

DIRECTIONS FOR PREPARING DOCTORAL DISSERTATIONS 2009-10



Office of the University Registrar
Stanford University

DIRECTIONS FOR PREPARING DOCTORAL DISSERTATIONS

TABLE OF CONTENTS

Submission Deadlines for Conferral, Academic Year 2009-10	2
Notice Regarding University Health Insurance Coverage	2
Procedures for Submission of the Dissertation	3
Registration	3
Program Requirements	3
Holds	3
Deadlines	3
Application to Graduate	3
Publication Agreement	4
Fees	4
Survey of Earned Doctorates	4
The Abstract	4
Dissertation Copies	4
Obtaining Bound Copies for Personal Use	4
Certificate of Final Reading of Dissertation	4
The Dissertation	5
(Paper, Typeface, Margins, Spacing, Word and Text Divisions, Language, Style, Reproducing the Dissertation, Order and Content, Pagination, Landscape, Photographs, Maps and Charts, Double Volumes, Scholarly Reference, Published Papers and Multiple Authorship, Use of Copyrighted Material, Copyrighting Your Dissertation)	
Checklist for Submission of Dissertation	8
Certificate of Final Reading of Dissertation	9
Sample Title Pages for Ph.D. Dissertation	10
Sample Signature Page for Ph.D. Dissertation	12
Sample Abstract for Publication by Proquest	13
Sample Request to Use Copyrighted Material	14

SUBMISSION DEADLINES FOR CONFERRAL, ACADEMIC YEAR 2009-10

	<u>Autumn Quarter</u>	<u>Winter Quarter</u>	<u>Spring Quarter</u>	<u>Summer Quarter</u>
Thesis/Dissertation Submission Deadline	December 4 <i>(noon)</i>	March 12 <i>(noon)</i>	June 2 <i>(noon)</i>	August 12 <i>(noon)</i>
Application to Graduate	November 13	February 26	April 9	July 30
Conferral Date	January 7	April 1	June 13	September 23

For further information on preparing and submitting doctoral dissertations, please contact:

Ron Racilis, Records Officer
Office of the University Registrar
Stanford University
630 Serra Street
Suite 120
Stanford, CA 94305-6032

Phone: (650) 723-4552

For help: File a HelpSU ticket (Request Category: Student Services, Request Type: Student Services Center)

This publication is available on the web, in Adobe Acrobat format, at <http://registrar.stanford.edu/pdf/docdissdir.pdf>.

Further information on services provided by the Registrar's Office is available at <http://registrar.stanford.edu>.

NOTICE REGARDING UNIVERSITY HEALTH INSURANCE COVERAGE

During the Autumn, Winter, and Spring quarters the deadline for submission of dissertation falls within the academic quarter. During these quarters, University health insurance benefits continue through the end of the academic quarter. However, during the Summer Quarter, there is a noticeable break between the submission deadline and the first day of Autumn Quarter the next academic year. University health insurance benefits are not available in the period after the Summer Quarter has ended and prior to the start of Autumn Quarter. Students who require University health insurance coverage during this time period should speak with the Vaden Health Center for further information.

DIRECTIONS FOR PREPARING DOCTORAL DISSERTATIONS

The doctoral dissertation is expected to be an original contribution to scholarship or scientific knowledge, to exemplify the highest standards of your discipline, and to be of lasting value to the intellectual community. The following guidelines have been established to fulfill this commitment and represent the minimal standards for professional presentation of your doctoral work. Please read them carefully to avoid costly and time-consuming revisions. ***Do not use previously approved dissertations as a guide for preparations of your manuscript. The current guidelines will be enforced.***

A dissertation that does not conform to the minimum University standards may have to be redesigned and resubmitted, with the possibility of delay in conferral of the degree. The Office of the University Registrar publishes these directions and is responsible for review of dissertations. The staff encourages students to ask questions about dissertation format before final preparation of the manuscript and to ***bring a sample to the office for review prior to the reproduction of the required copies.***

Stanford University is committed to the preservation and dissemination of the scholarly contributions of its students. Stanford doctoral dissertations are microfilmed by Proquest. The Committee on Graduate Studies believes that this practice is of value to library patrons, to researchers, to the learned community at large, and also to the author whose work receives wide and accessible dissemination. Some of these specified procedures are designed to ensure optimal microfilms. A submission checklist for the dissertation is found on page 8 of this handbook.

PROCEDURES FOR SUBMISSION OF THE DISSERTATION

REGISTRATION

The student must be registered or on graduation quarter status for the term in which the dissertation is submitted. Registration is also required for the quarter in which the University oral examination is taken. Registration must be completed by the end of the second week of that quarter.

PROGRAM REQUIREMENTS

Candidacy must be valid when the degree is conferred. Before submission of the dissertation, students should be sure that their department has documented any changes in the composition of the reading committee, and that any relevant milestones have been completed in our system. If you have any questions about the status of your milestones, please see the student services officer in your department.

HOLDS

Students with unmet financial obligations resulting in the placement of a hold will not receive a transcript, statement of completion, degree certificate, or diploma until the hold is released by Student Financial Services. Please see that your financial obligations are in order before submission of the dissertation.

DEADLINES

The deadline for submission of dissertations, if you wish to have your degree conferred at the end of the quarter, is published in the Academic calendar, available at <http://registrar.stanford.edu/calendar>; see page 2 for specific dates. Some departments may set earlier deadlines for submission of dissertations.

Dissertation deadlines are strictly enforced. No exceptions are made. The final dissertation with all required signatures must be submitted to the Office of the University Registrar by noon on the final submission deadline date. The deadline is set as late in the quarter as is possible, providing the time necessary for review of the dissertation and final degree requirements by the Registrar's Office and the department. Students are strongly encouraged to submit their dissertations at least two weeks prior to this deadline to insure that all requirements can be met in time for the conferral of the degree. Once a student submits the required copies of their dissertation to the Stanford University Registrar's Office, no further changes are permitted.

FORMAT CHECK AND SUBMISSION APPOINTMENTS

It is recommended that all students make an appointment for both a dissertation format check and submission. *Note:* format checks will not be done in the final week of the submission deadline. To assure a time slot, appointments for format checks and submissions should be made well in advance. Students must submit their dissertation in the quarter in which they have applied to graduate. In order to avoid scheduling conflicts, appointments to submit dissertations will begin with the first day of the quarter for which a student has applied to graduate, and no earlier.

Appointments: For appointment scheduling, go in person to the Student Services Center at Tresidder Memorial Union, 2nd floor, file a HelpSU ticket (Request Category = Student Services, Request Type = Student Services Center), or call the dissertation appointment phone at (650) 721-1569. Include the following information: desired day for appointment, full name, phone number, and student ID.

APPLICATION TO GRADUATE

An “Application to Graduate” should be filed through Axxess early in the degree quarter but no later than the date specified in the academic calendar for that quarter. (See page 2 for deadlines.) Students applying for Summer, Autumn, or Winter Quarter conferral receive their diplomas at Commencement in the Spring Quarter. They must file the “Application to Graduate” by the deadline for the conferral quarter.

PUBLICATION AGREEMENT

The “Doctoral Dissertation Agreement Form” authorizes publication of the dissertation and the abstract by Proquest. Through micropublication, the dissertation becomes readily available to the research community in microfilm or electronic format. Microfilm and paper copies of the dissertation may be ordered from Proquest at the time of submission of the dissertation or six to eight months after the conferral of the degree. Proquest publication agreement forms are available online at http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf.

FEES

Payment of fees should be made to the University Cashier. Your check must be made payable to Stanford University and have your student ID number as well as the following account number written on it: 1003627-10-EAIGP. Cashier hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Dissertation fees can be paid by cash or check; no credit card or debit cards are accepted. Bring the receipt with you when submitting your dissertation. The following fees will be charged:

- \$ 126 — for microfilming, publishing of abstract, and binding of required copies of dissertation.
- \$ 65 — copyright registration fee (optional).
- \$ 95 — open access fee
- \$ 10 — fee for each map pocket or CD pocket.
- \$0.35 — fee for each mounted photo page or fold-out page.

SURVEY OF EARNED DOCTORATES

Stanford participates in a data collection project of the National Science Foundation, the Department of Education, the National Endowment for the Humanities, the National Institutes of Health, and the Department of Agriculture. The survey form is available in the Office of the University Registrar or online at <http://www.norc.org/projects/survey-of-earned-doctorates.htm>. The survey must be submitted with the dissertation.

THE ABSTRACT

An abstract may be included in the preliminary section of the dissertation. The abstract in the body of the dissertation follows the style used for the rest of the manuscript and should be placed following the signature page. There is no maximum permissible length for the abstract in the dissertation.

A separate abstract is published in Dissertation Abstracts International by Proquest. This abstract must be carefully formatted and prepared to give a succinct account of the dissertation, including a statement of the problem, procedure and methods, results, and conclusions. See page 13 for an example of the required format. Please note that this abstract must be signed by one member of the Reading Committee.

DISSERTATION COPIES

Four unbound copies with original signature pages are required (students in Geophysics, Education, Art, Music, and Law submit only three copies). Copies are distributed to the University Library, Archives, the department, and Proquest. (The copy for Proquest must be printed single-sided.) The author is reminded to keep an extra manuscript copy for personal use during the binding process, since copies will be inaccessible.

OBTAINING BOUND COPIES FOR PERSONAL USE

The Office of the University Registrar does not provide bound copies of the dissertation for personal use. Students who want additional dissertation copies bound for personal use have a few options available below.

Option 1: Bring printed copies to the Binding and Finishing office in Meyer Library (room 380). The cost is \$16.00 per bound copy; exact amount can be paid in either cash or check payable to Stanford University. There is a 4-6 week turnaround time. Students will be informed when to pick the bound copies in the Binding and Finishing office. Contact Heather Bolei with questions at hbolei@stanford.edu or (650) 736-2011

Option 2: Students who want to pay by credit card or desire rush or direct shipment may take printed copies to Postal Annex, 30166 Industrial Parkway SW, Hayward, CA 94544 (located in the Targer Center at Industrial and Whipple; 510-487-4017. These copies will be shipped off to the HF Group Bindery for binding and then shipped directly to the student. Students should request “Stanford Style Ph.D” for binding identical to that used by Stanford. For questions related to this binding option please call: HF-Group Customer Service: (800) 253-5456.

CERTIFICATE OF FINAL READING OF DISSERTATION

One member of the Reading Committee must certify that he or she has reviewed the final draft of the dissertation as submitted to the Office of the University Registrar. A form for that purpose is included in this handbook and may be photocopied and used (see page 9). There is no need to create a new form for this purpose.

THE DISSERTATION

The final dissertation manuscript must have a ready-for-publication appearance; it must have standardized features and be attractively reproduced. The Office of the University Registrar does not endorse or verify the accuracy of *any* dissertation formatting templates that may be available to students. It is the responsibility of the student to make sure that the formatting meets the requirements outlined in this booklet. Introductory material, text, and appendices must all be clearly and consistently prepared and must meet all of the following specifications:

Paper

High-quality, long-lived, acid-free (neutral pH) bond paper must be used for the University copies of the dissertation. To confirm that the paper is acid-free, please check the packaging. Check with the manufacturer if you believe the paper is acid free, but is not indicated on the packaging. The cotton content is at the sole discretion of the student. The Proquest copy and personal copies may be on standard photocopy paper. Photographic paper may be used in lieu of acid-free paper for images; there is no extra charge, as there is with separately mounted photos.

The final copies must produce consistent print quality without gray or dark casts to the background.

All copies must be on white, 8.5 x 11 inch paper. Double-sided copies may be submitted, but please be sure that the margins are re-aligned on the binding edges to 1.5 inches. The copy for Proquest must be submitted single-sided.

Typeface

Type size should be 10 point or larger. Do not use script, or ornamental fonts. Print must be letter quality or near letter quality with dark black characters that are consistently clear, crisp, and easily read. Accent marks and hand annotations must be done neatly in black ink.

Margins

Margins on the binding edge (left edge if single-sided; right edge for even numbered pages, and left edge for odd numbered pages if double-sided) must be 1.5 inches; all other margins must be one inch. (Pagination, headers, and/or footers may be placed within the margin, but no closer than one-half inch from the edge of the page.) ***For double-sided copies, margins must be 1.5 inches on the binding edge.*** Suggested margins when using MS Word are 1.6 inches for the binding edge and 1.1 inches for all other margins.

Spacing

One and a half or double spacing is required in the main body of the manuscript except where conventional usage calls for single spacing; e.g., footnotes, indented quotations, tables, etc.

Word and Text Divisions

Words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word division. Avoid short lines that end a paragraph at the top of a page, and any heading or subheading at the bottom of a page that is not followed by text.

Language

The dissertation must be in English. Exceptions are granted by the school dean upon submission of a written request from the chair of the student's major department. Approval for writing the dissertation in another language is normally granted only in cases where the other language or literature in that language is also the subject of the discipline. Approval is routinely granted for dissertations in the Division of Literature, Cultures, and Languages within department specifications. Dissertations written in another language must include an extended summary in English (usually 15-20 pages in length). The abstract for Proquest must also be in English.

Style

Select a standard style approved by your department and use it consistently. Some reliable style guides are K.A. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* (University of Chicago Press), the *MLA Handbook for Writers of Research Papers, Theses, and Dissertations* (Modern Language Association), and *Preparation of Archival Copies of Theses and Dissertations* by Jane Boyd and Don Etherington (American Library Association).

Reproducing the Dissertation

Final copies of the dissertation must be clear and attractive. Review each copy for evenness and clarity of type, missing pages, and crooked text. Colored paper should separate volumes and copies.

Order and Content

1. Preliminary Pages
 - a. Title Page — The format must be followed exactly. Use upper case letters (see page 10 for sample). The title of the dissertation should be a meaningful description of the content of the manuscript. Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, etc. The month and year must be the actual month and year in which you submit your thesis to the Office of the University Registrar.
 - b. Copyright Notice Page (date is *year of conferral*) — Center on page as follows:

© Copyright by Jane Jones 2010
All Rights Reserved
 - c. Signature Page — The readers who sign the signature page must be endorsed on the Doctoral Dissertation Reading Committee form. Any changes in the composition of the Reading Committee must be approved by the department chair and recorded online by the department administrator. All signatures on the signature page must be original. No photocopies of signature pages are allowed for the four University copies. (See page 12 for sample.)
 - d. Abstract.
 - e. Preface and/or Acknowledgments.
 - f. Table of Contents, with page references.
 - g. List of Tables, with titles and page references.
 - h. List of Illustrations, with titles and page references.
2. Text
 - a. Introduction.
 - b. Main body, with the larger divisions and more important sub-divisions indicated by suitable, consistent headings.
3. References
 - a. Appendices.
 - b. Bibliography or List of References.

Pagination

Each page of the manuscript, including all blank pages, and pages with photographs, tables, figures, maps, and computer program printouts should be assigned a number. Consistent placement of pagination, at least one-half inch from the paper's edge, should be used throughout the manuscript. If previously published papers are included, the pagination for the dissertation must be distinct and it is recommended that the pagination for the published work be removed.

Important: The following pagination plan should be used:

1. For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The title page does not have a number but counts as page i; the following page is ii. The placement of these numbers should be consistent on each page.
2. For the remainder of the manuscript, use continuous pagination for text, illustrations, images, appendices, and bibliography, using Arabic numbers (1, 2, 3, etc.). **Remember to start with page 1**, as this is not a continuation of the Roman numeral numbering.

Landscape

For text, illustrations, charts, graphs, etc., printed in landscape form, the orientation should be facing away from the bound edge of the paper.

Photographs, Maps, and Charts

All photographs should be of professional quality. Large maps and charts should be avoided. Where necessary, they must be folded to 10.5 x 7.5 inches or smaller; they will be in pockets in the bound dissertations. The fee for binding of mounted photographs is \$.35 per page. The fee for map pockets is \$10.00 per pocket.

Double Volumes

If the dissertation is more than three inches thick, it must be bound in two volumes. The title pages carry volume designations. Each volume must have preliminary pages except that the signature page, preface, abstract, and acknowledgments are not included in the second volume. Pagination of text pages must be continuous from one volume to the next.

Scholarly Reference

In choosing an annotation or reference system, students should be guided by the practice of their various disciplines, and the recommendations of their departments. In addition to the general style guides listed under “Style” above, there are specific style guides for some fields. When a reference system has been selected, it should be used consistently throughout the dissertation. The placement of footnotes is at the discretion of the student with reading committee approval.

An important aspect of modern scholarship is the proper attribution of authorship for joint or group research. If the manuscript includes joint or group research, the student must clearly identify his/her contribution to the enterprise in an introduction.

Published Papers and Multiple Authorship

The inclusion of published papers in a dissertation is the prerogative of the major department. Where published papers or ready-for-publication papers are included, the following criteria must be met:

1. There must be an introductory chapter that integrates the general theme of the research and the relationship between the chapters. The introduction may also include a review of the literature relevant to the dissertation topic that does not appear in the chapters.
2. Multiple authorship of a published paper should be addressed by clearly designating, in an introduction, the role that the dissertation author had in the research and production of the published paper. The student must have a major contribution to the research and writing of papers included in the dissertation.
3. There must be adequate referencing of where individual papers have been published.
4. Written permission must be obtained for all copyrighted materials; letters must be attached to the Publication Agreement.
5. The submitted material must be in a form that is legible and reproducible as required by these specifications. The Office of the University Registrar will approve a dissertation that includes published material only if all margins are adequate to allow for proper binding, if typeface is acceptable for legible reproduction by Proquest (10 point or larger, 10 to 12 characters per inch), and if there are no other deviations from the normal specifications which would prevent proper dissemination and utilization of the dissertation. If the published material does not correspond to these standards, it will be necessary for the student to reformat that portion of the dissertation.

Use of Copyrighted Material

If copyrighted material belonging to others is used in your dissertation, you must give full credit to the author and publisher of the work used and if the quotation exceeds “fair use,” you must obtain permission from the copyright owner. According to the Association of American University Presses, permission is required for quotations that are reproduced as complete units (poems, letters, short stories, essays, journal articles, complete chapters or sections of books, maps, charts, graphs, tables, drawings, or other illustrative materials). In determining whether other excerpts from copyrighted materials exceed “fair use” criterion, the primary considerations are length and substantiality of the portion quoted, the nature of the copyrighted work quoted, the effect of the use on the market for or value of the quoted work, and the purpose and character of your use including whether it is commercial in nature or for nonprofit educational use. If you are in doubt, it is of course safest to obtain permission.

Permission to use copyrighted material is obtained from the owner of the copyright. Proquest requires copies of permission letters to be attached to the publication agreement, and assumes no liability for copyright violations.

Copyrighting Your Dissertation

Copyright protection is automatically in effect from the time the work is in fixed form. A proper copyright notice on all copies, including microfilm copies, will prevent the work from falling into the public domain (loss of copyright). Copyright notice should consist of the word “Copyright” and the symbol “C” in a circle, the year of first publication, and the name of the copyright owner (your name) in a reasonably prominent place (see page 6).

Proquest offers a copyright service to authors of doctoral dissertations. They will, on your behalf, file an application for registration of a copyright on your manuscript if you authorize them to do so on the Publication Agreement form. The \$65 fee for this optional service is paid to the Stanford University cashier when you pay the publishing and binding fee.

Registration of copyright is not required, but it establishes a public record of your copyright claim and enables copyright owners to litigate against infringement. You need not register your copyright with the U.S. Copyright Office at the outset, although registration must be made before the copyright may be enforced by litigation in case of infringement. Early registration does have certain advantages: it establishes a public record of your copyright claim, and if registration has been made prior to the infringement of your work, or within three months after its publication, qualifies you to be awarded statutory damages and attorney fees in addition to the actual damages and profits available to you as the copyright owner (should you ever have to sue because of infringement).

CHECKLIST FOR SUBMISSION OF DISSERTATION

Review and complete all the checklist items before coming into the office for final submission of your dissertation.

1. _____ Four unbound copies of dissertation with original signature pages inserted. (Only three copies are required from students in Geophysics, Education, Art, Music, or Law.) The copy for Proquest must be single-sided, and can be on regular (non-acid-free) paper.
2. _____ “Application to Graduate” filed online through Axxess by the appropriate deadline.
_____ A signed “Certificate of Final Reading of Dissertation.” (See page 9 for form.)
_____ “Survey of Earned Doctorates” is filled out and ready to submit.
_____ “Doctoral Dissertation Agreement Form” for Proquest, available online at <http://registrar.stanford.edu/pdf/ProQuestPA.pdf> is filled out and ready to submit.
_____ One separate copy of the signed abstract, formatted for publication with approval signature. (See page 13 for instructions.)
_____ Three additional copies of the dissertation title page (plain paper).
_____ Written approval for any copyrighted material that appears in the dissertation.
3. _____ Receipt from the Cashier's Office for payment of the following fees. (See page 4.)
_____ \$126.00 for the four University copies of the dissertation.
_____ \$65.00 copyright fee (optional).
_____ \$95.00 open access fee (optional).
_____ Additional fees (if any) for maps, mounted photo pages, CD pockets, etc. (See page 4.)

4. *Final Format Check*

- _____ Title page formatted correctly.
 - _____ Abstract in the dissertation is formatted consistently with the rest of the manuscript.
 - _____ Margins: 1.5 inches on binding edge and one inch on all other sides. After printing, measure margins for accuracy. Double-sided copies: margins must be re-aligned on binding edge.
 - _____ Type size 10 point or larger; characters are crisp and easily read.
 - _____ Body of dissertation printed in 1.5 or double spacing.
 - _____ Pagination is continuous and placement of numbers is consistent throughout the manuscript. (See page 6.)
 - _____ Words and text are divided correctly.
 - _____ The dissertation is ready-for-publication in appearance. Final copies are cleanly reproduced and all pages are in order.
5. *Appointments:* For appointment scheduling, go in person to the Student Services Center at Tresidder Memorial Union, 2nd floor, file a HelpSU ticket (Request Category = Student Services, Request Type = Student Services Center), or call the dissertation appointment phone at (650) 721-1569. Include the following information: desired day for appointment, full name, phone number, and student ID.

Note: the Student Services Center sets up and schedules all dissertation related appointments but both format and submission appointments actually take place at the Office of the University Registrar located at 630 Serra Street, Suite 120.

- _____ *Final Format Check:* We recommend that you make an appointment as early as feasible to meet with the Office of the University Registrar to have your thesis reviewed before you create all of the final copies. Note: format checks will not be done in the final week of the submission deadline.
- _____ *Final Submission:* We recommend that you make an appointment as early as feasible to submit your thesis and meet the applicable posted deadlines. If you do not have an appointment, you may have to wait for someone to assist you. Stanford does not allow remote format checks or submissions.

CERTIFICATE OF FINAL READING OF DISSERTATION

One member of the Reading Committee must certify that he or she has reviewed the final draft of the dissertation as submitted to the Records Office (the form below may be removed or copied from this booklet to be used for this purpose). The final reading of the dissertation should include a review of the following:

Content

All suggested changes have been taken into account and incorporated into the manuscript where appropriate. If the manuscript includes joint group research, the student's contribution is clearly explained in an introduction.

Format

Margin size of 1.5 inches on the binding edge (left edge if single-sided; right edge for even-numbered pages, and left edge for odd-numbered pages if double-sided) and one inch on all other sides; 10 point or larger type size; clearly formed characters; correct divisions of words and text; continuous pagination; 1.5 or double-spaced text (main body); bibliography and footnotes are consistently formatted; all tables and illustrations are in order and appropriately annotated.

Published Materials

If previously published materials are included in the dissertation, publication sources are indicated, written permission has been obtained for copyrighted materials, and all of the dissertation format requirements have been met.

Appearance

The dissertation is ready-for-publication in appearance and ready for microfilming and binding.

Photocopy

This page may be photocopied, completed, and signed for submission.

To the University Committee on Graduate Studies:

I certify that I have read the dissertation of _____
in its final form for submission and have found it to be satisfactory.

Signature

Date

(Printed Name of Reader)

(Printed Name of Your Department)

SAMPLE TITLE PAGES FOR Ph.D. DISSERTATION

The title page must meet these specifications including the use of upper-case letters and must be centered within the margins both vertically and horizontally. There should be no bold type on the title page.

MONEY, POWER, AND TRUTH:
ECONOMIC WARFARE IN THE ERA OF GLOBALIZATION

VOLUME I

(If more than one volume)

A DISSERTATION

SUBMITTED TO THE DEPARTMENT OF HISTORY

AND THE COMMITTEE ON GRADUATE STUDIES

OF STANFORD UNIVERSITY

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

Jane Lathrop Stanford

May 2010

(Date should reflect month and year of submission to the Office of the University Registrar.)

Some schools, departments, or programs require different wordings such as those which follow. If in doubt concerning correct wording, contact the Office of the University Registrar (see page 2).

Committee or Program (No Department):

A DISSERTATION
SUBMITTED TO THE {COMMITTEE ON}
{PROGRAM IN} _____
AND THE COMMITTEE ON GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

School of Education:

A DISSERTATION
SUBMITTED TO THE SCHOOL OF EDUCATION
AND THE COMMITTEE ON GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

Graduate Program in Humanities:

A DISSERTATION
SUBMITTED TO THE DEPARTMENT OF _____
AND THE COMMITTEE ON GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY
IN
_____ AND HUMANITIES

Dual-Language Department:

A DISSERTATION
SUBMITTED TO THE DEPARTMENT OF
{ASIAN LANGUAGES}
{FRENCH AND ITALIAN}
{SPANISH AND PORTUGUESE}
AND THE COMMITTEE ON GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY
IN
{CHINESE} {JAPANESE}
{FRENCH} {ITALIAN}
{SPANISH}

SAMPLE SIGNATURE PAGE FOR Ph.D. DISSERTATION

Each member of the Dissertation Reading Committee must personally sign four copies of the signature page. The “Approved for the University Committee on Graduate Studies” signature is placed on each page after submission of the dissertations to the Office of the University Registrar. Your signature page should be formatted exactly as the sample below; note that the names below are for illustration purposes only.

I certify that I have read this dissertation and that, in my opinion, it is fully adequate in scope and quality as a dissertation for the degree of Doctor of Philosophy.

(Harry Smith) Principal Adviser

I certify that I have read this dissertation and that, in my opinion, it is fully adequate in scope and quality as a dissertation for the degree of Doctor of Philosophy.

(Patricia Hernandez)

I certify that I have read this dissertation and that, in my opinion, it is fully adequate in scope and quality as a dissertation for the degree of Doctor of Philosophy.

(Brenda Lee)

Approved for the Stanford University Committee on Graduate Studies.

SAMPLE ABSTRACT FOR PUBLICATION BY PROQUEST

A separate abstract is published in *Dissertation Abstracts International* by Proquest. This abstract must be carefully formatted and prepared to give a succinct account of the dissertation, including a statement of the problem, procedure and methods, results, and conclusions. There is no maximum permissible length for the abstract. The abstract for publication by Proquest must be signed by a member of the Reading Committee.

The abstract must be in the following format:

ALGORITHMS AND ARCHITECTURE:
COMPUTATIONAL PROTOTYPING IN
ELECTRICAL ENGINEERING
(Upper-Case Letters)

Jane Lathrop Stanford, Ph.D.
Stanford University, 2010 (year of conferral)

Reading Committee Member: (name)

Text here:

The text must be typed in 1.5 or double spacing, single-sided, and with one-inch margins. It may exceed one page and there is no word limit.

Approved for publication:

By: _____
For (name of your department)

SAMPLE REQUEST TO USE COPYRIGHTED MATERIAL

Copyright permission letter must state that Proquest may supply copies on demand. See the copyright sections of the *Doctoral Dissertation Agreement Form*.

DATE:

TO:

FROM:

I seek permission to reprint the following material from your publication:

Author:

Title:

Material Requested:
(Copy attached for your reference)

This material is to be reprinted in the following dissertation:

Author:

Title:

Estimated publication date:

Dissertation Author's Signature:

Mailing Address:

Permission Granted By:

Name:

Title:

Conditions:

(Signature and Date)