

# **Ph.D. in Computing and Information Sciences**

## **Dissertation Content and Format Guidelines**

### **Content and Format of the Dissertation**

A dissertation manuscript typically has three main components: (1) “front matter”: everything before the main text (Sample pages is included in section 2 below); (2) the main text; and (3) everything after the main text (the “back matter”). While the cover page, copyright page/dissertation release, abstract page and other optional pages form the front matter, the main text of the dissertation should be divided into chapters that cover the main research, analysis, results, and future directions. The back matter should contain the references, author’s biography and the appendices.

This document provides the suggested proper organization for your manuscript and sample pages for the front matter.

### **1. Suggested organization for your manuscript**

The suggested proper organization and page order for your manuscript is as follows.

- Title Page
- Committee Signature Page
- Copyright page or a blank page
- Abstract
- Optional preliminary pages such as:
  - Dedication page
  - Table of contents
  - List of figures, list of tables, list of symbols
  - Preface or introduction
  - Acknowledgements
  - Author’s biography
- Main text (specified by the dissertation committee)
- References
- Appendices

### **Formatting the Manuscript**

1. Page Size  
8.5 x 11 inches
2. Margins  
Leave a margin of one (1) inch on all sides of the pages.
3. Page Numbering
  - The title page is considered to be page “i”, but the number is not typed on it.
  - All of the front matter pages are numbered consecutively in lower case Roman

numerals beginning with the number “i” and continue in sequence to the end of the preliminary pages (i, ii, iii, iv, v, etc.), placed to the center of the page, 3/4" from the bottom edge.

- The first page of the main text (i.e. the Introduction section) is numbered “1” and all subsequent pages are numbered consecutively in Arabic numerals.
- Page numbering of the back matter should continue consecutively from the numbering of the main text.

#### 4. Spacing

- Paragraphs should double-spaced, no indentation of the first line, left justified or fully justified, and with a hanging indent of 0.5 inch for each paragraph.
- Headings may be left-aligned or centered; do not fully justify or right-align headings.
- Single-spacing is allowed for footnotes, endnotes, references, lengthy quotations, bulleted or numbered lists, figure or table captions, or material in an appendix.

#### 5. Fonts

- Times New Roman.
- Font size should be 11 point and consistent throughout the front matter and main text.
- Fonts for footnotes, figure captions, table data, references, and material in an appendix or biography are allowed to differ from the main text but style should be compatible.

#### 6. Headings

- The font size and style chosen for chapter titles must remain consistent for the titles of all chapters and chapter equivalents.
- Headings may be centered or left-aligned.
- Heading levels must be differentiated from each other. That is, a main-level heading within a chapter must be made readily distinguishable from a sub-level heading within the same chapter by changing alignment (left or center) or capitalization or using a boldface or italic font or through the combination of any of these.

#### 7. Figures and Tables

- All figures, tables, and other illustrative material must fit within the minimum margins. A manuscript with any material extending beyond these margins will not be accepted.
- Figures and tables must be numbered consecutively throughout the entire manuscript. Format may be either a straight sequence (1, 2, 3, etc.) or the decimal system (1.1, 1.2, 1.3, 2.1, 2.2, etc.).
- Figure numbering should be separate from table numbering.
- Figures should be labeled using the fully typed capitalized word “Figure 1” and tables should be numbered with the fully typed capitalized word “Table 1” and so on.
- Figure captions should be single-spaced and are not required to be set in the same font style or size as that of the main text. However, font style and size must remain consistent from one figure caption to the next.
- Figure captions should appear on the same page as the figure to which they refer.
- Figures should not be placed out of the order in which they are numbered.
- Multiple figures may be placed on the same page as long as doing so does not compromise their legibility.

## 8. References

Follow the IEEE or ACM Citation Reference

## 9. Appendix

- The appendix is a section that is placed near the end of the manuscript and may contain material such as tables, figures, maps, photographs, raw data, computer programs, and many other types of material that detract from the continuity of the main text or are too lengthy.
- The appendix title should be formatted like a chapter title and headings should be formatted in a manner consistent with headings found in the main text.
- Material in an appendix may be single-spaced. When multiple appendices are needed, the appendices should be numbered as A, B, C, and so on. Each appendix should start on a new page.

## **2: Sample pages for front matter**

1. Title Page
2. Committee Signature Page
3. Copyright page or a blank page
4. Abstract
5. Acknowledgements

**[Dissertation Title  
as it appears on the Dissertation Certificate]**

by

*[full name of author]*

A dissertation submitted in partial fulfillment of the  
requirements for the degree of  
Doctor of Philosophy  
in Computing and Information Sciences

B. Thomas Golisano College of Computing and  
Information Sciences

Rochester Institute of Technology  
Rochester, New York  
*[Month day and year of  
Dissertation Acceptance was signed]*

# Dissertation Title

by  
**Author**

**Committee Approval:**

We, the undersigned committee members, certify that we have advised and/or supervised the candidate on the work described in this dissertation. We further certify that we have reviewed the dissertation manuscript and approve it in partial fulfillment of the requirements of the degree of Doctor of Philosophy in Computing and Information Sciences.

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Typed Advisor's name  
Title

Date

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Typed Committee member's name  
Title

Date

**Certified by:**

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Typed Ph.D. Director's name  
Director, Computing and Information Sciences

Date

© [year] [*Author's Name*]

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**Dissertation Title**

**by  
Author**

ABSTRACT

Type the text of the abstract here, no more than 350 words.

## **ACKNOWLEDGEMENTS**

Type your acknowledgments text here.