



**Policy and Style Manual  
for Completion and Submission of the Dissertation  
2013-2014**

**To the Graduate Student**

A thesis or a dissertation is the outcome of a substantial effort. Its content and style will reflect on you, the faculty members who have guided your work, and the University of Washington. By adhering to the standards set forth in the following pages, you will be presenting your work in a professional manner, to the credit of all who have contributed to it.

The Graduate School  
The School of Social Work

October 2013

**PLEASE read carefully before proceeding**

The dissertation is an original piece of scholarly research on a topic that has been jointly agreed upon by the student and her/his Supervisory Committee members. It is a major undertaking that should reflect the highest standards of scholarship and make a significant contribution to knowledge and practice in the field of social welfare and the profession of social work.

It is your responsibility to read and follow the requirements presented here and to submit documents of the highest quality.

The enclosed School of Social Work and Graduate School requirements cover the general rules of format and appearance that have been approved by the doctoral program faculty. Consult your Supervisory Committee along with the PhD Program Manual sections on the Dissertation Prospectus and Dissertation for specific content requirements. There are two special cautions to be considered as you anticipate preparing your dissertation for final submission:

- Because of changes in requirements, students should not use existing library or departmental copies of theses/dissertations as examples of proper format.

Candidates should carefully review their dissertation contents for instances of inadvertent plagiarism.

See the Graduate School Guidelines: Plagiarism is defined as the use of the words, ideas, diagrams, etc., of publicly available work without appropriately acknowledging the sources of these materials. This definition constitutes plagiarism whether it is intentional or unintentional and whether it is the work of another or your own, previously published work.

Also consult the UW SSW [Handout on Academic Honesty](#)

Main Graduate School Dissertation page: <http://www.grad.washington.edu/students/etd/>

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## Overview

The dissertation is an original piece of scholarly research on a topic that has been jointly agreed upon by the student and her/his Supervisory Committee members. It is a major undertaking that should reflect the highest standards of scholarship and make a significant contribution to knowledge and practice in the field of social welfare and the profession of social work. “A candidate must present a dissertation demonstrating original and independent investigation and achievement. A dissertation should reflect not only a mastery of research techniques, but also ability to select an important problem for investigation, and to deal with it competently” ([University of Washington Graduate School](#)).

After the dissertation prospectus has been approved by the Supervisory Committee and the PhD Steering Committee, the student normally works primarily under the direction of the chair. The extent to which other committee members are involved during the course of the dissertation research is determined on a case-by-case basis. If a dissertation study significantly changes as it progresses from that originally approved by the Supervisory Committee and Steering Committee, the changes must be reviewed and approved by the Reading Committee members of the Supervisory Committee.

This style manual provides the detailed information needed for the process of completing, formatting, and submitting the dissertation to the School of Social Work and the Graduate School.

# Part I – Policies and Procedures for Dissertation Submission and Graduation

## University Graduation Requirements

### You Must Apply to Graduate: Information and Submission Deadlines

#### PhD Candidates

Submitting the ***Request for Final Examination*** conveys the doctoral candidate's intention to graduate.

When the dissertation is complete and the doctoral Supervisory Committee agrees that the candidate is prepared to take the Final Examination (Oral Defense), the Program Director, Program Assistant Director, and Dean of the Graduate School must be informed of the decision. All members of the Supervisory Committee (including the GSR) must be consulted by the student and approve the date, time, and location for the Oral Defense.

The student then logs in to [MyGrad](#) to request scheduling of the Defense. (This must be done at least 2 weeks prior to the date of the oral defense.) As soon as the request is made, the student must send an email to the Assistant Director of the Social Welfare Program indicating that the request has been made.

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- Note: A ***Reading Committee***, consisting of at least three members of the Supervisory Committee, must be established with the Graduate School one quarter prior to the defense. Please check the Assistant Director to make sure your *Reading Committee* has been established before requesting your final exam.
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Following the Final Exam, candidates are required to submit signed ***Warrant for Final Examination for the Doctoral Degree*** to the Social Welfare Program Assistant Director within one week. The final completed and approved **Dissertation** must be submitted to the Graduate School by the last day of the quarter (or within 14 days of the end of quarter by paying a waiver fee). If this deadline is not met, the candidate may need to be re-examined.

#### *Familiarize yourself with the electronic submission process ahead of submission*

<http://www.grad.washington.edu/students/etd/info.shtml>

To graduate with doctoral (dissertation) degree at the University of Washington, graduate students are required to submit a dissertation through the [UW Electronic Thesis/Dissertation \(ETD\) Administrator Site](#). Documents will be published by ProQuest/UMI Dissertation Publishing and made available on an open access basis through UW Libraries [ResearchWorks Service](#).

The process has many steps, including surveys at ProQuest that must be filled out and several decisions that are made by the student during the submission process. Reading through the instructions ahead of time will save you a lot of stress at the end. If you have scanned and prepared your materials ahead, the actual submission process will be about 15 minutes.

The UMI resource page is where you will create your special account for submission, and it contains much relevant information. We strongly advise you to take time in advance to read through much of the information in this document, especially the general FAQs.

<http://www.etdadmin.com/cgi-bin/school?siteId=412>

Students who anticipate difficulty in meeting the appropriate deadline for submitting the thesis or dissertation should contact Graduate Student Services (well before the deadline) to learn of acceptable situations in which deadline exceptions may be made. In some situations, solutions may be found to problems beyond the student's control and/or extenuating circumstances.

**E-mail:** [studentservices@grad.washington.edu](mailto:studentservices@grad.washington.edu)

**Phone:** 206.543-3950 or 206.543-7115

## **Doctoral Dissertation Reading Committee Approval Form**

This form must be signed in original signatures and submitted to the Graduate School. It and a survey printout from ProQuest are the ONLY pieces of paper submitted.

<http://www.grad.washington.edu/students/etd/phd-approval-form.pdf>

## **Final Check of Dissertation Format by the School of Social Work**

### **What do I Submit to the School of Social Work?**

Once your entire document is nearly complete, you must submit it to the School of Social Work Doctoral Program Office for approval before submitting the final to the Graduate School.

Each document must be checked and notations made of all errors to be fixed. The guidelines for formatting are all presented below in this **PART II**. The version submitted for SSW check must be close to complete, with only minor revisions pending, and all parts must be included.

Contact the PhD Program Assistant Director in advance to request this check. You should send electronic files for checking. This check can usually be accomplished in 1-2 working days.

You can also contact the Assistant Director for a training session on how to format your files in Word.

## **Final Submission of Your Electronic Thesis or Dissertation (ETD)**

### **Introduction to the UW ETD Administrator Site**

There are three major sections in the UW ETD Administrator Site:

- **My ETDs** – step-by-step ETD submission instructions
- **Resources & Guidelines** – information such as format guidelines; copyright issues; creating PDFs; UW contacts for formatting help, copyright and open access questions
- **PDF Conversion** – a tool that may be used to convert Microsoft Word, WordPerfect, or RTF (rich text format) documents into PDF format. **Your thesis/dissertation must be uploaded as a PDF; the maximum file size that can be uploaded is 250 MB.**

### **Activate Your Account**

To get started, you must activate your account in the UW ETD Administrator Site. You are encouraged to do so well before you submit your dissertation so you can become familiar with the UW ETD Administrator Site.

1. Go to the [UW ETD Administrator Site](#)
2. Select “Submit my dissertation/thesis” under “Ready to begin?”
3. Select “Create an Account” under “New user?”
4. Fill in the required fields and select the “Sign Up” button
5. Check for an email message from UMI ETD Administrator with the subject line UMI ETD Administrator: Account Confirmation for [your name]

**Troubleshooting:** If the email message is not in your inbox, it may have been blocked or filtered into your spam or junk email box. If it is not in one of these locations, you can try to login to re-send the email message but first make sure your account is set-up to accept email messages from the domain@proquest.com. If you need further technical assistance retrieving the email message, please call ProQuest at 1.877.408.5027 – available 9:00 a.m. – 6:00 p.m. EST, Monday through Friday (excluding U.S. holidays).

6. The email message includes a link to activate your account. Select the link to confirm your account. You should be taken to Instructions under the My ETDs section.
7. Before continuing, please go to [Step 3: Start Your ETD Process](#).

### What am I Paying For?

- There are **no required fees**. You have the option to register your copyright via ProQuest for a fee.
- If you want to order bound (paper) copies of your document, you may do so through the [UW Copy Centers](#) or through ProQuest. Questions should be directed to the [UW Copy Centers](#) or to ProQuest at 1.800.521.0600, ext. 77020 – available 8:00 a.m. – 5:00 p.m. EST, Monday through Friday (excluding U.S. holidays).

### Deadlines

- Submit your document in the UW ETD Administrator Site by 11:59 p.m. PST on the **last day of the quarter**. If you submit your document after the deadline, you will graduate the following quarter and must register or pay the \$250 [Graduate Registration Waiver Fee](#).
- Deliver your *signed* Doctoral Dissertation Reading Committee Approval Form to GEMS no later than 5:00 p.m. PST on the Monday following the last day of the quarter. GEMS cannot graduate you until your signed form has been received. Failure to submit your form may require that you register again or pay the \$250 [Graduate Registration Waiver Fee](#).
- Please see [Dates and Deadlines](#) for specific dates.

Doctoral candidates who qualify to graduate without being enrolled by paying the Graduate Registration Waiver Fee:

- The \$250 Graduate Registration Waiver Fee is an optional fee paid in lieu of registration. It is available to qualifying students for a 2 week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate in the quarter following the fee payment period. **Note:** This option may have an effect on the grace period for student loans becoming due; students should check with their lenders for registration requirements before utilizing this option in lieu of registration. Final submission must be completed according to the guidelines explained in Steps 4 and 5 of this manual.
- Consult the full policy and procedures for the Graduate Registration Waiver Fee:  
<http://www.grad.washington.edu/area/regwaiver.html>

### **Review Important Notes about your Final Submission**

- If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back to finish. No information will be lost.
- Once your thesis/dissertation is submitted, no additional changes to the document are allowed with the exception of a major data error in the document. In this circumstance, a letter outlining the necessary changes is required from your supervisory committee chair.
- Submissions are reviewed by GEMS advisors before they are delivered to ProQuest for publication. If you do not format your title page correctly, you will receive an email from a GEMS advisor requesting revisions and your graduation may be delayed.
- When your submission has been accepted by a GEMS advisor, you will receive email confirmation.
- Your submission will be delivered to ProQuest/UMI for publishing 4-6 weeks after graduation and you will receive email confirmation.

## Part II –Style: Formatting the Thesis or Dissertation

### Dissertation Format Options

Two general formats have been approved by the Graduate School and the Social Welfare faculty. The first, more traditional within the Arts and Sciences, is the monograph or “book” format. In this format, the dissertation is organized as an integrated set of chapters written as a logical progression of ideas pertaining to a central topic. The second dissertation format, more prevalent in the health sciences, is a series of three to four research papers that may differ in topic but are clearly reflective of a coherent program of research.\* Each format has advantages and disadvantages having to do with publication goals and career plans, and these should be carefully considered by the candidate in consultation with his/her dissertation committee.

\* When the dissertation is composed of a set of research papers that are inclusive of co-authored manuscripts, the candidate must be the primary contributor and lead author.

### Arrangement and Numbering of Pages

The dissertation pages must be arranged in the following order (use the [SSW Dissertation Front Pages](#) template from the PhD Program website for formatting each). The Graduate School guidelines match our SSW samples, so use our front pages file. (See next section for overall margins.)

#### ***Un-Numbered Pages: No page number***

<b><i>Page/Section Title</i></b>	<b><i>Optional or Required</i></b>
Copyright Page	Optional (see copyrighting) <a href="#">Graduate School Sample found here.</a>
Title Page	Required <a href="#">Graduate School Sample found here.</a>
Abstract	Required (for multi-paper dissertations, one abstract linking the papers) <a href="#">Graduate School Sample found here.</a>

#### ***Preliminary Pages: Lower case Roman numerals, centered .75 inch from bottom***

<b><i>Page/Section Title</i></b>	<b><i>Optional or Required</i></b>
Table of Contents	Required
List of Figures	Required if document contains figures
List of Tables	Required if document contains tables
Glossary/Index*	Optional
Preface	Optional
Acknowledgments (sample)	Optional
Dedication	Optional

#### ***Main Text: Arabic numbers 1” from top (center or upper right: .75 inch from top)***

<b><i>Page/Section Title</i></b>	<b><i>Optional or Required</i></b>
Introduction	Required (for multi-paper dissertations, serves as introduction for all)
Chapters/Sections	Required
Conclusion	Required (for multi-paper dissertations, serves as linking summary for all)

#### ***Final Pages: Arabic numbers 1” from top (center or upper right: .75 inch from top)***

<b><i>Page/Section Title</i></b>	<b><i>Optional or Required</i></b>
End Notes	Optional
List of References/Bibliography	Required (even when individual chapters/papers contain reference lists)
Appendices	Optional
Vita	Required



## Fonts, Language, Margins

### Fonts

- Any serif font that is simple, reproduces clearly, and is easily read (Times New Roman, Garamond, etc.) is acceptable. Sans serif fonts like Arial are also permitted.
- **The same font/typeface and size must be used throughout the text.**
- Figures and Tables can be in a different font, including sans serif fonts, at a smaller size than in the text.
- Acceptable text font sizes are: 11 point, 12 point, and 13 point.  
Larger type up to 16 point can be used for document/chapter/section titles.
- Captions, footnotes and footnote numbers can be in a smaller font than text, i.e., 9 point.
- Special fonts for such languages as Chinese, Sanskrit, Russian, etc., are allowed within the text, but cannot be used exclusively.

### Language

- The dissertation must be written in English.
- Under exceptional circumstances, when the main audience to be reading a dissertation would need for it to be written in another language, that language may be used if the Graduate School and your Department have granted *prior* approval. (This would be accomplished via a *Petition to the Dean*).

**In all cases, however, the following pages must be in English:**

1. Title Page (although the *title itself* can be in another language)
2. Abstract.

### Margins

- A minimum of 1 inch on all sides of the pages are recommended.  
In addition to the page margins, (per ProQuest) set the header and footer margins for at least .75 inch.

**TIP for those using Word:** To get the page number in the proper location from the top and bottom of the page, go to File, Page Setup, Layout, Header/Footer. Once there, type .75 (or perhaps 1.0 to 1.2 if you use larger margins).

## Use of Color

### Color in the Text

- It is acceptable to use a colored font for urls (web links) in your document, but use only very easy-to-read colors such as blue or purple. All other text in your document should be black.

### Color in Figures and Tables

- Use of color for images or text in figures and/or tables is acceptable.

## **Formatting the Un-Numbered Pages**

- Samples for the front pages are all included in our sample [SSW Dissertation Front Pages](#) template.

## **Copyright Page – optional - no page number.**

- Copyright privileges reside with you immediately upon creation of your work. Registration of your copyright establishes a public record of your dissertation and confers additional legal rights.
- Your name must appear exactly as it does on your *Title Page*.

[SAMPLE COPYRIGHT PAGE](#)

## **Title Page – required (no page number)**

The title of your document will appear on your University of Washington transcript after your degree is awarded. The UW transcript will only accommodate 200 characters (including spaces) for the thesis title. If your thesis title exceeds 200 characters it will be truncated at 197 characters with an ellipsis (...) on the transcript. Please note, however, that for publication purposes, your thesis title may be up to 240 characters in length and will not be truncated.

- Formulas, symbols, superscripts, subscripts, Greek letters, and chemical names *which cannot be duplicated on the transcript* must be expressed in words in the title.
- *Your first and last name must conform exactly to University records.* The use, or non-use of middle names, or middle initials is your choice. The word "by" should not appear before your name.
- Do not use a larger font size for typing your name. Only document or section titles may be in a larger size font. No professional or other titles or initials such as "M.D." may accompany your name.
- Type the *exact* title of the degree being earned; type the words "Master of Arts" or "Doctor of Philosophy" instead of typing M.A., or Ph.D. Also note that "Master" is singular (don't use "Master's") and Ph.D. candidates should take care to use "Doctor" (not "Doctorate").
- Some departments offer several degrees. Please check with your department's Graduate Program Assistant, or with Graduate Education Services staff, if you are uncertain of which degree you are earning, or the exact title of your degree.
- The "Program Authorized to Offer Degree" is the official UW academic unit through which the degree is offered. These words must appear above the degree academic unit.
- Images or figures of any kind are not allowed on the Title Page.

[SAMPLE TITLE PAGE](#)

## **Abstract - no page number**

- The title and student name appear exactly as they do on the Title Page.
- The name of your Supervisory Committee Chairperson must appear in full with the appropriate academic title, such as Professor or Associate Professor typed BEFORE THE NAME. No professional titles (such as M.D.) will be accepted.
- The text must be 1.5 or double-spaced and conform to margin requirements.
- All doctoral abstracts are published in full in Dissertation Abstracts International and must not exceed 350 words.
- Do not put illustrations in the abstract.
- The abstract is optional for a Master's thesis, so Master's students need not adhere to the 350-word limit. However, all other formatting requirements remain the same as for Doctoral students.

[SAMPLE ABSTRACT](#)

## **Formatting the Numbered Preliminary Pages**

This next group of pages is referred to as the "preliminary pages." This is where page numbering begins using **lower case Roman numerals centered at least .5 inch from the bottom of the page.** (The [SSW dissertation front pages](#) template is set up for these guidelines.)

## **Table of Contents – required – Roman numeral page numbers.**

- The first page of the *T of C* should be numbered as page "i." (Do not list the "Table of Contents" as the first item in the Table of Contents.) See [SSW dissertation front pages](#).
- You do not have to use the term "Chapter" to designate your main sections. (For example, multi-paper dissertations could have the sections labeled Paper 1: title, Paper 2: title, etc.) However, for the purpose of the

dissertation, the main sections of your document act the same as chapters.

The first page of each chapter/paper **must start on a new page**.

- You may use the chapter/paper, and sub-chapter/section designation system of your choice: Roman numerals; Arabic numbers (1, 2, 3...), written numbers (One, Two, Three...), or no numbers. You may choose to list some, all, or none of your sub-chapter headings in the *T of C*. You may choose to number your sub-headings, or not to number them. **However, whatever choices you make, you must carry them out consistently through each chapter/paper of your document.** You may not choose to list “some” sub-headings and not others. **Be consistent in all formatting.**
- Use Title Case for line entries and do not use **bold** or *italics* on this page. With the exception of the words “Table of Contents,” do not use ALL CAPS.
- The **numbering and wording** of chapter/paper titles and subtitles listed in the *T of C* must be exactly the same as that in the text. If you write “Chapter One” in the text, you may not list “Chapter 1” in the *T of C*. Similarly, the wording of the titles and subtitles must match exactly: Do not abbreviate section titles for the *T of C*. Entries that take up more than one line should be single-spaced with at least 6 points of space between entries.
- *Acknowledgements*, *Dedication*, and *Vita* are **not included** in the *T of C*.

**TIPS:** you can **line up page numbers** in the *T of C* by setting tabs to be right justified with the appropriate leader: Choose “Format,” click “Tabs”; choose a “Tab stop position”; under “Alignment,” choose Right; choose number 2 as your leader if you desire a dotted line out to your page numbers (.....).

To **add space between paragraphs** in Word, Choose “Format,” click “Paragraph”; click “Indents and Spacing,” type “6 pt” into the “Spacing, After” field. (You may choose to use more space, up to 12 pt.)

### **List of Figures — Roman numeral page number**

- If your document includes figures, you must identify them in a *List of Figures*, formatted according to the example in the [SSW dissertation front pages](#) template. Do not combine “*Lists*” of any kind on a single page. Each new “*List*” requires its own page and a separate listing in the *T of C*.
- You **don’t** need to use entire figure captions in the *List of Figures*. In fact, we prefer that you abbreviate captions to a one-line “title” for the *List of Figures*.
- “*Lists*” of any kind are the first entry in your *T of C* and are arranged in alphabetic order: List of Figures, then List of Tables. (If any other type of list is included, it would be placed in alpha order, too.)
- Single-space the individual entries in this *List*, so that two-line figure titles are single-spaced. (However, add 6 or 12 pts of space between figure titles. See instructions above on how to add space between paragraphs.)
- See the [SSW dissertation front pages](#) template for numbering options with figures: they may be numbered consecutively throughout the dissertation, or start over with each separate chapter/paper (e.g., 1.1, 1.2; 2.1, 2.2; 3.1., 3.2, etc.).

### **List of Tables –Roman numeral page number**

- If your document includes tables, you must identify them in a *List of Tables*, formatted according to the example in the [SSW dissertation front pages](#) template. Don’t combine “*Lists*” of any kind on a single page...each new “*List*” requires its own page and a separate listing in the *T of C*.
- You **don’t** need to use entire table captions for the *List of Tables*. In fact, we prefer that you abbreviate captions to a one-line “title” for the *List of Tables*.
- You should single-space your individual entries in this *List*, so that two-line table titles are single-spaced. (However, add 6 or 12 pts of space between table titles. See instructions above on how to add space between paragraphs.)
- See the SSW dissertation front pages template for numbering options with tables: they may be numbered consecutively throughout the dissertation, or start over with each separate chapter/paper.

## Optional Pages

### Glossary – optional – Roman numeral page number

- May be located here, after your last “*List*,” or before the *Bibliography/List of References*.
- The Glossary is included in your *T of C*, placed either after your last “*List*,” or before your *Bibliography/List of References*....as you decided above.

### Preface – optional – Roman numeral page number

- The *Preface*, should you decide to have one, is included in your *T of C*.

### Acknowledgments – optional – Roman numeral page number

- *Acknowledgments* are **not** included in your *T of C*.
- You may format the *Acknowledgments* in any way you choose as long you meet the font and margin requirements described in the *General Information* section of this manual and you title the page as “Acknowledgements.”

Note: The Graduate School manual shows the alternate, chiefly British, spelling of Acknowledgment: Acknowledgements. Either is acceptable, but the additional “e” is primarily British English.

### Dedication – optional – Roman numeral page number

- The *Dedication* is **not** included in your *T of C*.
- You may format the *Dedication* in any way you choose as long you meet the font and margin requirements described in the *General Information* section of this manual and you title the page “Dedication.”

## Formatting the Text Section

### Introduction, Chapters, Sections, Subheadings, Citations, Page Breaks/Numbering

Your text section begins after the last preliminary page, with an *Introduction* or the first Chapter. Here also **begins the use of Arabic page numbers placed a minimum of .75 inch from the top of the page, either centered or in the right corner.**

Some general information about the text section:

- Text should double-spaced.
- Footnotes, text in figures/tables, quotations and captions for figures and tables should be single-spaced.
- **Each page must have a page number, *including* the first page of each chapter or main section.**

### *Introduction*

In a book format dissertation, Chapter 1 can serve as the Introduction without the title being “Introduction.” In a multiple paper dissertation, a separate Introduction must precede the papers to provide context and linkage between the papers and describe the rationale grouping them together, along with their individual and collective contributions to the field.

### *Chapters, Sections, and Subheadings*

Chapters or main sections may be divided into subdivisions to aid in the presentation of information in a logical sequence.

You may use whatever type of organization scheme you prefer to define the system of subheadings within your document; however, the School of Social Work prefers standardization following the APA format for heading levels. See the [SSW paragraph styles template](#).

**Please adhere to the following requirements in regards to subheadings:**

- Choose one system and use it consistently throughout your document.
- New chapters/papers or main sections (such as references, appendices, bibliography) must begin on a new page. Subsections should **not** start on a new page.
- Chapter titles, headings, and subheadings should be single-spaced with extra spacing above and below (as shown in the SSW paragraph styles template).
- **Do not place a subheading at the bottom of a page** if there is not room for at least two lines of accompanying text—instead, move the subheading to the top of the following page. (If you use the paragraph styles set in the SSW template, headers will automatically flow to the next page if they are at the end of a page.)

### *Citations*

With a few exceptions, listed below, you may use whatever citation format your Supervisory Committee deems appropriate for your discipline. However, APA is preferred for the School of Social Work.

- See APA (6<sup>th</sup> edition) style for citations in text in parentheses by author/date format. For a book dissertation, you may either have a list of citations (References) at the end of each chapter or at the end of all chapters. Each reference list should start on a new page. For a multi-paper dissertations, a list of References should be included at the end of each paper. (The full bibliography at the end is still required.)
- If you choose to use footnotes, they must conform to the font and margins requirements listed in this manual. If you choose to number and list your citations consecutively throughout the entire document, add a section after all main text chapters entitled “*End Notes*” and included in the *Table of Contents* before the *Bibliography*.
- If you choose to number and list citations by chapter (required for the multi-paper format), you must insert a section at the end of each chapter called “*Notes to Chapter* [list chapter number]” or in APA style “References to *Chapter X*.” Each reference section should be listed in the Table of Contents.
- “*End Notes*” or “*Works Cited*” within each Chapter/Paper do not take the place of a final *Bibliography*. **Your document must have a comprehensive *Bibliography*.** Citations make specific references to information you used or consulted from other sources to support your arguments and conclusions. The *Bibliography* is a

complete list of all sources you read or consulted during the course of your research, whether you made specific citations to material contained in those references or not. A complete *Bibliography* gives the reader a measure of the breadth and depth of your research effort. If you do happen to cite all reference material you have used, then you should title this annotated list as *Bibliography*, *List of References*, or simply *References*.

- See the *Bibliography* section for further information on documenting your sources.

### **Page Breaks and Page Numbering**

- Note the following appropriate locations of page breaks:
  - When transitioning to a new chapter/paper
  - When a figure or table is too large for the space remaining on the page.
  - When a subheading starts at the bottom of a page without room for at least two lines of text.
- When numbering your pages, use only whole numbers.
- Papers submitted with hand-written page numbers will not be accepted.
- Blank pages with or without page numbers will not be accepted.

### **Formatting Separate Studies/Papers/Articles**

Separate studies, papers, or articles submitted as one dissertation are to be treated as “Chapters” although they do not have to be called “Chapters.” The student and Supervisory Committee should discuss the rationale for presenting the papers as a group and their individual and collective contributions to the field. In this format, at least three independent papers must be included as chapters. (In some cases four papers may be used.) Your final document must include one comprehensive *Abstract*, *Table of Contents*, *Introduction*, *Conclusion*, and *Bibliography*, as well as a uniform system of citation.

If any part of your work was previously published with multiple authors, the source should be listed in the *Bibliography*; however, you must have been first author on any previously published work used as part of a dissertation. You may recognize the work of additional authors in your *Acknowledgements* if you wish.

- **Abstract:** The abstract briefly describes and links the independent papers. Remove or re-name any separate *Abstracts* that may have been part of the original papers.
- **Table of Contents:** follows the format described above in the preliminary pages section.
- **Introduction:** Provide context and linkage between the papers and describe the rationale for grouping them together, along with their individual and collective contributions to the field.
- **Conclusion:** At minimum the conclusion should summarize the findings from the papers, their respective limitations, and the important implications for the field and future research.
- **Bibliography:** This comprehensive list of readings includes not only all the references cited in the individual papers, but also any additional important materials related to the topic that were part of the your research readings.
- When placing sections of tables, figures, etc. at the end of each paper, the reference section **must** be last.
- All sections of tables, figures, references, etc. located at the end of each chapter **must** start on a new page.
- Statements about co-authorship, previously published remarks, or submitted for publication remarks **must not** appear under the title on the first page of each chapter. Notes of this nature should be included in the acknowledgments.

### **Formatting Figures and Tables**

#### **Reduction**

- Any text within reduced figures/tables must be clearly legible. Also note that the page numbers and captions must remain full-size.

## Figures

For the purpose of dissertations, the definition of a figure is quite broad. “Figures” include charts, diagrams, drawings, examples, graphs, illustrations, maps, photographs, etc. In the majority of cases, if it’s not a table, it is a figure. All figures must be listed in the preliminary pages’ *List of Figures*. Figures should not carry over to a second page; see the section entitled *Oversized Figures and Tables* for solutions to large figures.

### **Figure Captions**

- Captions must appear below the figure, on the same page as the figure.
- Figure captions should start with the illustration number, i.e., Figure 1 (or 1.1), then its title.
- For book style, you may number figures consecutively throughout the text or within the chapter, i.e., Figure 1.1 [Title] for the first figure in Chapter 1 and Figure 2.1 [Title] for the first figure in Chapter 2. As always, pick one method and use it consistently throughout your document. (For multi-paper dissertations, always use the second style: 1.1, 1.2, 2.1., 2.2, etc.)
- Captions should be single-spaced.
- Figure captions must all be in italic and the same font and font size throughout the document.

### **Fonts Used Inside Figures**

Text within the figure may be a different font type and size from that used in the rest of your document. However, the font size within a figure should never exceed 16 pt.

### **Landscape (Horizontal) Orientation of Figures**

- Figures appearing horizontally on the page should be positioned so that the top of the figure is along the **left margin**.
- The **caption** must **also** be placed **horizontally, below** the figure, along the right margin of the page.
- The **page number** must still be **located** in the **same place and orientation** as other page numbers in the document. This may be accomplished in a few different ways. Consult the SSW PhD Program Assistant Director for technical assistance.
- You may want to accomplish this by **rotating your page number using Microsoft Word:**

- Choose Insert and then Text Box. A cross will appear in place of your cursor.
- Move the cross to the place on the page where you want your number located, then click.
- Two things should appear on the screen: a box and a “Text Box Menu.”
- Type your page number in the box. Note: you can shrink the box, then reposition it using click and drag to move your number to the exact spot you need to conform to margin requirements.
- Now you need to rotate the number: Click the far right icon in the “Text Box”...this is the “Change Text Direction” button. Continue clicking until the number is in the proper orientation.
- To remove the box around the number, right click anywhere on the box. A menu appears, choose “Format Text Box,” change line color to “no line.”

### **Location of Figures in Your Document**

Figures may be located in one of two places in your document. You must **choose one system**, and use it consistently throughout your work:

- Insert the figure within the text, as close as possible after the first reference is made to it, or
- Place your figures at the **end of the chapter/paper** (before *Notes to Chapter/References*) in which it is first discussed or referenced.

## Tables

A table is broadly defined as a compact, systematic list of data (facts, figures, values, etc.), generally arranged in columns and/or rows. All tables must be listed in the preliminary pages' *List of Tables*.

### Table Captions

- Table captions are located *above* the table, on the same page as the table.
- Table captions should contain the illustration number, i.e., Table 1, and its title.
- You may use any type of numbering system you prefer, but you must use it consistently throughout your document.
- You may number tables consecutively throughout the text or within the chapter, i.e., Table 1.1 [Title] for the first table in Chapter 1 and Table 2.1 [Title] for the first title in Chapter 2. As always, pick one method and use it consistently throughout your document. (In multi-paper dissertations, the second format is required: 1.1, 1.1, 2.1., 2.2, etc.)
- Captions should be single-spaced.
- Table captions must all be in the same font size throughout the document.

### Fonts Used Inside Tables

- Text within the table may be in a different font type and size from that used in the rest of your document, but not smaller than 9 pt or larger than 16 pt.

### Landscape (Horizontal) Orientation of Tables

- Tables appearing horizontally on the page should be positioned so that the top of the table is along the **left margin**.
- The **caption** must **also** be placed **horizontally, above** the table, along the left margin of the page.
- The **page number** must still be **located** in the **same place and orientation** as other page numbers in the document. This may be accomplished in a few different ways...do whatever is easiest for you! Our suggestions include: Cutting, pasting and copying the page; typing the number on the page using a typewriter; or running the page through the printer once for the number and again for the illustration.
- Or, you may want to accomplish this by **rotating your page number using Microsoft Word**:

- Choose Insert and then Text Box. A cross will appear in place of your cursor.
- Move the cross to the place on the page where you want your number located, then click.
- Two things should appear on the screen: a box and a "Text Box Menu."
- Type your page number in the box. Note: you can shrink the box, then reposition it using click and drag to move your number to the exact spot you need to conform to margin requirements.
- Now you need to rotate the number: Click the far right icon in the "Text Box"...this is the "Change Text Direction" button. Continue clicking until the number is in the proper orientation.
- To remove the box around the number, right click anywhere on the box. A menu appears, choose "Format Text Box," change line color to "no line."

### Location of Tables in Your Document

Tables may be located in one of two places in your document. You must **choose one system**, and use it consistently throughout your work:

- Insert the table within the text, as close as possible after the first reference is made to it.
- Place your table at the **end of the chapter/paper** (before *Notes to Chapter/References*) in which it is first discussed or referenced.



- Long tables may be broken to fit onto more than one page. The phrase “Table [insert table number, i.e., 1.1] continued” must be typed at the top of the next section(s) of the table. List only the first page number of a multi-page table in the *List of Tables*.

### Reduction

- Any text within reduced figures/tables must be clearly legible. Also note that the page numbers and captions must remain full-size.

## Formatting Final Pages

Begin final pages immediately after the last page of your text. Page numbers must appear in the same place as all pages in the previous text, i.e., 1 inch from the top (center or upper right corner).

### End Notes (optional)

- See “Citations” in *Text Section* for more information about *End Notes*.

### Bibliography (required)

A comprehensive list of **all** sources used by the author is required; please title this list *Bibliography*, *List of References*, or simply *References*.

- Do not confuse the *Bibliography/References* with *End Notes* or *Works Cited*. Please see *Citations* in the *Text Section* of this manual.
- The title of the first page (Bibliography, List of References, or References) should appear centered at the top of the page, similar to the **Table of Contents** (Header level 1).
- **Each bibliographic entry, or reference, should be single-spaced, with a space-and-a-half or double-space between each entry.** (See instructions above on how to add space between paragraphs and if you are using APA, the [SSW paragraph styles template](#) contains an APA reference paragraph style.)
- The Graduate School will accept any recognized format (APA, Chicago, etc.). The School of Social Work standard is APA. However, if the dissertation is in the multiple-paper format, and the papers are going to be submitted to journals using a different format than APA, that format can be used, remembering that the format must be consistent across all papers and the final bibliography.

### Appendices (optional)

- Appendices are for supplementary information such as articles and computer code. Do not use them for the main figures and tables discussed in your document.
- Each appendix must have a title, written the same font style/size as other section headers, and that title should also appear in the *Table of Contents*. Text within an appendix can be of a different font style and size.
- Appendices should be paginated consecutively with the rest of the document and material must fit within the required margins, i.e., reduce if necessary. Smaller font size than the main text may be used.
- Text within an appendix may be of a different font and size than the main text of the document.
- Illustrations in previously published material that you are presenting as appendices may retain the original identification and should not be listed in the *List of Figures/Tables*.

### Vita (required for PhD)

- A *Vita* or biographical note must contain the name of the author and the granting institution of each advanced degree earned. The *Vita* may also include other publications by the author, or information similar to that on one’s resume.
- You may format the *Vita* in any way you choose as long as margin, font, and pagination requirements are met. The *Vita* is the last page in your document.
- Do **not** include the *Vita* in the *Table of Contents*.
- If you choose to use your full CV, title the page *Curriculum Vitae*
- **Do not include your address or other contact information in your *Vita* or the *Curriculum Vitae*.**

## Part III - Sample Pages

SSW formatted:

Un-numbered and preliminary front pages: Link to the [Dissertation Front Pages Template](#) file for pages you can copy into your document.

Paragraph styles for use in the main text: Link to SSW [Dissertation Paragraph Styles-Template](#)

## Part IV–Other Graduation Information

### ***Participating in Commencement Exercises***

Consistent with the eligibility criteria for participation in the University of Washington’s June commencement exercises, individuals are eligible for participation in the School of Social Work’s June commencement exercises if:

- The doctoral degree has been earned during preceding Summer, or the Fall or Winter term of the current academic year.
- Alternatively, if a doctoral candidate has a reasonable expectation of graduating in either Spring or Summer of the current academic year he/she may choose to participate. “Reasonable expectation of graduation” is interpreted as having progressed sufficiently in the writing of a dissertation that is of sufficient academic standard that there is strong consensus by the candidate’s reading committee that a dissertation defense can be scheduled in sufficient time for graduation by the end of the Summer term (after the commencement exercises).

For information on participating in the School of Social Work commencement, see <http://socialwork.uw.edu/students/graduation>. To apply and participate in the University of Washington’s June commencement exercises go to the commencement homepage: <http://www.washington.edu/graduation/>