



## Doctoral Dissertation Procedure

The well-organized presentation of personal research is a requirement of the doctoral degree. Follow these guidelines to prepare the dissertation for defense and publication with the University Library.

Questions about dissertation procedures should be addressed to the St. John's College of Liberal Arts and Sciences Graduate Division at [sicgr@stjohns.edu](mailto:sicgr@stjohns.edu).

### Enrollment during the Dissertation Process

The student is responsible for maintaining continuous enrollment throughout the dissertation process up until the conferral of degree, and must register of the appropriate research section for each semester of dissertation preparation, including defense and revision. Graduate students enrolling for only doctoral research (950 and 975) and psychology students enrolling in an internship may also complete full-time certification forms (available on the [School Forms page](#)) each semester.

### Institutional Review Board (IRB)

Before any research with human subjects is conducted, all appropriate Institutional Review Board (IRB) approvals must be received. IRB forms and procedures may be found on the [St. John's University IRB webpage](#).

### Style and Format of Dissertation

Dissertating students must follow the style standards approved for their disciplines (below).

- Biology: *Scientific Style and Format: The CBE Manual Edition for Authors, Editors and Publishers*
- English: *Modern Language Association Handbook*
- History: *A Manual for Writers* – Kate Turabian
- Psychology: *Style Manual of American Psychological Association*

### Dissertation Forms

[Approval for Doctoral Dissertation Research](#): After selecting a mentor and committee consisting of two full-time department faculty members, the student will submit this form, along with a research proposal, to the Dean's office. Please note that the committee, including the mentor, should total a minimum of three faculty members.

[Readers' Copies Receipt and Professors' Report to the Dean on Reader's Copy](#):: Four months prior to the student's expected date of graduation, the student must submit copies of the full dissertation (not a draft) to the mentor and committee members. After each reader has evaluated the dissertation, the report is sent to the Dean.

[Formal Notice of Final Oral Doctoral Defense](#): The mentor and committee will propose a date for the final oral defense and note that the student has submitted a separate manuscript for publication review. Deadline dates for oral defenses are included in the Graduate Bulletin and Graduate Calendar.

[Final Oral Doctoral Defense Ballot and Report of Oral Doctoral Defense to the Dean](#): At the final oral defense, the committee members will vote and write comments and recommendations. The presiding officer will verbally inform the student of the voting results, i.e., approved as presented, approved with revisions, or failed.

Then the presiding officer of the defense committee will notify the Dean of the voting results and committee recommendations using this form. If the dissertation is approved with revisions, the student must comply with all recommendations made by the committee.

[Submission of Final Copy of Doctoral Dissertation:](#) The mentor must certify that the student has made all suggested revisions by signing this form.

#### **Dissertation: Final Copies**

1. After successfully defending your dissertation and making any changes required by the committee, you will follow the submission process outlined in the [ETD LibGuide](#) or [1-2-3 Submission](#). Both of these resources guide you through the creation of an account and submission of your dissertation in [ProQuest ETD Administrator](#).
2. Your dissertation should follow the formatting guidelines below.
3. Once you submit your dissertation through ETD Administrator, the Dean's office will review your submission for formatting requirements and annotate the PDF using Adobe Acrobat Reader. If your dissertation requires changes, you will receive an e-mail at both your school and permanent e-mail addresses stating that either minor or major revisions are required. The e-mail will contain a list of required revisions and the PDF of your dissertation with comments from the Dean's office.
4. After making the required revisions, you will re-submit your dissertation to ETD Administrator by following the link in the e-mail. You will continue with the revisions until the Dean's office has determined that your dissertation meets all formatting requirements.
5. Once the Dean's office approves your dissertation, we will send your document to the Library for review. The Library will review your dissertation and send any necessary changes through ETD Administrator. The Dean's office will guide you through this process toward the Library's final acceptance of your dissertation.
6. Note: If you are using material under copyright, you must obtain written permission from the author(s) prior to publication.
7. The following must accompany the dissertation (see attached samples):
  - Title Page: The originals must bear the original signatures of the mentor and the candidate. The date used is that of your oral defense.
  - Abstract: An abstract of the dissertation of not more than 350 words, typed and double-spaced, must also include the title of the dissertation and the name of the candidate.
  - Vita

### Calendar for Submission

The calendar for submission can be found here. These dates are designed to ensure that the dissertation is accepted before the deadline to graduate.

	<b>May-25</b>	<b>September-25</b>	<b>January-26</b>	<b>May-26</b>
<b>Submit Reader's Copies Dissertation/Thesis to Chair</b>	Friday, March 14, 2025	End of Summer Session I	Wednesday, October 15, 2025	Friday, March 13, 2026
<b>Defend Dissertation/Thesis</b>	Monday, March 31, 2025	End of Summer Session II	Friday, October 31, 2025	Tuesday, March 31, 2026
<b>Submit Dissertation/Thesis to the Dean's Office after Committee has approved it</b>	Tuesday, April 22, 2025		Thursday, November 20, 2025	Wednesday, April 22, 2026
<b>Submit Final Copy of Dissertation/Thesis to the Dean's Office</b>	Tuesday, April 29, 2025	Wednesday after classes start	Thursday, December 4, 2025	Wednesday, April 29, 2026
<b>Submit Final Copy of Dissertation/Thesis to the Library</b>	Monday, May 5, 2025	Wednesday two weeks after classes start	Thursday, December 11, 2025	Tuesday, May 5, 2026

**The checklist below will help you to record your progress:**

<u>Form</u>	<u>Title</u>	<u>Date Submitted</u>
1	Approval for Doctoral Dissertation Research	_____
2 and 3	Readers' Copies Receipt and Professor's Report to the Dean on Reader's Copy	_____
4	Formal Notice of Final Oral Defense	_____
5 and 6	Ballot – Final Oral Doctoral Defense and Report of Oral Doctoral Defense to the Dean	_____
7	Submission of Final Copy of Doctoral Dissertation	_____

#### **Dissertation Fees**

All fees will be paid directly to ProQuest.

# **St. John's University Libraries Guidelines for Theses & Dissertations**

## **Format and Style Specifications Margins**

- Margins on the left side of all pages must be at least 1 ½ inches and a minimum of 1 inch margin on the remaining 3 sides.
- For horizontal (landscape) pages, the 1 ½ inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages.
- All charts, tables, photos, graphs, etc., must fit within these specified margins.

## **Pagination**

- **Preliminary pages** should be numbered using **lower case Roman numerals** (i, ii, iii, iv, etc.) with some exceptions.
- The **title page** is understood to be Roman number i, but the number does **not** appear on the page.
- The **copyright page** and the **abstract** should **not** be numbered and do not count towards the numbering of preliminary pages.
- The **main body** of the thesis or dissertation, including appendices and references, should be numbered with **Arabic numerals** (1, 2, 3, 4, etc.).
- The **vita** should **not** be numbered.
- There should be **no blank pages** in the document.

## **Arrangement of Materials**

Your thesis or dissertation should be arranged in the following order:

### **Title Page**

- Title, degree name, department or division name, and school or college name should be in all CAPITAL LETTERS
- Signatures are on file with Dean's office and not required
- The title page is understood to be Roman number i, but the number does not appear on the page.
- [Sample Title Page](#)

### **Copyright Page**

- The copyright page includes the candidate's name and the year of graduation
- Graduating year must be the same as provided in the ProQuest ETD Administrator
- The copyright page should not display a page number and is not counted when numbering preliminary pages
- [Sample Copyright page.](#)
- Filing for copyright registration is optional and can be done when submitting through ETD Administrator for a fee of **\$75**.

### **Abstract**

- An abstract may not be more than 350 words.
- The title of the thesis or dissertation as it appears on the title page and the student's name must appear at the top of the abstract; the title and name do not count towards the 350-word limit.
- The abstract must be double spaced.

- The abstract page(s) should not display page number(s) and are not counted when numbering preliminary pages.
- [Sample Abstract page](#)

#### **Dedication (optional)**

- If a dedication is included, it should be numbered with lower case Roman numerals continued from the previous numbered section.

#### **Acknowledgements (optional)**

- If acknowledgements are included, they should be numbered with lower case Roman numerals continued from the previous numbered section.

#### **Table of Contents**

- The table of contents should be numbered with lower case Roman numerals continued from the previous numbered section
- The table of contents must have the following entries in the following order:
- Dedications, if used, with a lower-case Roman numeral
- Acknowledgements, if used, with a lower-case Roman numeral
- List of Tables and/or List of Figures, if used, with lower case Roman numeral(s)
- The first section of the Main Body, typically the Introduction or Chapter 1, depending on your discipline, numbered as page 1 as the first page numbered in Arabic numerals
- Other chapters and headings within the dissertation with Arabic numerals
- Appendices with Arabic numerals
- References with Arabic numerals
- The table of contents should NOT include the following entries:
  - Title page
  - Copyright page
  - Abstract
  - Table of Contents
  - Vita
- Using the “Insert Table of Contents” function in Word can help with formatting the Table of Contents.
- [Sample Table of Contents](#)

#### **List of Tables/List of Figures (optional)**

- If tables or figures are used within the thesis or dissertation, they must be listed.
- If lists are present, they must be numbered with lower case Roman numerals continued from the previous section.
- [Sample List of Table or List of Figures](#)

#### **Main Body, Appendices (optional), and References**

- The main body of the thesis or dissertation, any appendices included, and references should be numbered consecutively with Arabic numerals.

#### **Vita**

- The vita is the last page and is unnumbered.

- The vita should list all of your prior degrees and certificates including: the name of the degree, the name of the college or university, the city of the college or university, the major, and the month and year of graduation.
- The vita should not include any personal information such as a birthday or address.
- [Sample Vita](#)

#### Other Considerations

- **Accessibility.** To be in compliance with Title II-ADA requirements issued in April of 2024, students submitting an ETD for graduation in Spring 2025 or later must meet ADA accessibility standards. All graduate students are encouraged to become familiar with the formatting and Accessibility features built into MicroSoft Word and other scholarship-related tools.
- **All theses and dissertations must be submitted electronically** through ProQuest's ETD Administrator portal.
- **St. John's College of Liberal Arts & Sciences students** will submit through the general St. John's University ETD Administrator portal: <https://www.etdadmin.com/?siteId=417>
- For a guide to submitting your thesis or dissertation through the St. John's University portal, go to: <https://campusguides.stjohns.edu/ETDGuide>
- For additional information on formatting your dissertation, go to: [campusguides.stjohns.edu/dissertations/stjrequirements](https://campusguides.stjohns.edu/dissertations/stjrequirements)
- Personal print copies can be ordered when submitting through ETD Administrator, the starting price is \$62 for a hardcover and \$45 for a softcover.

If the options to file for copyright and/or order personal print copies have been selected, they must be paid for at the time the thesis or dissertation is submitted.

### **Library Formatting Checklist for Students & Administrators**

#### **Margins**

- ☐ Left side margin should be at least 1.5 inches; all other margins should be at least 1 inch
- ☐ For horizontal (landscape) pages, the 1.5 inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages
- ☐ All charts, tables, photos, graphs, etc. must fit within these margins

#### **Title Page**

- ☐ Title in all uppercase letters
- ☐ Degree name correct and in all caps
- ☐ Department or division name correct and in all caps
- ☐ School or college name correct and in all caps
- ☐ Does not display a page number but IS counted
- ☐ Signatures are on file with Dean's office and not required

#### **Copyright Page**

- ☐ Has the student's name and the appropriate graduating year
- ☐ Must be centered and in the middle of the page
- ☐ Copyright year and graduation year must be the same
- ☐ Does not display a page number and is NOT counted

#### **Abstract**

- ☐ Title matches title page and is in all caps
- ☐ Student's name is aligned with the right margin
- ☐ Double spaced
- ☐ No more than 350 words long (not including name and title)
- ☐ Does not display page number(s) and is/are NOT counted

#### **Dedication (optional)**

- ☐ Heading centered and all caps
- ☐ If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

#### **Acknowledgements (optional)**

- ☐ Heading centered and all caps
- ☐ If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)



#### Preface (optional)

- ☐ Heading centered and all caps
- ☐ If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

#### Table of Contents

- ☐ Heading centered and all caps
- ☐ Numbered with lower case Roman numeral(s) (continued from the previous numbered section)
- ☐ Has the following entries in the following order:
  - ☐ Dedications, if used, with a lower-case Roman numeral
  - ☐ Acknowledgements, if used, with a lower-case Roman numeral
  - ☐ List of Tables and/or List of Figures, if used, with lower case Roman numeral(s)
  - ☐ The first section of the Main Body, typically the Introduction or Chapter 1, (discipline specific) numbered as page 1 as the first page numbered in Arabic numerals.
  - ☐ Other chapters and headings within the dissertation with Arabic numerals
  - ☐ Appendices with Arabic numerals
  - ☐ References with Arabic numerals

#### Table of Contents does NOT have the following entries:

- ☐ Title page
- ☐ Copyright page
- ☐ Abstract
- ☐ Table of Contents
- ☐ Vita

#### List of Tables/List of Figures (if present, must include a list)

- ☐ Heading centered and all caps
- ☐ Numbered with lower case Roman numeral(s) (continued from previous section)

#### Main Body

- ☐ Numbered with Arabic numerals

#### Appendices

- ☐ Numbered with Arabic numerals (continued from previous section)

#### References

- ☐ Numbered with Arabic numerals (continued from previous section)

#### Vita

- ☐ Does not have a page number
- ☐ Labels are in the left column and information is in the right column
- ☐ Each degree and certificate should contain the name of the degree, the name of the college or university, the city of the college or university, the major, and the month and year of graduation
- ☐ Does not include any personal information such as birth date or address. Do not include high school or employment information.

## **College & Department Names**

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

DEPARTMENT OF BIOLOGICAL SCIENCES

DEPARTMENT OF ENGLISH

DEPARTMENT OF HISTORY

DEPARTMENT OF PSYCHOLOGY