additional fee to bind your dissertation.

## **G. DEPOSITING YOUR DISSERTATION**

You should not assume that you will be able to deposit your final dissertation when you complete your Final Dissertation Defense. Your committee will always have feedback and comments during the course of the defense meeting which you will need to incorporate. Even if you pass the meeting with flying colors, you will invariably have small changes that will make the dissertation better and ready for publication with UMI/Proquest.

Your advisor must check and approve all post-defense revisions to your dissertation before turning over the signature page. The original signature page is turned into the ES office and a copy will go in your ES file. It is up to your advisor whether s/he rereads the completed document, or just the revisions. You may want to ask your advisor if they prefer that you send revisions in bold or italics.

When you deposit your dissertation, take the attitude that you have the guidance of a production editor to help you through the publication process. Do not submit the dissertation to the ES office until you are absolutely certain you have a beautiful, perfect copy ready to hand in that includes the final comments and all feedback from your committee. Before you deposit your dissertation to the ES Office, check your document to see that you have a clean and complete copy. If you wish to have proofreading services for a fee, please contact Sue Gentile via First Class. Not only does the dissertation you complete reflect your efforts, but Antioch's reputation as well.

This document will be available to the academic community, so you need to be certain the document is of the highest quality. These guidelines will help you prepare your dissertation to ensure that it constitutes a permanent document of quality to meet the requirements of ANE and Proquest.

### **1. The Final Check**

Before you may deposit your dissertation, you must submit a final paper version of the dissertation to the ES Office for a final check. Please follow these guidelines to help this process go smoothly:

- Schedule a date for the dissertation check; this date should be two weeks before ANE's dissertation depositing deadline.
- Mail or drop off one copy of your final, revised dissertation by this date; the dissertation should be signed off as completed by your committee. **The copy you leave in the ES Department to check should be a completed, neat**

**copy printed with the intentions of depositing. The check should catch any last formatting errors so you can deposit a clean document—as close as you can to perfect. All editing and revision should be completed prior to this date.**

- The department will check the copy for **formatting only** (e.g., margins, page numbering, quality of print and images). If you are required to make any formatting changes, you must complete these before the depositing deadline. The department will not make any of these changes for you; you need to be prepared to make these changes yourself.

## **2. Upon Completion of the Final Check**

To deposit your dissertation you must set up a meeting with Jean Amaral, Reference Librarian (phone: 603-283-2404, email: [jean\\_amaral@antiochne.edu](mailto:jean_amaral@antiochne.edu)), to catalogue your dissertation electronically with OhioLINK and UMI/ProQuest. She is willing to meet with students in person, or walk through the process over the phone or email. You can visit this link before your meeting to make decisions about copyright options and three subject headings for your research: <http://www.ohiolink.edu/etd/submit/> You will need one pdf file of your perfect, final and revised dissertation. You will also need to upload your abstract, which can be pasted from a Word document. If you started your process with several Word documents, you need to combine them into only one file and convert to one pdf file. In a Word document, you select print, then you select either a pdf button or change the printer to save as pdf. Your dissertation will be sent to OhioLINK for cataloguing, and then it will be forwarded to UMI/ProQuest for cataloguing and publication.

### **Bound Copies**

After you have uploaded your final dissertation to OhioLINK, please send that pdf file to the Office Manager in the ES Office so that we may send your order to Bridgeport National Bindery. You will have already chosen how many copies you need at your dissertation defense and paid for them by check. The usual binding time takes 4-6 weeks. The library copy will remain here at Antioch and your personal copies will be mailed to you if you have not left a note to pick them up personally.

Please see information on dissertations in digital format in your UMI *Publishing Your Dissertation* Guide. See also the website below for more information on digital information:

[http://proquest.com/products\\_umi/dissertations/submitted\\_authors.shtml](http://proquest.com/products_umi/dissertations/submitted_authors.shtml)

### **Contact Information**

Heather Morrison  
Office Manager, ES Department  
(603) 283.2329  
[hmorrison@antiochne.edu](mailto:hmorrison@antiochne.edu)

**Celebrate!**

