

TEMPLE UNIVERSITY

DISSERTATION AND THESIS HANDBOOK



The Graduate School

501 Carnell Hall

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Philadelphia, PA 19122-6104



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INTRODUCTION

Writing a dissertation or thesis is a time-consuming but supremely rewarding experience. To guide you through manuscript preparation and to help you create a uniform and visually clear document, the Graduate School has developed the *Dissertation and Thesis Handbook*. It is a guide to Temple University's specific style requirements, which must be followed to receive approval from the Graduate School.

Temple University requires that your research be made accessible to the academic community at large. This is achieved by publishing your dissertation/thesis through ProQuest and making it available through both ProQuest and Charles Library. Further, your dissertation/thesis may be accessed via various internet search engines, such as Google.

Making your research accessible to the worldwide academic community is a condition of Temple University's awarding research doctorates and master's degrees if those programs require a dissertation or thesis as a culminating experience. Upon request, your dissertation can be embargoed for a maximum of two years. An embargo is typically granted to:

- **Delay disclosure of potentially patentable discoveries and/or products with potential commercialization.**
- **Permit technology transfer to occur.**
- **Allow time for an article to be accepted for publication and/or a book contract to be executed.**

Visit the *Dissertation and Thesis Handbook* early and often during the writing process. Do not wait to review the *Dissertation and Thesis Handbook* until the term you anticipate graduating or when you have already scheduled a defense date.

You are welcome to print a copy of the *Dissertation and Thesis Handbook*. Note, however, that the information contained herein is subject to change without notice. Periodically checking the Graduate School website will ensure you have the latest version. You can find the latest publication date on the *Dissertation and Thesis Handbook's* front cover at bottom left.

This manual lays out Temple University's requirements for acceptable dissertations and theses. Individual departments or their schools/colleges may have additional requirements. It is your responsibility to learn of such special requirements and to prepare your manuscript in accordance with them, as well as with the instructions in this manual. Dissertations and theses not meeting the specifications of the Graduate School will not be accepted.

Other Sources of Assistance

The Temple University [Information Technology Services Department](#) offers training seminars throughout the year in using word processing and statistical tools for your dissertation or thesis. These seminars provide the building blocks for crafting your manuscript.

Technical "How do I?" questions should be addressed to the Computer Services Help Desk at 215-204-8000 or help@temple.edu. Another useful resource is [LinkedIn Learning](#), which offers word processing tutorials.

In addition, the [Student Success Center](#) offers writing retreats that are designed to help graduate students with their writing projects, including dissertations, proposals and articles for publication. These writing retreats offer intensive and focused writing time, one-on-one mentoring, goal-setting support, fellowship and motivation. A nominal fee is charged for each retreat to cover program costs.

Finally, the [Temple University Libraries](#) offer workshops on publishing and copyrighting specifically for graduate students who are working on their dissertation or thesis. Librarians are also available for one-on-one consultations.

If questions arise while working on your dissertation or thesis that are not answered in the *Dissertation and Thesis Handbook*, contact the Graduate School: 215-204-1380 / grad@temple.edu.

PROCEDURES

Announce Dissertation Defense

How?

- Submit a completed and signed “Announcement of Dissertation Defense” form, found under Student Tools on TUportal within “University Forms” at bottom center, to the Graduate School in 501 Carnell Hall.
- Ensure that a flyer is distributed and posted on public bulletin boards in and near your department with the time, date and location of your defense.
- Note that the Graduate School also announces the defense on its [Graduate Calendar](#) webpage.

When?

- The announcement form and any paperwork to nominate an external reader (Nomination for Service on Doctoral Committee) must be sent no later than 10 calendar days prior to the scheduled defense.

After the Defense

- Email a completed digital copy of the final signature page of the dissertation/thesis to Maureen De Lio, Administrative Coordinator for Student Services: maureen.delio@temple.edu.
- Access, sign and submit the “Permission to Reproduce Dissertation or Thesis” form, found under Student Tools on TUportal within “University Forms” at bottom center. This form is required of all doctoral and master's students who must produce a dissertation or thesis as a culminating experience to grant Temple University license to reproduce the dissertation/thesis.
- Doctoral students must submit CV/résumé at <https://www.etdadmin.com/temple>.
- Complete the [Survey of Earned Doctorates](#) online.

E-Dissertation Initiative

Electronic submission of all dissertations and theses is mandatory through Temple University's ETD Administrator site.

Account Access

- Visit Temple University's ETD Administrator site at <https://www.etdadmin.com/temple> and bookmark for ease of repeated access.
- Create an account and familiarize yourself with the resources available on the site.
- If you choose to file for copyright through ProQuest, the fee is currently \$75, whether doctoral or master's. It is payable online through the ETD system. Note, however, that it is not necessary to choose this option because you already own the copyright to your work.
- All dissertations must be uploaded to ProQuest within 30 days from the defense date once all revisions required by the committee have been implemented and approved by your advisor. Each graduation cycle has a deadline that may be sooner than 30 days which must be met for consideration of a particular diploma date. See the [graduate academic calendar](#) for those critical dates. Any upload after that deadline will be eligible for the next conferral cycle.

No dissertation or thesis may be uploaded to the ETD system until the oral defense has been passed AND all committee-required revisions have been satisfactorily completed. Once the Graduate School has approved a dissertation or thesis submitted through the ETD system, REVISIONS of any kind are NOT PERMITTED.

BASIC MANUSCRIPT PREPARATION

Style Manual

An essential reference tool when writing a dissertation or thesis is a department-approved professional style manual. You must consult a style manual recognized by a professional society in your field.

To determine which professional style manual is appropriate for your discipline, consult with your advisor. Common manuals include those published by the [American Psychological Association \(APA\)](#), the [Modern Language Association \(MLA\)](#), and the [University of Chicago Press](#). A list of professional style guides by degree program can be found [here](#).

Note that the *Dissertation and Thesis Handbook* is NOT itself a professional style manual. Rather, it is a guide outlining where your dissertation/thesis might diverge from a discipline's specifications.

If a discrepancy between the instructions in a style manual and those in the *Dissertation and Thesis Handbook* exists, the *Dissertation and Thesis Handbook* takes precedence.

Mechanics

The scholarly research you have performed and report on in your final manuscript is outside the scope of the *Dissertation and Thesis Handbook*. The Graduate School expects that your research has been reviewed and approved by your advisor and committee before allowing you to defend your dissertation/thesis or upload a final document.

- Your dissertation/thesis must be legible, and all tables, figures and illustrations must be of high quality.
- Your manuscript must be:
 - written in clear, grammatically correct language;
 - free of all spelling and typographical errors; and
 - punctuated in a standard and appropriate manner.
- It is best to NOT reference and model your manuscript after completed dissertations/theses on file in your department or Charles Library, no matter how recent. Current standards and requirements are subject to change without notice.

Margins

- Margins are consistently set at 1.5" at LEFT and 1" at RIGHT, TOP and BOTTOM.
- Margin requirements are the same for the entire manuscript, including front matter, body, notes, sources and back matter.

Page Numbering

- Every page of the manuscript is counted, BUT not all pages are numbered (e.g., the Title Page is page i, but does not show a page number).
- Two page-numbering systems are used, including:
 - consecutive lower-case Roman numerals (e.g., ii, iii, iv, v) for the front matter beginning with i; and
 - consecutive Arabic numbers (e.g., 2, 3, 4, 5) for the text and all pages thereafter, beginning with 1 for the first page of Chapter 1.
- Pages numbered 1a, 1b and the like are NOT acceptable.

Headings

- Headings throughout the manuscript should be consistent with the appropriately selected style guide.
- Two formats for headings are accepted by the Graduate School:
 - The first is based on APA guidelines. This style of heading can be used regardless of your discipline or style guide. [Example provided here.](#)
 - The second consists of designating subheadings with numerical prefixes that reflect the chapter and level of the subheading. This system may be used only by those in the "hard sciences," such as Engineering and Statistics. [Example provided here.](#)
- The sections of the front matter, each chapter, and the sources section are all major divisions and begin on a new page. End the previous page with a page break to create a new page for the next major division.
- Formatting of headings must be consistently correct throughout the entire work, not just in one chapter. This includes but is not limited to:
 - spacing between headings and text;
 - spacing between text and headings;
 - placement of same level headings (e.g., centered or flush left); and
 - appearance of same level headings (e.g., capitalization, italics).

Line Spacing

- Double spacing is used for the:
 - Abstract
 - Dedication
 - Acknowledgments
 - Preface
 - Body of the manuscript
- Single spacing is used for
 - block quotations, which are indented ½" from both the left and right margins.
- A combination of single and double spacing is used for:
 - **Table of Contents** and **Lists of Tables/Figures/Illustrations**: Single-space within subheadings and titles of two or more lines; double-space between individual subheadings and titles. Align multiple-line subheadings and titles under the first word of the first line.
 - **Notes**: For numbered entries (as opposed to parenthetical entries in APA style), single-space within entries, and double-space between entries. Each first line must be indented ½". If an entry must split across pages, ensure a minimum of two lines of the entry appears on both pages.
 - **Bibliography/References Cited**: Single-space within entries and double-space between entries. The first line begins at the left margin, and all subsequent turnover lines indent ½" — or the first line is indented ½", and all subsequent turnover lines align at the left margin. If an entry must split across pages, ensure a minimum of two lines of the entry appears on both pages.

Widows and Orphans

- Widows and orphans, which are single lines of text at the top or bottom of a page, are to be avoided.
 - A "widow" is the last line of a paragraph that is carried over to the top of the following page away from the rest of the paragraph.
 - An "orphan" is the first line of a paragraph that appears alone at the bottom of a page.
- Starting a page with the last line of a list is also a widow and must be avoided.
- Ending a page with a subheading is another type of orphan and must be avoided.

Quoted Material

- Long quotations (i.e., quoted material consisting of 40 or more words) are formatted as a free-standing block of type and must:
 - be single-spaced,
 - be indented ½" from the left and right margins,
 - have NO surrounding quotation marks, and
 - have the source citation **after** the ending punctuation of the quoted material.
- Short quotations (i.e., quoted material with fewer than 40 words) are integrated into the text and distinguished by surrounding the quote in quotation marks. The source citation is placed **after** the ending quotation mark, but **before** the ending punctuation.

PDF Preparation

File Format	Adobe PDF required. NO compression; NO password protection; NO digital signature. Your manuscript will be downloaded <i>exactly</i> as you submit it.
Print Quality	Only black ink is acceptable – and the work must NOT contain touching or discontinuous characters.
Fonts	Embedded Post Script Type 1 fonts REQUIRED. Any legible font except script, italic or ornamental fonts, equivalent in scale to 10-point Arial or 12-point Times New Roman, accepted. Italicized font may be used for non-English words and quotations. Applies to all text, including captions, footnotes/endnotes, citations.
Color	PDF and print reproductions include all color material in color.
Multimedia Files	For digital preservation, upload multimedia content as supplemental files; do not embed multimedia in a PDF. Upload supplementary files during online submission – and provide a description of each file in the Abstract of your manuscript. ProQuest accepts multimedia content in the file types listed below and cannot guarantee that other file types will be migrated: • Audio: AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav) • Images: GIF (.gif); JPEG (.jpeg); TIFF (.tif) • Video: Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)

ARRANGEMENT OF CONTENTS

Every dissertation and thesis has three main parts: **(Part 1) front matter, (Part 2) body content and (Part 3) back matter**. Each of the three chief parts, in turn, consists of multiple sections.

Part 1: Front Matter

Official Signature Page vs. E-Title Page

	Official Signature Page	E-Title Page
Dissertations	The official signature page is created by the Graduate School when your defense announcement is received and approved. - Note that your name must appear on your dissertation and all other documents as it appears on your Temple University transcript - Following your defense, a digital copy must be submitted to Maureen De Lio, Administrative Coordinator for Student Services, in the Graduate School, 501 Carnell Hall. The Signature Page will NOT be included as part of the dissertation's PDF.	The E-Title Page is generated by the student with a template that is available here.
Theses	The Graduate School requires submission of one Signature Page with signatures and authorized signatures. - To create the Signature Page, follow the "script" in APPENDIX E (writable) to fill in the "writable" title page. - Following your thesis defense, email a completed digital copy of the final signature page to Maureen De Lio, Administrative Coordinator for Student Services, at maureen.delio@temple.edu. Note that the Signature Page will NOT be included as part of the thesis's PDF.	The E-Title Page is similar to the official Signature Page except: - It bears no signature, only typed names with titles and affiliations. - It is uploaded as part of your PDF.

Design Instructions

Follow [APPENDIX E](#) for theses to ensure proper formatting and styling, such as bolding and capitalization.

- Use word substitutes for formulae, symbols, superscripts, Greek letters, etc. in the title. While these are acceptable within the text of your manuscript, they may not appear in the title because they cannot be used in computerized keyword searches.
- Indicate the month and year of the official University diploma date — not of your defense and not of your school/college ceremony. The ONLY options are December, May or August.

Copyright Page

The Copyright Page is optional.

- When included, the Copyright Page is the first page on which a page number actually appears. It is numbered with a small Roman numeral two (ii).
- If included, the notification on the page is centered top to bottom and left to right and should read:

©
Copyright
Year of Graduation (e.g., 2022)

by
Author's Legal Name
All Rights Reserved

Abstract

The Abstract, which has no set word limit but is an "abstract," should briefly:

- state the problem discussed in the manuscript,
- describe the research procedures or methodology, and
- summarize major findings and conclusions.

The Abstract is text only and may NOT contain any other element, such as tables, graphs, charts, illustrations, subheadings or reference notes.

- Page numbers continue Roman numeral pagination of the front matter.

Dedication and/or Acknowledgments

The Dedication and Acknowledgments pages are both optional.

- If one or both pages is included, double spacing is used.
- Page numbers continue Roman numeral pagination of the front matter.

Table of Contents

- Single-space within subheadings and titles of two or more lines; double-space between individual subheadings and titles. Align multiple-line subheadings and titles under the first word of the first line.

List of Tables/Figures/Illustrations

- Single-space within subheadings and titles of two or more lines; double-space between individual subheadings and titles. Align multiple-line subheadings and titles under the first word of the first line.

A template for all front matter can be found here: [APPENDIX G1](#).

Part 2: Body Content

Chapter Numbers and Titles

"CHAPTER #" and "CHAPTER TITLE" are normally all caps and centered at the top of a new page. Arabic numbers – not words, not Roman numerals – designate chapter numbers. Line spacing should be consistent spacing, whether single or double.

Text

Page numbers begin with an Arabic number 1 for the first page of Chapter 1 and continue consecutively.

A sample first page of a chapter is shown in [APPENDIX G2](#).

Notes

Notes may be substantive or explanatory. Notes may identify sources or indicate keys to reading a table. Depending on your style manual and the purpose of the notes, they may be called footnotes, endnotes, notes, general notes, probability notes, etc.

Regardless of what your notes are called, each entry must have the same format:

- single-spaced within notes; double spacing between notes;
- same font as the rest of the text;
- ideally, same point size as the rest of the text; and
- under no circumstances, smaller than 10 point.

Part 3: Back Matter

Bibliography/References Cited

A comprehensive list of sources must be titled either "Bibliography" or "References."

A template for the source list is included in [APPENDIX G3](#).

All books, articles or other sources used in the manuscript, either in direct quotation or by reference, must be listed.

- Citations in the text must correspond to those listed in the comprehensive source list.
- Authors' names must be spelled correctly and, hence, consistently.
- Dates that appear in the text should be the same as those listed in the comprehensive source list.

In-text citations, source citations, references and notes may be ONE of the following:

- Parenthetical author-date, as in the example in the table at the top of the next page.
- Superscripted or bracketed numbers.
- Classic footnotes at the bottom of the page.
- Endnotes at the end of each chapter.
- Endnotes at the end of the entire work.

Ordering within the list of sources varies by discipline. Be sure to follow the guidelines indicated in your appropriately selected style guide.

- Sources should be listed alphabetically or numerically.
- Single-space within individual entries and double-space between.

Two indentation options exist:

- With hanging indentation, the first line of every entry is on the left margin and every turnover line is indented ½".
- With paragraph indentation, the first line is indented ½" from the left margin and the turnover lines are at the left margin.

Page numbers continue consecutive Arabic pagination of the text.

[Appendices](#)

A template for appendices can be found in [APPENDIX G4](#).

PUBLISHING AND COPYRIGHTING

Publishing Your Dissertation/Thesis Through ProQuest

- You upload your dissertation/thesis at <https://www.etdadmin.com/temple>, Temple University's ETD Administrator site.
- The Graduate School approves and releases the uploaded PDF to ProQuest, contingent upon receipt of an executed "Permission to Reproduce Dissertation or Thesis" form, which is found under Student Tools on TUportal within "University Forms."
- The PDF of your dissertation/thesis is simultaneously delivered to Charles Library for TUScholarShare.

Temple University requires that your research be made accessible to the academic community at large. This is affected by publishing your dissertation/thesis through ProQuest and making it available through both ProQuest and Charles Library. Further, your dissertation/thesis may be accessed via various internet search engines, such as Google.

Including Copyrighted Material in Your Dissertation/Thesis

If you include copyrighted material of any sort in your dissertation/thesis, you MUST obtain the copyright owner's written permission for its inclusion and subsequent distribution by ProQuest as part of your dissertation/thesis. A sample copyright permission letter is presented in [APPENDIX I1](#). If and when permission is received from the copyright owner, you must include the permission-granting letter in an appendix to your dissertation/thesis.

If the copyright owner denies permission, the material may NOT be included in your dissertation/thesis. [APPENDIX I2](#) demonstrates the language you should use in your appendix in lieu of including the copyrighted material.

Purchasing the right to use an instrument does NOT give you permission to include it in your dissertation/thesis. In order to include it, you must have written permission expressly stating that the instrument may be reproduced and distributed by ProQuest as part of your dissertation/thesis. ProQuest will not publish your work without a permission-granting letter for use of the instrument included in an appendix. Reminder: Your work must be published as a condition of your degree being awarded.

You are solely responsible if you violate copyright law; Temple University and ProQuest will not be held liable. For information on reproducing copyrighted material, please refer to [Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities](#) by Kenneth D. Crews.

SUMMARY CONSIDERATIONS

Dissertation/Thesis Preparation

- Was the style manual for your discipline your constant companion during the writing process? Whether APA, Chicago, MLA or some other style, the manual should have been used to format your in-text references and entries for the sources section. Note, however, that spacing and subheading conventions as outlined in the *Dissertation and Thesis Handbook* take precedence over those of any style guide.
- Throughout the entire manuscript and in all sections, the MARGINS must be 1.5" on the LEFT and 1" on the top, bottom and right. Everything, including page numbers, must be within these margins.
- The TABLE OF CONTENTS must accurately reflect heading levels and their exact wording and capitalization from the text.
- The TABLE OF CONTENTS and any LISTS must have leader dots with the section's page number set at the right-hand end of the dots. The page numbers will readily align if a right tab is set at 6".
- FRONT MATTER must be in this order, when included: Copyright, Abstract, Dedication, Acknowledgments, Preface, Table of Contents, Lists. All of these pages are listed on the Table of Contents along with their page number, except the Copyright Page and Table of Contents.
- Running heads (i.e., headers repeated on consecutive pages) are NOT permitted.
- CHAPTERS are necessary, and each chapter begins a new page. Chapter 1 always begins on page 1.
- A COMPREHENSIVE LIST OF SOURCES, such as "Bibliography" or "References Cited," must be included after the last chapter. Its format will vary by discipline.
- All CITATIONS mentioned in the text must have a full bibliographic entry in the comprehensive list of sources. Irretrievable data, such as an oral interview, are excluded.
- If you are ready to submit your manuscript, have you reviewed it as a whole? No discernible difference should exist between the part that constituted your proposal a few years ago and the conclusion you tweaked this morning. Your dissertation or thesis is a single work that is broken into chapters that should cohesively contribute to the premise of your document.

Academics

- Doctoral students must complete a minimum of 6 culminating credits of 9994, 9998 and 9999 — with a minimum of 2 credits of 9999 — AFTER achieving candidacy and BEFORE graduation.
- Registration is required in the academic term of defense/submission, whether Fall, Spring or Summer, for both doctoral and master's students.

WEB REGISTRATION INSTRUCTIONS



SURVEY OF EARNED DOCTORATES (SED) *WEB REGISTRATION*

Congratulations on completing your doctorate!

The Survey of Earned Doctorates is the definitive source of information on the nation's new research doctorates. Sponsored by the National Science Foundation and five other Federal agencies, the SED is critical to understanding in what specialty areas doctorates are produced and their post-graduation employment plans. Results are used by government and academic institutions to make decisions about graduate education funding, developing new programs, and supporting existing ones.

The ability of the survey to accurately describe doctorate earners depends on obtaining responses from *all* doctoral degree recipients. Your response affects decisions made for future generations of doctorate recipients.

The SED online registration process allows students to go directly to the SED survey without having to retrieve a PIN/Password from their email. The result is **expediency in completing the survey**. A PIN/Password and URL to the survey are provided only when the student has had to exit the survey before its completion. To begin the survey, doctorate earners should visit the following registration URL:

<https://sed-ncses.org/>

Please note that **Temple University requires verification of completion of the survey**. Recent updates to the SED system provide that **email notification is automatically generated for the Graduate School** when a survey is completed by a new recipient of a Temple doctorate.

Again, congratulations on completing your doctorate!



PURPOSE, USE AND CONFIDENTIALITY

Purpose

Assessing the availability of highly educated personnel is important in evaluating the nation's work force. For this purpose, the *Survey of Earned Doctorates* is conducted annually. The survey gathers data from all research doctorate graduates each year on their educational history, sources of support, and post-graduation plans. The responses become part of the Doctorate Records File (DRF), a data bank on doctorate recipients from 1920 to the present and the major source of doctoral data at the national level.

Use

Data from the survey are available through NSF's website at <https://www.nsf.gov/statistics/doctorates/> and in printed reports. Survey data are also used:

- By universities and federal and state governments to make policy decisions that affect graduate education throughout the United States.
- In the evaluation of graduate education programs, strategic planning at the state level, labor force projections, and equal opportunity employment plans at all levels.
- By federal agencies to inform Congress and to make decisions about financial commitments that affect graduate education throughout the United States.
- In a variety of publications ranging from full-length books to articles in newspapers and magazines.

Confidentiality

Information provided by research doctorate graduates is kept strictly confidential. The information relayed on the *Survey of Earned Doctorates (SED)* questionnaire is safeguarded in accordance with the Privacy Act of 1974 and the NSF Act of 1950, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about an individual.

The survey's sponsors and data collection contractor take the strongest measures to safeguard respondent confidentiality. All staff members sign binding confidentiality pledges. All processing facilities and computer systems are carefully designed and continuously tested to safeguard the information provided by institutions and respondents.

Only two groups can receive individual-identifiable data from the SED project:

- The SED Federal Sponsors (*for program evaluation*)
- Graduate School Deans (*for their own graduates only*)

Confidentiality safeguards prohibit the use of data for commercial purposes or for investigating an individual respondent or institution. Any independent researcher or contractor for the federal agencies that performs analyses of the data must sign legally binding organizational and individual Data Use Agreements certifying that the institution will only use the data for statistical purposes and that the security of the data will be protected. Similarly, Graduate School Deans must sign an agreement that they will only use the data for statistical purposes and will safeguard the confidentiality of the responses.

Sponsors

- The National Science Foundation, Division of Science Resources Statistics (SRS)
- The National Institutes of Health
- The U.S. Department of Education
- The National Endowment for the Humanities
- The U.S. Department of Agriculture
- The National Aeronautics and Space Administration

Sources

Survey of Earned Doctorates Purpose & Use. Chicago: The National Opinion Research Center (NORC) at the University of Chicago, 2008-2009. Print.

Survey of Earned Doctorates How the SED Keeps Your Information Strictly Confidential. Chicago: The National Opinion Research Center (NORC) at the University of Chicago, n.d. Print.

FINAL CHECKLIST—MA STUDENTS

SECTION 1: STUDENT INFORMATION

Name		TUId
Anticipated Date of Graduation ☐ December _____ ☐ May _____ ☐ August _____ YEAR YEAR YEAR		
School or College	Program	Degree
Thesis Title		

SECTION 2: MASTER'S SUBMISSIONS

ITEM	METHOD OF SUBMISSION	DATE SUBMITTED
1. Thesis, as a PDF with embedded fonts	https://www.etdadmin.com/temple	
2. Publishing Agreement	https://www.etdadmin.com/temple	
3. "Permission to Reproduce Dissertation or Thesis" form, which is found under Student Tools on TUportal within "University Forms."	https://www.etdadmin.com/temple	
4. Final E-Title Page, formatted as shown in the Appendix E template, bearing the signature of the Thesis Advisor	Email to Maureen De Lio at maureen.delio@temple.edu .	

FINAL CHECKLIST—PhD CANDIDATES

SECTION 1: STUDENT INFORMATION

Name		TUId
Anticipated Date of Graduation ☐ December _____ ☐ May _____ ☐ August _____ YEAR YEAR YEAR		
School or College	Program	Degree
Dissertation Title		

SECTION 2: DOCTORAL SUBMISSIONS

ITEM	METHOD OF SUBMISSION	DATE SUBMITTED
1. Dissertation, as a PDF with embedded fonts	https://www.etdadmin.com/temple	
2. Publishing Agreement	https://www.etdadmin.com/temple	
3. <i>Survey of Earned Doctorates</i> - Complete survey if earning a PhD or EdD* - Upload completion certificate	https://sed-ncses.org/ https://www.etdadmin.com/temple	
4. Curriculum Vitae (CV) or Résumé	https://www.etdadmin.com/temple	
5. "Permission to Reproduce Dissertation or Thesis" form, which is found under Student Tools on TUportal within "University Forms.	https://www.etdadmin.com/temple	
6. The Final Exam Report should be submitted when all signatures have been acquired by committee members. Any updates to the dissertation's title after a successful defense must be approved by our office.	Email to Maureen De Lio at maureen.delio@temple.edu .	

* Those earning a DBA, DMA, DS in Global Finance, or other practice doctorate should not complete the *Survey of Earned Doctorates*.