

# Princeton University Archives

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# Role of the Princeton University Archives

The Princeton University Archives oversees the format and physical form of the dissertation or master's thesis to ensure an enduring resource that will be retained by the Library. In addition, we uphold the requirements of ProQuest/UMI, which maintains copies of and distributes university dissertations.

The general requirements for the doctoral dissertation and the master's thesis are set forth by the [Graduate School](#). The Princeton University Archives does not oversee the contents, order of elements (aside from the first three pages), citation style, or matters such as the location or style of footnotes. Please consult your department, your adviser, or the Dean of the Graduate School for these questions.

PLEASE NOTE: *Do not rely on the form or format of dissertations or theses that may be found in the Princeton University Library or provided by fellow students or staff; requirements have changed over the years and older practice should not be used as a precedent.*

## Submission Requirements

### General

Ph.D. students are required to submit a PDF copy of their dissertation to the library by uploading it to [Princeton's ProQuest ETD Administrator site](#). This PDF will be stored and distributed both in Princeton's Digital Repository, [DataSpace](#), and in the ProQuest Theses and Dissertations Global database. Procedural information about this process can be found on our [webpage](#).

### Dual Submission

A small subset of Ph.D. students are required to submit a bound copy of their dissertation to the library, in addition to the PDF. Referred to as Dual Submission, **students who must submit a bound copy are those who have removed content from their PDF to avoid copyright infringement. Dual Submission must be approved by the Graduate School during the [advanced degree application](#).** The unredacted, bound version must be formatted according to this guide, and delivered by hand, mail, or delivery service to the Mudd Manuscript Library **by the degree date deadline in order to be placed on the degree list.** The bound copy should be sent to:

Attn: Dissertations  
Mudd Manuscript Library

65 Olden Street, Princeton, NJ 08540

Additional information can be found in the [Copyright and Permissions](#) section of this document.

### Changes to Your Dissertation

The version of your dissertation that your committee reviews and that you ultimately submit to the library becomes the copy of record. Any subsequent request to change the document in any way must be approved by the Office of Academic Affairs in the Graduate School, which generally declines such requests.

## Format of the Dissertation

### The First Three Pages of Your Dissertation or Master's Thesis

The first three pages of your dissertation, in order, should be the Title page, the Copyright page, and the Abstract. Specific formatting instructions for each of these pages follows.

#### Title Page

We require that an unpaginated title page be prepared as shown in our [Title Page Format document](#).

The title page must have the month and year **of the Board of Trustee meeting at which your degree is conferred**-- *not the date on which you complete your dissertation or that your defense is held*. No other date should appear on the title page. The Graduate School lists these dates on their [Degree Deadlines webpage](#). The date should be formatted as "Month YYYY", for example, "January 2023" (without quotes).

Your title page must include your adviser's name and the spacing and capitalization must resemble that shown on the [Title Page Format document](#).

The title page for the Master's Thesis must be formatted similarly to the dissertation title page, with the modifications shown on the [Title Page Format document](#).

## Copyright Statement or Creative Commons License Page

A second, unpaginated page that provides either a copyright statement or a Creative Commons license should follow the title page. A copyright statement indicates that "all rights are reserved" while the Creative Commons licenses allow for selective additional levels of use of your work. See the [Creative Commons' guide to licenses](#).

If you choose the traditional copyright statement, the essential components of the copyright notice are the copyright symbol, full legal name of author, year in which the copyright is secured by publication of the dissertation/thesis. The copyright notice should be centered in the top third of the page. A correct example is:

© Copyright by Jane Ellen Doe, 2023. All rights reserved.

If you opt for a Creative Commons license instead of a traditional copyright statement, you must use the title of the license, the "button" or icon that represents the license that you have chosen, and the URI or web address of the license that you have chosen. A correct example is:



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See [Creative Commons' guide to licenses](#) for a full list of license options.

## Abstract Page

An abstract should be placed after the copyright page, its pages numbered as number three in Arabic numerals (e.g. 3), indicating that this is the third page in the dissertation. The abstract page should be included in the Table of Contents (see Pagination for additional information).

Although ProQuest does not impose a limit for the length of the abstract, the Princeton University Graduate School, which reviews and approves abstracts, requires that they be no longer than 350 words.

Candidates whose dissertations are written in a foreign language are required to include an English language version of their abstract.

## Pagination

The first two pages of your dissertation, the Title page and Copyright/license page, are unpaginated. The third page, the Abstract page, should carry the Arabic numeral "3." Following the Abstract as page 3 of the dissertation, all pages of the manuscript should be paginated with Arabic numerals that run consecutively to the end of the manuscript. This

includes the front matter of the dissertation, as well as pages with drawings, illustrations, figures, and the bibliography and appendices, etc.

*(Note: as of January 2022, Roman numerals are no longer required for the front matter of the dissertation.)*

Page numbers should be located in the bottom center or bottom right margin or top right margin, and should be no closer than ½ inch from the edge. Do not use letter suffixes for page numbers (e.g. 10a, 10b).

## Typeface

Standard fonts such as Times New Roman or Arial are preferred. If using other fonts, be sure to use embeddable Type 1 or TrueType fonts. Script, italic, or ornamental fonts are not acceptable. Italicized font may be used for non-English words and quotations, and for other judicious uses.

Font size should be equivalent in scale to 10-point Arial or 12-point Times New Roman. These rules apply to captions and bibliographies. Footnotes and endnotes can be one point smaller than the body of the text. Exceptions may be made only for tables and figures produced by different technology or by a graphic artist.

## Embedding Fonts

The fonts in your dissertation PDF must be embedded. Embedding fonts ensures that your dissertation PDF will look the same on any computer that is used to view it. In some cases, if fonts are not embedded, text can completely disappear. See page 3 of ProQuest's [Preparing Your Manuscript Guide](#) for instructions on embedding fonts in your PDF.

## Margins

The dissertation **PDF** should have 1-inch margins on all sides (top, bottom, left, and right).

If you are required to submit a **bound** copy of your dissertation, the document must have the following margins after printing or photocopying:

Left margin – 1½ inches

Top, Bottom, Right Margins – 1 inch

The larger left-hand margin must be observed to account for the space needed for the binding process.

## Text Alignment

The text should be aligned-left in order to avoid large gaps in text which sometimes occur with full justification. Some disciplines favor full justification; if large gaps are not present in the text, full justification will be accepted.

## Line Spacing

The dissertation **PDF** must have double spacing in the main body of the text. Single or 1.5 spacing may be acceptable in the front or back matter, captions, or footnotes.

If a bound copy of the dissertation is required, single-spacing, 1.5-spacing, or double-spacing is acceptable throughout the text. Double-sided copying is NOT permitted. Only single-sided printed pages are acceptable.

## Widows/Orphans

Avoid "widows" (short lines ending a paragraph at the top of a page) and "orphans" (a heading, subheading, or single line of a paragraph at the bottom of a page) as much as possible. Most word processing programs will automatically suppress widows and orphans within paragraphs but check also for headings and subheadings.

## Illustrations

The term 'illustrations' covers all non-text elements of a dissertation/ thesis such as line drawings, graphs, maps, photographs, facsimiles of manuscript pages, works of art, musical scores, and so forth.

## Numbering

Each illustration should be numbered consecutively. Large illustrations are typically placed on separate pages with the identifying illustration number and page number. All illustrations must meet the margin requirements set out in the general format section above.

## Use of Color

Illustrations that require color for their analysis or interpretation should be represented in full color.

If a bound copy is required, high-quality laser printing is acceptable.

## Copyright and Permissions

Dissertation authors should undertake due diligence to obtain permission to use copyrighted content in their dissertations. In the event that copyrighted content is used in the dissertation and permission for such use has not been secured from the copyright holder, the dissertation author may remove the copyrighted content from the PDF. The PDF will be publicly available on [DataSpace](#) following any embargo period (if applicable). The removed content must be captioned and cited and a notice such as “Content removed due to copyright concerns” should be inserted in the blank area where the content was removed. In these cases, the dissertation author is required to submit a bound copy of the dissertation (referred to as a [Dual Submission](#)) with all content-- including copyrighted content--intact.

This unredacted, bound version of the dissertation must be formatted according to this document, and delivered by hand, mail, or delivery service to the Mudd Manuscript Library by the degree date deadline in order to be placed on the degree list. The bound copy should be sent to: Attn: Dissertations, Mudd Manuscript Library, 65 Olden Street, Princeton, NJ 08540.

## Supplementary Files

If supplementary materials—such as audio, video, spreadsheets, and datasets—are part of your dissertation or thesis, you can submit them as supplementary files during the online submission process. The files will be available via the ProQuest database and through DataSpace. It is recommended to include only supplementary files to which you are the copyright owner.

The University Archives no longer accepts supplementary files on optical media such as compact discs or DVDs.

ProQuest lists its preferred file formats in the [Preparing Your Manuscript guide](#).

## Bound Copy Specifications (if a bound copy is required)

Most Ph.D. students on the **April 2022 and future degree lists will not be required to submit a bound copy** to the Mudd Manuscript Library. Only students who have removed content from their PDF to avoid copyright infringement are required to submit a bound copy to the library. For more information, see the [Dual Submission](#) and [Copyright and Permissions](#) sections of this document.

## Binding Requirements

If a bound copy is required, the dissertation/master’s thesis must be bound in a Class A cloth or buckram library binding, using machine over sewing that is available through many commercial

binders. It should NOT be an adhesive or "perfect" binding, nor is cleat-sewn binding acceptable.

The binding can be of any color, though black is traditional.

The author's last name should be included on the spine, preferably horizontally, along with the year in which the dissertation is published. If there are multiple volumes, the volume number should be listed on the spine. Leave the bottom two inches of the spine blank to allow for the call number to be added.

## Paper Requirements

The dissertation or master's thesis should be laser printed on acid-free, archival-quality bond, 8 1/2 x 11 inches in size, using only one side of the sheet. The paper must be selected for its permanence and durability (20 to 24-pound substance). Smith-Shattuck Bookbinding recommends using paper made of 25% cotton, but this is not a university requirement.

Double-sided copying is NOT permitted. Only single-sided printed pages are acceptable.

*Important note:* The dissertation/thesis must not be more than two inches thick after binding (this typically occurs at approximately 300 pages). If the dissertation exceeds two inches in thickness when bound, it must be separated and bound in two or more volumes. See Multiple Volumes below.

## Multiple Volumes of Bound Copies

If your bound dissertation/Master's thesis will be more than two inches thick after binding (this typically occurs at approximately 300 pages), it must be split into two or more volumes. A title page indicating the volume number should be bound into each volume when there is more than one volume. A table of contents is required only in the first volume. Pagination should be continuous throughout the volumes. The PDF submission of a multi-volume dissertation, however, only needs one title page, and references to multiple volumes should be avoided.

## Binding Services

For printing, many candidates chose [The UPS Store Princeton](#) 174 Nassau Street, Princeton, NJ 08542. For binding services, the best option is [Smith-Shattuck Bookbinding](#), 759 State Road, Rte. 206 North, Princeton, NJ 08540, (609) 497-1445, [shattuckbook@att.net](mailto:shattuckbook@att.net). Please contact both locations for timing and costs.

Another option is Bethel Bindery, 1500 Route 539, Tuckerton, NJ 08087, (609) 296-5043, though students may use any bindery that meets the standards in this document.



**PLEASE NOTE:** The U-Store and Pequod do not provide appropriate bindings. None of the bindings they offer are acceptable for a Princeton University dissertation or master's thesis.

## Accessibility

Should you wish to make your dissertation or Master's thesis meet accessibility standards, please refer to the following resources from the Princeton Accessibility Office.

[How To Handle PDF Documents](#)

[LinkedIn Learning offers online training for creating accessible PDFs](#) (Requires active netid, login to search or browse offerings.)

## Contact

ProQuest's [Support and Training Department](#) (1-800-521-0600) can assist with issues related to creating and uploading PDFs and any questions regarding technical issues with the online submission site.

Questions related to the requirements in this document can be directed to [specialcollections@princeton.libanswers.com](mailto:specialcollections@princeton.libanswers.com).

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