



**THE ROCKEFELLER UNIVERSITY**

**THESIS FORMATTING GUIDELINES**

**2023-24**

## **PREPARATION**

A student who is ready to submit their thesis to the Dean's Office must follow the instructions listed in this guide.

## **THESIS TALK**

The thesis talk is scheduled in Caspary Auditorium or Carson Family Auditorium by Mercedes Harris or Tasnia Islam. Presentations are done in Power point or Keynote. Thesis talk zoom links will be provided by the Dean's Office. Arrangements can also be made for webcast or other IT/AV needs by contacting the IT department (ext. 8940 or [helpdesk@rockefeller.edu](mailto:helpdesk@rockefeller.edu)). Additional charges may apply for additional services and your student budget may be billed.

Rehearsals are highly recommended. The rehearsal can be scheduled Monday thru Friday between 9:00 A.M. and 5:00 P.M. The rehearsal (date and time) is also arranged by Mercedes or Tasnia.

## **THESIS COPIES FOR COMMITTEE**

- Committee copies can be distributed as a pdf file. However, please ask if anyone would like a hard copy. If so, copies can be made in the Dean's office.
- Hard copies can be distributed in 1" or 2" spring binders, which can be obtained from The Rockefeller University stock room. Use your student account number for the purchase.

## **GRAPHS/CHARTS**

- Use original drawings, stats or photographs where possible. Sketches should be clear and legible. Figures or tables that are too large to be reduced satisfactorily can appear on several pages.

## **FINAL THESIS**

- Final copies are printed double-sided on 25% bond paper on 8 ½" x 11" paper size. The printing area is 6" x 9" with a 1 inch margin on the left, right, top and bottom sides. If necessary, the Dean's office will attach the RU seal to the title page.
- The text should be single-spaced (including figure legends). Page numbers should be at the bottom center. Each page should be numbered, including the legends. Although a photograph has no page number it should be counted as a page.
- The entire text of the thesis, including page numbers, must be produced with the same font. Mac users, especially, should take care that the font used for page numbers, footnotes and headers is the same as the text. The general requirement is that only fonts giving 10 or 12 characters per inch (CPI) may be used. To determine the CPI, place a ruler under a line of text and count the average number of characters in an inch. If using a Mac computer for the

thesis, the following fonts and font sizes are acceptable: Courier 12, Palatino 12, Bookman 12, New Century Schoolbook 12, Helvetica 12, or Times 12.

- Avoid ending a page with a heading or subheading. A thesis containing headings or subheadings at the bottom of a page, which are not followed by text, will not be accepted.
- Avoid short lines ending a paragraph at the top of a page as much as possible.
- After the copies are bound, the student will get 2 copies, the advisor one, and the Library one. These copies (normally 4) will be paid by RU. Extra copies can be obtained at the student's personal expense.

## ARRANGEMENT OF CONTENTS

**The preferred order of the thesis is as follows (pagination all in small Roman numerals):**

TITLE PAGE	(i)	page counted but not numbered
COPYRIGHT PAGE	(ii)	page counted but not numbered
ABSTRACT		page(s) not counted and not numbered
DEDICATION (optional)	(iii)	type number on page
ACKNOWLEDGMENTS	(iv)	type number on page
TABLE OF CONTENTS	(vi)	type number(s) on page(s)
LIST OF FIGURES or LIST OF ILLUSTRATIONS		type number(s) on page(s)
LIST OF TABLES		type number(s) on page(s)
LIST OF ABBREVIATIONS (optional)		type number(s) on page(s)

**The remainder of the thesis should have Arabic numerals:**

CHAPTER 1 = INTRODUCTION	Page 1
REMAINING CHAPTERS	
APPENDIX (optional)	
BIBLIOGRAPHY or REFERENCES	

## TITLE PAGE FORMAT

- The title is in all capital letters, centered within the left and right margins, single-spaced, about 3 inches from the top of the page.
- At the vertical and horizontal center of the margins and single-spaced are the following lines (all centered):

A Thesis Presented to the Faculty of  
The Rockefeller University  
in Partial Fulfillment of the Requirements for  
the degree of Doctor of Philosophy

- The following three lines are centered within the margins approximately 1 ½ inches from the bottom of the page and single-spaced:

by  
Student's Name  
Month and Year of degree conferral (no comma)

- The date on the title page should be the date of degree conferral, not the date the thesis is submitted.
- The thesis title and the student's name must be exactly the same wherever they appear in the thesis: title page, copyright page, and abstract page.
- The Dean's office will attach the Rockefeller University seal to the title page.

## COPYRIGHT PAGE FORMAT

- A notice of copyright should appear as the sole item on the copyright page. This page is counted, but not numbered. The copyright should appear at least 1" from the top and 1 ½" from the left edge as follows:

© Copyright by (Student's name) 20\_\_ (year of conferral)

## ABSTRACT

- The abstract should state the problem, describe the method and procedures used, and give the main results or conclusions of the research.
- The abstract is typically 1- 2 pages in length.
- The abstract should be typed (single-spaced) with the same type face as the thesis.
- In an average abstract, there will be about 70 characters per line.
- The heading of the Ph.D. abstract is as follows:

## TITLE OF THESIS

Student's Name, Ph.D.  
The Rockefeller University 20\_\_ (year of conferral)

## DEDICATION

- The dedication is optional. It does not have a heading, is usually centered on the page, can be in italics or regular type, and does not have to be in English.

## ACKNOWLEDGMENTS

- The Acknowledgments may be written in the first person.

## TABLE OF CONTENTS

- Any standard format may be used for the table of contents. The only requirements are that the same font is used as in the text, page numbers must be listed for each chapter (sections may be included, as well), and that each page is numbered at the bottom center.
- In most cases the preliminary sections, except for the title page, copyright page, and abstract are listed in the table of contents.

## LIST OF FIGURES, ILLUSTRATIONS, TABLES

- There must be separate pages for LIST OF FIGURES or LIST OF ILLUSTRATIONS, and LIST OF TABLES, even if there is only one example of each.
- List must contain enough of the titles or descriptions so that readers can locate particular items using the list.

## BIBLIOGRAPHY, REFERENCES or WORKS CITED

- The Rockefeller University recommends that the student follow the standard citation format used by a major journal in one's academic field and that the style is consistent throughout the thesis. Students may consult, among others: *The Chicago Manual of Style* or the *MLA Style manual*.
- Leave a space between each entry.

## FIGURES & TABLES

- Must be placed as close as possible to their first mention in the text.
- Must be numbered either continuous throughout the thesis, or by chapter (e.g. 1.1, 1.2; 2.1, 2.2, etc.)
- May be placed on a separate page, or they may be placed directly into the text.
- If alone on a page (with no narrative), should be centered within the margins on the page.
- May not be placed at the end of a chapter or at the end of the thesis.

## LEGENDS / HEADINGS

### *Figure Legends*

- Legends for all line work (charts, figures, tables, etc.) should be placed at the bottom of the figure. If the figure takes up the entire page, or there isn't sufficient space to fit the entire legend, the legend should be placed alone on the preceding page with a page number and centered vertically and horizontally within the margins.
- Legends for photographs will appear on the preceding page, again with a page number.

### *Table headings*

- Should be placed at the top of the table.