Hillsdale College
Van Andel Graduate School of Statesmanship

Style and Format Guide

August 2024

Summary of Changes in this Version

- Expiration date information updated on Figure 6, "Example Submission and Signatures Page for a Dissertation Proposal."

- Other minor edits to improve readability and clarity.

Contents

General Guidance

The Graduate Handbook

The most current edition of the Graduate Handbook for the Van Andel Graduate School of Statesmanship sets overall policy for the Graduate School. This guide supplements the Handbook to provide specific style and formatting requirements related to written work in the program.

Turabian Standard

The default guide for questions of style and formatting will be Turabian as supplemented by this guide.[1] Although Turabian is the default guide, students are also encouraged to consult Strunk & White's *The Elements of Style* to help hone their writing and speaking styles. For writing assignments within specific courses, students should first comply with any specific instructions in the syllabus or course handouts and then use Turabian, as supplemented by this guide.

Though often known primarily for its authoritative guidance on source citation, the Turabian manual is divided into three large sections covering a wide scope. Part I consists of fourteen chapters devoted to topics in research and writing. Part II is the most well-known, containing five chapters devoted to citation.[2] Chapters 15 and 16 provide a good overview of basic notes and citations and are a good first start for a writer unfamiliar with the Turabian style or who is out of practice. Chapter 17 provides extensively detailed information on formatting notes (and bibliography entries) for a wide range of sources. Part III contains seven chapters devoted to style. There is also an appendix on paper format and submission which contains useful visual aids and guidance. While you will likely need to use Parts II and III and the Appendix, you may also find some of the chapters in Part I helpful, especially in preparation for larger writing projects.

Turabian Specifics

Elements. Turabian generally divides a paper into three sections: front matter, the main text, and back matter. Each section consists of various elements. For course papers, the front matter usually consists of merely a title page and the back matter often consists of just a bibliography. However, consult course-specific instructions. Longer papers, theses, and dissertations will have additional elements which are covered in subsequent chapters of this guide.

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[1] Kate L. Turabian et al., *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*, 9th ed. (Chicago, IL: University of Chicago Press, 2018). Note: This manual is also commonly referred to as the "Turabian Manual" or "Turabian Guide" or simply "Turabian" after the original author, now deceased, Kate L. Turabian. It is also sometimes referred to as "Chicago style." Because other guides with similar names exist, ensure you have the correct guide and the correct edition. It is usually available at the campus bookstore or via online booksellers such as Amazon. There is also usually a Kindle/eReader version.
[2] Turabian et al., *A Manual for Writers*, chaps. 18–19. Note: Students will rarely, if ever, use the "Author-Date Style" detailed in these last two chapters of Part II.

Citing Sources. Unless a writing assignment specifies one over the other, you may use either the more traditional or the more modern style of Turabian footnoting discussed in paragraphs 16.3.4 and 16.3.4.1 and as shown in the below examples—but be consistent. You should cite fully the first time and then use the shorter form thereafter (para 16.4). You can also use *Ibid.*, if desired, following Turabian rules (para 16.4.2). Unless unavoidable, do not cite a source-within-a-source—make every effort to obtain and cite from the original source. It is true that citation management applications, word processing software tools, and citation formatting websites can be helpful in preparing footnotes and bibliographies, but always check the resulting formatting and layout for accuracy and compliance.

Figure 1. Example of the traditional Turabian footnote with indent, no superscripts, and an intervening blank line

9. Jeffrey Lionel Berlant, *Profession and Monopoly: A Study of Medicine in the United States and Great Britain* (Berkeley and Los Angeles, California: University of California Press, 1975), 29, 84, 298-299.

10. Sherry Glied, "Managed Care," in *Handbook of Health Economics,* eds A. J. Culyer and J. P. Newhouse (Amsterdam: Elsevier Science B.V., 2000), 726.

Figure 2. Example of the modern Turabian footnote with no indent, no intervening blank line, and with superscripts

[36] Franklin, "Proposals Relating to the Education of Youth in Pennsylvania," 337.
[37] Benjamin Franklin, "Idea of the English School," in *Benjamin Franklin: Writings,* ed. Joseph A. Leo Lemay (New York: Literary Classics of the United States, 1987), 348.
[38] Webster, *The Original Blue Back Speller,* 83, 90–91.

Submission. Professors may require course papers to be submitted in printed copy, as an Adobe pdf, as a Word doc, or a combination of some or all of these formats. They may ask for printed copies to be turned in during class or placed in boxes outside their door. They may ask for electronic copies to be emailed or submitted through Canvas or through another electronic means. Consult the course syllabus and assignment handouts or ask the professor if you are unsure which methods are preferred. Theses and dissertations will be submitted in accordance with instructions in the Graduate Handbook and the applicable chapters that follow in this guide. As well, at various intervals students may need to submit papers through School of Statesmanship staff, such as papers needed as part of our internal assessment program or papers due to the Dean. Note that Turabian provides important tips about safeguarding your data along with suggestions to consider when submitting your paper. See the Turabian appendix at para A.3 for more information.

Commonly Identified Problems

Insufficient Review and Proofreading. The following are problems that faculty commonly see not only in undergraduate papers, but also in graduate work. They are provided here so that graduate students can take care to avoid them in submitting written work. Advanced education does not automatically equate to advanced writing. This being the case, students should seek out opportunities for others to read their

work and provide feedback. Similarly, students should read and re-read their own work to identify typos and errors in the mechanics of writing.

Unclear Thesis Statement. Be clear about your point, your position, your particular argument and why you are making it. When appropriate, elaborate the relationship between your position and the author's or principal scholars' on the subject or question.

Unclear Organization. Have a plan, make it clear, and then follow it. Avoid sign-posting.

Lack of Focus. Instead of presenting unconnected facts, filter them down to only what is relevant to this paper. Similarly, avoid a collection of ideas and theories on your question or topic. A clear thesis statement and organizational plan will help build focus.

Improper Paragraph Structure. Begin with a topic sentence, which is not merely a general announcement or proclamation but instead is an assertion which identifies what will be developed within the paragraph. A focused topic sentence generally leads to a focused paragraph. End the paragraph with a conclusion and transition to the next paragraph (again without sign-posting). In between, develop the meat of the paragraph from the topic sentence.

Support and Citation. Support is important in every case—but consider the specifics of the writing assignment and understand the expectations of the professor. If unclear from the writing assignment or syllabus, ask. If the focus of the writing assignment is one particular text, footnoting may be an unnecessary distraction. Otherwise, appropriate citations are generally always warranted. Consider that using many block quotes can tend to weaken your argument since there is a tendency for many readers to skim or outright skip block quotes in favor of your actual words. Find a balance between direct quotes and indirect quotes—and cite both. Avoid extremes—over-generalized or over-quoted. If there are too many direct quotes, there is too little of the writer. Indirect quotes should reflect a careful reading of the text but with your voice and input. Often another set of eyes can help find the balance.

Apostrophes. Usually possessive, not plural. Be consistent in your use with nouns ending in an "s"— either " 's " or just an apostrophe but not both in the same paper. See Strunk & White, page 1.

Semicolons. Other than when used to separate items in a series when one or more items contain commas, one should normally only use a semicolon to link two independent clauses (meaning each has both a subject and verb) so as to connect closely related ideas. See Strunk & White, pages 5-6.

Run-on Sentences. You should generally favor nouns and verbs over adjectives and adverbs, but avoid developing sentences with multiple subjects and multiple verbs which go on and on. Construct concise sentences.

Incomplete Paragraphs. Unless the writing assignment instructions specify otherwise, such as with an annotated bibliography, a paragraph is more than one or two sentences. Although common for blogs and online articles, such paragraphs are inappropriate in academic writing.

Inconsistent Verb Tense. Make the style choice and then stay consistent. Your point will be clearer and your writing will make more sense. Re-read with an eye on verb tense consistency.

Passive Voice and First Person. Both *can* be used for specific effect. At the undergraduate level, both are often forbidden and ruthlessly rooted out because each can easily facilitate errors. This tendency must be guarded against. Stylistically, both passive voice and first person can be used—but you must be clear and consistent and watch for grammatical errors.

Comma Splice. A comma splice occurs when two independent clauses are connected with only a comma. You can separate the two independent clauses into separate sentences, replace the comma with a semicolon, restructure one of the clauses to make it dependent, or add a coordinating conjunction after the comma. The most common coordinating conjunctions are: and, but, or, nor, yet, and so. While there are some stylistic uses of the comma splice outside of academic writing, it is not appropriate for your writing here.

Common Kinds of Problematic Papers

Book Report. Avoid merely summarizing as opposed to analyzing. A rare exception might be in a portion of an assigned book review, but follow the professor's guidelines.

Several Mini Papers. Resist the tendency to stovepipe separate aspects of a writing assignment into essentially mini papers and then relate them in a concluding paragraph. A common assignment might be to speak to a particular concept in view of three authors. Avoid writing a mini paper on each author and relegating the interplay to the last paragraphs of the paper. Having an integrated plan—both conceptually and organizationally—will help avoid this error. The art of doing this well can be a challenge but it is an essential skill for good writing.

Overly Conversational or Informal. Steer clear of defaulting to a conversational style. While you will probably share your writing with classmates, you should refrain from writing as if you are having a conversation with them. Popular writing in blogs and online publications may permit informality, but you should develop an aversion to it in academic writing.

M.A. Thesis Proposal

The most current edition of the Graduate Handbook sets overall policy for the Graduate School of Statesmanship, including the process for master's students to request the thesis option as well as associated deadlines. This chapter of the Style Guide aids in the preparation of the M.A. thesis proposal.

Basic Formatting

Your proposal should consist of five sections using the prescribed headings and with the required content as detailed in the pages that follow. The basic formatting should be:

- Use only one font: Times New Roman, Arial, Calibri, or Adobe Minion Pro; Font size: 12

- Layout: Margins should be one inch all around and one-half inch for header/footer

- Header will contain your last name and the words "Thesis Proposal" and should be centered

- Footer will contain the page number and should be centered

  o You may use "X of X" to show both current and total number of pages, if desired

- Double-space the paragraphs and indent each one-half inch

- There should be a blank line between each section, but not between paragraphs

- Avoid stranding one line of text on a different page from the rest of the paragraph (aka "orphans and widows") and similarly, don't let a section title be the last line on a page

- If tables are used, select a style from the "Design" tab that alternately shades rows to enhance readability after printing on a black and white printer

- See **Error! Not a valid bookmark self-reference.** in this guide for the format of the Submission and Signatures page

Thesis Statement

This section can be as brief as a single paragraph and should not exceed three. State your thesis statement concisely and add any essential, additional information needed to amplify it. What are you arguing or contending about your topic? What is it that you are setting out to prove by means of your thesis?

Setting

You should situate your topic and your argument. Concisely identify the central ways in which the major scholars have answered the question or have addressed the issue you are exploring. When appropriate, explain any strengths or deficiencies you see in these scholarly positions. Explain briefly how your thesis fits within the scholarly conversation: whom does it support, with whom does it disagree, and what new analysis or perspective does it add? When referring to other scholarship, cite it using Turabian formatting.[3] After reading this section, it should be clear to the reader why your argument is relevant. This section can be as brief as two or three paragraphs.

Prior Written Research

A master's thesis is often an expansion of a paper written for a course. If this is the case, identify the original paper title and its thesis, your main argument(s), the class, the semester and year, and the professor to whom it was submitted. Briefly explain how you plan to build upon or adapt the original paper. Attach a copy of the original paper to your proposal.

If your thesis will not be an expansion of an earlier paper, state your topic and the exact question about which you propose to write. Identify any research you have already completed which is related to your proposed topic. If the research contributed to or resulted in a paper or outside publication, provide the details and, when applicable, attach a copy.

Synopsis of Argument and Plan of Organization

This is where you outline the basic argument you plan to follow. Order the paragraphs to match the planned expansion of your existing paper or the intended development of your argument, as applicable. Construct one paragraph for each significant point, chapter, or section and explain the relevance and how it fits within your plan for the thesis.

The Turabian appendix provides guidance on options for organizing and structuring your paper. You may organize your thesis using traditional chapters and sections or you may simplify the structure and use sections and subsections if that will result in a more connected and readable thesis.

Identified Constraints

In this section, which might only be a sentence or two and should not exceed a single paragraph, identify any actual or potential constraints. Constraints might have to do with sources (availability,

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[3] Turabian et al., *A Manual for Writers*, chaps. 15–17.

accuracy/reliability, and location), translations, the cooperation of outside people/agencies, etc. If none, so state.

Bibliographies

Provide a *complete* bibliography of proposed primary source material using section heading **Primary Sources**. Provide a *selection* of the relevant secondary literature using section heading **Secondary Sources**. Use Turabian for each.[4] Note that your proposed First Reader or the Dean may require elaboration or annotation on some or all of your sources.[5]

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[4] Turabian et al., *A Manual for Writers*, chaps. 15–17.

[5] Turabian et al., *A Manual for Writers*, para. 16.2.1.

Figure 3. Example Submission and Signatures Page for a Thesis Proposal

Van Andel Graduate School of Statesmanship

Hillsdale College

- Title case
- Double-spaced
- Two blank lines above

Center the title vertically between name of school and title & author info

Machiavelli, Alinsky, and the 2020 Presidential Campaign

- Title case
- **Bold**
- Place subtitle on next line
- Double-spaced
- Maintain symmetry if title uses more than two lines

- Title case
- *Italics* first two lines only
- **Bold** the name
- Double-spaced except for date

Thesis Proposal

by

Darrell B. Moore
September 2022

- Insert underlines to form uniform signature lines
- Right align text
- Include full name & title/role
- Blank line between each
- Situate in bottom right corner of the page

_____
Dr. Quint S. Henschel, First Reader

_____
Dr. Rick O'Shea, Second Reader

_____
Dr. Ronald J. Pestritto, Dean

M.A. Thesis

The most current edition of the Graduate Handbook sets overall policy for the Graduate School of Statesmanship, including the process for master's students to request the thesis option as well as associated deadlines. This chapter of the Style Guide, along with the approved thesis proposal, aids in the preparation of the thesis itself.

Formatting Requirements and Guidance

Turabian generally divides the elements of the paper into three groups: front matter, the main text, and back matter. The appendix to Turabian identifies the specific elements, provides guidance on specific format considerations, and suggests whether each element is required or, subject to local guidance, optional. Here is local guidance on the elements for the master's thesis: a Submission and Signatures page (Figure 4), a title page (Figure 5), an abstract, and a bibliography are always required. If you organize your paper into chapters, a table of contents is required. All other elements, including the preface and acknowledgments, are optional unless the First Reader or the Dean direct their use. If used, format according to Turabian. Appropriate epigraphs are permitted in the front matter as well as the beginning of a chapter or section. Be consistent if choosing the latter.

In formatting your paper, you should become familiar with and follow the Turabian appendix along with the supplemental guidelines identified in Table 1 in this guide. Students desiring additional clarification beyond Table 1 should consult the Director of Programs.

Table 1. Turabian Supplemental Information for Theses

	Item and Turabian paragraph	Optional or Required?	Additional Guidance and Notes
General Formatting	Font A.1.2	Required	Use one font consistently: Times New Roman, Arial, Calibri, or Minion Pro. Use 12-point size for main text. Adjust other sizes per Turabian or word-processor defaults.
	Margins A.1.1	Required	Left margin should be 1.5 inches to enable binding. Others should be 1 inch.
	Page number placement A.1.4.2	Required	On pages which display page numbers (follow Turabian), generally place them in the footer and center them.
	Other identifiers A.1.4.3	Optional	You may include helpful text in the header of draft or review copies, such as "First Draft" or "Revised Draft" or the like, at the discretion of the First Reader. None in final copy.
	Titles A.1.5 & A.2.2.4	Required	Be consistent. Note: "The most efficient way to ensure consistency in titles is to use your word processor to define and apply a unique style (specifying typeface, size, position, line spacing, and so forth) for each type of title."

Item and Turabian paragraph	Optional or Required?	Additional Guidance and Notes
Front Matter		
Submission & Signatures Page A.2.1.1	Required	This page is normally prepared *after* a successful defense when the thesis is submitted for its final formatting compliance check. It is prepared by School of Statesmanship staff and will use the Minion Pro font type. See Figure 4 in this guide for layout and formatting.
Title Page A.2.1.2	Required	See Figure 5 in this guide for layout and formatting.
Table of Contents A.2.1.7 Figures A.3, A.4	Optional	If you use chapters, include a table of contents. Use whichever Turabian format best suits the layout, structure, and complexity of your paper. You may use leaders (rows of dots or periods to help lead the reader's eye to the page number) but you are not required to do so.
Lists of Tables, Figures, or Illustrations A.2.1.8 and Figures A.5 and A.6 (see also A.2.3.1)	Optional	May be used if you are also using a table of contents. If used, you may list separately or you may combine short lists of figures and tables into a single list if the resulting list will be one page or less. Use of leaders (rows of dots or periods to help lead the reader's eye to the page number) should match your choice for the table of contents.
Acknowledgments A.2.1.10	Optional	When used, it is customary to express thanks to mentors and colleagues and to express gratitude by name to any individuals or institutions who funded or supported your research or writing efforts or that provided any special assistance. Ask School of Statesmanship staff if you require assistance identifying sources of your scholarships and financial assistance. It is also common convention to close with a statement taking personal responsibility for errors or omissions.
Abstract A.2.1.4	Required	Select from either of the two general formats most commonly used within the humanities (see Table 3, Figures 9 & 10, and Appendix A). This abstract, along with citation information and metadata, will be cataloged by Mossey Library (see Appendices A and B). Students should identify the key words they think most relevant, but they may also wish to consult the Technical Services Librarian at Mossey Library for assistance in identifying *Library of Congress (LOC) Subject Headings.* The student is free to use *LOC Subject Headings*, their own keywords, or a combination of the two.

	Item and Turabian paragraph	Optional or Required?	Additional Guidance and Notes
Main Text	Introduction A.2.2.1	Optional	See discussion in Turabian if you are unsure whether your thesis should have a separate section/chapter for the introduction or whether you should simply incorporate introductory material in the first couple of paragraphs.
	Organization (sections, chapters, parts) A.2.2.2, A.2.2.3, and Figure A.9	Required	Consult the *Plan of Organization* you identified in your approved thesis proposal. Discuss with your First Reader if significant organizational changes are desired. You may organize your thesis using traditional chapters and sections or you may simplify the structure and just use sections and subsections if that will result in a more connected and readable thesis. In the latter case, follow Turabian guidance as if the main text of your thesis is a single chapter and be consistent if you use section titles. If you are using chapters, spell out the chapter number (e.g. Chapter Two) or use capital roman numerals.
	Citing Sources A.2.2.5; Chapters 15-17; Figure A.10	Required	Use footnotes, not endnotes. See Figure 1 and Figure 2 earlier in this guide for layout and formatting options. With concurrence of both the First Reader and the Dean, minor deviations from Turabian conventions can be considered when specifically warranted. These minor deviations should be identified and supporting information provided when the final written version of the thesis is submitted (after the oral defense) for the compliance review process. When shortening footnotes, treat the document as a whole even if divided into sections or chapters. However, if your thesis has chapters, you should still restart footnote numbering with each chapter, per Turabian 16.3.3.
	Conclusion A.2.2.7	Optional	If sufficiently long enough, treat as a final section/chapter and format accordingly. Otherwise, incorporate into the last few paragraphs of the final section/chapter. If unsure, discuss with your First Reader.
Back Matter	Bibliography A.2.3.5;Chapter 16	Required	When warranted, you may wish to adapt your bibliography depending on the structure of your paper or the nature of your sources. You may also wish to include supplemental bibliographies or a separate list of works you consulted but did not cite. See chapter 16 of Turabian for additional details and consult your First Reader if you are unsure.

Figure 4. Example Submission and Signatures Page for a Thesis

- Font: Minion Pro
- School of Statesmanship staff will prepare this page after your successful defense

- Title case
- Font sizes by line:
  -- First: 22
  -- Second: 18
  -- Third: 12

Hillsdale College
Van Andel Graduate School of Statesmanship
Hillsdale, Michigan

- Title case
- **Bold**
- Place any subtitle on next line, double-spaced
- Maintain symmetry if title uses more than two lines

Machiavelli, Alinsky, and the 2020 Presidential Campaign

- Font Size: 14-16

Submitted in partial fulfillment of the requirements
for the degree of
Master of Arts in Politics

- *Italics*
- Double-spaced
- Font size: 12

by

Darrell B. Moore

- Double-spaced
- **Bold** the name

- Insert underlines to form uniform signature lines
- Right align text
- Include full name & title/role
- Blank line between each
- Situate in bottom right corner of the page

Dr. Quint S. Henschel, First Reader

Dr. Rick O'Shea, Second Reader

Dr. Ronald J. Pestritto, Dean

March 15, 2022

- Date Accepted

Figure 5. Example Title Page for Thesis

- Center all text
- Evenly space elements

Hillsdale College

Van Andel Graduate School of Statesmanship

- Title case
- Double spaced
- Font sizes by line:
  -- First: 22
  -- Second: 20

- Title case
- **Bold**
- Place any subtitle on next line & double-space
- Maintain symmetry if title uses more than two lines

Machiavelli, Alinsky, and the 2020 Presidential Campaign

- Font Size: 14-16

Submitted in partial fulfillment of the requirements
for the degree of
Master of Arts in Politics

- *Italics*
- Double-spaced
- Font size: 12

- Double-spaced
- Font size: 12
- **Bold** the name
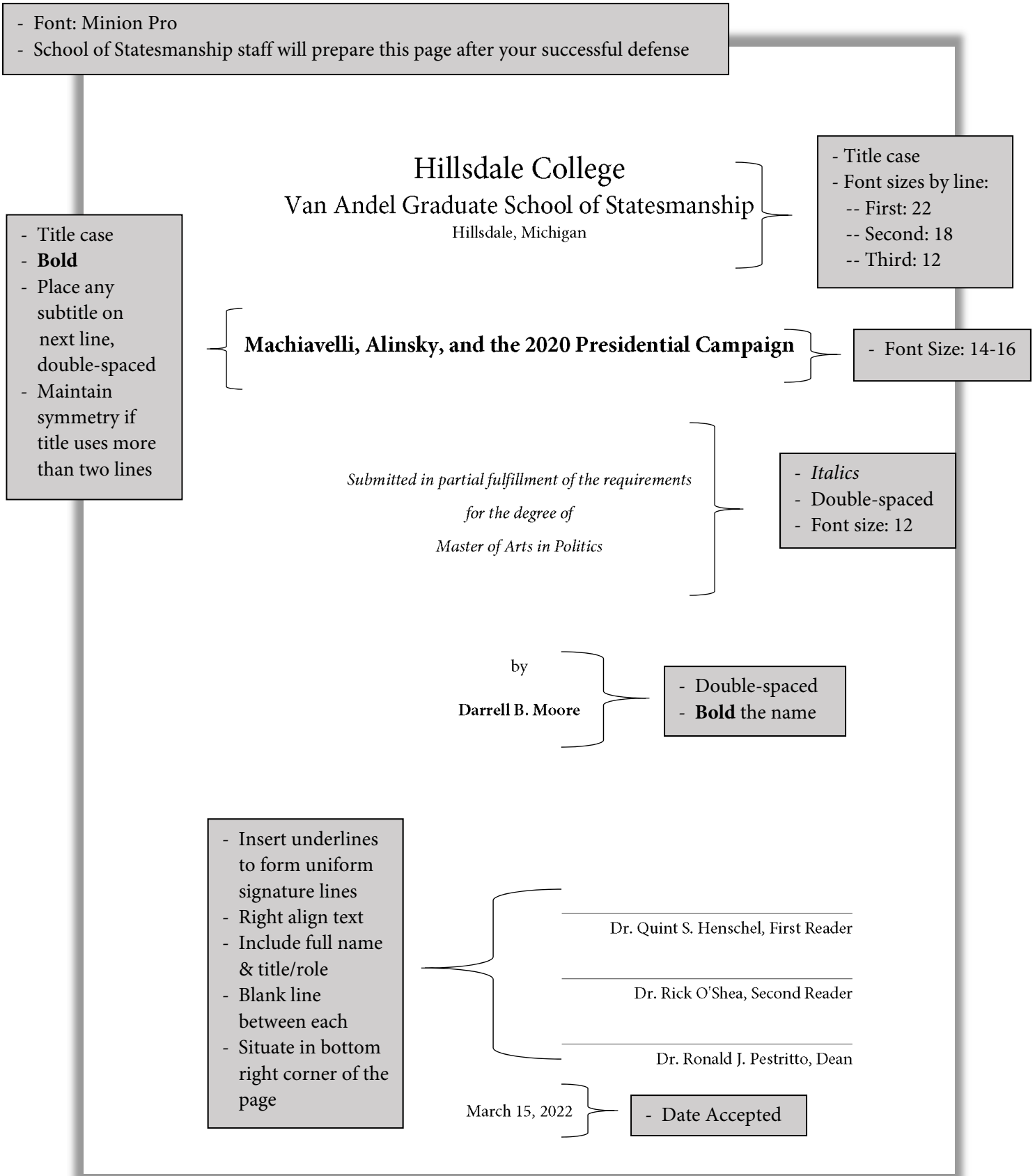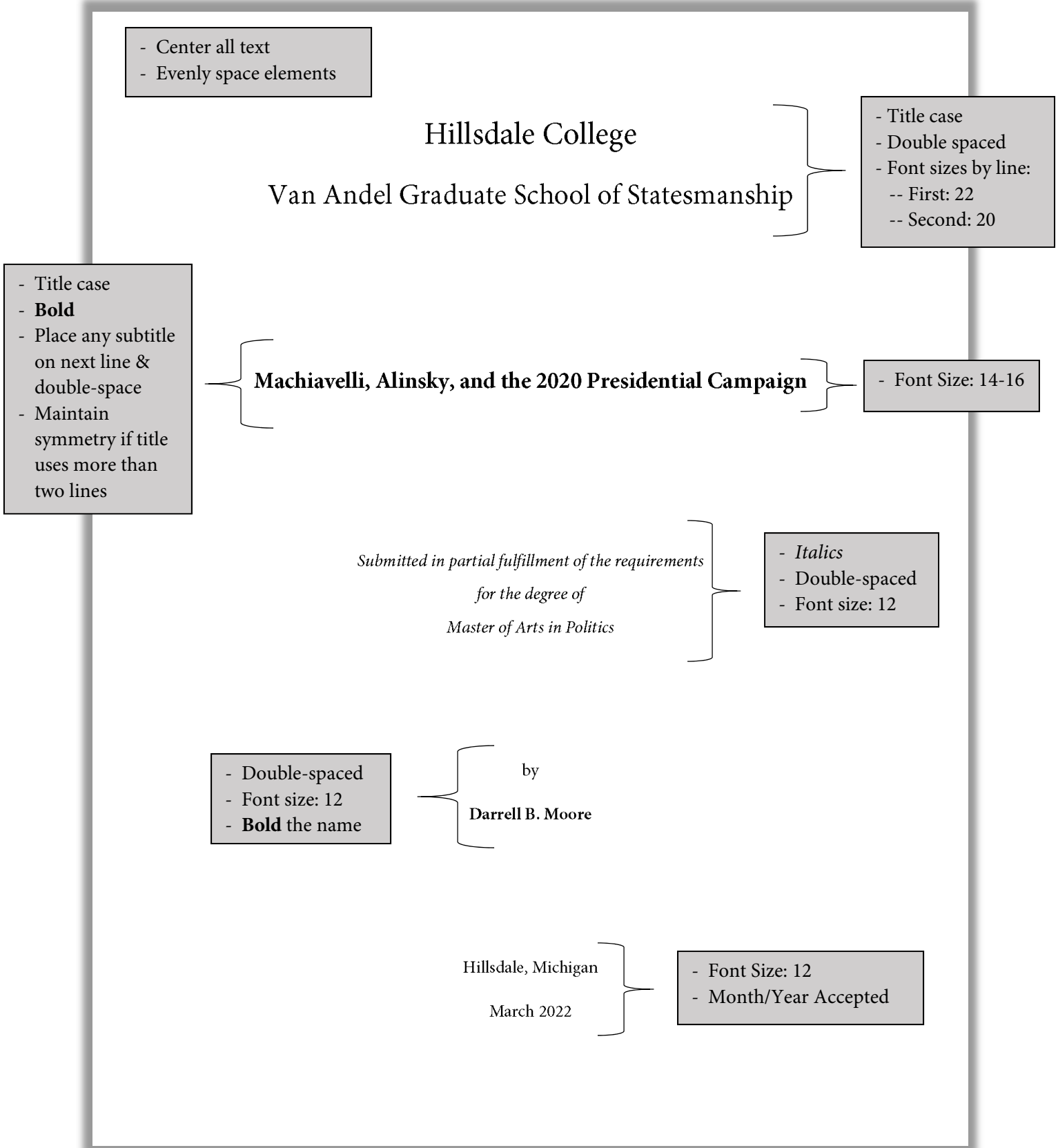
by

Darrell B. Moore

Hillsdale, Michigan

March 2022

- Font Size: 12
- Month/Year Accepted

Ph.D. Dissertation Proposal

The most current edition of the Graduate Handbook sets overall policy for the Graduate School of Statesmanship, including the dissertation process. This guide supplements the Handbook to provide specific style and formatting details and this chapter aids in the preparation of the dissertation proposal.

Doctoral students who have been admitted to candidacy and are preparing their dissertation proposals should remember the following guidance from section three of the Handbook:

- *In constructing dissertation committees, students and faculty should consult the Dean, who must approve all committees.*

- *Students may move to the dissertation stage only after a written dissertation proposal has been approved by the dissertation committee and the Graduate Dean…No student is permitted to write a dissertation on a topic whose major texts are in a language in which the student has not demonstrated reading competence. Dissertation committees are to consist of three faculty, at least two of whom must be regular graduate faculty of Hillsdale College.*

Basic Formatting

Your proposal should consist of eight sections using the prescribed headings and with the required content as detailed in the pages that follow. The basic formatting should be:

- Use only one font: Times New Roman, Arial, Calibri, or Adobe Minion Pro; Font size: 12

- Layout: Margins should be one inch all around and one-half inch for header/footer

- Header will contain your last name and the words "Dissertation Proposal" and should be centered

- Footer will contain the page number and should be centered

  o You may use "X of X" to show both current and total number of pages, if desired

- Double-space the paragraphs and indent each one-half inch

- There should be a blank line between each section, but not between paragraphs

- Avoid stranding one line of text on a different page from the rest of the paragraph (aka "orphans and widows") and similarly, don't let a section title be the last line on a page

- Tables: Select a style from the "Design" tab that alternately shades rows to enhance readability

- See Figure 6 in this guide for the format of the Submission and Signatures page

Setting

Situate your topic and your thesis. Do the following, concisely and in order: 1) State your topic and the exact question within it that you propose to explore. 2) Then detail the main ways in which other scholars have answered the question you are exploring and identify these scholars. 3) Explain any strengths or deficiencies you see in these different scholarly positions. 4) Then explain the role of your own argument within this scholarly conversation: whom does it support, with whom does it disagree, and what new perspective does it add? When referring to other scholarship, cite it using Turabian formatting.[6] After reading this section, it should be clear to readers why your argument is relevant and how it will contribute to the scholarship.

Thesis

The thesis section can be as brief as one or two sentences or can be a full paragraph. State your thesis concisely and add only the essential, additional information needed to amplify your thesis. What is it, at bottom, that you are arguing or contending about your topic? What is it that you are setting out to prove by means of your dissertation research?

Synopsis of Argument and Plan of Chapters

This is the meat of your proposal. Having posited your thesis, here is where you outline the basic argument you plan to follow. Discuss each proposed chapter in the same order you plan to develop them in the body of your dissertation. Each chapter should be described in a single paragraph, which should conclude with the principal sources you intend to rely upon in writing the chapter, and the estimated length of the chapter.

Prior Written Research

Provide a summary of any written research you have already completed as part of prior course requirements. For each, identify the paper title and its thesis, your main argument(s), the class, the semester and year, and the professor to whom it was submitted. For each, provide a one-sentence explanation of how you plan to incorporate its research into the dissertation. You may (and must if your Chair or the Dean requires it) include a copy of each paper in an appendix to your proposal.[7] If you have no applicable written research from prior coursework, include a statement identifying this fact in this section.

Scope and Constraints

In this section, identify, if you have not already done so (or elaborate, if needed) your intended scope, i.e. the extent of your treatment of the subject identified in your thesis. What are you going to address, and what are you going to leave untreated? Be sure to discuss thoughtfully any identified constraints. The length of this section will vary between students and with different dissertations. However, at least one

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[6] Turabian et al., *A Manual for Writers*, chaps. 15–17.
[7] Turabian et al., *A Manual for Writers*, para. A.2.3.2.

concise paragraph is expected to demonstrate consideration of possible or actual constraints. Constraints might have to do with sources (availability, accuracy/reliability, and location), translations, language proficiency, available data, time, the cooperation of outside people/agencies, etc.

Timeline

Incorporate a projected timeline for completion that includes scheduled consultations with the prospective Chair at regular intervals as well as standard School of Statesmanship deadlines. Consultation intervals should be at least monthly; biweekly is preferable. Remember that the Dean and your Chair will usually have to sign off that "satisfactory progress" has been made by December 1st of your fifth year. Accordingly, in your timeline, propose a standard for measuring satisfactory progress at this time. A Word table may help facilitate organizing your timeline, especially if it spans more than one page, though other formats may also be used:

Table 2. Sample Dissertation Timeline

Dates/Intervals	Items or Actions
Example: **"Biweekly during semesters"**	Progress check with Chair
Example: **"Monthly during summer"**	Progress check with Chair
Specific Date	First chapter draft due
Specific Date	First chapter revisions due
Specific Date	Second chapter draft due
Specific Date	Second chapter revisions due
Specific Date	XXX chapter draft due
Specific Date	XXX chapter revisions due
Specific Date – not later than December 1st of student's fifth year in the program (or equivalent for students with differing timelines)	Dean and Chair both sign off that "satisfactory progress" has been made for all fifth year students. [Propose what standard will be used to measure progress.]
Specific Date	Draft copy of complete dissertation due
Specific Date	Revisions to complete draft due
Specific Date	Attain dissertation committee acceptance of the written dissertation
No later than *April 1st	Dissertation Defense
No later than *April 1st	Submit *properly formatted* dissertation as a single electronic file in MS Word, including complete front and back matter, to Graduate Dean's office.

No later than *April 15th	Resubmit dissertation, if necessary, with fixes to any identified deficiencies in format/style. (Note: Identified deficiencies will normally be provided within a week of the original submission)
No later than *April 30th	The public presentation of the dissertation
No later than *April 30th	The dissertation must receive final approval from the Dean, who will verify that a final and properly formatted dissertation has been submitted in compliance with all requirements.
*Substitute November for April for students aiming at a fall graduation, per the Graduate Handbook	

Bibliographies

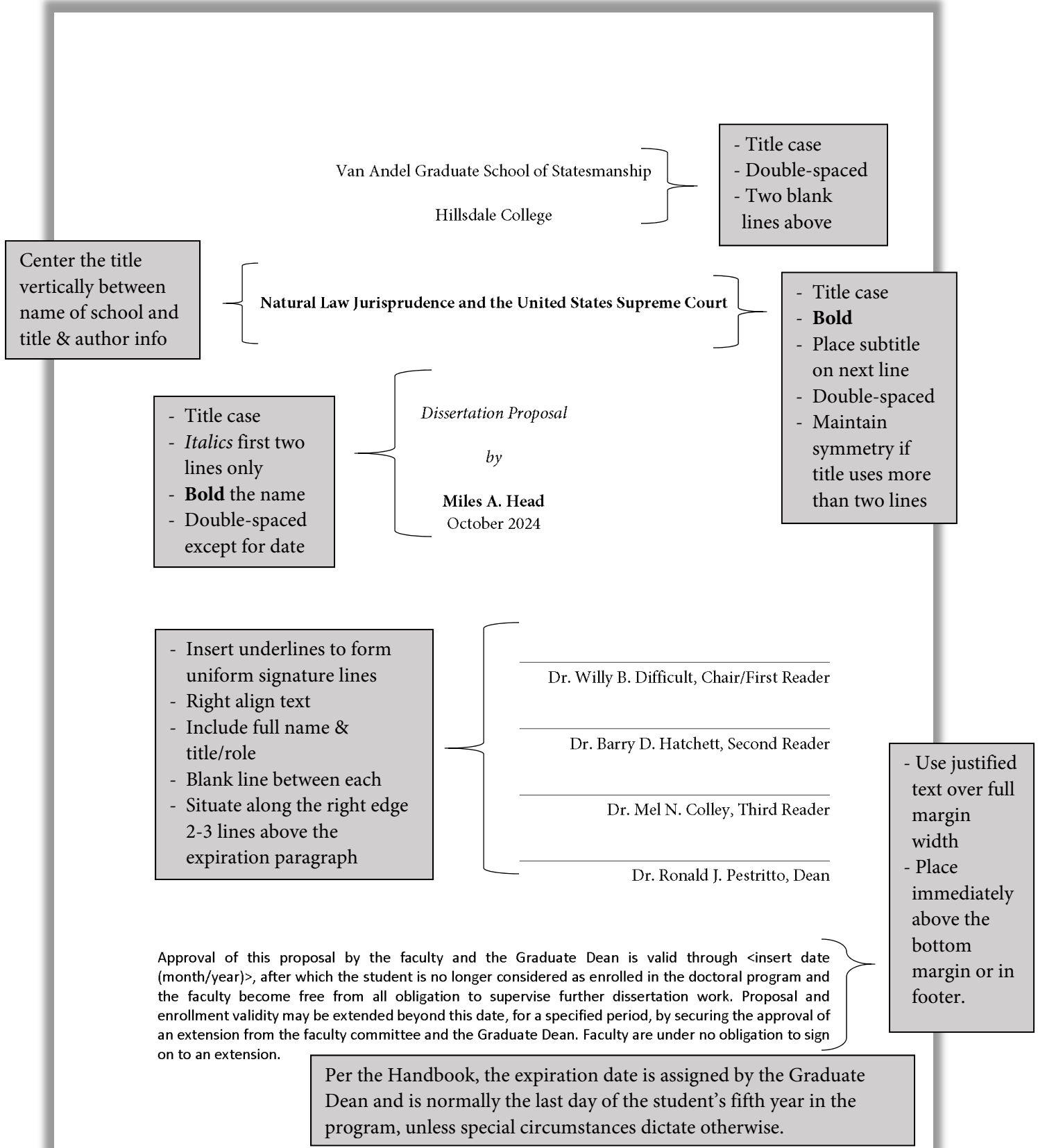Provide a *complete* bibliography of primary source material using section heading **Primary Sources**. Provide a *substantial selection* of the relevant secondary literature using section heading **Secondary Sources**. Use Turabian for each.[8] Note that your proposed Chair or the Dean may require elaboration or annotation on some or all of your sources.[9]

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[8] Turabian et al., *A Manual for Writers*, chaps. 15–17.
[9] Turabian et al., *A Manual for Writers*, para. 16.2.1.

Van Andel Graduate School of Statesmanship

Hillsdale College

- Title case
- Double-spaced
- Two blank lines above

Center the title vertically between name of school and title & author info

Natural Law Jurisprudence and the United States Supreme Court

- Title case
- **Bold**
- Place subtitle on next line
- Double-spaced
- Maintain symmetry if title uses more than two lines

- Title case
- *Italics* first two lines only
- **Bold** the name
- Double-spaced except for date

Dissertation Proposal

by

Miles A. Head
October 2024

- Insert underlines to form uniform signature lines
- Right align text
- Include full name & title/role
- Blank line between each
- Situate along the right edge 2-3 lines above the expiration paragraph

Dr. Willy B. Difficult, Chair/First Reader

Dr. Barry D. Hatchett, Second Reader

Dr. Mel N. Colley, Third Reader

Dr. Ronald J. Pestritto, Dean

- Use justified text over full margin width
- Place immediately above the bottom margin or in footer.

Approval of this proposal by the faculty and the Graduate Dean is valid through <insert date (month/year)>, after which the student is no longer considered as enrolled in the doctoral program and the faculty become free from all obligation to supervise further dissertation work. Proposal and enrollment validity may be extended beyond this date, for a specified period, by securing the approval of an extension from the faculty committee and the Graduate Dean. Faculty are under no obligation to sign on to an extension.

Per the Handbook, the expiration date is assigned by the Graduate Dean and is normally the last day of the student's fifth year in the program, unless special circumstances dictate otherwise.

Ph.D. Dissertation

The most current edition of the Graduate Handbook sets overall policy for the Graduate School of Statesmanship, including the dissertation process. This guide supplements the Handbook to provide specific style and formatting details and this chapter aids in the preparation of the dissertation.

Before progressing to writing the dissertation, a proposal must be submitted and approved. The approved dissertation proposal will contain important details that should guide the student in writing the dissertation. This includes, in addition to the specific academic parameters, such things as number of chapters and planned lengths, schedule of meetings with the Chair, the overall approved timeline, etc.

Formatting Requirements and Guidance

Turabian generally divides the elements of the dissertation into three groups: front matter, the main text, and back matter. The appendix to Turabian identifies the specific elements, provides guidance on their specific format considerations, and states whether each element is required or, subject to local guidance, optional. Here is local guidance on the elements for the doctoral dissertation: all elements specified by Turabian as required are mandatory. An abstract and a bibliography are also required. Both a preface and an acknowledgments element are encouraged, though not required. A list of figures or tables (or both) is suggested if more than three of either are used, but is not mandatory. All other items are optional unless the Chair or the Dean direct their use. Appropriate epigraphs are permitted in front matter as well as at the beginning of a part, chapter, or section. Be consistent if choosing the latter.

In formatting your paper, you should become familiar with and follow the Turabian appendix along with the guidelines identified in Table 3 in this guide. Students desiring additional clarification beyond Table 3 should consult the Director of Programs.

Table 3. Turabian Supplemental Information for Dissertations

	Item and Turabian paragraph	Optional or Required?	Additional Guidance and Notes
General Formatting	Font A.1.2	Required	Use one font consistently: Times New Roman, Arial, Calibri, or Minion Pro. Use 12-point size for main text. Adjust other sizes per Turabian or word-processor defaults.
	Margins A.1.1	Required	Left margin should be 1.5 inches to enable binding. Others should be 1 inch.
	Page number placement A.1.4.2	Required	On pages which display page numbers (follow Turabian), generally place them in the footer and center them.
	Other identifiers A.1.4.3	Optional	You may include helpful text in header of draft or review copies, such as "First Draft" or "Revised Draft" or "Chapter Three" or the like, at the discretion of the Chair. None in final copy.

	Titles A.1.5 & A.2.2.4	Required	Be consistent. Note: "The most efficient way to ensure consistency in titles is to use your word processor to define and apply a unique style (specifying typeface, size, position, line spacing, and so forth) for each type of title."
Front Matter	Submission & Signatures Page A.2.1.1	Required	This page is normally prepared *after* a successful defense when the dissertation is submitted for its final formatting compliance check. It is prepared by School of Statesmanship staff and will use the Minion Pro font type. See Figure 7 in this guide for layout and formatting
	Title Page A.2.1.2	Required	See Figure 8 in this guide for layout and formatting.
	Table of Contents A.2.1.7 Figures A.3, A.4	Required	Use whichever Turabian format best suits the layout, structure, and complexity of your paper. Word processor settings can help automate much of this but verify the results. You may use leaders (rows of dots or periods to help lead the reader's eye to the page number) but you are not required to do so. In rare cases where a dissertation might be more than one volume, include a comprehensive Table of Contents for each volume.
	Lists of Tables, Figures, or Illustrations A.2.1.8 and Figures A.5 and A.6 (see also A.2.3.1)	Optional	If using these lists, you may list separately or you may combine short lists of figures and tables into a single list if the resulting list will be one page or less. Use of leaders (rows of dots or periods to help lead the reader's eye to the page number) should match your choice for the Table of Contents.
	Acknowledgments A.2.1.10	Optional	When used, it is customary to express thanks to mentors and colleagues and to express gratitude by name to any individuals or institutions who funded or supported your research or writing efforts or that provided any special assistance. Ask School of Statesmanship staff if you require assistance identifying sources of your scholarships and financial assistance. It is also common convention to close with a statement taking personal responsibility for errors or omissions.
	Abstract A.2.1.4	Required	This abstract, along with citation information and metadata, will be cataloged by Mossey Library. The Mossey catalog will in turn update World Cat (worldcat.org). At the student's option, the abstract or the complete dissertation can also be uploaded to various academic databases. See Appendices A and B for additional information. You can select from either of the two general formats most

			commonly used within the humanities. See Appendix A for additional information and Figures 9 and 10 for examples. The basic structure is to head the page with the title of **Abstract**, centered and bolded. Two lines below that, list the title of the dissertation, using title case, also centered. Then, two lines below that, list the citation information for your thesis/dissertation in accordance with Turabian 17.6.1. Next, two lines below that, comes the main text of the abstract, double-spaced. See Appendix A for assistance in drafting the main text. Two lines below that comes the Keyword section, which helps with cataloging the work and enabling others to find your document. Students should endeavor to identify the key words they think most relevant, but they may also wish to consult the Technical Services Librarian at Mossey Library for assistance in identifying appropriate *Library of Congress (LOC) Subject Headings.* These headings can assist other researchers in finding your work, but are a controlled vocabulary and not necessarily intuitive. The student is free to use *LOC Subject Headings*, their own keywords, or a combination of the two.
Main Text	Introduction A.2.2.1	Optional	See discussion in Turabian if you are unsure whether a separate, titled introduction is warranted or if you should merely incorporate introductory material in your first chapter
	Parts A.2.2.2	Optional	You may group chapters into larger divisions, or parts, if such an arrangement will help the reader understand the organization and structure of the dissertation. If you elect this approach, use a part title page, use capitalized roman numerals (e.g. Part II) in the title, and otherwise follow Turabian
	Chapters A.2.2.3 and Figure A.9	Required	Separate text into chapters as approved in your proposal; consult Chair and Dean if deviations are needed or if anticipated length is significantly different. Spell out the chapter number (e.g. Chapter Two) if you are grouping chapters into parts; otherwise, you may either spell out the number or use capital roman numerals. You may omit the word "Chapter" from the title if you meet the criteria specified in Turabian.
	Citing Sources 16.4, A.2.2.5; Chapters 15-17; Figure A.10	Required	Use footnotes, not endnotes. See Figure 1 and Figure 2 earlier in this guide for layout and formatting options. With concurrence of both the Chair and the Dean, minor deviations from Turabian conventions can be considered when specifically warranted. These minor deviations should be identified and supporting information provided when the final written version of the dissertation is submitted (after the oral defense) for the compliance review process. When shortening

			footnotes, treat the document as a whole rather than as individual chapters. When numbering footnotes, restart with each chapter, per Turbian 16.3.3.
	Conclusion A.2.2.7	Optional	If sufficiently long enough, treat it as a final chapter of the dissertation and format accordingly; otherwise treat as a final section of the last chapter.
Back Matter	Appendices A.2.3.2	Optional	Use the Turabian option of single letters of the alphabet if more than one appendix is used.
	Bibliography A.2.3.5; Chapter 16	Required	When warranted, you may wish to adapt your bibliography depending on the structure of your paper or the nature of your sources. You may also wish to include supplemental bibliographies or a separate list of works you consulted but which you did not cite. See chapter 16 of Turabian for additional details and consult your Chair if you are unsure whether warranted.

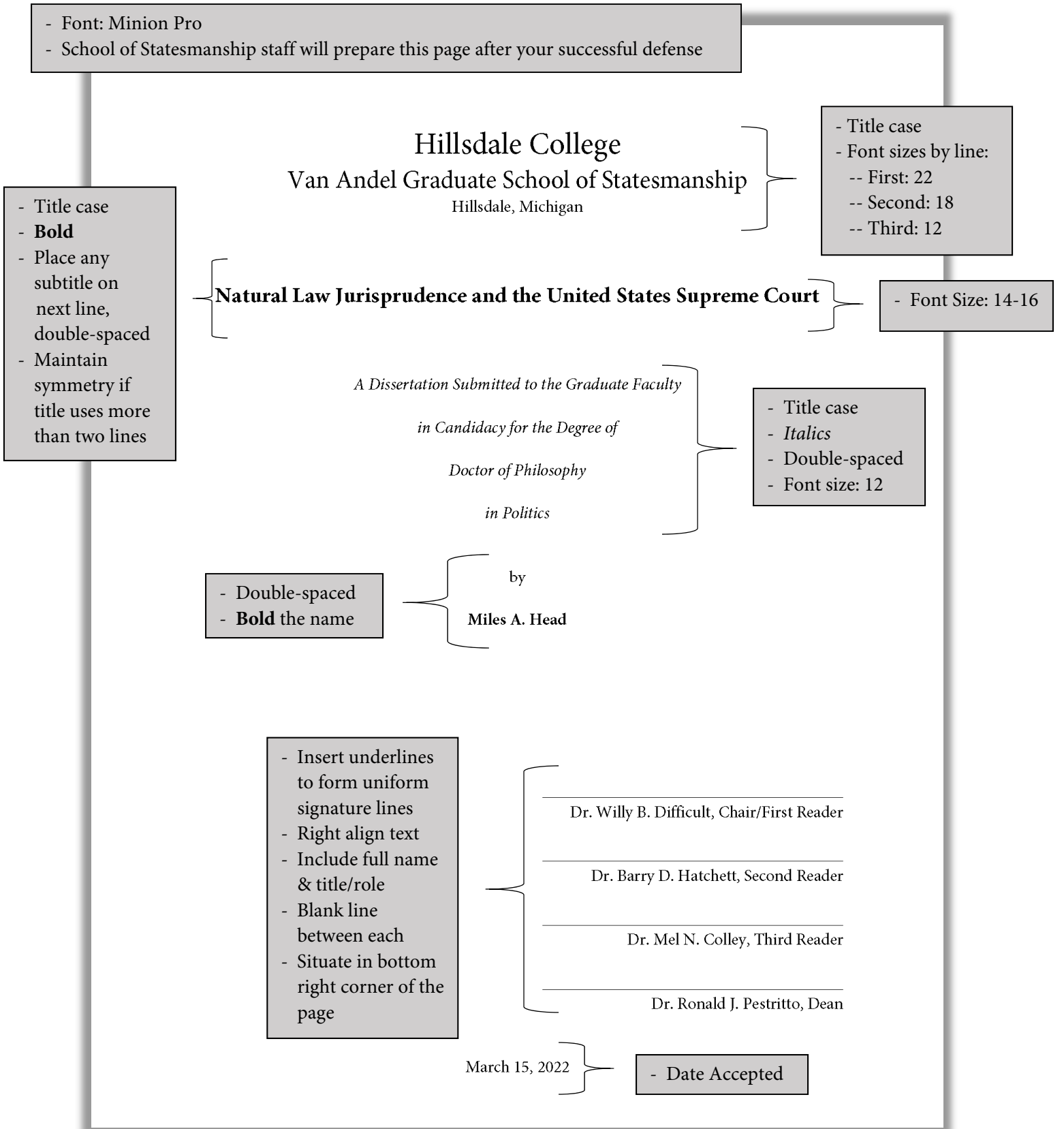*Figure 7. Example Submission and Signatures Page for a Dissertation*

- Font: Minion Pro
- School of Statesmanship staff will prepare this page after your successful defense

Hillsdale College
Van Andel Graduate School of Statesmanship
Hillsdale, Michigan

- Title case
- Font sizes by line:
  -- First: 22
  -- Second: 18
  -- Third: 12

- Title case
- **Bold**
- Place any subtitle on next line, double-spaced
- Maintain symmetry if title uses more than two lines

Natural Law Jurisprudence and the United States Supreme Court

- Font Size: 14-16

A Dissertation Submitted to the Graduate Faculty

in Candidacy for the Degree of

Doctor of Philosophy

in Politics

- Title case
- *Italics*
- Double-spaced
- Font size: 12

- Double-spaced
- **Bold** the name

by

Miles A. Head

- Insert underlines to form uniform signature lines
- Right align text
- Include full name & title/role
- Blank line between each
- Situate in bottom right corner of the page

Dr. Willy B. Difficult, Chair/First Reader

Dr. Barry D. Hatchett, Second Reader

Dr. Mel N. Colley, Third Reader

Dr. Ronald J. Pestritto, Dean

March 15, 2022

- Date Accepted

23

Figure 8. Sample Title Page for Dissertation

- Center all text
- Evenly space elements

Hillsdale College

Van Andel Graduate School of Statesmanship

- Title case
- Double spaced
- Font sizes by line:
  -- First: 22
  -- Second: 20

- Title case
- **Bold**
- Place any subtitle on next line & double-space
- Maintain symmetry if title uses more than two lines

Natural Law Jurisprudence and the United States Supreme Court

- Font Size: 14-16

A Dissertation Submitted to the Graduate Faculty

in Candidacy for the Degree of

Doctor of Philosophy

in Politics

- Title case
- *Italics*
- Double-spaced
- Font size: 12

- Double-spaced
- Font size: 12
- **Bold** the name

by

Miles A. Head

Note: If the dissertation is more than one volume, use a separate title page for each volume, adding the volume information beneath the title and any subtitle on a separate line with an intervening blank line. Adjust vertical spacing as needed to keep elements balanced.

Hillsdale, Michigan

April 2022

- Font Size: 12
- Month/Year Accepted

Figure 9. Outline Style Abstract

- **Bold** & center "Abstract" & use 14-16 font size
- Center the title using title case
- Citation info is left-aligned, single-spaced
- Blank line between all elements

Abstract

Natural Law Jurisprudence and the United States Supreme Court

Head, Miles A. "Natural Law Jurisprudence and the Unites States Supreme Court." PhD diss., Van Andel Graduate School of Statesmanship, Hillsdale College, 2023.

Start with your thesis statement in one, at most two, sentences. Follow this with one to three sentences for each chapter of your dissertation (see Appendix A), using appropriate transitions. Then, add another one to three sentences about your conclusion. Next, as appropriate, make any recommendations in an additional one to two sentences. Use concise language and an economy of words. Limit yourself to no more than two pages—one, if possible—consisting of one to three paragraphs each. For theses, limit your word count for this section to no more than 300 words. For dissertations, aim at 500 words or less. Introduce no new information. Use concise language and an economy of words. If you plan to submit your abstract or your thesis/dissertation to any academic databases, be sure to consult their requirements and limitations, which may differ from these instructions. Contact the Director of Programs to resolve any conflicts.

Keywords: Word1, Word2, Word3, etc.

Main text is double-spaced and paragraphs are indented one-half inch

See Appendix A for additional details on Keywords

Figure 10. Elemental Style Abstract

- **Bold** & center "Abstract" & use 14-16 font size
- Center the title using title case
- Citation info is left-aligned, single-spaced
- Blank line between all elements

Abstract

Natural Law Jurisprudence and the United States Supreme Court

Head, Miles A. "Natural Law Jurisprudence and the Unites States Supreme Court." PhD diss., Van Andel Graduate School of Statesmanship, Hillsdale College, 2017.

In two to three sentences state your **motivation** for pursuing this topic, i.e. why it is relevant. State your **research focus** in one to three sentences incorporating the central thesis of your paper. Identify your **methods/sources** (see Appendix A) by stating the major works or collections you analyzed and any major themes you used. You may also wish to identify any common themes that you rejected or attempted to refute. As applicable, state the number of, and summarize, any **significant findings**. Concisely state your **conclusion** and, if applicable, any **recommendation(s)**. Limit yourself to no more than two pages—one, if possible—consisting of one to three paragraphs. For theses, limit your word count for this section to no more than 300 words. For dissertations, aim at 500 words or less. Introduce no new information. If you plan to submit your abstract or your thesis/dissertation to any academic databases, be sure to consult their requirements and limitations, which may differ from these instructions. Contact the Director of Programs to resolve any conflicts.

Keywords: Word1, Word2, Word3, etc.

Bolded text is for clarity in this example. Do not use bolded text in the body of your abstract.

Main text is double-spaced and paragraphs are indented one-half inch

See Appendix A for additional details on Keywords

Appendix A: Abstracts

This purpose of this appendix is to assist students in constructing an abstract for the master's thesis or doctoral dissertation.

What is the purpose of an abstract?
The abstract tells a condensed version of your dissertation or thesis. It gives readers an outline or map of your paper and helps other researchers determine whether they should expend the time to read it. The abstract often becomes the primary interface used by other interested scholars, so to be effective, it must succinctly and thoroughly reflect your research and work.

Local uses of this abstract
This abstract, along with citation information and metadata, will be added by Mossey Library to their catalog. The Mossey catalog will in turn update WorldCat (worldcat.org) which will make your work known to a wider audience. For more details on WorldCat and the scope of their users, see the related links in Appendix C. At the student's option, the abstract (or the complete thesis or dissertation) can also be uploaded to various academic databases. See Appendices B and C for additional information.

Formatting an abstract
Though there are many different formats for abstracts across the various disciplines, within the humanities, two very common formats are the Outline style and the Elemental style. You may select either one. See Figures 9 and 10 for summary examples of each. The basic structure is to head the page with the title of **Abstract**, centered and bolded. Two lines below that, list the title of the thesis or dissertation, using title case, also centered. Then, two lines below that, list the citation information for your thesis or dissertation in accordance with Turabian 17.6.1. Next, two lines below that, comes the main text of the abstract, double-spaced.

Much of the format of this main text depends on which style abstract you choose. However, in most cases, you should limit yourself to no more than two pages—one if possible—consisting of one to three paragraphs each. For theses, generally limit your word count for this section to roughly 300 words. For dissertations, generally aim at 500 words or less, unless other circumstances warrant a longer abstract. Introduce no new information. Use concise language and an economy of words. Two lines below the main text comes the Keyword section, which helps with cataloging the work and enabling others to find your document.

Note: If you plan to submit your abstract or your thesis/dissertation to any academic databases, be sure to consult their requirements and limitations, which may differ from these instructions. Contact the Director of Programs to resolve any conflicts.

Outline Style

This style builds on the chronological flow of your thesis or dissertation, hitting the highlights of each chapter with an opening built on your thesis statement.

Start with your thesis statement in one, at most two, sentences. Follow this with one to three sentences for each chapter of your dissertation. To do this, review each chapter of your document and construct one to

three sentences that concisely capture the meat of the chapter. Join these sentences in sequence and add appropriate transitions to form a coherent paragraph or paragraphs. Avoid unnecessary or flowery language. Be ruthless in your editing so that every word is essential and decisively and accurately conveys to the reader the gist of your paper.

Then, add another one to three sentences about your conclusion, if that was not already captured above. Lastly, as appropriate, make any recommendations in an additional one to two sentences. Follow the main text with the Keywords list as stated above and shown in Figure 9.

Elemental Style

This style looks to incorporate four to six elements as they apply to your thesis or dissertation: your motivation for researching and writing (i.e. why it is relevant), your research focus/thesis statement, your methods and sources, any significant findings, your conclusion, and, when applicable, any recommendations. This format is sometimes viewed as more challenging and you must pay close attention to word counts and page length.

- Motivation: One to three sentences in which you 'hook' your reader's attention and assert the importance of the focus/topic of your document.

- Research Focus: One to three sentences incorporating the central thesis of your document.

- Methods and Sources: Identify the major works on which you rely and any collections or sources you analyzed. Identify any major themes or approaches you used and, when appropriate, any you did not use. When applicable, you may wish to identify any common themes or approaches that you reject or attempt to refute.

- As applicable, you should identify any significant findings. Often it is good to state the total number of such findings in the abstract when it can be done without being awkward. Briefly and succinctly summarize each significant finding.

- State your conclusion precisely and, when applicable, any recommendations.

Keywords

Keywords are **required**. Students should endeavor to identify the Keywords they think most relevant and most likely to aid other researchers in finding their work. Students may wish to consult with their faculty advisors. They may also wish to consult the Technical Services Librarian at Mossey Library for assistance in identifying appropriate *Library of Congress (LOC) Subject Headings.* These *LOC Subject Headings* can assist other researchers in finding your work, but are a controlled vocabulary and not necessarily intuitive. The student is free to use *LOC Subject Headings*, their own keywords, or a combination of the two.

Appendix B: Copyright Considerations

The purpose of this appendix is to provide an overview and summary of some of the copyright considerations for student authors related to seeking outside publication of their master's theses or doctoral dissertations. This appendix should not be construed as legal advice and students needing such advice on matters of copyright are encouraged to seek appropriate, professional resources and services.

For much of a student's academic writing, the main copyright consideration is that of the student author avoiding plagiarizing by properly citing sources and providing an appropriate bibliography. However, larger research projects, whose audience extends beyond the classroom, and research work intended for publication, both require additional considerations. First are the considerations related to including the intellectual property of others in a document you intend to publish. Second are considerations regarding your intellectual property rights and the inclusion of your thesis or dissertation in academic repositories or databases. Students wishing a detailed discussion of these points are encouraged to consult *Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities*, which is provided without cost under a Creative Commons license and is available for download at ProQuest.com. See Appendix C for a direct link.

Theses and dissertations written by students of this program are subject to archiving and cataloging by the College. Currently, this takes at least four forms. First, the citation information, metadata, and abstract and related key words will be added to the catalog system of Mossey Library. This system will also update WorldCat.org, which will make your work known to a wider audience. For more details on WorldCat and the scope of their affiliated libraries, see the related links in Appendix C. Second, a bound copy may be kept in the Special Collections at Mossey Library for on-campus use in the Archives Reading Room. It will not circulate outside of Mossey Library and will not be subject to loaning programs such as MeLCat and Interlibrary Loan (ILL). Third, Mossey Library generally maintains a digital copy in their archives, which helps ensure survivability if anything should happen to the bound copy. This copy is accessible only to the Archivist and Special Collections Librarian and does not circulate. Fourth, the School of Statesmanship will maintain a bound copy.

In addition to these four instances and after your successful defense, a copy of your final version is temporarily shared with a compliance evaluator who operates under a non-disclosure agreement with the College and has agreed to destroy their copies upon payment for their services. For more information on the compliance evaluation process, see the Graduate Handbook or contact the Director of Programs. Students are encouraged to think carefully about requests from individuals and organizations wanting to review their thesis or dissertation and how that may impact their copyright and options for publication.

At the student's option, the abstract alone—or the complete thesis or dissertation—can also be uploaded to various academic databases. The industry standard at this time is ProQuest. Some graduate programs actually require full submission of the document and the abstract to ProQuest as a condition of graduation and on the premise of furthering academic research. In some cases, the academic institution even contracts with ProQuest to actively maintain their institutional archives. In addition, there are other academic database services besides ProQuest to which students can submit their thesis or dissertation, such as EBSCOHOST and Open Access Theses and Dissertations (OATD.org).

The primary concern of many student authors in submitting their thesis or dissertation to these databases and listings is the impact on future publication. Submissions to these databases typically take one of three forms: traditional publication, open publication, and embargoed publication. Traditional publication is the default at ProQuest—unless an academic institution requires open publication and has set that up in their submission process. Some schools require open publishing since the institution has either directly funded the research or indirectly subsidized the document through student financial support. Traditional publication with ProQuest offers the student author a modest royalty on any paid releases of the publication and is typically without cost to the student since their participation helps maintain interest in and subscriptions to the ProQuest database by academic and research libraries.

Hillsdale College is developing an Institutional Repository as a way for students and faculty to voluntarily share their work with a wider audience. After current students complete the compliance review process for a thesis or dissertation, they may be asked to determine whether they wish to include their thesis or dissertation and, if participating, what restrictions they wish to apply. Current options are open or open with an initial embargo of set number of years. Adding the option to restrict access to those on the College domain (hillsdale.edu) is being explored. Alumni who wish to submit their thesis or dissertation may contact Brenna Wade at Mossey Library: bwade@hillsdale.edu.

ProQuest also offers the option to publish only the abstract or to open publish the thesis or dissertation, but both options are fee based if the student is not at an affiliated institution. ProQuest also offers the option to submit your thesis or dissertation and embargo its release for a specified number of years to provide you time to revise and adapt it for publication before the original would be otherwise broadly available. Note that the process, costs, and rules you encounter with ProQuest may vary from those of your peers at other institutions depending on whether the different institutions have contracts with ProQuest and the terms of those contracts. The College has no such contract at this time and only since the fall semester of 2019 has Mossey Library subscribed to the ProQuest database of dissertations and theses.

Other academic databases are unabashedly and only open publication. There are also websites, such as Academia.edu, that suggest you post your documents or abstracts or excerpts. While students desiring eventually to publish their thesis or dissertation should pay attention to any form of publication in an academic database or website, particular attention should be paid to the issues associated with open publication. The debate centers on the idea that some publishers consider open publication in a database the equivalent of a prior publication and will thus not consider publishing your thesis or dissertation research in a journal article or as a monograph. Other publishers are apparently less averse, particularly since most theses and dissertations will go through additional adaptations and changes prior to publication. Advocates of open publication in databases assert that it gets the document out there for crossflow which builds both the student's and the institution's reputation and builds name recognition. Opponents counter argue that, in addition to the concerns about future publication, open publishing in academic databases does not carry the same weight as peer-reviewed, scholarly publishing in academic journals. They suggest that students pursuing academic careers focus their efforts on such scholarly publication. There are likely additional considerations beyond this basic summary that can apply to specific situations.

At this time, our students are not required to submit their dissertation or thesis to any outside service, database, or repository as a condition of graduation. Instead, students are encouraged to consider their options and the associated advantages and disadvantages and then make an informed choice that suits their current circumstances and future career plans. In addition to the brochure referenced earlier in this appendix, students may wish to consult other links in Appendix C and research for themselves the information provided by ProQuest, EBSCOHOST, Open Access Theses and Dissertations, and others.

This appendix was last updated August 2023.

Appendix C: Useful Links and Resources

The purpose of this appendix is to provide links to additional resources that may be helpful to students. This appendix should not be construed as an endorsement of any outside website or resource, nor should it be construed as a guarantee of suitability or fitness for any particular purpose, nor is it exhaustive. As with all online sources of information, students are encouraged to use good judgment and do their due diligence in ascertaining the worthiness and value of any information. All links were working at the time this list was compiled. If a link is found to be broken, misdirected, or no longer applicable, please email the link and details to gradschool@hillsdale.edu. Likewise, if you have a link you think might be useful to other students, please submit the URL and details to the same email address.

Last updated: August 2023

Research, Publication, and Writing Links

EBSCO. See also **Mossey Library** and Appendix B.

- "EBSCO & Open Access." https://www.ebsco.com/open-access

- "For Authors of Dissertations." https://biblioboard.com/opendissertations/authors/

- "Free Databases." https://www.ebsco.com/products/research-databases/free-databases

- "Training and Tutorials." http://support.ebscohost.com/training/

- Search and "Why Open Dissertations?" https://biblioboard.com/opendissertations/

Mossey Library.

- Main URL (search, hours, news, chat, other links): https://lib.hillsdale.edu/

- Advanced Search: https://librarysearch.hillsdale.edu/discovery/search

- "Search Tips." https://lib.hillsdale.edu/research-help/search-tips/

- "Collections." https://lib.hillsdale.edu/about/collections/

- "Archives and Special Collections." https://lib.hillsdale.edu/archives

- "Databases A-Z." https://lib.hillsdale.edu/research-help/databases/

- "MeLCat and Interlibrary Loan." https://lib.hillsdale.edu/research-help/MeLCat-ILL

- "Using Other Michigan Libraries: MeLCat Visiting Patron Service." https://lib.hillsdale.edu/services/faculty/other-michigan-libraries/

- "My Account & Services." https://lib.hillsdale.edu/My-Account/

- "Scholarly Communication" [also "Citation and Plagiarism" & "Copyright and Fair Use"]: https://lib.hillsdale.edu/research-help/scholarly-communication/

- "Library Print Services" [and scanning]: https://lib.hillsdale.edu/services/printing

- "Computer Use Policy." https://lib.hillsdale.edu/services/computers/

- "Research Help." https://lib.hillsdale.edu/research-help

- "FAQs." https://lib.hillsdale.edu/FAQs

WorldCat

- "What is WorldCat.org?" http://www.worldcat.org/about

- Help & FAQ. http://www.worldcat.org/faq

- Search. http://www.worldcat.org/

- "Discover libraries near you." http://www.worldcat.org/libraries

- "Learn additional basic and advanced search techniques." http://www.worldcat.org/topics/search

Networked Digital Library of Theses and Dissertations.

- "Mission, Goals, and History." https://ndltd.org/mission-goals-and-history/

- "Frequently Asked Questions." https://ndltd.org/thesis-resources/faqs/

- "Global ETD Search." http://search.ndltd.org/

- "Resources." https://ndltd.org/thesis-resources/

- "Find Electronic Theses and Dissertations [globally, by country]." https://ndltd.org/thesis-resources/find-etds/

Open Access Theses and Dissertations.

- "About OATD – The FAQ." https://oatd.org/faq.html

- "Advanced Search Options." https://oatd.org/

ProQuest. See also **Mossey Library** and Appendix B.

- "Copyright and Your Dissertation or Thesis." https://media2.proquest.com/documents/UMI_CopyrightGuide.pdf

- *Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities.* https://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf

- *Dissertations and Master's Theses Traditional Publishing Agreement.* https://media2.proquest.com/documents/agreement_traditionalpub.pdf

- *PQDT Open* [Access provided through Mossey Library]. https://pqdtopen.proquest.com/search.html

- "For Student Authors" (Resources and tool; Reasons to submit your research): https://about.proquest.com/en/dissertations/student-authors/

- "ProQuest Dissertations & Theses." https://www.proquest.com/products-services/dissertations/

- "ProQuest Dissertation Express." https://dissexpress.proquest.com/search.html

- "ProQuest Dissertation Publishing Agreement."
  https://support.proquest.com/articledetail?id=kA11W000000kAfpSAE

- "ProQuest UMI Dissertations program and concerns about future publication."
  https://media2.proquest.com/documents/disspub_prior_pubstate.pdf

Dissertations Abroad

The following resources are available online to assist students in their dissertation (or thesis) research by accessing bibliographic databases for dissertations in other countries:

- British Library (EThOS) -- https://ethos.bl.uk

- Theses.fr (French) -- http://www.theses.fr/?q=ma_recherche

- German dissertations -- various dissertation archives are listed centrally as Dissertationen Online.

- Theses Canada -- https://library-archives.canada.ca/eng/services/services-libraries/theses/Pages/theses-canada.aspx

    o https://library-archives.canada.ca/eng/services/services-libraries/theses/Pages/search-theses-canada.aspx

- CRL (Center for Research Libraries – Global Resources Network) [has many other electronic holdings related to governance and conferences] -- http://catalog.crl.edu/search~S4

- Australia & Region [may have to delve with search tools] -- http://trove.nla.gov.au/