Formatting Requirements for your Doctoral Dissertation

These guidelines will help you ensure that your dissertation constitutes a permanent document of quality appropriate for a major graduate institution. Your dissertation is required to conform to these standards. It will be fully corrected, complete, and submitted electronically as a single PDF file.

Electronic and paper copies of approved dissertations are sent to the UW–Madison Memorial Library. They can be found electronically on MadCat and the ProQuest database. ProQuest/UMI Dissertation Publishing archives all accepted dissertations.

Accessing links if you printed this checklist: The links in this document are also available at grad.wisc.edu/current-students/doctoral-guide under "Guide to Preparing your Doctoral Dissertation".

Appendices

You may put unusual or supplementary materials (such as questionnaires or photos) into appendices.

- ☐ Number the appendices consecutively with the text of the dissertation.
- ☐ The formatting of the appendices must meet the standards for the rest of the dissertation. However, the text in the appendices can be single-spaced.

Bibliography

- ☐ The bibliography should meet your major program's style requirements, which often conform to the leading journals or book series of the field.
- ☐ They may be single-spaced with an additional space between entries.

Equations, superscripts, and subscripts

Equations, superscripts, and subscripts are acceptable in your dissertation provided they are legible when microfilmed.

- ☐ Generally, superscripts and subscripts may be one size smaller than the text.
- ☐ To identify each equation clearly, please isolate it with double spacing.

Footnotes and endnotes

- ☐ Footnotes and endnotes may be single-spaced with an extra space between notes.
- ☐ The font size can be one size smaller but must be legible.
- ☐ Please follow the preference of your major program when deciding where footnotes or endnotes should be placed in your text.

Graphics

Figures and graphs must meet the same standards as the rest of the dissertation.

- ☐ Headings, keys, and all other identifying information must be of the same quality and format as the text.
- ☐ The font size can be one size smaller but must be legible.
- ☐ If graphics, tables, or figures are in landscape mode, orient the top of the printed page at the dissertation binding edge (left side of the paper) with the page number in the upper right-hand corner in the portrait page setup.
- ☐ Images may be submitted in black and white or color.

Language use

You may include quotations in languages other than English in your dissertation. However, the dissertation itself must be in English unless your program certifies that one or both of the following conditions have been met:

- the foreign language is that of the readers to whom the work is addressed; or,
- translation into English would make the study obscure and imprecise.

Dissertations submitted by students from a language program are acceptable in the language of that program.

Margins

Minimum required:

- ☐ Use a minimum of 1″ margin on all four sides.
- ☐ Page numbers must be in the upper right-hand corner at least a half inch from the top and one inch from the side of the page.
- ☐ Page headers: Do NOT use page headers (except for page numbers) or decorative borders.

Page numbering

The title page and copyright page (if you are retaining and registering copyright) are not counted in the numbering of pages. The other pages are counted in the numbering of pages.

- ☐ Number the preliminary pages (for example, dedication page, acknowledgments page, table of contents, and abstract) that precede the main text with **lower case Roman numerals beginning with i**.
  - ☐ Put page numbers in the right-hand corner one inch from both top and side of the page. Page numbers half an inch from the top of the page are also acceptable.
- ☐ Number the main text consecutively beginning with **Arabic numeral 1** in the upper right-hand corner one inch from both top and side of the page.
  - ☐ Check your dissertation to ensure that all pages are present and in numerical order.

  If you are using Microsoft Word, find directions about how to [start page numbering later in your document](https://tinyurl.com/pagenum) (https://tinyurl.com/pagenum).
- ☐ Number appendices consecutively with the text, continuing the Arabic numeral sequence.
- ☐ Landscaped pages must have page numbers in portrait position and the top of the page must be on the left-hand, binding side of the page when it is rotated. If the page is *not* rotated, then the page numbers must be on the bottom, right-hand side of the page and sideways, so that when the pages are rotated, the page numbers are in portrait position.

Rotate landscape page numbers to match portrait layout

1. First, be sure that you have created section breaks (not just simple page breaks) in order to allow for the portrait and landscape pages.
2. On the Header and Footer toolbar Design tab, click "Link to Previous" so that the button appears off (not depressed).
3. Double-click in the footer area to display the Header & Footer Tools Design tab of the Ribbon. From the header and footer group, select the Page Number down-arrow.
4. Select Page Margins and then Vertical, Right.
5. The number will appear rotated 90° counterclockwise on the side of the page.
6. Select the text box. Under the Drawing Tools, Format menu, select Text Direction, then Rotate all text 90°.
7. Clean up the number formatting with the normal age tools on the Home tab such as sizing the font and aligning the page number to the right.
8. When you're done the number should be in the same direction as your other portrait pages, for example, rotated 90° clockwise when viewing the page.

Instructions with visual examples are available on the Completing Your Doctoral Degree webpage (grad.wisc.edu/current-students/doctoral-guide).

Production of document

- ☐ Use 10 to 12 point type.
- ☐ Double-space the main text of the dissertation.
- ☐ Lengthy quotations, footnotes, and bibliographies may be single-spaced with a double space between entries or paragraphs.
- ☐ Maps, charts, etc. are acceptable.

Title page

The title page is the very first page of your dissertation.

- ☐ Do not number the title page.

There are two sections of information that must appear on the dissertation title page. Text should be centered vertically on the page.

Dissertation title and degree information

- ☐ All text is center aligned
- ☐ All text is double spaced
- ☐ Text includes the following information:
- ☐ Title, followed by additional space before the next item.
- ☐ One line of text with the word "By"
- ☐ One line of text with your name, followed by additional space before the next item
- ☐ One line of text reading "A dissertation submitted in partial fulfillment of", followed by
- ☐ One line of text reading "the requirements for the degree of", followed by
- ☐ One line of text reading "Doctoral of Philosophy", followed by
- ☐ The program in which your degree will be granted, for example Geography, surrounded by parentheses, followed by
- ☐ One line of text reading "at the", followed by
- ☐ One line of text reading "University of Wisconsin–Madison" in all capital letters, followed by
- ☐ The year in which you will receive your degree

Dissertation defense and committee information

- ☐ Text is left-aligned
- ☐ One line of text reading "Date of final oral examination:", followed by a tab space and the date in MM/DD/YYYY format.
- ☐ A paragraph space before the following information.

- ☐ One line of text reading "The dissertation is approved by the following members of the Final Oral Committee:", followed by
- ☐ One line for each committee member's name, listing their name, their professorial title, and their academic department.
- ☐ Each committee member's name must be indented from the left of the page.

See page 9 for a sample dissertation title page.

If you are depositing your thesis in the window period then your title page should reflect the year in which your degree will be granted.

Additional guidelines

UMI abstract

When you deposit your dissertation electronically, ProQuest/UMI will require you to provide the text of your UMI abstract.

- ☐ Please have this text ready when you begin the online submission process.
- ☐ The abstract:
    - ☐ must be in English, and
    - ☐ should preferably be no more than 350 words
- ☐ When your advisor signs the warrant, they approve the dissertation and the abstract.

Abstract within dissertation

Your program may require an abstract to be part of the dissertation. Please follow your program's style requirements, and number all of these pages as part of the preliminary material (use lower case Roman numerals). This abstract must be included in the table of contents.

Copyright page (optional)

You may include a copyright page; if you do, insert it directly after the title page. Do not number the copyright page. Include the following text:

- ☐ On the first line, include the copyright symbol and the text "Copyright by" followed by your name and the year your degree is conferred
- ☐ On the second line, include the text "All Rights Reserved"
- ☐ Center the text in the bottom third of the page within the dissertation margins.

See page 10 for a sample copyright page.

Registration of copyright (optional)

You are automatically protected by copyright law, and you do not have to pay in order to retain copyright.

There is an additional $75 fee for registering your copyright, which is a public record, and is payable to ProQuest/UMI at the time of electronic submission. If you register your copyright, ProQuest/UMI will send a digital copy of your dissertation to the Library of Congress. You are not required to register your copyright through ProQuest/UMI; you may choose to do it on your own. More information is available online at www.copyright.gov and from UW Libraries (https://www.library.wisc.edu/research-support/scholarly-communication/copyright-resources/).

Corrections

After you submit the PDF of your dissertation electronically, you will not be permitted to make any additional corrections. Therefore, make sure the PDF is completely accurate before you submit.

Reprints and use of copyrighted material

You are responsible for appropriate use of copyrighted materials in your thesis. Some material may be available for use without restriction while other material may require written permission from the rights holder. Other material may be appropriately used without written permission under the "fair use" provisions of the copyright law.

General guidance regarding use of copyrighted materials is available from ProQuest/UMI (https://pq-static-content.proquest.com/collateral/media2/documents/copyright_dissthesis_ownership.pdf) or from the UW-Madison Libraries (https://www.library.wisc.edu/research-support/scholarly-communication/copyright-resources/).

- Fair Use:
  - ☐ Read general information regarding how to determine if your use of copyrighted materials constitutes fair use (https://www.copyright.gov/title17/92chap1.html#107).
  - ☐ Additionally, your own professional or disciplinary societies may have fair use statements to help you negotiate disciplinary specialties.
- Written Permission: If written permission is required, you are responsible for obtaining such permission and maintaining records of the written permission to use the copyrighted material in your thesis. You can usually get permission by sending a letter of request to the copyright holder. Normally, your letter will be returned with an approval stamp or signature. Some copyright holders require a specific form of acknowledgment. A sample permission request letter is offered by ProQuest/UMI (https://pq-static-

content.proquest.com/collateral/media2/documents/UMI_CopyrightGuide.pdf).
Note that obtaining written permission can be a lengthy process. Plan ahead and
budget ample time to obtain all required permissions.

Producing copies of your dissertation (optional)

There are many options available in terms of producing copies of your dissertation. You
do NOT have to order copies through the UMI/ProQuest ETD Administrator site but that
option is available. Some other ways to produce copies of your dissertation include:

- UMI/ProQuest ETD Administrator site: order copies
- Printing shop (FedEx Office, Bob's Copy Shop, etc.)
- Local book bindery (Grimm Book Bindery, Mc Ginn Bindery, etc.)

Embargo/delayed release

As a public research university, the University of Wisconsin–Madison considers the
commitment to research a central part of its mission. As such, there is an expectation
that research conducted by graduate students is made available to the public.
Therefore, dissertations are normally open and searchable online shortly after they are
deposited with ProQuest.

However, if a publication or a patent is pending, an embargo, or delayed release, may
be requested during the submission process, in which case the citation and abstract will
be available in ProQuest while the full text is under an embargo.

☐ Please decide whether or not to delay release before you submit your
dissertation. All decisions are final. Once your dissertation has been delivered to
ProQuest, it is too late to delay release.

The only way to delay release is to make the appropriate selection during the
submission process. You will have the option to select "No" to the Publishing Options
question: "I want my work to be available in ProQuest as soon as it is published." Next
you will choose a time period of 6 months, 1 year, or 2 years for embargo. If you would
like to select 3 years, select "other" and then write a note to the administrator in the text
box below your selection, explaining that you would like 3 years. These options do not
require special permission, but you should have discussed this with your advisor in
advance.

Any request for more than a 3-year embargo or an extension of the original embargo
request will be reviewed by the Graduate School Associate Dean. Such a request
requires a letter to be signed by the student and the advisor in advance.

In order to qualify for an embargo extension, you are required to contact the degree
coordinator prior to the expiration date of your embargo. Again, it is your responsibility

to contact the Graduate School before your dissertation is released. Once a dissertation embargo has been lifted, it will not be reinstated.

Dissertation help

In addition to support and feedback that your faculty advisor, mentor, and committee members will provide, be sure to take full advantage of the [dissertation support](https://grad.wisc.edu/current-students/dissertation) opportunities at UW–Madison: https://grad.wisc.edu/current-students/dissertation

Sample Dissertation Title Page

The Development of Madison as an Interesting Place

By

Iam A. Student

A dissertation submitted in partial fulfillment of the

requirements for the degree of

Doctor of Philosophy (Geography)

at the

UNIVERSITY OF WISCONSIN-MADISON

2026

Date of final oral examination: 12/30/2025

The dissertation is approved by the following members of the Final Oral Committee:
　　Iam A. Faculty, Professor, Geography
　　Iam A. Faculty, Professor, Geography
　　Iam A. Faculty, Assistant Professor, Geography Iam A.
　　Faculty, Associate Professor, History

Sample Copyright Page