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*Note: All Forms can also be found on The Graduate School’s website*
Following Admission to Candidacy

Student must be continuously enrolled or continuously matriculated

Student selects a Dissertation Chair and together, they select the dissertation committee

Once the committee has been selected, the student submits the "Approval of the Dissertation Committee" form to The Graduate School for approval

If a student selects a committee member from outside the university, the "Request for Approval of Outside Dissertation Committee Member" form must be submitted to The Graduate School
CREATING THE DISSERTATION COMMITTEE

The procedure is as follows:

The Dissertation Committee is composed of a minimum of 3 faculty members, including the dissertation chairperson.

☐ 1. The student will select a Dissertation Chair as the first member. The Chair must be a faculty member in the student’s program and must hold doctoral faculty status.

☐ 2. In consultation with the Chair, the student asks appropriate faculty to serve on his/her committee. Different programs have specific requirements for who must serve on the committee.
   - For the Ed.D. in Pedagogy, one committee member must be an MSU faculty member from outside the student’s specialization.
   - For the Ph.D. in Environmental Management, there must be a minimum of four committee members and the fourth member of the committee must be from industry or from outside the University.

☐ 3. The student will file for Dissertation Committee approval through the Dean of The Graduate School by submitting the Approval of the Dissertation Committee form.

☐ 4. Requests for members of the committee from outside the University must be made by completing the Request for Approval of an Outside Dissertation Committee Member form. This request must also be approved by the Dean of the Graduate School.
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPROVAL OF THE DISSERTATION COMMITTEE
Return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: ___________________________  CWID #: ______________________
Address: ________________________________________________________________
Date: ___________  Program: ______________________________
______________________________________________________________

Instructions to doctoral student: Please identify below the members of the Dissertation Committee and obtain their consent to serve.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
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</tr>
<tr>
<td>Chair</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

Doctoral Program Director: Please review this Dissertation Committee request, make one of the following determinations and forward this form to The Graduate School.

☐ I recommend the dissertation committee membership as outlined above.
☐ The dissertation committee is not recommended for the following reason(s):
  □ A minimum of three committee members have not been identified.
  □ More than one committee member has been selected from outside the student’s discipline.
  □ Committee members have been identified from outside Montclair State University without the approval of the Dean of The Graduate School.

Signature, Doctoral Program Director ____________________________________________________________________________________________
Date __________________________________________________________________________

The Graduate School’s Use Only
The Dissertation Committee is: ☐ Approved  ☐ Denied (Comments: ________________________________________________________________)

Signature, Dean of The Graduate School or Designee ____________________________________________________________________________________________
Date __________________________________________________________________________

Distribution: The Graduate School, Dissertation Chair, Doctoral Program Director, Student

Revised 4/17/12
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
REQUEST FOR APPROVAL OF OUTSIDE DISSERTATION COMMITTEE MEMBER
Return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: ___________________________________________ CWID #: __________________________
Address: ___________________________________________ Date: ___________________________
________________________________________ Program: ___________________________

Instructions to Outside Faculty Member: Please print and sign your name, date the form and provide a copy of your current curriculum vitae.

Committee Member, (Please print name)

Signature, Committee Member __________________________ Date __________________________

☐ I recommend the Dissertation Committee membership as outlined above.
☐ I support the membership of this applicant from outside the degree-granting department as part of this committee. (See attached CV.)
☐ I support the membership of this applicant from outside the Montclair State University community as part of this committee. (See attached CV.)
☐ I do not recommend the Dissertation Committee membership as outlined above.
   (Comments: ____________________________________________________________)

Signature, Doctoral Program Director __________________________ Date __________________________

Signature, College Dean __________________________ Date __________________________

The Graduate School’s Use Only

The Dissertation Committee member is: ☐ Approved ☐ Denied
   (Comments: ____________________________________________________________)

Signature, Dean of The Graduate School or Designee __________________________ Date __________________________

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

Revised 4/17/12
The Dissertation Proposal

Student begins work on the dissertation proposal. Once the Dissertation Chair has determined that the proposal is ready for defense, the proposal defense is scheduled by the Dissertation Chair.

Once the proposal has been defended and approved by the student's Dissertation Committee, s/he files an "Approval of the Dissertation Proposal" form with a copy of the approved proposal, to be signed by the Graduate Dean.

If IRB approval is needed for the student's project, the student files for IRB approval following receipt of the "Approval of the Dissertation Proposal" form from the Graduate Dean.
Dissertation Proposal

After the doctoral student has been admitted to candidacy and selected his/her Dissertation Chair and Dissertation Committee, the student is eligible to begin to work on the dissertation proposal. The proposal should set forth:

- Statement of the problem/inquiry
- Justification of proposed research
- Relevant prior research
- Procedures and methods of research/inquiry
- Data sources, if relevant
- Reference list

A formal defense of the proposal is required. The full Dissertation Committee must meet in-person with the student and discuss the proposal prior to its approval. Interactive communication, such as video or teleconferencing, may be substituted for an in-person meeting only for those committee members from outside the University, or if, under unusual circumstances, a committee member within the University is unable to attend in person. The committee, through a consensus process, approves, modifies or rejects the proposal.

Once the student has successfully defended the proposal and it has been approved by the Dissertation Committee, the student must complete the “Approval of the Dissertation Proposal” form and submit it along with a copy of the proposal to The Graduate Dean for approval. If it is determined that the project will require IRB approval, the student should file for the approval following receipt of the “Approval of the Dissertation Proposal” form from the Graduate Dean.

A dissertation defense may not occur in the same semester as the approval of the dissertation proposal. The student must have an approved dissertation proposal within three years of advancement to candidacy.
WHEN THE STUDENT IS READY TO DEFEND THE DISSERTATION PROPOSAL

The procedure is as follows:

1. Once the Dissertation Chair has indicated to the student that the dissertation proposal is ready for defense, the proposal defense date will be scheduled by the Dissertation Chair.

2. When the student’s proposal has been approved by the Dissertation Committee, the student files an “Approval of the Dissertation Proposal” form, along with a copy of the proposal. This form must be signed by the Graduate Dean.

3. The “Approval of the Dissertation Proposal” form will be returned to the student, indicating whether the proposal has been approved.

4. If IRB approval is needed for the student’s dissertation project, the student should file for IRB approval at this time.
THE GRADUATE SCHOOL  
MONTCLAIR STATE UNIVERSITY  
APPROVAL OF THE DISSERTATION PROPOSAL  
Return the completed form, with all signatures, to:  
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: ___________________________  CWID #: ___________________________
Address: ________________________________  Date: ___________________________

Program: ________________________________

Instructions to doctoral students: Once the dissertation committee has reviewed your dissertation proposal and it has been accepted, this form must be signed by all committee members and the Doctoral Program Director and forwarded along with the final proposal to The Graduate School.

Dissertation Title: ___________________________

Date proposal accepted: ___________________________

Check here if IRB review needed: □

Committee Member  Signature  Date

Committee Member  Signature  Date

Committee Member  Signature  Date

Committee Member  Signature  Date

Chair  Signature  Date

Doctoral Program Director  Signature  Date

The Graduate School’s Use Only

☐ The attached dissertation proposal is approved. ___________________________

☐ The attached dissertation proposal is not approved. The Dissertation Committee is asked to reconvene and reconsider the proposal for the following reasons:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Signature, Dean of The Graduate School or Designee ___________________________  Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

Revised 4/17/12
The Dissertation

Student Responsibilities

Policy concerning Plagiarism

Institutional Review Board (IRB)
The Dissertation

A dissertation pertaining to a significant topic in the major field is required of all doctoral students. The doctoral dissertation should be original, significant, and carried out independently. The dissertation must be a written work of original research, demonstrating the candidate’s comprehensive knowledge and mastery of theoretical, methodological, historical, and empirical issues relevant to the chosen research topic. Once a student has advanced to candidacy, the dissertation may be formally begun and the committee formed.

Statement of Responsibility

Students are responsible for following the requirements set forth in this dissertation guide and any additional guidelines established by their department or program. (To determine if the program has additional or special guidelines, students should contact their dissertation chair or Doctoral Program Director.) It is the student’s responsibility to locate appropriate materials, perform the necessary research, develop conclusions, and present all of the above in a form which meet standards acceptable to the discipline.

Plagiarism in any form is unacceptable and will result in serious disciplinary action including loss of matriculation. If detected after graduation, the student’s degree may be rescinded. Students must act ethically in all aspects of the dissertation process. Students are expected to know, understand and follow the policies and procedures as outlined in the Students’ Rights and Responsibilities section of the Student Handbook as well as other University policies.

Subject content and appropriate supervision of all aspects of the dissertation process is the responsibility of the Dissertation Chair and committee. The Graduate School will approve the dissertation only if style, form, and content standards appropriate for the discipline are maintained.

A dissertation defense may not occur in the same semester as the approval of the dissertation proposal. The student must have an approved dissertation proposal within three years of advancement to candidacy. If this condition is not met, the student’s matriculation status will be reviewed.

For Research Involving Human or Animal Subjects

Once the student’s dissertation proposal is approved by the Dissertation Committee, the candidate must receive approval from the Institutional Review Board (IRB) before conducting research that involves human or animal subjects and before submitting the dissertation to The Graduate School for final approval. Research involving human participants requires the filing of an Application for Approval for Use of Human Participants in Research. A student may not commence work on the dissertation without IRB approval. The form for submission of the
proposal to the IRB is available from the Office of Research and Sponsored Program or can be downloaded from their website at http://www.montclair.edu/ORSP/irb/. Please note the dates of the IRB meetings in order to plan the submission of the proposal.
When the Student is Ready to Defend the Dissertation

Using the dissertation defense chart, the student and Chair select 3 possible dates for the defense. The student files the “Application for Dissertation Defense Date” form.

The "Application for Dissertation Defense Date" form must be accompanied by hard copies of the dissertation: one for each committee member and one for the Graduate Dean.

Format guidelines must be followed. If approved by the Graduate Dean, a date for the defense is selected and a dissertation defense date is chosen.
WHEN THE STUDENT IS READY TO DEFEND THE DISSERTATION

The procedure is as follows:

1. Once the Dissertation Chair has indicated to the student that the dissertation is ready for defense, using the Dissertation Defense Chart, the student consults with the Dissertation Committee Chair and members of the Dissertation Committee to select several possible dates for the dissertation defense. At that time, the Dissertation Chair sends a copy of the dissertation to the Graduate Dean.

2. The student files the “Application for Dissertation Defense Date” form, indicating possible dates. The form must be accompanied by the requisite number of copies of the student’s dissertation (one for each committee member and one for the Graduate Dean). If the Dean agrees that the student is ready for the defense, a date is selected from among those proposed and the dissertation defense is scheduled by The Graduate School.

3. The “Application for Dissertation Defense Date” form must be submitted to The Graduate School by March 1st for May graduation, May 1st for August graduation and by November 1st for January graduation. (Students seeking conferral of the degree in August must include, along with their Application for a Dissertation Defense Date form, letters of approval from each committee member confirming their summer availability.)

4. All copies of the dissertation submitted for the defense must follow the format guidelines included in the “Procedures and Guidelines from Candidacy to Dissertation Defense and Graduation” handbook.
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPLICATION FOR DISSERTATION DEFENSE DATE
Return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: ___________________________________________  CWID #: ____________
Address: ________________________________________________ Date: ____________
________________________________________________________ Program: ____________

Instructions to doctoral students: An oral defense of the dissertation is required of all doctoral students. By completing
this form and with the approval of all members of your committee and the Doctoral Program Director, you are eligible to
defend your dissertation. This form must be accompanied by one copy of your dissertation for The Graduate School plus
one copy for each member of your dissertation committee. The Graduate School will distribute these copies to all
members of your committee for their use as they prepare for the defense.

Dissertation Title:
________________________________________________________________________

Please indicate the proposal defense date. All committee members must agree to the following date and time:


<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Signature</th>
<th>Date</th>
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Chair

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Doctoral Program Director

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The Graduate School’s Use Only
☐ Approved  ☐ Denied (Comments: ______________________________________________________________________)

Signature, Dean of The Graduate School or Designee  Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

Revised 4/17/12
<table>
<thead>
<tr>
<th>Request for Dissertation Defense</th>
<th>Dissertation Defense Date</th>
<th>Final Submission via e-mail of Dissertation to The Graduate School for approval (no later than 4 weeks from degree conferral)</th>
<th>Electronic Submission of APPROVED document to <a href="http://www.etdadmin.edu">www.etdadmin.edu</a> (Please see page 32 of this document for instructions.)</th>
<th>Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Approximately April 1</td>
<td>April 23</td>
<td>May 13</td>
<td>May</td>
</tr>
<tr>
<td>May 1</td>
<td>Only by approval of Dissertation Chair</td>
<td>July 28</td>
<td>August 18</td>
<td>August</td>
</tr>
<tr>
<td>November 1</td>
<td>Approximately December 1</td>
<td>December 23</td>
<td>January 13</td>
<td>January</td>
</tr>
</tbody>
</table>
At The Defense

- Entire committee must be in attendance
- Representative of The Graduate School must be in attendance
- Outcome is reported on the "Report of Dissertation Defense" form
AT THE DEFENSE

The oral defense of the dissertation is a two-hour examination.

1. Attendance by the candidate and all members of the Dissertation Committee is required.

2. A representative of The Graduate School (Dean or Associate Dean) will attend the defense. The Graduate School Representative brings the Report of Dissertation Defense form to the defense.

3. There are three possible outcomes which are determined by the committee. The outcomes are: Pass, Fail, or Pass with conditions. The outcome must be listed on the Report of Dissertation Defense form, signed by all of the committee members and the Graduate Dean (or Associate Dean) and returned to The Graduate School.
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
REPORT OF DISSERTATION DEFENSE

Within 24 hours of the Defense, please return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: __________________________________________ CWID #: ____________________

Address: ___________________________________________ Defense Date: ____________

_________________________________________ Program: ____________________________

Dissertation Title: ____________________________________________

Defense being reported: □ First Defense □ Second Defense □ Review of Pass with Conditions
(Pass – no substantive revisions; Pass with Conditions – substantive revisions; Fail – Second defense required)

□ Pass □ Pass with Conditions □ Fail ____________________________

Date

Committee Member ____________________________ Signature ____________________________
□ Pass □ Pass with Conditions □ Fail ____________________________

Date

Committee Member ____________________________ Signature ____________________________
□ Pass □ Pass with Conditions □ Fail ____________________________

Date

Committee Member ____________________________ Signature ____________________________
□ Pass □ Pass with Conditions □ Fail ____________________________

Date

Dissertation Chair ____________________________ Signature ____________________________

Date

Doctoral Program Director certifies that the above student has met the requirement for the successful defense of the
dissertation.

Doctoral Program Director ____________________________ Signature ____________________________

Date

If the majority of the above votes are Pass with Conditions, list the conditions and timetable for making the revisions to the
dissertation or defense (attach as a separate document). Indicate below the deadline by which all changes must be made:

Changes must be submitted to the Chair and/or Dissertation Committee no later than: ____________________________

The Graduate School’s Use Only

The Graduate School certifies that the above student has met the requirement for the successful defense of the
dissertation and authorizes a grade of P in all dissertation courses (900).

Dissertation Approved: ________________ ________________

Month Year

Signature, Dean of The Graduate School or Designee ____________________________ Date ____________________________

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

Revised 4/17/12
Creation of the Document

Style Manual

Paper, Print, Typeface, etc.

Order
Style Manuals

Style, footnotes, citations, and bibliographical form of the dissertation should conform to the conventions prescribed by a standard style manual appropriate to the student’s major field. In some cases, the style employed in the discipline’s major research publications may also be appropriate. No single style for the written dissertation document is prescribed. Students should follow a style manual established by their dissertation committee from one of the following standard styles:

- American Chemical Society. ACS Style Guide
- American Institute of Physics. Style Manual
- American Mathematical Society. A Manual for Authors of Mathematical Papers
- American Medical Association. AMA Manual of Style
- Editorial Staff of the University of Chicago Press. The Chicago Manual of Style.
- Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations.
- Style Sheet of the Linguistics Society of America.

Paper

All paper used for bound copies of dissertations should be white 8 ½” x 11,” 20- to 24-pound, watermarked bond paper with a minimum of 25% rag or cotton content. Acid-free paper is preferred because of its resistance to the effects of aging.

Print and Copy Quality

The dissertation may be printed using any high-quality printer available today, including laser, “near-letter-quality” or dot-matrix (24-pin). It may be typed on a typewriter. Whatever is used must produce consistently black letters and consistent margins. (Sufficient darkness is also necessary for any supporting materials, such as computer printouts, drawings, pictures, etc., –
either as originals or as copies – that may be appended or inserted in the manuscript.) The dissertation will be published by UMI in microform which requires clear, high-contrast characters and images. As a guide to the quality that will be obtained by the microfilming process, it is suggested that a photocopy of a sample page at 75% reduction be made by the student to evaluate the readability and clarity of the print.

**Typeface**

The Graduate School and UMI prefer 12 point type using Times Roman font. This provides high readability.

**Spacing**

The text in the manuscript should be double-spaced. The right margin of the text should not be justified, but kept left-aligned, also known as ragged right, like the text in this guide.

**Margins**

To assure proper binding and microfilming, to avert binding breakage and for ease of reading, the following margins should be used throughout the entire document:

- Top margin, 1-1/2 inches
- Right margin, 1 inch
- Bottom margin, 1 inch
- Left margin, 1-1/2 inches

The bottom margin must be maintained on all pages, including the appendices. Tables, maps, charts, and illustrations should fall within such margins.

**Pagination**

All pages from the title page to the first page of the body of the dissertation are prefatory; therefore, they must receive lowercase Roman numeral pagination (i, ii, iii). The title page is counted as page one, the copyright page as page two and the signature page as page three, but numbers do not appear on them. Lowercase Roman numerals (iv, v, vi, etc.) are used for all subsequent pages up to the first page of the text (page 1 of Chapter I) and should be placed three quarters of an inch from the bottom edge of the paper, centered between the margins. (Note that in all cases, text which is centered between the margins is not centered on the page itself (because of the 1 1/2-inch left margin).

Beginning with page 1 of Chapter I, Arabic numerals are used and are continuous through the last page including all appendices. These Arabic page numbers for the text should be placed in
the upper right-hand corner, not less than 1/2 inches from the upper edge and directly on the established right margin.

**Dissertation Order**

The dissertation should be submitted to The Graduate School in the order outlined below, **or it will not be approved.**

Items 1 – 11 receive lower case Roman numeral pagination centered on bottom of page (iv, v, etc.) as noted above.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Title Page (required, no page number appears)</td>
</tr>
<tr>
<td>2.</td>
<td>Copyright Page (required, no page number appears)</td>
</tr>
<tr>
<td>3.</td>
<td>Dissertation Approval Form (Signature Page*) (required, no page number appears)</td>
</tr>
<tr>
<td>4.</td>
<td>Abstract (required)</td>
</tr>
<tr>
<td>5.</td>
<td>Acknowledgement (optional)</td>
</tr>
<tr>
<td>6.</td>
<td>Dedication (optional)</td>
</tr>
<tr>
<td>7.</td>
<td>Table of Contents (required)</td>
</tr>
<tr>
<td>8.</td>
<td>List of Tables (as appropriate)</td>
</tr>
<tr>
<td>9.</td>
<td>List of Figures (as appropriate)</td>
</tr>
<tr>
<td>10.</td>
<td>List of Symbols/Abbreviations (as appropriate)</td>
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<tr>
<td>11.</td>
<td>Preface (optional)</td>
</tr>
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</table>

* **Must be signed by all members of the Committee and Dean of The Graduate School**

Items 12 - 14 receive Arabic numeral pagination on upper right-hand corner of page as noted above.

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<tbody>
<tr>
<td>12.</td>
<td>Text (body of dissertation) (required)</td>
</tr>
<tr>
<td>13.</td>
<td>References (required)</td>
</tr>
<tr>
<td>14.</td>
<td>Appendices (as appropriate)</td>
</tr>
<tr>
<td>15.</td>
<td>Blank Cover Sheet (required)</td>
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</tbody>
</table>
(Sample Title Page)

JUDGEMENT AND FEELING IN THE ANESTHETIC THEORY OF BERNARD BOSANQUET

A DISSERTATION

Submitted to the Faculty of
Montclair State University in partial fulfillment
of the requirements
for the degree of (insert name of degree – Doctor of Education, Doctor of Science,
Doctor of Environmental Management, etc.)

by

MARY JEANNE OSBORNE
Montclair State University
Upper Montclair, NJ
2003

Dissertation Chair:  (Type Chair’s Name Here)
Copyright © 1995 by John William Doe. All rights reserved.
(Sample Abstract Page)

ABSTRACT

(TITLE OF DISSERTATION, In Capitals)

by Author’s Full Name

Text of abstract, not to exceed 350 words, and must be double spaced.
We hereby approve the Dissertation

(insert title)

of

(insert name of student)

Candidate for the Degree:

(insert name of degree)

Dissertation Committee:

Department of _______________________

(Dissertation chair signs on line; type name under signature)

Dissertation Chair

Certified by:

(Dean signs above; type name under signature)
Dr. (name), Dean of Graduate School

(Committee member signs on line; type name under signature)
Dr. (name of committee member)

(Committee member signs on line; type name under signature)
Dr. (name of committee member)

(Committee member signs on line; type name under signature)
Dr. (name of committee member)
Submission of the Final Document

Submission of the final manuscript:
1. Electronic Submission to TGS
2. Library Copy
3. Personal Copies (optional)
4. Electronic Submission to UMI

Fees

UMI
SUBMITTING THE FINAL MANUSCRIPT

Signature Page

Following a successful defense, the student makes any content changes required by the Dissertation Committee and then collects the signatures of each committee member on the signature page(s). Please see page 28 of this document for a sample of the signature page. **The formatting of this page must be approved by The Graduate School BEFORE the student acquires the committee members’ signatures.** In order to obtain approval, the student must e-mail the formatted signature page to The Graduate School at docstudy@montclair.edu.

The approved signature page should be printed on 20- to 24-pound, watermarked bond paper with a minimum of 25% rag or cotton content and signatures. One original signature page is to be included in each copy of the dissertation that will be bound. The signature page requires the signature of the Graduate Dean.

Dissertation Submission

1. **Electronic Submission to The Graduate School**

The dissertation **with all required content and format revisions** must be submitted as a Word document to The Graduate School at docstudy@montclair.edu in accordance with the dates outlined in the Dissertation Defense and Submission Deadlines chart on page 17 of this document. The electronic submission to The Graduate School must take place prior to printing copies of the Dissertation or submitting to UMI.

2. **Library Copy**

Students are required to submit a copy on 20- to 24-pound, watermarked bond paper with a minimum of 25% rag or cotton content for Sprague Library. This copy must include the signature page with original signatures from each committee member.

3. **Personal Copies**

Students may opt to have personal copies of their dissertation bound. All copies of the final approved dissertation submitted for binding must be prepared on paper as identified in the formatting section of these guidelines. All copies of the dissertation must be printed from a computer printer; no photocopies will be accepted. After payment has been made by the student, Sprague Library will have all copies of the dissertation bound. All fees required to be paid by the student are listed in the “Fees” section.

4. **Electronic Submission to UMI**

The electronic submission will also serve as the text that is published by **University Microfilms International** (UMI). All candidates for doctoral degrees at Montclair State University are
required to publish their dissertations through UMI Ann Arbor, Michigan. Publication brings the manuscript to the attention of other researchers through various printed preferences and through the online search facility, Dissertation Abstracts Online. Publication through UMI allows other researchers to order copies of the dissertation.

The dissertation must be approved by The Graduate School BEFORE the student submits it electronically to UMI. The student will be responsible for submission of the dissertation to UMI once it has received final approval from The Graduate School. For instructions on submitting to UMI, please see page 32 of this document.

Fees
The following fees are required at the time the final dissertation is submitted:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>Graduate School (required)</td>
<td>$100</td>
<td>Student must submit a Dissertation Filing fee. Make check payable to “Montclair State University.”</td>
</tr>
<tr>
<td>Library Copy (required)</td>
<td>$20</td>
<td>Student must submit one copy on bond paper for Sprague Library. Make check payable to “Sprague Library-MSU.”</td>
</tr>
<tr>
<td>UMI Submission Fee (required)</td>
<td>$65</td>
<td>Student will be charged a UMI submission fee by UMI when the dissertation is submitted electronically. This fee may be paid on-line, via credit card directly to UMI.</td>
</tr>
<tr>
<td>Personal Copies (optional)</td>
<td>$20/copy</td>
<td>This fee covers binding for each personal copy the student wishes to have bound. The cost of personal copies should be added to the Library-copy fee. *Check made payable to “Sprague Library-MSU.”</td>
</tr>
</tbody>
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In Summary

Submit the following:

☑ One copy of the dissertation for Sprague Library

☑ Personal copies students wish to have bound (optional)

☑ One signature page with original signatures from each committee member

☑ Fees

☑ When appropriate, copies of letters of permission for the reproduction of copyrighted material
A Step-By-Step Guide to the Electronic Submission Process:
UMI
A note about UMI

In order for a dissertation to be useful to other researchers, it must be easy to locate. UMI’s services allow researchers to conduct a computer search using the complete text of an abstract, the title of a dissertation or a few “keywords” – significant words that don’t appear in either the title or abstract. When submitting a dissertation to UMI, a student will also be asked to select one broad subject category which most clearly describes the general content of the dissertation as well as the selection of keywords. It is recommended that students consult with a librarian at Sprague Library for help in identifying the appropriate categories and keywords.

DEAR STUDENT:

UMI’s most pertinent requirements have been covered in this handbook, but a few are worth repeating:

1. All type must be dark and clear, and illustrative materials must have sufficient contrast in black and white. Everything must be within the prescribed margins in order to be microfilmed properly.

2. Your abstract must be no more than 350 words or it will be shortened by UMI’s editors

3. You must obtain permission letters which must be submitted to The Graduate School, for any previously copyrighted material you used in your dissertation that is beyond “fair use.”

UMI requires your dissertation to be submitted as ONE document. The Graduate School requires the inclusion of an original signature page. In order to facilitate this process, The Graduate School has implemented the process outlined in Step 1 – Step 3.

**Step 1:** You will need to acquire The Graduate School Dean’s signature on your signature page(s). Once you obtain the signatures from your committee members, submit THE ORIGINAL signature page(s) to The Graduate School. Once the Dean of The Graduate School signs the signature page(s), we will scan one and return it/them to you.

**Step 2:** Please e-mail the final version of your manuscript as a Word document to docstudy@montclair.edu.

**Step 3:** The Graduate School will add the signed signature page to your document and return it to you electronically.

Once you receive the merged document from The Graduate School, you may proceed with the electronic submission process beginning with Step 4.

**Step 4:** Go to [www.etdadmin.com/montclair](http://www.etdadmin.com/montclair)
Step 5: Create an account.

Step 6: Click on the MY ETD tab.

Step 7: Please make sure your dissertation is one electronic file.

Step 8: Before your dissertation or thesis can be published, your PDF must have all fonts embedded.

To embed your fonts in Microsoft Word 2010:

1. Open your file. (This file should have been created using a TrueType font. Recommended fonts include Times-Roman and Helvetica.)
2. Click the File tab in the upper left corner of Microsoft Word.
3. Click the Options button, which can be found toward the bottom of the list.
4. Choose Save from the left sidebar.
5. Check the box next to Embed fonts in the file.
6. Click the OK button.
7. Save the document.

To embed your fonts in Microsoft Word 2007:

1. Open your file. (This file should have been created using a TrueType font. Recommended fonts include Times-Roman and Helvetica.)
2. Click the circular Office button in the upper left corner of Microsoft Word.
3. A new window will display. In the bottom right corner is a button, Word Options. Click the Word Options button.
4. Choose Save from the left sidebar.
5. Check the box next to Embed fonts in the file.
6. Click the OK button.
7. Save the document.

To embed your fonts in earlier versions of Microsoft Word:

1. Open your file. (This file should have been created using a TrueType font. Recommended fonts include Times-Roman and Helvetica.)
2. On the **Tools** menu, choose **Options**.

3. Click the **Save** tab.

4. Select the **Embed TrueType fonts** check box.

5. Save the document.

**To embed your fonts using Microsoft Word on a Mac:**

- *Currently, Microsoft Word for Mac does not have a feature that allows for embedding fonts. You might consider using OpenOffice software ([http://www.openoffice.org/](http://www.openoffice.org/)) (which embeds fonts automatically while converting to PDF) or using a PC to embed fonts in your manuscript.*

**Step 9:** After you embed your fonts, your PDF must also have all security restrictions removed. **Please use the PDF Conversion Tool to convert your document to a PDF.** When you create your PDF using the PDF conversion tool, the security settings will automatically be taken care of.

You may access PDF Conversion Tool by clicking the “My ETD” tab in the top navigation bar, then the “Submit by ETD” tab, then the “Instructions” tab in the left navigation bar, then the link to the PDF Conversion Tool. Then, click the “Browse” button and locate your file. Once you get a message saying that your file was successfully uploaded, click the “Convert File” button. You should receive another message that says that your file has been submitted for conversion and that you will receive an e-mail when the conversion is complete and your PDF is available.

**Step 10:** When your PDF has been converted, you will receive a message letting you know that your PDF is ready to be downloaded.

**Step 11:** Cut and paste the link from the e-mail into a browser.

**Step 12:** Check your document and then save it.

**Step 13:** Go to [www.etdadmin.com/montclair](http://www.etdadmin.com/montclair).

**Step 14:** Click on the “My ETD” tab in the top navigation bar, then the “Submit by ETD” tab, then the “Publishing Options” tab in the left navigation bar.

**Step 15:** Select the publishing options of your choice. Then, click the “Save and Continue” button.

**Step 16:** Please read the ProQuest/UMI Traditional Publishing Agreement and then click the “Accept” button at the bottom of the page. (Please note: To publish your dissertation/thesis with ProQuest/UMI, you must review and accept the ProQuest/UMI agreement.)
Step 17: Please enter your contact information. Then, click the “Save and Continue” button.

Step 18: Please complete the Dissertation/Thesis Details. Please note: There are no special characters allowed in the Title since this information is used for archiving. Therefore, symbols, such as “β” and “π” need to be spelled out as beta and pi.

You may copy and paste the abstract from your thesis or dissertation into the field marked “Abstract.” Please note: Special characters need to be formatted in a specific way. Please click on the “formatting hints” link for detailed instructions.

Once you’ve completed the Dissertation/Thesis Details, click the “Save and Continue” button.

Step 19: If you followed Steps 4-6, you may upload the PDF you saved in Step 9 by clicking the “Browse” button and locate your file. THIS IS THE FILE THAT IS BEING UPLOADED TO THE GRADUATE SCHOOL ADMINISTRATOR. You will get a message saying that your file was successfully uploaded. You will also see a View PDF link that will allow you to view your manuscript. Then, click the “Save and Continue” button.

Step 20: The Supplemental Files page is optional and only for those who have media, such as audio files, video files or over-sized charts. MOST STUDENTS WILL SKIP THIS STEP simply by clicking the “Save and Continue” button.

Step 21: If you would like to send The Graduate School administrator a message, you may do so by entering it on the Notes to Administrator page. You may also choose to skip this step. When you are ready to move to the next step, please click the “Save and Continue” button.

Step 22: Please read the Register U.S. Copyright page and complete Questions 1 and 2. Then, click the “Save and Continue” button.

Step 23: If you are interested in ordering copies of your thesis or dissertation, you must complete the Order Copies form at this point in the process. If you skip this step and decide later that you are interested in purchasing copies of your thesis or dissertation, you will have to order them over the phone.

If you are interested in ordering copies of your thesis or dissertation, please click the “Calculate Subtotal Button.” If you would like to make changes to your order, you may do so and then click the “Calculate Subtotal Button” again. If you are satisfied with your order, please click the “Continue with Order” button. Once you click the “Continue with Order” button, you will be asked to confirm your ship-to address. Once you’ve confirmed your shipping address, please click the “Save and Continue” button.

If you are not interested in purchasing copies of your thesis or dissertation, click the “Decline – Do not order” button. (Please note: You will still be charged a $55.00 copyright registration fee, which will appear on your Order Summary.)
Step 24: The Submit and Pay page is your last chance to make any revisions to your thesis or dissertation or changes to your order for copies. Once you click the “Continue with submission” button, your dissertation will be sent to The Graduate School and you will be unable to make any further revisions to your submission without obtaining permissions from The Graduate School. If you are satisfied with your document and your order and are prepared to submit the final version of your thesis or dissertation, please click the “Continue with submission” button.

Step 25: Please note: You will still be charged a $55.00 copyright registration fee, which will appear on your Order Summary. This fee will be assessed regardless of whether or not your order copies of your thesis or dissertation.

Step 26: You will be given the opportunity to enter your credit card information and then click the “Submit Dissertation/Thesis & Pay” button.

If, at any time during this process, you have any questions, please do not hesitate to contact The Graduate School at (973) 655-5147 or gradschool@mail.montclair.edu.

Survey of Earned Doctorates

After you complete the electronic submission process, you will be required to complete the Survey of Earned Doctorates. The Survey of Earned Doctorates is the definitive source of information on the nation’s new research doctorates. Sponsored by the National Science Foundation and five other Federal agencies and conducted by NORC, the SED is critical to understanding in what specialty areas doctorates are earned and the post-graduation employment plans of those who completed the doctoral degree. Results are used by government as well as academic institutions to make decisions about funding for graduate education, developing new programs and supporting existing ones. The survey can be accessed through the following site: https://sed.norc.org/survey. If you have any questions about the survey or if you have any difficulty with the site, please contact NORC at 4800-sed@norc.uchicago.edu or (800) 248-8649. Upon completion of the survey, you must notify The Graduate School, in writing, that you have completed this requirement.
Completion of the Doctoral Degree

Graduation

Regalia

Notification to The Graduate School of intent to attend Commencement
GRADUATION AND DEGREE CONFERMENT

Commencement and Convocation

Students who have completed all requirements for the doctoral degree, including the successful defense and submission of the dissertation prior to dissertation filing deadlines listed in this document, will be invited to attend the appropriate May Graduate School Convocation and University Commencement ceremonies. Students must respond to The Graduate School if they intend to attend either one, or both, of these activities. That is the only way to insure that the student will be called by name at the ceremonies.

Doctoral Regalia

Doctoral students who wish to attend Commencement and/or Convocation will be required to wear appropriate academic regalia.

Renting Regalia

Students wishing to rent doctoral regalia should notify The Graduate School as soon as possible.

Purchasing Regalia

Students wishing to purchase a doctoral gown, hood and/or cap should contact the University Bookstore no later than the beginning of March (the exact date is determined by The Graduate School on an annual basis) in order to allow processing time. The bookstore may be reached at (973) 655-7074.
APPENDIX

Audiology Research Project/Presentation
When a Project serves as a Culminating Experience in an Applied Program

Student files "Application for Research Project Presentation Date" form, along with a copy of the actual presentation (PowerPoint, Portfolio, etc.)

Once the Graduate Dean has signed the form indicating that the project has met the conditions for presentation, the department schedules the presentation

Following the presentation, the Project Committee Chair files the "Report of Research Project Presentation" form.
When the Research Project and Presentation are Complete

When the committee has indicated that the project has "passed" and all conditions are met, the student must give a copy of the manuscript on disc to The Graduate School.

The student must submit the disc to The Graduate School by April 30th for May commencement, August 7th for summer degree conferrment and by December 1st for fall degree conferrment.
THE AUDIOLOGY PROGRAM
MONTCLAIR STATE UNIVERSITY
APPLICATION FOR RESEARCH PROJECT PRESENTATION DATE

Return the completed form, with all signatures, to:
The Graduate School, College Hall Room 203, 1 Normal Ave., Montclair, NJ 07043

Student Name: ___________________________ Date: _______________________
Address: ___________________________________________ CWID #: ____________

Instructions to doctoral students:
An oral presentation of the research project is required of all doctoral students. By completing this
form and with the approval of all members of the student's research project committee, you are verifying
that the project has met all the requirements of the doctoral program and that it is ready for final presentation.
Submit this form to The Graduate School by March 1st for May graduation, May 1st for August graduation
(students seeking an August degree conferral must include with their Application for a Research Project
Presentation Date form letters of approval from each committee member confirming their summer availability),
and by November 1st for January graduation. Along with this form, the student should submit 1 copy of the
PowerPoint presentation which will be reviewed by the Graduate Dean. The Chair of the Research Project
Committee will distribute copies of the PowerPoint to all members of the student's committee for
their use in preparing for the presentation.

Research Project Title: ___________________________________________________________

Will the student continue on for the ScD: YES _______ NO _______

Research Project Committee
We have reviewed the proposed written manuscript of the above student's research project and deemed it ready
for presentation. The following individuals have agreed to this date and signify by their signature below.

Date of Research Project Presentation ___________________ Time of Presentation ____________

Chair/Advisor
Name __________________________________________ Signature _____________________ Date ____________

Committee Member
Name __________________________________________ Signature _____________________ Date ____________

Committee Member
Name __________________________________________ Signature _____________________ Date ____________

Committee Member
Name __________________________________________ Signature _____________________ Date ____________

(e-mail if off-campus: ____________________________)

Director,
Doctoral Program
Name __________________________________________ Signature _____________________ Date ____________

The Graduate School's Use Only
The above student has met all the conditions for presentation of the research project as certified by The Graduate School
and received a grade of Pass.

Signature of The Graduate School Dean ___________________________ Date ____________

Distribution: The Graduate School, CHSS Dean's Office, Doctoral Program Director, Research Project Chair, Student
**THE AUDIOLGY PROGRAM**
**MONTCLAIR STATE UNIVERSITY**

REPORT OF RESEARCH PROJECT PRESENTATION

Return the completed form, with all signatures, to:
The Graduate School, College Hall Room 203, 1 Normal Ave., Montclair, NJ 07043

Student Name: ___________________________    CWID #: ___________________________

Address: ______________________________________  Presentation Date: _____________

Program: ___________________________________

Research Project Title: ____________________________________________________________

*Please note that the final manuscript is due to The Graduate School no later than: April 30th for May degree
conferment; December 1st for January degree conferment; August 7th for August degree conferment.

Defense being reported:  □ First Defense  □ Second Defense  □ Review of Pass with Conditions
(Pass – no substantive revisions; Pass with Conditions – substantive revisions; Fail – Second defense required)

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<th>Committee Member</th>
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Committee Member

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Chair/Advisor

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Doctoral Program Director certifies that the above student has met the requirement for the successful presentation of the research project.

Director,
Doctoral Program

<table>
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If the majority of the above votes are Pass with Conditions, list the conditions and timetable for making the revision to the presentation (attach as a separate document). Indicate below the deadline by which all changes must be made:

Changes must be submitted to the Chair and/or Dissertation Committee no later than: ________________

*The Graduate School’s Use Only*
The Graduate School certifies that the above student has met the requirement for successful presentation of the research project.

<table>
<thead>
<tr>
<th>Signature of The Graduate School Dean</th>
<th>Date</th>
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Distribution: The Graduate School, Doctoral Program Director, Research Project Chair, Student

Revised 4/17/12