



Guidelines for the Preparation and Submission of Doctoral Dissertation and Master's Thesis

Preparation and Submission

The dissertation must conform to guidelines described in this Proquest document:

www.etsdadmin.com/UMI_PreparingYourManuscriptGuide.pdf

Visit www.lehigh.edu/education/assets/pdf/consolidated_guidelines.pdf for submission information.

1. Illustrations, tables, graphs, etc., shall be consecutively numbered, so that they may be readily referred to in the context.
2. A Table of Contents, giving at least the chapter headings, with page numbers, must be provided.
3. An abstract is to be prepared which will summarize the main findings and conclusions of the dissertation.
4. Each copy of the dissertation must have a “vita” or appendix, giving a short biography of the Candidate, and including institutions attended, degrees (with dates) and honors, titles, or publications, teaching or professional experience, and other pertinent information.
5. Samples of the title page and approval page for the dissertation are attached for your information.
The signed approval page is not submitted electronically to the Lehigh ETD (Proquest).
6. THE MATERIAL OF THE COMPLETE DISSERTATION SHALL BE ARRANGED, NUMBERED, AND **LISTED IN THE TABLE OF CONTENTS** AS FOLLOWS:
 - a. the Title Page (which is page i but is not numbered)
 - b. Copyright Page (page ii)
 - c. Unsigned Approval Page (which is page iii)
 - d. Acknowledgments (if any) (*continue with Roman numerals*)
 - e. the Table of Contents (*continue with Roman numerals*)
 - f. List of Tables (if any) (*continue with Roman numerals*)
 - g. List of Figures (if any) (*continue with Roman numerals*)
 - h. List of Illustrations (if any) (*continue with Roman numerals*)
NOTE: Roman numeral pagination ends here.
 - i. An Abstract of 350 words maximum (**Arabic numeral 1**)
NOTE: **Arabic numeral pagination starts with the abstract at page 1** and is continued in consecutive order to the last page of the dissertation.
 - j. The main text of the dissertation including footnotes, tables and figures
 - k. Bibliography or List of References
 - l. any Appendices
 - m. The “Vita” or brief Biography (last page)
7. Doctoral dissertations are limited to 400 pages. Manuscripts exceeding these limits may be returned for abridgment.
8. The pages of the entire dissertation, including illustrations, tables, graphs, appendices, bibliography, shall be numbered. It is important that every page (except the title page, as noted above) be numbered.
9. **Please consult with your advisor on the appropriate publication style to be used.** It is important that you maintain consistency with one style throughout your dissertation.