

Left Margin is  
1.5" margin on  
every page

Right  
margin is  
1" on  
every page

For the Title page,  
**Top margin is 2**  
**inches** from top of  
page to start of  
text

TITLE OF DISSERTATION OR THESIS: NOTE THAT TITLES MAY BE LONGER THAN ONE LINE, OR EVEN LONGER THAN TWO LINES, IN ANY CASE, TITLE SHOULD BE IN ALL CAPS AND PAGE SPACING APPLIES TO THE TITLE

Extra return below TITLE

A dissertation/thesis submitted in partial fulfillment  
of the requirements for the degree of

NAME OF DEGREE

to the faculty of the

NAME OF DEPARTMENT OR DIVISION

of

NAME OF COLLEGE OR SCHOOL

at

ST. JOHN'S UNIVERSITY

New York

by

Student's Name

Spacing for  
this page is  
1.5

Add extra  
returns as  
noted, left

Extra return  
above and  
below the  
Date line

Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

\_\_\_\_\_

Student Name

\_\_\_\_\_

Mentor Name

The title page counts as  
“page i” of the document,  
however the page number  
should display

1" margin  
on bottom  
of every  
page

For the Copyright page, the top margin is 4.5 inches from top of page to start of text

© Copyright by Student's Name 20XX  
All Rights Reserved

Line Spacing:  
1.5 lines

The Copyright page has no page number; and is not counted in Preliminary Pagination.

Starting with abstract page,  
1" margins on top, (as well  
as right margin, and bottom  
margin) for every page



## ABSTRACT

TITLE OF DISSERTATION OR THESIS: NOTE THAT TITLES MAY BE LONGER THAN ONE LINE,  
OR EVEN LONGER THAN TWO LINES, IN ANY CASE, TITLE SHOULD BE IN ALL CAPS AND

Extra return  
before and  
after Name.  
Name is right-  
justified

PAGE SPACING APPLIES TO THE TITLE

Student Name

Present a maximum 350-word summary of the study including (a) the main purpose or problem under investigation, (b) the specific characteristics of the participants (e.g., age/grade, sex, primary language), (c) the essential features of the research methodology (e.g., instruments, procedures, techniques for analyses), and (d) the significance and/or potential implications. Candidates whose dissertations are written in a foreign language are also required to include an English language version of their abstract on this page.

The abstract must be double spaced.

Starting with abstract,  
text on this page and all  
subsequent pages of the  
document, should be left-  
justified to avoid large  
gaps in text.

Some disciplines favor full  
justification; if large gaps  
are not present in the  
text, full justification will  
be accepted

This page and all subsequent pages of  
the document are double spaced  
(i.e.: abstract, dedication,  
acknowledgements, table of contents,  
and body of the manuscript.)

See full guide for list of exceptions

The abstract page has no page number.  
The Abstract is not counted in  
Preliminary Pagination

### **DEDICATION (OPTIONAL)**

If you choose, you may insert a dedication here. Page heading should be ALL CAPS and centered on the page. Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal. The dedication should be double spaced. If you choose not to have a dedication section, do not include this page.

OPTIONAL

Preliminary  
pages use  
lower case  
Roman  
numerals

## **ACKNOWLEDGEMENTS (OPTIONAL)**

If you choose, you may insert any acknowledgements here. Page heading should be ALL CAPS and centered on the page. **Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal.** Acknowledgements should be double spaced. If you choose not to have an Acknowledgements section, do not include this page.

OPTIONAL

If you do not  
include a  
dedication,  
this should be  
page ii.

## TABLE OF CONTENTS

Your discipline will determine whether you should include an Introduction before Chapter 1	DEDICATION (OPTIONAL) .....	ii
	ACKNOWLEDGEMENTS (OPTIONAL).....	iii
	LIST OF TABLES (OPTIONAL).....	v
	LIST OF FIGURES (OPTIONAL).....	vi
	LIST OF ABBREVIATIONS (OPTIONAL).....	vii
	INTRODUCTION (IF USED IF USED IN YOUR DISCIPLINE).....	1
	First Section of Introduction .....	1
	Initial SubSection of First Section of Introduction.....	1
	Next SubSection of First Section of Introduction .....	2
	Second Section of Introduction.....	2
Your discipline will determine how/whether your chapters, sections, and subsections should be labeled (i.e.: letters, numbers, etc)	CHAPTER 1.....	3
	First Section of Chapter 1.....	4
	Initial SubSection of Chapter 1.....	4
Regardless of discipline, the TOC should be double spaced.	CHAPTER 2.....	5
	First Section of Chapter 2.....	5
	Initial SubSection of Chapter 2.....	5
	APPENDICES (OPTIONAL) .....	6
	REFERENCES.....	7

This page number should continue Roman numerals from the dedication and/or the acknowledgements.

If you include neither a dedication nor acknowledgments, this should be page ii.

The table of contents should include the “Optional” sections (if used), each Chapter, section and subsection within the main body of the work, as well as appendices (if included), and references. The TOC itself (and corresponding page number/s) are NOT included in the TOC.

### **LIST OF TABLES (OPTIONAL)**

If you include any tables in the main body of your thesis or dissertation, insert a list of tables on this page. Spacing for lists may be 1.5 or double spaced. **Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal.** If you choose not to use tables, do not include this page.

OPTIONAL

### **LIST OF FIGURES (OPTIONAL)**

If you include any figures in the main body of your thesis or dissertation, insert a list of figures on this page. Spacing for lists may be 1.5 or double spaced. **Do not include the word OPTIONAL in the heading.** Do not include Watermark with OPTIONAL diagonal. If you choose not to use figures, do not include this page.

OPTIONAL

### **LIST OF ABBREVIATIONS (OPTIONAL)**

If you include any abbreviations in the main body of your thesis or dissertation, insert a list of abbreviations on this page. Spacing for lists may be 1.5 or double spaced. **Do not include** the word **OPTIONAL** in the heading. **Do not include Watermark with OPTIONAL diagonal.** If you choose not to use abbreviations, do not include this page.

OPTIONAL

## **INTRODUCTION (IF USED IN YOUR DISCIPLINE)**

Start the main body of your thesis or dissertation here. The main body must be double-spaced. Your discipline will determine whether you should include an Introduction before Chapter 1 and whether your chapters should be labeled with numbers.

### **First Section of Introduction**

  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis semper dolor quis magna condimentum, in commodo erat iaculis. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Nulla id volutpat velit. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

  Quisque gravida, massa ac porttitor dapibus, tellus quam sodales lectus, ut hendrerit massa libero ut justo. Vestibulum maximus convallis metus, sit amet imperdiet eros euismod ultricies. Vivamus eu pulvinar eros. Ut quis arcu et lectus commodo luctus id nec urna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer rhoncus tempor nulla at rhoncus. Vivamus accumsan eleifend ligula, sed lacinia neque consectetur ac. Curabitur placerat ipsum ac est venenatis, vitae congue odio ornare. Proin quis rhoncus nisi, fermentum consectetur est. Aenean sed scelerisque odio.

#### **Initial SubSection of First Section**

  Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt ullamcorper. Nullam vel massa quis nunc ultrices euismod. Nam pellentesque neque condimentum nunc efficitur scelerisque. Aliquam vehicula sollicitudin quam eu pulvinar. Ut at nulla ex. Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Donec neque ex, mollis nec ipsum sed, mattis sagittis mauris. Ut at nulla ex. Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Donec neque ex, mollis nec ipsum sed, mattis sagittis mauris.

Phasellus eu vestibulum tellus, interdum congue justo. Phasellus vestibulum sodales sapien. Fusce et nisl sed quam rutrum sagittis eu vel nunc. Ut et sodales lectus. Sed semper ipsum ut eros sodales, at semper turpis eleifend.

### **Next SubSection of First Section**

Vestibulum vulputate rutrum tempor. Sed et lacus purus. Nullam felis urna, imperdiet consequat ligula eu, vestibulum sollicitudin nibh. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.<sup>1</sup> Sed et enim vehicula velit ornare rhoncus. Donec in nunc sollicitudin erat convallis pellentesque. Praesent a urna mattis enim consectetur cursus. Integer et nisl quis magna rhoncus semper vel sed magna. Nam tempor, nisi eu pulvinar cursus, eros quam malesuada lorem, ac laoreet enim lacus eu turpis.

### **Second Section**

Donec placerat malesuada diam ac feugiat. Sed vel orci fermentum, eleifend felis eu, dapibus urna. Ut at nulla ex. Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Donec neque ex, mollis nec ipsum sed, mattis sagittis mauris. Etiam blandit vitae sem eget finibus. Integer pulvinar quam augue, vitae interdum nulla tempus ac. Nullam mauris lectus, suscipit eu semper in, sagittis facilisis tellus.

Footnotes are an exception to double-spacing for the Main Body of the text. Footnotes can be single spaced. See full guide for list of other double-spacing exceptions

---

<sup>1</sup> Vestibulum sit amet venenatis nisi. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus.

Each new chapter should start on a new page.

## CHAPTER 1

Quisque consectetur quam vel magna pretium, et mattis libero interdum. Sed hendrerit neque eget magna ultricies, quis lacinia sapien suscipit. Praesent finibus, dolor sit amet rutrum semper, nisl neque finibus quam, sit amet facilisis lacus libero id lacus. Suspendisse eget egestas mauris, sed blandit nulla. Aenean et orci porta, ornare enim auctor, fringilla libero. Quisque ante libero, ornare ut vehicula ac, dictum nec nisl. Sed faucibus euismod nulla, vel viverra mi gravida sit amet. Mauris vehicula interdum nibh. Donec sodales orci libero, vel consectetur nisl facilisis eget. Mauris dignissim fermentum volutpat. Aliquam lorem erat, aliquet non felis et, pharetra egestas urna.

Vestibulum vulputate rutrum tempor. Sed et lacus purus. Nullam felis urna, imperdiet consequat ligula eu, vestibulum sollicitudin nibh. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed et enim vehicula velit ornare rhoncus. Donec in nunc sollicitudin erat convallis pellentesque. Praesent a urna mattis enim consectetur cursus. Integer et nisl quis magna rhoncus semper vel sed magna. Nam tempor, nisi eu pulvinar cursus, eros quam malesuada lorem, ac laoreet enim lacus eu turpis. (Citationius Maximus)

Donec placerat malesuada diam ac feugiat. Sed vel orci fermentum, eleifend felis eu, dapibus urna. Ut at nulla ex. Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Donec neque ex, mollis nec ipsum sed, mattis sagittis mauris. Etiam blandit vitae sem eget finibus. Integer pulvinar quam augue, vitae interdum nulla tempus ac. Nullam mauris lectus, suscipit eu semper in, sagittis facilisis tellus. Quisque ante libero, ornare ut vehicula ac, dictum nec nisl. Sed faucibus euismod nulla, vel viverra mi gravida sit amet. Mauris vehicula interdum nibh. .

Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Praesent a urna mattis enim consectetur cursus.

Extended quotes are an exception to double-spacing for the Main Body of the text. These may be offset and single-spaced.

Avoid Widowed and/or Orphaned text. If there is not enough room at the end of a page for at least two lines of text, begin the new paragraph, section or subsection on a new page.

Aenean et orci porta, ornare enim auctor, fringilla libero. Quisque ante libero, ornare ut vehicula ac, dictum nec nisl. Sed faucibus euismod nulla, vel viverra mi gravida sit amet. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat/

## **First Section of Chapter 1**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis semper dolor quis magna condimentum, in commodo erat iaculis. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Nulla id volutpat velit. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

### **Initial SubSection of Chapter 1**

Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt ullamcorper. Nullam vel massa quis nunc ultrices euismod. Nam pellentesque neque condimentum nunc efficitur scelerisque.

Donec placerat malesuada diam ac feugiat. Sed vel orci fermentum, eleifend felis eu, dapibus urna. Ut at nulla ex. Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Donec neque ex, mollis nec ipsum sed, mattis sagittis mauris. Etiam blandit vitae sem eget finibus. Integer pulvinar quam augue, vitae interdum nulla tempus ac. Nullam mauris lectus, suscipit eu semper in, sagittis facilisis tellus.

## CHAPTER 2

Quisque consectetur quam vel magna pretium, et mattis libero interdum. Sed hendrerit neque eget magna ultricies, quis lacinia sapien suscipit. Praesent finibus, dolor sit amet rutrum semper, nisl neque finibus quam, sit amet facilisis lacinia libero id lacinia. Suspendisse eget egestas mauris, sed blandit nulla. Aenean et orci porta, ornare enim auctor, fringilla libero. Quisque ante libero, ornare ut vehicula ac, dictum nec nisl. Sed faucibus euismod nulla, vel viverra mi gravida sit amet. Mauris vehicula interdum nibh. Donec sodales orci libero, vel consectetur nisl facilisis eget. Mauris dignissim fermentum volutpat. Aliquam lorem erat, aliquet non felis et, pharetra egestas urna.

### **First Section of Chapter 2**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis semper dolor quis magna condimentum, in commodo erat iaculis. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Nulla id volutpat velit. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

#### **Initial SubSection of Chapter 2**

Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt ullamcorper. Nullam vel massa quis nunc ultrices euismod. Nam pellentesque neque condimentum nunc efficitur scelerisque.

## **APPENDICES (OPTIONAL)**

If you would like to include appendices, insert them here.

## **REFERENCES**

Insert the references used in your thesis or dissertation here.

2" from edge  
of page

Name

Baccalaureate Degree

Date Graduated

Other Degrees and Certificates

Date Graduated

Vita

3" from edge  
of page

Student Name

*Bachelor of Arts/Science, Name of University, City, Major: XXX*

*Month, Year*

*Professional Certificate in Subject (Year)*

*Master of arts/science, Name of University, City, Major: XXX*

*Month, Year*

Make sure to include a date for each degree or certificate.

Do not include High School degree or the degree you are seeking.

Avoid listing any other personal information, as this will be available to the public, once published.

The Vita does  
not have a  
page number

