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Guidelines for Presentation of Master's Dissertation

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The University Library
The American University of Paris
102, rue Saint Dominique
75007 Paris, France
<http://www.aup.edu>

Guidelines for Presentation of Master's Dissertation at the American University of Paris

1. Introduction

This document presents master's dissertation format requirements adopted at the American University of Paris for AUP graduate students. Specifications in this document takes precedence over specific style manuals adopted by individual programs.

The Office of Academic Affairs and the AUP Library set criteria and standards for the format of the written work. Once completed, master's dissertations are available to the AUP community and the wider scholarly public through our campus library, interlibrary loan and the University Library digital collection.

While AUP selected the Modern Language Association style for writing and documentation¹ at the undergraduate level, each master's program chooses the manual most consistent with the scholarly practices in a given discipline. Students must consult with their master's program concerning the manual to be adopted. In the absence of a specific style manual, the MLA manual should be adopted.

2. Presentation and Final Submission Deadlines

The dissertation - presented in person - to the examiners should be in its finished form, including all charts, graphics, captions, bibliography, references, etc. After the examination is completed, final recommendations may need to be incorporated in the dissertation; after required text changes have been made, two copies of the final document must be submitted to Office of Academic Affairs. The first copy should be printed and bound and the second copy should be a digitized (a PDF document on CD ROM) for the University Library digital collection.

The final date of submission is established by each academic program. The two final copies of the dissertation can be sent alternatively by registered mail or courier five working days before the deadline. Students are highly encouraged to retain documentation from the postal or courier service (i.e. the '*accusé de réception de La Poste*') confirming that the dissertation was posted at least five days before the deadline. Any extension of these dates must be provided in writing by the director of the program. The envelope should be addressed to the Office of Academic Affairs, The American University of Paris, 31 avenue Bosquet, 75007 Paris, France.

While the Library and the Office of Academic Affairs may check for the appropriate format and presentation standards, proofreading and format changes are the student's responsibility. Once the final dissertation has been submitted, the University will not accept any replacement or exchange of copies.

¹ Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. New York: Modern Language Association of America, 2003.

Copies of this work are available at the AUP Library, ARC and the Writing Lab.

3. Dissertation Length

The dissertation length varies according to the degree program. The word limit includes all text from the beginning of the introduction to the end of the conclusion and the footnotes/endnotes. The word limit does not include the preliminary pages (i.e. the title page, the abstract, the table of contents).

4. Contents of the Dissertation

The dissertation should contain the following sections in the following order:

- Title page;
- Approval page;
- Statement of authenticity page;
- Abstract page;
- Dedication page (optional);
- Acknowledgements (optional);
- Copyright statement;
- Table of contents;
- List of tables (required only if tables are presented in the text);
- List of figures (required only if figures are presented in the text);
- Text: An introduction, the chapters or sections forming the body of the analysis and a conclusion;
- Appendices;
- Bibliography and/or references;
- Vita (optional)
- For binding purposes, a blank page is necessary at the beginning and at the end of the dissertation. (see also Appendix 5)

4.1 Title page

The title page comes after a blank page; it should include the following centered information:

- the name of the University;
- the Graduate Program;
- the award for which the dissertation is submitted (i.e. the Master of Arts in International Affairs);
- the dissertation title and subtitle;
- the student/author's full name, which should be the same as on the cover page, the approval page and the name required on your diploma;
- the contact address (not included on the final library copy);
- the city and date of submission.

This page is neither numbered nor counted (for sample see Appendix 1).

4.2 Approval page

The approval page is the second page and includes a listing of the thesis director, the committee members, and the head of the Master's Program (see also Appendix 4). If you are not sure how many committee members you have, please consult with your dissertation director. This page is neither numbered nor counted.

4.3 Statement of authenticity page

The third page should be the "dissertation authenticity statement" (see Appendix 2). This page should show the approximate number of words in the dissertation. This page is neither numbered nor counted.

4.4 Copyright statement

In France, regardless of the guidance of a thesis director the author of a dissertation or a thesis remains the student. It is therefore important that you sign a copyright page (see Appendix 3) authorizing AUP to record, maintain and ensure proper use for access of your work. The registration of formal copyright documentation is the responsibility of the author of the dissertation. To start the paperwork in France, refer to the Ministère de la Culture (<http://www.culture.gouv.fr/culture/infos-pratiques/droits/index.htm>).

To start the paperwork internationally, you may contact ProQuest Information and Learning, formerly University Microfilms International (UMI). Students who would like to independently copyright materials in the U.S. may get in touch with the United States Copyright Office, Library of Congress (<http://lcweb.loc.gov/copyright/>).²

This page counted and numbered.

4.5 Abstract

The abstract is limited to 300 words and should summarize the research or internship experience, as well as the principle points to be raise in the dissertation. It should include a short explanation of why the student chose the topic, what he/she hoped to accomplish, the methodology used and the conclusion. The abstract should be headed with the title of the dissertation, the student's full name, the degree for which the dissertation is submitted and the year of submission. A set of five keywords or key phrases should be included at the end of the abstract for indexing and cataloging purposes. Words or short phrases should be chosen to identify essential aspects of the topic, preferably using vocabulary common to the discipline. This will be essential as the Library will need to summarize the content of the dissertation, catalogue it and make it available online. The abstract will be used to assist potential examiners on the methodology used. The abstract should be single-spaced on a single page.

² Copyright law varies from country to country. For further information check the following useful websites:

http://www.umi.com/products_umi/dissertations/copyright/Part5.html

<http://www.copyright.gov/>

http://www.umi.com/products_umi/dissertations/copyright/Part5.html

or the following book source available at the AUP Library: Cornu, Marie et al. Dictionnaire comparé du droit d'auteur et du copyright. Paris: CNRS, 2003.

4.6 Dedication and acknowledgements (optional)

The dedication is not paginated, while the acknowledgements page is. For further details, the student should refer to the style manual of his/her discipline.

4.7 Table of Contents

The table of contents must contain the following sections: the acknowledgements (if included), list of tables, list of figures, introduction, chapters and sections and sub-sections, appendices, bibliography and page numbers (see also 5.8 Pagination below).

4.8 Body

The body of the text must clearly indicate the different chapters, sections, sub-sections; each section/chapter must be on a new page.

4.9 Footnotes or Endnotes

The author must choose between footnotes (placed at the bottom of the page) or endnotes (placed at the end of chapters or the end of the sections). The author should select one method and remain consistent throughout the dissertation.

4.10 Tables, Figures and Illustrations

There are three options for tables, figures and illustrations:

- Place them within the text (not wrapping the text around the table/figure/illustration);
- Place the image on a separate page and in the same chapter/section;
- Group them at the end of the chapter/section.

The author must select one of the options and be consistent throughout the dissertation. Tables and figures are not to be grouped at the end of the dissertation.

4.11 Bibliography and References

The bibliography should include all sources used for the preparation of the dissertation, whereas the references are composed only of the documents cited in the dissertation (included on all footnotes and parenthetical citations). In both cases they need to follow the standards given by each discipline. Some academic programs may require a bibliography and references as part of the dissertation.

4.12 Vita (optional)

The vita includes the academic and professional background of the student (full birthday, educational institutions attended and diplomas obtained, professional positions held and scholastic and professional honors). Exclude the degree currently pursued, the description of professional positions and personal information.

5. Formatting

Word-processing software chosen for writing the dissertation must meet the standards set by the present document for margins, pagination, spacing, commonly accepted standards of hyphenation, indentation, underlining, diacritical, placement of notes, etc. as well as the appropriate manual requirements for the master's program in question.

- 5.1 The dissertation must be submitted in English, unless otherwise specified by the program.
- 5.2 The dissertation must be typed and printed on one side of the paper only. The margin along the left-hand side of each page of should be 32 mm – 39 mm (1.25 - 1.5 inches). Top, bottom and right-hand margins should be at least 25mm (1.1 inches).
- 5.3 It is the candidate's responsibility to ensure that the dissertation's print quality is of adequate definition and legibility standards. Use any simple, easily legible typeface such as Times New Roman, Arial, Helvetica or Century Gothic. The text of the dissertation should use 12-point type. You may use 14 or 16-point type to identify chapters, sections and sub-sections.
- 5.4 The dissertation should be double-spaced except for quotations longer than two lines, footnotes and the bibliography, all of which should be single-spaced. Double spacing should be taken to mean a distance of about 8 mm (or 0.33 inch) between successive lines of the text.
- 5.5 Quotations over two lines should be indented left and right further than normal margins by approximately 250 mm (or 1 inch).
- 5.6 The dissertation should be printed on either white bond size A4 paper (80 grams) or 8.5 to 11-inch non-recycled paper and preferably acid-free for the Library copy.
- 5.7 As stated above, the dissertation must have clearly divided chapters or sections. Use a new page at the beginning of each new chapter or section.
- 5.8 Pagination: the pages of the dissertation must be numbered consecutively. The title page should not be numbered. All other preliminary pages (statement of authenticity, abstract, table of contents etc.) prior to the introduction should be numbered in lower case roman numerals at the bottom center of the page at 250 mm (or 1 inch) and beginning with number ii. The main text, chapters, illustrations, appendices, and bibliography are consecutively paginated at the bottom center using Arabic numerals beginning with 1. Page 1 of the dissertation should be the first page of the introduction. The placement of page numbers must be consistent throughout the dissertation (see also Appendix 5).
- 5.9 Unless otherwise specified by the student's discipline justification is required as follows: margins are top and bottom – 1 inch, left - .5 inches, right -1 inch. These standards must be applied to all pages of the text and graphics.
- 5.10 Widows (short lines ending a paragraph at the top of a page) and orphans (headings or subheadings at the bottom of a page not followed by text) are not acceptable in a dissertation.

6. Printing requirements, binding and number of copies

- 6.1 As stated on 5.2 printing is only on one side of the sheet and the typeface needs to be uniform at 12 point type. No dark lines, smudges and shadows are acceptable.
- 6.2 The accepted printing quality is laser (minimum resolution 300 dpi) and professional-quality photocopying. Dot-matrix and inkjet (as the ink is water soluble) and below 300 dpi are no longer acceptable, nor are any erasures, correction tape or fluid (whiteout) marks.
- 6.3 Illustrations are preferably from graphics software for lettering and drawings, as well as laser printed or professionally photocopied on to the same type and quality of paper. Hand-lettering or drawing must be of professional quality.
- 6.4 In some cases, appendices, foldouts and mixed media are included. If possible, oversized materials and foldouts are to be avoided and should fit to a standard A4 paper; if not, any other size paper must be of the same quality as the rest of the dissertation. The use of pockets is to be avoided when possible.
- 6.5 Dissertations that include CDs, DVD-ROMs, videocassettes and other mixed media will have additional binding and archival costs. Please consult the AUP Library for additional information/standards. The presence of mixed media should be mentioned on the Table of Contents. Copyright permissions are to be obtained by the student/author in case of copyrighted audiovisual information that is being used on the dissertation. The notion of “fair use” is not applicable in France.
- 6.6 Number of copies: candidates are asked to submit one copy per examiner. The copies should be securely bound with a soft cover (the soft cover binding accepted at AUP is known as *reliure thermocollée* and commercially as *reliure ‘Unibind’*). Comb or ring/spiral binding is not acceptable. One copy provided by the candidate will be returned to the candidate after the examiners have completed their assessment. As stated in the introduction, if any changes are required by the examiners two final copies are to be submitted before graduation: one printed and bound (soft cover) and another as a CD ROM containing the PDF version of the dissertation. Both are for the AUP Library.

7. Submitting the Dissertation

- 7.1 The two final copies should be submitted to the Office of Academic Affairs in person by the date established by the student’s program. Alternatively, the copies can be sent by post (to the Office of Academic Affairs, The American University of Paris, 31 avenue Bosquet, 75007 Paris, France) five working days before the date established by the student’s program. Any extension of these dates must be provided in writing by the director of the program. The two final library copies should also be sent to the Office of Academic Affairs.

7.2 Students are encouraged to use registered postal or courier delivery services when sending their dissertations to AUP. Students should retain documentation from the postal or courier service confirming that the dissertation was posted and the date of posting.

8. Appendices

Refer to the following page(s).

Appendix 1:

Sample of a thesis/dissertation title page.

**THE AMERICAN UNIVERSITY OF PARIS
INSTITUT CATHOLIQUE DE PARIS
MASTER OF ARTS IN INTERNATIONAL AFFAIRS**

**DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS
IN INTERNATIONAL AFFAIRS**

**The Role of Public Policy in XXth century Guatemalan Public
Health System**

Margarita Acosta - Velasco
Contact e-mail: your_name@gmail.com

- Paris, October 17th, 2008 -

Appendix 3:

The following page is as a sample of the copyright statement.

Copyright statement:

A printed copy and an electronic version of this dissertation have been given to The American University of Paris - AUP for its collection and to grant scholarly access. As of today, I authorize the AUP to archive, perform any needed cataloging, keep records of this dissertation and disseminate them in France and abroad. In addition, I authorize AUP to provide free access to the entire work for on-site consultation, loan, dissemination via Internet/Intranet and for interlibrary loan, for as long as this work exists. The University must acquire my explicit approval before making any additional copies of this dissertation.

L'œuvre ayant le caractère d'un travail universitaire, un exemplaire dans son intégralité sous format papier et sa version électronique ont été déposés à la bibliothèque de The American University of Paris - AUP. J'autorise, à partir d'aujourd'hui, la bibliothèque d'AUP à donner un accès gratuit à l'intégralité du texte de mon mémoire, à le citer, à l'archiver, à en faire des résumés, et à sa diffusion, soit en France ou à l'international, pendant toute la durée de vie de ce mémoire. Ainsi je donne à AUP l'autorisation pour sa consultation sur place, sa diffusion par internet/ intranet pour le prêt local entre bibliothèques. En cas de besoin de reproduction AUP doit obtenir mon accord explicite pour toute reproduction ultérieure.

Signature

Date 20__

Appendix 4:

The following page is as a sample of an approval page.

THE AMERICAN UNIVERSITY OF PARIS
MASTER OF _____ DISSERTATION

OF

AUTHOR / STUDENT NAME

Dissertation director, the committee members, and the head of the Master's Program

APPROVED:

Dissertation Director _____

Committee member _____

Committee member _____

Program Director _____

Date: _____

Appendix: 5

Pagination and sequencing table

Order	Pagination	Page number	Listed in
		Placement	Table of contents
Preliminary pages	Small roman numerals starting at <i>i</i>	Location	Yes/No
Blank page	Do not count/number	None	No
Title page	Count/do not number	None	No
Approval page	Do not count/number	None	No
Statement of authenticity	Do not count/number	None	No
Abstract page	Count/number	Center bottom	No
Dedication (optional)	Do not count/number	Center bottom	No
Acknowledgments (optional)	Count/number	Center bottom	No
Copyright statement	Count/number	Center bottom	No
Table of contents	Count/number	Center bottom	No
List of tables (for 5 or more only)	Count/number	Center bottom	Yes
List of figures (for 5 or more only)	Count/number	Center bottom	Yes
Key to symbols or abbreviations (optional)	Count/number	Center bottom	Yes
Text	Arabic numbers starting at 1	Location	Yes/No
Introduction	Count/number	Center bottom	Yes
Body of Dissertation (Chapters, Sections, etc.)	Count/number	Center bottom	Yes
Conclusions	Count/number	Center bottom	Yes
Appendix(es)	Count/number	Center bottom	Yes
Bibliography/References	Count/number	Center bottom	Yes
Glossary (optional)	Count/number	Center bottom	Yes
Vita (optional)	Do not count/number	None	No
Blank page	Do not count/number	None	No