The Form of the DDes Dissertation
Table of Contents

Introduction ........................................................................................................................................... 4
Advance Planning ................................................................................................................................... 4
Patent filing ......................................................................................................................................... 4
Submitting the Dissertation ...................................................................................................................... 4
Acceptance by department (Dissertation Acceptance Certificate) ......................................................... 4
Application for the degree ...................................................................................................................... 5
Online Submission of the Dissertation .................................................................................................... 5
Redaction ............................................................................................................................................... 5
After online submission .......................................................................................................................... 5
Publishing Options: Distribution of the Dissertation ............................................................................... 6
Making the dissertation publicly available ............................................................................................... 6
Licensing agreements .............................................................................................................................. 6
Delaying release (embargo) ................................................................................................................... 6
Deposit to DASH .................................................................................................................................. 7
Discoverability in HOLLIS ....................................................................................................................... 7
Deposit to ProQuest ............................................................................................................................... 7
Optional Printing .................................................................................................................................... 8
Formatting Guidelines ............................................................................................................................ 9
Language of the dissertation ................................................................................................................. 9
Length ................................................................................................................................................... 9
Physical requirements ........................................................................................................................... 9
Margins .................................................................................................................................................. 9
Spacing .................................................................................................................................................. 9
Font ....................................................................................................................................................... 9
Body of text ........................................................................................................................................... 9
Pagination ............................................................................................................................................. 10
Title page ............................................................................................................................................. 10
Sample title page for a DDes dissertation ............................................................................................... 11
Copyright notice ......................................................................................................................... 12
Abstract ........................................................................................................................................ 12
Front and back matter .................................................................................................................. 13
Supplemental material .................................................................................................................. 13
Tables and figures ........................................................................................................................ 13
Images .......................................................................................................................................... 14
Acknowledging the Work of Others ............................................................................................ 15
References ..................................................................................................................................... 15
   Footnotes .................................................................................................................................. 15
   Bibliography ............................................................................................................................ 15
Citation and style guides .............................................................................................................. 16
Use of Copyrighted Material ........................................................................................................ 17
Top 10 formatting errors and how to avoid them ........................................................................ 19
   1. Missing Dissertation Acceptance Certificate .................................................................. 19
   2. Conflicts between the DAC and the Title Page ................................................................. 19
   3. Abstract Formatting Errors .............................................................................................. 19
   4. Pagination .......................................................................................................................... 19
   5. Figures and Tables ............................................................................................................. 19
   6. Horizontal Figures and Tables ......................................................................................... 20
   7. Supplemental Figures and Tables ..................................................................................... 20
   8. Permission Letters ............................................................................................................ 20
   9. Original DAC ..................................................................................................................... 20
   10. Overall Formatting ........................................................................................................... 20
Comments or suggestions ............................................................................................................. 20
Dissertation Submission Checklists .............................................................................................. 21
   Formatting checklist .............................................................................................................. 21
   Submission to the Advanced Studies Program office checklist ............................................. 22

The Form of the DDes Dissertation
Reviewed and revised: October 2018
Next review and revision: August 2019
Page 3 of 22
Introduction
Each DDes candidate at the Harvard University Graduate School of Design is required to successfully complete and submit a doctoral dissertation to qualify for degree conferral. This document provides information about requirements for formatting the dissertation, submitting the dissertation, and options related to publishing and distributing the dissertation. Compliance with these requirements is mandatory. When in doubt, consult with the GSD Advanced Studies Program (ASP).

Advance Planning
In preparation for the dissertation, DDes candidates should become familiar with the DDes Guidelines for the Dissertation.

Patent filing
Public disclosure of an invention before a patent application has been filed can result in loss of patent rights. Therefore, students who believe they have made an invention are advised to submit a Report of Invention (ROI) to the Office of Technology Development (OTD) before they defend their dissertation and it is submitted or before any earlier conference or seminar presentation, submission for publication, or other public disclosure which is a concept broadly construed under patent law. Students make their ROI submission on the OTD website.

Submit the ROI as soon as possible after the invention is made or at least several weeks before the dissertation defense, giving the OTD time to evaluate patentability and to file a patent application if necessary. Notify the OTD of the date of the defense or other expected disclosure of the invention. Students clearly identify and describe the invention in the ROI, and may need to be available to discuss their work with the OTD and/or outside patent counsel. Once a patent application is filed, the student may submit their dissertation to ProQuest, DASH, and the Frances Loeb Library at the GSD using the online submission tool.

Submitting the Dissertation
Acceptance by department (Dissertation Acceptance Certificate)
The GSD ASP prepares the Dissertation Acceptance Certificate (DAC). The DDes Guidelines for the Dissertation outline the information needed by the GSD ASP to complete the DAC. This information is due to the GSD ASP one week before the scheduled defense. The dissertation must be accepted and the DAC signed by at least three committee members designated by the student’s department. For composition of the committee see DDes Guidelines for the Dissertation. The original DAC is printed on watermarked paper by GSD ASP. The signed DAC is submitted to the GSD ASP office by the student.
The GSD ASP office keeps the original DAC among its files. A scanned copy of the DAC appears before the title page of the PDF of the dissertation. A page number is not assigned to the DAC. The dissertation title on the DAC must read exactly as it does on the title page of the dissertation itself. The DAC is included in all copies of the dissertation.

Application for the degree
An application for the DDes degree must be filed at the GSD Registrar’s Office approximately two months in advance of the month in which the degree is expected to be conferred: September for November degrees, December for March degrees, and February for May degrees. The application is in the student portal at my.harvard. The student is responsible for meeting all submission and application deadlines.

Online Submission of the Dissertation
The GSD requires online submission of doctoral dissertations to the GSD ASP office by the deadline established for each degree conferral date stated in the DDes Guidelines for the Dissertation. The dissertation is a formatted PDF file. Dissertations are submitted in their final format, as described in this section. Please carefully review dissertation formatting before submitting online. During the submission process, two license agreements are approved, and one graduate survey is completed.

Redaction
Very few dissertations require redaction, which is the process of obscuring or removing sensitive information for distribution. ETDs @ Harvard does support redacted versioning for these very rare cases where there is sensitive or potentially harmful material in the dissertation (for example: commercially sensitive information, sensitive personal data, risk of harmful retribution, and the like). There is an option: “I think I need to submit a redacted version of my dissertation” on the “Upload Your Files” screen. The student then contacts the Office for Scholarly Communication with questions.

After online submission
Upon submission of the electronic dissertation online, the work is reviewed for compliance by the GSD Advanced Studies Program Administrator and the student is contacted to confirm acceptance of the work or to communicate the need for any alterations prior to acceptance.
Publishing Options: Distribution of the Dissertation
Students are given control over where their work is made publicly available. Upon final approval, the dissertation becomes part of multiple Harvard and non-Harvard downstream systems based on the permissions and publishing options students select during the ETDs @ Harvard submission process.

Making the dissertation publicly available
The assumption that underlies regulations concerning the distribution of a DDes doctoral dissertation is that they must be “published” in the traditional sense. That is, they must be made available, as proof of the candidate’s achievement. This assumption echoes a traditional European idea that the candidate for a doctoral degree must make a unique contribution to knowledge and cannot have a degree for making a discovery that is kept secret. It is, therefore, only in exceptional cases that access to doctoral dissertations is restricted or the release of the work is delayed (embargoed).

Licensing agreements
When submitting work through ETDs @ Harvard, the student agrees to the Harvard Author Agreement, which grants the University a non-exclusive license to preserve, reproduce, and display the work. This license, which is the same license to which the GSD faculty agree under the School’s Open Access Policy, does not constrain the student’s rights to publish their work subsequently.

The student also agrees to the ProQuest license agreement. This license gives ProQuest specific rights to publish the Abstract in the ProQuest Dissertations and Theses database. The agreement further allows ProQuest to distribute the dissertation in microfilm, paper, and digital forms, by way of thesis subscription, sales, and indexing services, pursuant to any embargo. The ProQuest publishing agreement is non-exclusive and in no way prohibits the author from making any disposition of other manuscript copies, nor does it prohibit the author from publishing the dissertation at any time.

Delaying release (embargo)
If necessary, students may delay release of their work (embargo). An embargo is a period of time applied by the author to their work during which the full text of the dissertation is not openly accessible. If necessary, it is possible to embargo a dissertation for six months, one year, or two years. These options are found in the “Upload Your Files” section of ETDs @ Harvard. While the full text of the document is not available during an embargo, the metadata (descriptive information about the dissertation) associated with the work and the abstract are always publicly available.

By Harvard Corporation policy, embargoes require approval of both the Harvard University Librarian and the student’s academic department. The GSD honors the spirit of this policy by requiring that requests to delay
distribution more than two years have the support of the DDes Program Director and the Director of the Frances Loeb Library. Such requests are submitted in the “Delaying Release” section of ETDs @ Harvard by selecting 2+ years, the reason for the delay by providing an explanation for the lengthier embargo, and including the desired embargo length. The student request triggers an automated email that is sent from ETDs @ Harvard to the GSD ASP Administrator. The student is notified by e-mail as to whether their request is approved.

It is not necessary to embargo a dissertation for patenting purposes once a patent application has been filed with the U.S. Patent and Trademark Office. From the time of filing, any invention covered by the application may be disclosed publicly without loss of patent rights. Any approved embargo placed on the work applies equally to accessibility in DASH and the ProQuest databases.

Deposit to DASH
In keeping with the practice of the DDes candidate’s achievement being made available as a contribution to scholarship, dissertations are made available online in Digital Access to Scholarship at Harvard (DASH) the open access repository of scholarship by members of the Harvard community. DASH is operated by Harvard Library’s Office for Scholarly Communication and is the University’s central service for sharing scholarly work. In the License Agreement of ETDs @ Harvard, students review and accept the Harvard License Agreement to acknowledge distribution of their dissertation through DASH, pursuant to any embargo placed on the work in the submission tool. As noted, any embargo placed on the work in the ETDs @ Harvard tool applies to access to the work via DASH.

Discoverability in HOLLIS
Dissertations are cataloged in Harvard’s online library catalog, HOLLIS, which makes student work more discoverable.

Deposit to ProQuest
Dissertations are forwarded for deposit in ProQuest’s databases and become accessible by individuals affiliated with institutions, organizations, libraries, and repositories that subscribe to ProQuest Dissertation and Thesis database and subject indexes.

As part of the license agreement ProQuest may sell student dissertations. ProQuest pays a 10 percent royalty on all sales of manuscripts. Royalty payments must exceed $25 in a calendar year for the student to receive payment. If authors do not want any sale of their dissertation, they may permanently embargo it with ProQuest. An embargo with ProQuest will make the abstract available for viewing in the ProQuest Dissertation and Thesis database and subject indexes. If authors would like to restrict sales to “author only,” they should contact
Optional Printing
Students who would like to order personal print copies of their dissertation may order through Acme Bookbinding’s Thesis On Demand service.
Formatting Guidelines
Below are instructions for formatting the dissertation. If, after reading the instructions, there are additional questions about requirements for the dissertation set by the GSD, contact the GSD ASP Administrator at (617) 495-2337.

Language of the dissertation
The language of the dissertation is usually English. If the subject matter involves foreign languages, a dissertation written in a language other than English may be accepted. Check with the GSD ASP Administrator.

Length
Most dissertations run 100 to 300 pages in length. All dissertations are divided into appropriate sections, and long dissertations may need chapters, main divisions, and even subdivisions.

Physical requirements
Margins
- Best practice is at least 1 inch margins for all text.

Spacing
- Spacing throughout body of text: double spacing.
- Spacing for block quotations, footnotes, and bibliographies: single spacing within each entry, and double spacing between each entry.
- Spacing for table of contents, list of tables, list of figures or illustrations, and lengthy tables: single spacing.

Font
- Use 10-12 point font size. Fonts must be embedded in the PDF file. This ensures all characters display correctly when printed and preserved. For tips about embedding fonts and recommended True Type Fonts, which are designed for screen readability, see the ETDs @ Harvard help page.

Body of text
The same style of font or typeface that appears in the main body of the text is also used in all headers, page numbers, and footnotes. Exceptions are made only for tables and figures produced by different technology or by graphic artists.
Pagination

Every page in the dissertation is assigned a number except for the Dissertation Acceptance Certificate (DAC). For the preliminary pages (abstract, table of contents, list of tables, graphs, illustrations, and preface), use small Roman numerals (i, ii, iii, iv, v...). All pages must contain text or images. Blank pages are identified with the text “Page intentionally left blank,” centered in the middle of the page, to clearly indicate intent.

Count the title page as page i and the copyright page as page ii, but do not print the page numbers on either of these two pages.

For the text, use Arabic numerals (1, 2, 3, 4, 5...) starting with page 1 (the first page of the text itself). As in a book, page numbers can be centered at top or bottom. The placement of page numbers must be centered throughout the manuscript. Since page numbers are used to demonstrate that the dissertation is complete, every numbered page must be consecutively ordered, including tables, graphs, illustrations, bibliography, and index. Letter suffixes (such as 10a, 10b...) are not allowed. It is customary not to have a page number on the page containing a chapter heading.

Check pagination carefully. Account for all pages.

Title page

A scanned image of the Dissertation Acceptance Certificate (DAC) appears as the first page of the PDF file, followed by a blank page. These are not counted or numbered. This page appears in the bound and online versions of the published dissertation.

The dissertation begins with a title page, which is prepared as the sample that follows. The title is as concise as possible, consistent with giving an accurate description of the dissertation. Do not print a page number on the title page. It is understood to be page i for counting purposes only.
Sample title page for a DDes dissertation

[Title as it appears on the Dissertation Acceptance Certificate]

A dissertation presented
by
[full name of author as it appears in GSD records]
[add previous degrees under your name: “B.Arch, Columbia University” “MFA, Yale University”]
to
Harvard University Graduate School of Design

in partial fulfillment of the requirements
for the degree of

Doctor of Design

Harvard University
Cambridge, Massachusetts

[Month and year of the submission of the completed dissertation to the Advances Studies Program and the Dissertation Acceptance Certificate was signed]
Copyright notice
The Copyright Act of 1976 provides for statutory copyright protection of a work from the moment it is tangibly fixed. Though no longer required for copyright protection, a copyright notice will prevent a defense of innocent infringement and will inform others that the work is copyrighted and by whom, thus potentially deterring infringement and facilitating requests for permission. A copyright notice is therefore advisable and should be affixed on a separate page immediately following the title page. It should include the copyright symbol ©, the year of first publication of the work, and the name of the author. The notice should appear thus:

© [year]
[Author’s Name]
All rights reserved.

Alternatively, students may be interested in making use of Creative Commons licensing, which allows authors to “retain copyright while allowing others to copy, distribute, and make some uses of their work — at least non-commercially.” For example, this licensing encourages citation, reuse, and sharing without the traditional burdens of copyright permissions. Details about Creative Commons licensing may be found on their web site.

Whatever license is used, do not print a page number on the copyright page. It is understood to be page ii for counting purposes only.

If a student so desires, The Copyright Office can offer additional protection for the work, which the student may register for online at: https://www.copyright.gov/

Abstract
An abstract, numbered as page iii, is required. It immediately follows the copyright page, and states the problem, describes the methods and procedures used, and gives the main results or conclusions of the research. A text version of the complete abstract is required as part of the online dissertation submission. The abstract is double-spaced. The author’s name and the title of the dissertation, as well as the name of the dissertation advisor, are included on the abstract page. The author’s name is right justified, the title of the dissertation centered, and “Dissertation Advisor: Professor XXXX” is left-justified at the top of the abstract page. A maximum of two advisor names is allowed.

ProQuest will publish all abstracts in Dissertation Abstracts International and major subject indexes. ProQuest no longer provides on-demand copies of abstracts.
Front and back matter
For any dissertation that is divided into sections, a table of contents listing at least the major headings is prepared.

The order of sections is as follows:

1. Title page
2. Copyright page
3. Abstract
4. Table of Contents
5. Front Matter
6. Body of Text
7. Back Matter

Front matter may include

- acknowledgments of help or encouragement from individuals or institutions;
- a dedication;
- a list of illustrations or of tables;
- a glossary of terms;
- one or more epigraphs.

Back matter may consist of

- appendixes;
- a bibliography;
- supplemental materials including supplemental figures and tables, and, rarely, an index.

Supplemental material
Supplemental figures and tables are placed at the end of the dissertation in an appendix. They may not be placed within or at the end of the chapter. If additional digital information (including text, audio, video, image, or datasets) will accompany the main body of the dissertation, it is uploaded as supplemental material in ETDs @ Harvard. Supplemental material is available in DASH and ProQuest and preserved in the Harvard Library Digital Repository Service (HL DRS).

Tables and figures
Tables and figures are placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or they may be placed directly into the text. If a table or a figure is alone on a page
(with no narrative), it is centered within the margins on the page. Tables and figures referred to in the text may not be placed at the end of the chapter or at the end of the dissertation.

Figure and table numbering must be either continuous throughout the dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2). For example, there cannot be two figures designated in a dissertation as “Figure 5.”

Headings of tables are placed at the top of the table. While there are no specific rules for the format of table, headings and figure captions, a consistent format must be used throughout the dissertation. Consult with style manuals appropriate to one’s field.

Captions of figures are placed at the bottom of the figure. If the figure takes up the entire page, the figure caption is placed alone on the preceding page and centered vertically and horizontally within the margins. Each page receives a separate page number. When a figure or table title is on a preceding page, the second and subsequent pages of the figure or table should say, for example, “Figure 5 (Continued).” In such an instance, the list of figures or tables will list the page number containing the title. The word “figure” is written in full (not abbreviated), and the “F” is capitalized (e.g., Figure 5). In instances where the caption continues on a second page, the “(Continued)” notation appears on the second and any subsequent page. The figure/table and the caption are viewed as one entity and the numbering shows correlation between all pages. Each page must include a header.

Landscape orientation figures and tables must be positioned correctly and bound at the top, so that the top of the figure or table will be at the left margin. Figure and table headings/captions are placed with the same orientation as the figure or table when on the same page. When on a separate page, headings/captions are always placed in portrait orientation, regardless of the orientation of the figure or table. Page numbers are always placed as if the figure were vertical on the page.

If a graphic artist makes the figures, the GSD will accept lettering done by the artist only within the figure. Figures done with software are acceptable if the figures are clear and legible. Legends and titles done by the same process as the figures will be accepted if they too are clear, legible, and run at least 10 or 12 characters per inch. Otherwise, legends and captions should be printed with the same font used in the text.

Pages do not vary from the standard size of 8½ x 11 inches. Plan illustrative materials so they can be reduced to meet this specification. They are centered between the margins on a page with no text above or below.

Images

Original illustrations, photographs, and fine arts prints are scanned and included in the PDF of the dissertation. For questions about the use of third party images in dissertation, please see the help page in ETDs @ Harvard.
Acknowledging the Work of Others
Students are responsible for acknowledging any facts, ideas, or materials of others used in their own work. Students may refer to GSD resources about academic conduct for further information.

References
There are many ways to handle scholarly references and preferred usage varies among fields. In choosing an annotation or reference system, students are guided by the practice of their discipline and the recommendations of their dissertation advisor, department, or committee. In some fields, publishers of scholarly books or articles have established styles for various editorial details and may have issued a style manual to guide contributors. Students who plan eventual publication may find these guides helpful in setting a style for their dissertations that will be appropriate for publication without extensive alteration. When images or quotations from materials held by libraries, archives, museums, and the like are included in the dissertation, authors follow the policies of owning institutions concerning references and citations.

The general byword for scholarly reference is consistency. Essential publication facts should be as nearly complete as possible, and unnecessary details should be avoided. In all these matters, writers do well to follow the practice of their discipline. A list of various citation and style guides is below.

Footnotes
Textual notes that provide bibliographic reference, supplemental information, opinions, explanations, or suggestions that are not part of the text must appear at the bottom of the page as a footnote. This placement ensures that they will appear as close as possible to the referenced passage. Lengthy footnotes may be continued on the next page. Footnote numbering may be continuous throughout the dissertation or may start again for each chapter or page, but the method must be consistent. Footnotes may be single-spaced within each entry, but must be double-spaced between each entry.

Bibliography
Students check with their advisor or department to determine whether a bibliography is customary in their field. If it is, they follow the conventions of the discipline.

The bibliography may be single-spaced within each entry, but must be double-spaced between each entry. On the first page of the bibliography, the page number is placed at the bottom of the page, centered between the margins. Thereafter, page numbers are placed in the same position as they are throughout the rest of the text. Additionally, the bibliography is consecutively paginated after the text.
Citation and style guides


Use of Copyrighted Material

If copyrighted material belonging to others is used in the dissertation, the student gives full credit to the author and publisher of the work used. If a quotation exceeds “fair use,” permission from the copyright owner must be obtained and uploaded as supplemental material as part of the online dissertation submission. U.S. Copyright Law allows authors to quote or reproduce short portions from a work protected by copyright without seeking permission, so long as they are making “fair use” of the copied material. To determine whether an excerpt from a copyrighted work meets “fair use” criteria, consider the amount and substantiality of the portion quoted or reproduced, the nature of the copyrighted work used, how the use of the excerpt will affect the market for or value of the copyrighted work, and the purpose and character of its use, including whether it is commercial in nature or for nonprofit educational use. There are many resources describing the fair use test, including Fair Use: Made for the Harvard Community, developed by the Harvard Library Office for Scholarly Communication. There are also materials about the copyright resources section of the Harvard Office of the General Counsel website and the website of the American Association of University Presses.

Fair use is a U.S. doctrine. There is no equivalent under the copyright laws of most foreign countries though at least some, and probably many, have an exemption for brief quotations from published works. Hence, if a dissertation is being distributed abroad, different considerations may apply. That said, many people making academic material available on the Internet seem to rely on fair use without incident.

Any permission required for use of copyrighted or licensed material must be obtained before the dissertation is submitted.

Permission to use copyrighted material is obtained from the owner of the copyright. If a student includes his or her own previously published material in the dissertation, and if the student had transferred rights to the publisher, then the student must obtain permission from the publisher to include this material in the dissertation. Any permission requested should allow the material to be used as part of the dissertation in all forms and media, including but not limited to digital and print forms.

If a student has plans to publish content that will be included in their dissertation and that material will be published prior to submitting their dissertation, then the student should be sure to obtain permission to use their own materials from their publisher prior to publication. This can be negotiated in the student’s contract or agreement with the publisher. Students may find it useful to refer to Empowering Students: before you sign that contract developed by the Harvard Library Office for Scholarly Communication.

ProQuest requires copies of copyright permission letters to be submitted as supplemental material of the dissertation and assumes no liability for copyright violations. Copyright permission letters are not published. They are submitted as a separate supplemental file with the title, “Permission Letters, Do Not Publish.”

When images or quotations from materials obtained from libraries, archives, museums, and the like are included in the dissertation, students follow the policies of the respective repositories concerning permission or citation requirements.
When material copyrighted by someone other than the author appears in a dissertation exceeding fair use, and when the author has failed to obtain permission from the copyright holder for ProQuest to sell such material, ProQuest cannot make the complete dissertation available for sale to anyone other than the author.
Appendix A

Top 10 formatting errors and how to avoid them

1. Missing Dissertation Acceptance Certificate
   The first page of the PDF dissertation file is a scanned copy of the Dissertation Acceptance Certificate (DAC), followed by a blank page. These are not counted or numbered as a part of the dissertation pagination.

2. Conflicts between the DAC and the Title Page
   The DAC and the dissertation title page must match exactly, meaning that the author name and the title on the title page must match that on the DAC. The author name on both should appear as it does on the official GSD record.

3. Abstract Formatting Errors
   The advisor name is left-justified, and the author name is right-justified. Up to two advisor names are allowed. The Abstract is double spaced and includes the page title “Abstract,” as well as the page number “iii.”

4. Pagination
   - The front matter is numbered using Roman numerals (iii, iv, v, ...). The title page and the copyright page are counted and not numbered. The first printed page number appears on the Abstract page.
   - The body of the dissertation is numbered using Arabic numbers (1, 2, 3, ...). The first page of the body of the text begins with page 1. Pagination does not continue from the front matter.
   - All page numbers are centered either at the top or the bottom of the page.

5. Figures and Tables
   - Figures and tables are placed within the text, as close to their first mention as possible. Figures and tables that span more than one page are labeled on each page. Any second and subsequent page of the figure/table includes the “(Continued)” notation. This applies to figure captions as well as images. Each page of a figure/table is accounted for and appropriately labeled.
   - All figures/tables must have a unique number. They may not repeat within the dissertation.
6. Horizontal Figures and Tables
   • Any figures/tables placed in a horizontal orientation are placed with the top of the figure/table on the left hand side. The top of the figure/table is aligned with the spine of the dissertation when it is bound.
   • Page numbers are placed in the same location on all pages of the dissertation, centered, at the bottom or top of the page. Page numbers do not appear under the table/figure.

7. Supplemental Figures and Tables
   Supplemental figures and tables are placed at the back of the dissertation in an appendix. They are not placed at the back of the chapter.

8. Permission Letters
   Copyright permission letters are uploaded as a supplemental file, named do_not_publish_permission_letters, in the dissertation submission tool.

9. Original DAC
   The original Dissertation Acceptance Certificate must be submitted to the GSD ASP Administrator by the dissertation deadline. Dissertation submission is not complete until all documents have been received and accepted.

10. Overall Formatting
    Check all formatting after all revisions and before submitting online, to spot any inconsistencies or PDF conversion glitches.

Comments or suggestions
Call the Advanced Studies Program office 617 495 2337 with any questions.
Appendix B

Dissertation Submission Checklists

Formatting checklist

☐ Is every page of the dissertation correctly numbered?

☐ Does the body of the text begin with Page 1?

☐ Is the pagination continuous? Are all pages included?

☐ Is the Dissertation Acceptance Certificate unnumbered and positioned as the first page of the PDF?

☐ Is there a blank page after the Dissertation Acceptance Certificate?

☐ Is the placement of page numbers centered throughout the manuscript?

☐ Is the title page formatted correctly?

☐ Is the author’s name, in full, on the title page of the dissertation and the abstract?

☐ Does the author’s name read the same on both the dissertation and the abstract and does it match the Dissertation Acceptance Certificate?

☐ Does the copyright page follow the title page?

☐ Is the abstract included after the copyright page, and is it formatted as required?

☐ Does the abstract include the title of the dissertation, the author’s name, and the dissertation advisor’s name?

☐ Is the title on the abstract the same as that on the title page?

☐ Are the margins at least 1” on all sides?
❑ Is the font size 10-12 point?

❑ Are all fonts embedded?

❑ Are references in the form of footnotes, or endnotes if customary in the author’s field?

❑ Are all charts, graphs, and other illustrative materials perfectly legible?

❑ Do lengthy figures and tables include the “(Continued)” notation?

❑ When appropriate, has a patent been filed?

Submission to the Advanced Studies Program office checklist
In addition to the successful and full online submission of the dissertation, including the publishing agreement, supplemental files, and completion of a survey, each student is required to submit the following to the Advanced Studies Program office:

❑ Signed Dissertation Acceptance Certificate

  The Dissertation Acceptance Certificate should be prepared by the department on watermarked paper.

❑ Survey of Earned Doctorates or a printed confirmation of completion

  The Survey of Earned Doctorates should be completed online at https://sed.norc.org/survey. Confirmation of survey completion should be provided via ETDs @ Harvard.