

Formatting the Doctoral Dissertation

Physical Requirements

- Double-spaced
- Single sided
- Exceptions: block quotations, bibliographic references, captions, and footnotes should be single-spaced, with a double-space between each entry
- Saved as a PDF to be uploaded on the [Degree Petition and Dissertation Submission](#) page in DPRS
- No paper copy needs to be submitted

Margins

- 1 inch margin on all sides
- If you will be ordering softbound copies the left margin should be 1.5 inches

Page Numbers

- 0.5 inch from any edge
- Preliminary pages are numbered with lower-case roman numerals, except title page and copyright page which are not numbered. The page following the copyright will be numbered (iii) and additional pages will be numbered sequentially
- The dissertation proper begins with Arabic page number “1” and runs consecutively to the end

Font Size

- 10 to 12-point font
- Same font type should be used throughout, including header, footnotes, page numbers

Order of Sections

1. Abstract
2. Title Page
3. Copyright Page
4. Table of Contents
5. Front Matter (acknowledgments, list of illustrations or tables, etc.)
6. Body of Text
7. Back Matter (appendices, bibliography, supplemental figures and tables, etc.)

Abstract

- Placed immediately preceding the title page
- Heading centered on page
- Dissertation title and name of author must match title page
- Capitalize the first letter in every word in the dissertation title except for conjunctions and prepositions
- Text of abstract below the heading, double-spaced
- Example:

Abstract

Full title of dissertation

Full name of author

Year of PhD conferral (e.g., 20XX)

Title Page

- All text centered
- Month and year of conferral (e.g., May 20XX or December 20XX)
- Capitalize the first letter in every word in the dissertation title except for conjunctions and prepositions
- See example: at end of guide

Copyright Notice

- Typed 3 inches below top margin
- Format includes copyright symbol ©
 - Note: the copyright available through ProQuest is optional and has an additional fee
- For December degrees, the copyright date should be the following year (i.e. December 2025 submissions should be © 2026)
- Example:

© 20XX by [Student's Name]

All rights reserved.

Tables and Figures

- Tables placed as close as possible to their reference in the text
- Heading at top of table
- Consecutive numbering throughout, or by chapter (e.g., 1.1, 1.2, 2.1, 2.2)
- Captions placed at bottom

(Sample Title Page)

Dissertation Title: Subtitle
(Capitalize the first letter in every word in the dissertation title except for conjunctions and prepositions)

A Dissertation
Presented to the Faculty of the Graduate School
of
Yale University
in Candidacy for the Degree of
Doctor of Philosophy

by
[Full Name of Author]

Dissertation Director: [Full Name of the Advisor(s)]
(or chairperson of advisory committee)

Month Year
(month and year of conferral, not of submission)