



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Doctoral Dissertation Procedure

The responsibility for a well-organized presentation of personal research rests entirely upon the candidate and is in no sense a part of the instructional responsibility of faculty members. Doctoral students must follow these guidelines to prepare the dissertation for defense and publication. Questions about dissertation procedures should be addressed to the St. John's College of Liberal Arts and Sciences Graduate Division at sjcgr@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. He/she 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 must also complete full-time certification forms (available on the [School Forms page](#)) each semester.

Institutional Review Board (IRB)

No research with human subjects may be conducted until all appropriate Institutional Review Board (IRB) approvals have been received. IRB forms and procedures may be found on the [St. John's University web site](#).

Style and Format of Dissertation

Dissertating students must follow the style standards approved for their disciplines (below). Sample dissertations are also available for students to use as an example in formatting their own work:

- Biology: *Scientific Style and Format: The CBE Manual Edition for Authors, Editors and Publishers*
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/849293087?accountid=14068>
- English: *Modern Language Association Handbook*
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1719282701?accountid=14068>
- History: *A Manual for Writers*– Kate Turabian
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1702054336?accountid=14068>
- Psychology: *Style Manual of American Psychological Association*
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1799965486?accountid=14068>

Dissertation Forms

1. **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 three faculty members.
2. **Readers' Copies Receipt:** Four months prior to the student's expected date of graduation, he/she must submit copies of the full dissertation (not a draft) to the mentor and committee members.
3. **Professors' Report to the Dean on Reader's Copy:** After each reader has evaluated the dissertation, he/she must report the findings to the Dean.
4. **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.
5. **Final Oral Doctoral Defense Ballot:** 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.
6. **Report of Oral Doctoral Defense to the Dean:** 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.
7. **Submission of Final Copy of Doctoral Dissertation:** The mentor must certify that the student has made all suggested revisions by signing this form. Then, the student must submit a final copy of the dissertation to the Dean on or before the date specified in the Academic Calendar. After the Dean approves the copy, the student should then submit to the Dean's Office one original copy on bond paper along with \$20 check made out to St. John's University (for microfilming).

The final dissertation copy should be typed on one side only of high quality 20 lb. acid-free, non-erasable bond paper with a minimum of 25 percent rag or cotton content. The paper must have a good opacity (print on one page should not easily show through the page in front of it) and should be watermarked. The dissertation should have a minimum left hand margin of one and one-half inches and a minimum one inch margin on the remaining three sides. If charts have to be printed landscape, the page should be oriented so that the title of the chart is on the left, closest to the binding. (See "Order and Content.") For more information about the formatting of your dissertation, see the [Library Guidelines](#).

Note: If you are using material under copyright, you must obtain written permission from the author(s) prior to duplication.

The following must accompany the dissertation (see attached samples):

- a. Title Page: The originals must bear the original signatures of the mentor and the candidate. The date used is that of your oral defense.
 - b. 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.
 - c. Vita
8. **ProQuest Publishing Agreement:** All dissertations written at St. John's must be submitted to ProQuest for inclusion in databases. Previously, all Publishing Agreements submitted by St. John's students were done on paper and mailed to ProQuest, but ProQuest has recently moved this process online. Visit the [St. John's Proquest landing page](#) to create a ProQuest account and use [this guide](#) to fill out and submit the Publishing Agreement in accordance with the requirements of the University Libraries. A printed copy of your completed Publishing Agreement must accompany the submission of your final dissertation copy to the Dean's Office and is required to confer your degree.

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	Readers' Copies Receipt	_____
3	Professor's Report to the Dean on Reader's Copy	_____
4	Formal Notice of Final Oral Defense	_____
5	Ballot – Final Oral Doctoral Defense	_____
6	Report of Oral Doctoral Defense to the Dean	_____
7	Submission of Final Copy of Doctoral Dissertation	_____
8	ProQuest Publishing Agreement	_____

Dissertation Fees

1. Microfilming: \$20
2. All other fees will be paid directly to ProQuest.

Order and Content

1. Preliminaries
 - a. Title Page: Both the original and the copies must bear the signature of the mentor and the candidate (see sample). This page is not numbered.
 - b. Abstract: An abstract of the thesis of not more than 350 words, typed and double-spaced, must also include the title of thesis (in all capitals) and the name of the candidate. This page is not numbered.
 - c. Preface/Acknowledgments (start lower-case Roman numbering ii, iii, iv, v, etc.)
 - d. Table of Contents
 - e. List of Tables
 - f. List of Figures or List of Illustrations
2. Text
 - a. Introduction
 - b. Main Body
3. Appendices
4. References
5. Vita: This page is not numbered (see sample).

1.5" margin on left of every page

3" from top of page to start of text

The title page is considered page I but should not include a page number

1" margins on top, right, and bottom of every page

TITLE OF DISSERTATION OR THESIS

.5"

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

.5"

NAME OF DEGREE

.5"

to the faculty of the

.5"

NAME OF DEPARTMENT

.5"

of

.5"

NAME OF COLLEGE OR SCHOOL

at

ST. JOHN'S UNIVERSITY

New York

by

Student's Name

Date Submitted _____

Date Approved _____

Student's Name

Mentor's Name

Line Spacing: 1.5 lines

1" margins on top, right, and bottom of every page



4.5"
from
top of
page to
start of
text

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



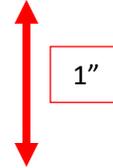
Line Spacing:
1.5 lines

All remaining pages
except the Vita are
double spaced.

ABSTRACT

TITLE OF THE DISSERTATION OR THESIS

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.

Must be double spaced

ACKNOWLEDGEMENTS (OPTIONAL)

Delete this note and the word optional in the heading; insert any acknowledgements here. Otherwise, delete this page. A dedication, if included, is considered page ii but does not have a page number. If you include a dedication, insert it on the page before this one and change the page numbers so that this is page iii. The dedication and/or the acknowledgements should be double spaced.

OPTIONAL

Preliminary
pages use
lower case
Roman
numerals

ii

TABLE OF CONTENTS

INTRODUCTION	1
Heading 1	1
Subheading 1	1
Subheading 2	2
Heading 2	2
CHAPTER 2	3
Heading 1	3
Subheading 1	3
REFERENCES	4

The table of contents should contain each heading and subheading within the main body of the thesis or dissertation, appendices (if included), and references.

If you include both dedication and acknowledgments pages, the table of contents should be page iv. If you do not include both dedication and acknowledgements pages, this should be page ii.

LIST OF TABLES (OPTIONAL)

Delete this note and the word optional in the heading; insert a list of tables on this page. Otherwise, delete this page.

OPTIONAL

LIST OF FIGURES (OPTIONAL)

Delete this note and the word optional in the heading; insert a list of figures here.

Otherwise, delete this page.

OPTIONAL

INTRODUCTION

Delete this note and insert the main body of your thesis or dissertation here. The main body must be double-spaced.

Heading 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.

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.

Subheading 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. Aliquam vehicula sollicitudin quam eu pulvinar. Phasellus eu vestibulum tellus, interdum congue justo. Phasellus vestibulum sodales

The main body,
references, and
appendices use
Arabic numerals

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.

Subheading 2

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.

Heading 2

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.

Integer justo ante, mollis a accumsan ac, rhoncus a eros. Morbi commodo semper dui aliquam consectetur. Nulla facilisi. Fusce malesuada dolor non imperdiet consectetur. Donec hendrerit ligula mattis, laoreet ipsum laoreet, ultrices sapien. Aliquam eget libero at nisl vehicula molestie nec placerat est. Vivamus vel bibendum tortor. Morbi hendrerit ex finibus tincidunt commodo. Mauris vitae libero vitae lorem ornare dignissim id in dolor.

CHAPTER 2

Quisque consetetur 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 consetetur nisl facilisis eget. Mauris dignissim fermentum volutpat. Aliquam lorem erat, aliquet non felis et, pharetra egestas urna.

Heading 1

Lorem ipsum dolor sit amet, consetetur 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.

Subheading 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.

REFERENCES

Delete this note and insert the references used in your thesis or dissertation here.

If you include appendices, insert them before this page.

Vita

2" from edge
of page

3" from edge
of page

Name

Student Name

Baccalaureate Degree

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

Date Graduated

Month, Year

Other Degrees and Certificates

*Professional Certificate in
Subject (Year)*

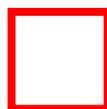
*Master of arts/science, Name of
University, City, Major: XXX*

Date Graduated

Month, Year

***Make sure to include a date for
each degree or certificate. Do
not include the current degree.
Avoid listing any other personal
information, as this will be
published on the internet.
Delete this note.***

The Vita does
not have a
page number



Library Formatting Checklist

Margins

- Left side margin should be at least 1.5 inches; all other margins should be at least 1 inch
- 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

Copyright Page

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

Dedication (optional)

- Heading centered and all caps
- If present, does not display a page number but *is* counted

Acknowledgements (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s)

Preface (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s)

Table of Contents

- Heading centered and all caps
- Numbered with lower case Roman numeral(s)
- Has the following entries in the following order:
 - Acknowledgements, if used, with a lower case Roman numeral
 - Table of Contents with a lower case Roman numeral
 - List of Tables and/or List of Figures, if used, with lower case Roman numeral(s)
 - Introduction, numbered as page 1
 - Other chapters and headings within the dissertation with Arabic numerals
 - Appendices with Arabic numerals
 - References with an Arabic numeral
- Table of Contents does NOT have the following entries:
 - Title page
 - Copyright page
 - Abstract
 - Dedication

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

- Heading centered and all caps
- Numbered with lower case Roman numeral(s)

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
- 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



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Approval Form for Doctoral Dissertation Research

Form 1

Name and X Number: _____ Date: _____

Department: _____

Area of Specialization: _____

Topic: _____

(Please attach approved prospectus or research proposal.)

Thesis Committee:

The mentor will distribute this form to all committee members for their signatures.

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

Topic and Committee Approval:

_____	_____	_____
Mentor Name	Mentor Signature	Date
_____	_____	_____
Chair Name	Chair Signature	Date
_____	_____	_____
Associate Dean Name	Associate Dean Signature	Date

Comments:

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Doctoral Reader's Copy Receipt

Form 2

Candidate Name: _____ X Number: _____

Department: _____

A copy of this form must be distributed to each member of the Thesis Committee for a signature confirming receipt of the reader's dissertation copy.

Signature of Thesis Committee Member

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Professor's Report to the Dean on Reader's Copy

Form 3

Please note: This form is confidential and should be transmitted to the Dean by each reader. It should not be given to the student. The University requires the Committee of Readers report separately and in writing to the Dean the result of their findings (see Graduate Bulletin).

Name of Reader: _____ Department: _____

Candidate (Name and X Number): _____

Title of Dissertation:

Please check appropriate line:

- I have read and approved this reader's copy.
- I have read but do not approve this reader's copy.

Comments:

Please check appropriate line:

- I recommend the oral defense be scheduled.
- I recommend the oral defense be deferred.

Comments:

Signature of Reader

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Formal Notice of Final Oral Doctoral Defense

Form 4

Candidate Name: _____ X Number: _____

Department: _____

Date of Defense: _____ Time: _____ Place: _____

Title of Dissertation:

The signature of each member of the Thesis Committee signifies approval of the reader's copy and agreement to serve as an examiner on the stated date at the oral defense. The mentor will distribute this form to the committee for signatures and then forward it to the department Chair.

Thesis Committee Members:

Date:

1. _____
2. _____
3. _____
4. _____
5. _____

Manuscript prepared for publication review submitted to mentor.

Signature of Mentor

Date

Signature of Department Chair

Date

Signature of Associate Dean, Graduate Division,
St. John's College of Liberal Arts and Sciences

Date

copies: Department Chair, Mentor, Candidate, Examiners

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Final Oral Doctoral Defense Ballot

Form 5

Candidate Name: _____ X Number: _____

Department: _____

Title of Dissertation:

The examiner shall indicate whether candidate has passed or failed the oral defense:

Passed

Failed

Comments or recommendations for revisions or written text of dissertation:

Signature of Examiner

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Report of Oral Defense to the Dean

Form 6

Candidate: _____ X Number: _____

Title of Dissertation:

Results of Voting: Passed Failed

Dissertation approved as presented

Dissertation approved with the following revisions:

Additional Comments:

Signature of Chair

Date

Signature of Associate Dean, Graduate Division
of St. John's College of Liberal Arts & Sciences

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Submission of Final Copy of Doctoral Dissertation

Form 7

Candidate's X Number: _____ Date: _____

This is to certify that _____, a candidate for the degree of Doctor of Philosophy / Doctor of Psychology / Doctor of Arts in the Department of _____, has revised his/her doctoral dissertation / research essay in accordance with the recommendations of the Thesis Committee and **in accordance with University policy for formatting of dissertations.**

The mentor will distribute this form to members of the Thesis Committee to sign below certifying that the recommended revisions have been made by the candidate.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Approval of final dissertation copy:

Mentor's Signature

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Request to Change Mentor/Thesis Committee Member

Student Name: _____ Date: _____

X Number: _____ Department: _____

Topic or Title: _____

Former Mentor

New Mentor

Print Name

Print Name

Signature

Signature

Former Thesis Committee Member

New Thesis Committee Member

Print Name

Print Name

Signature

Signature

Rationale for Change

Approval Signatures

Chair Name

Chair Signature

Date

Associate Dean Name

Associate Dean Signature

Date