

PhD Dissertation Format Guidelines

Your dissertation must follow these guidelines. Do not use any other student's dissertation as an example of how to format your dissertation.

To view a sample of a correctly formatted document, view the Rackham Dissertation Handbook at:
<http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf>

1. Margins should be a minimum of one inch on each side.
2. Font should be Times New Roman, with a minimum size of 12 point. Smaller font size or type may be appropriate for tables, footnotes or other material outside of the main text. Black text should be used although figures, tables, etc. may be in color.
3. Line spacing needs to be 1 ½ or double for the main text. Tables, lists, quotations, footnotes/endnotes, figure, captions, table legends and bibliographic entries should be single-line spaced.
4. The first page of each section, chapter and appendix should start on a new page and should have a two inch top margin.
5. Bibliography or Reference section(s) can be placed at the end of each chapter or the end of the dissertation. Consult with your committee chair for his/her preference.
6. Tables, figures, illustrations, etc., need to be uniquely and consecutively numbered throughout. If including more than one figure, table, illustration, appendix, etc., create a master list of each that includes the figure/table number, caption/legend and page number where they are located.
7. Chapter numbers, chapter titles, and page numbers (where chapters begin) should be listed in a Table of Contents.
8. Front matter page numbers should be numbered with lowercase Roman numerals, starting with page ii. Dissertation text should start with page 1.
9. Front matter is in the following order (first numbered page must be page ii):

Title page	Mandatory; no page number (see format at end of this document)
Frontispiece	Optional; no page number
Copyright page	Optional; no page number
Dedication	Optional; must have page number (lowercase Roman numerals start here)
Acknowledgements	Optional; must have page number
Preface	Optional; must have page number
Table of Contents	Mandatory; must have page number

List of Tables, List of Figures, etc.	Mandatory when there are more than one; must have page number
List of Appendices	Mandatory when there are more than one; must have page number
List of Abbreviations	Optional; must have page number
Abstract	Mandatory; must have page number

NOTE: Separate abstract text of up to 350 words, with no special characters, is required for the online submission of the dissertation to Deep Blue. No specific format is necessary.

Top margin is 2 ½ inches.

Title of the Dissertation

by

Student's Name

Student's full name as it appears on official academic record although using a middle initial instead of middle name is acceptable.

**A dissertation submitted in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
(Automotive Systems Engineering)
in the University of Michigan-Dearborn
2013**

No mention of "Program in" or "Department of" before program name. Must have parentheses.

Lines broken up exactly as shown and single line spaced.

Use year of degree conferral not year that dissertation was finished.

Doctoral Committee:

Professor John D. Brown, Co-Chair
Emeritus Professor Ann A. Smith, Co-Chair
Assistant Professor Charles Z. Jones
Professor Kathleen X. Lee, Yale University
Associate Professor Horace H. Rackham

Committee is listed with the chair or co-chairs first. The rest of the members should follow in alpha order by last name.

Committee name listing is single line spaced.

Title (Professor, etc.) is before the name and does not include degree citation (Dr., etc.) or department.

If a member is deceased "(Deceased)" is added at the end of the line after their name, i.e., Professor John Smith (Deceased).

For academic members from outside UM-D, a comma and the full name of the academic institution name follows the member's name, i.e., Assistant Professor Jane Smith, University of Chicago.

For members of the private sector, a comma and the full company/organization name follows the member's name, i.e., Michael Smith, Ford Motor Co.