DEPARTMENTAL GUIDELINES FOR DISSERTATION SUBMISSION

I. DEADLINES

There are several steps to the submission of the dissertation. Candidates must complete an Application for Degree form and submit unbound and complete copies of the dissertation to each member of the dissertation committee. Once the committee members or readers indicate their approval of the dissertation, the candidate must circulate a Dissertation Acceptance Certificate for each member to sign. One copy of the signed, completed Dissertation Acceptance Certificate and the Department Exit Interview must be submitted to the Coordinator. By the final submission date, the candidate will deliver or mail one bound and one unbound copy of the dissertation, the signed and completed Dissertation Acceptance Certificate, and all related paperwork to the Office of the Registrar, 20 Garden Street.

Step 1: Degree Applications

An Application for Degree form or Degree Reactivation Form must be delivered to the Coordinator before the following deadlines.


NOTES:

a. A dissertation-processing fee of $115 will be charged to the candidate’s term bill once the Application for Degree is filed. The fee will be cancelled if the dissertation is not submitted by the appropriate deadline.

b. The title should be as concise as possible, consistent with giving an accurate description of the dissertation. Candidates are strongly encouraged to embed key words into their titles, so that the titles will be retrievable on computerized listings.

Step 2: Submission of Unbound and Complete Copies to the Dissertation Committee

Submission of unbound and complete copies of the dissertation to members of the committee must be done no later than the following dates. Extensions can be granted only with the approval of each member of the dissertation committee. Some readers may require an earlier deadline to ensure their approval prior to the final submission date.

3. April 1, 2008 for a June 2008 degree.

Step 3: Dissertation Acceptance Certificate

Once each member of the committee has read and approved the dissertation, the candidate must contact the Department to receive a typed, electronic version of the Dissertation Acceptance Certificate (must match the dissertation title page exactly) for each committee member to sign; the Coordinator assists with circulation to out-of-state readers. The typed, signed original must be submitted with the dissertation and all relevant materials by the final submission deadline. A copy of the completed certificate must be delivered to the Coordinator.

Step 4: Final Submission of the Dissertation to the Registrar’s Office

The Office of the Registrar must receive one bound and one unbound copy of the dissertation, the Dissertation Acceptance Certificate, and all the related paperwork by the following dates. There are no extensions. For the purposes of academic appointment, a candidate (once the dissertation, certificate, and final departmental approval are submitted) may request expected degree certification from the Requirements Office, 20 Garden Street, Room 109.

1. October 1, 2007 for a November 2007 degree.

The Department of History does not require candidates to submit a copy of the dissertation to the Department.
II. MANUSCRIPT DETAILS

The unbound dissertation should be neatly boxed, and in boxes sturdy enough for mailing purposes. If the bound copy is over 400 pages in length, it is advisable to have it bound in two volumes. For precise details, see pages 1 through 10 of *The Form of the PhD Dissertation*.

1. It must be printed or typed on high-quality, acid-free paper.
2. The paper must be 8½ by 11 inches in size.
3. The left-hand margin must be 1½ inches, and the bottom, top and right-hand margins must be 1 inch.
4. Footnotes must be included at the bottom of each page.
5. Refer to pages 2-3 of *The Form of the PhD Dissertation* for details about the title page, wherein the official name of the Department is “The Department of History”.

III. ABSTRACTS

1. The abstract, a summary description of the dissertation, should not exceed 350 words (1½ pages). The abstract should be double-spaced and printed on the same high-quality paper used for the dissertation. It should include a statement of methods, materials and results. The candidate’s name, dissertation title, and the advisor’s name should all be included in the abstract.
2. Candidates will need three copies of the abstract. The first and second copies should appear immediately after the page that contains notice of copyright in the bound and unbound copies of the dissertation. The third copy should be attached to the University Microfilms International (UMI) publishing agreement. UMI publishes all abstracts in *Dissertation Abstracts International*.
3. The abstract should be bound into the bound copy of the dissertation.

IV. UNIVERSITY MICROFILMS INTERNATIONAL (UMI)

Harvard University oversees a program designed to make all dissertations readily available to the university research community. The University requires that students submit with their dissertations a signed publishing agreement with UMI (a letter to restrict online access, if desired, should also be included). The unbound copy of the dissertation will be sent to UMI.

V. RESTRICTION OF ACCESS

If a candidate wishes to have UMI obtain his or her permission before selling copies of the dissertation or reproducing it online, he or she may write a letter and attach it to the UMI agreement. A loose copy of this letter should also be placed in the bound copy of the dissertation.

If a candidate wishes to restrict access to the dissertation at the University Archive, he or she must make a written request to the Curator of the University Archive. Send a copy of the letter to the Coordinator, who will arrange to have the Department Chair write a letter of support. Restriction of access is usually for a period of five years and may be obtained either for reasons of impending publication or because the dissertation contains sensitive material that should not be made public in the immediate future.

VI. FINAL CHECKLIST

☐ Submit the Application for Degree form to the Coordinator before the appropriate deadline
☐ Submit unbound copies of the complete dissertation to each member of the dissertation committee
☐ Circulate the typed Dissertation Acceptance Certificate once all committee members have read and approved the dissertation
☐ Register for the post.harvard email forwarding service: http://www.haa.harvard.edu/
☐ Submit a copy of the completed Dissertation Acceptance Certificate and Department Exit Interview to the Coordinator
☐ Send the Coordinator a copy of a written request letter to the Curator of the University Archive (if planning to restrict access to the dissertation)
☐ Submit the complete dissertation packet to the Office of the Registrar. Packet includes:
  o Bound copy of dissertation with typed, original Dissertation Acceptance Certificate (enclosed, but not bound)
    NOTE: Registrar’s Office will not accept a hand-written certificate
  o Unbound, neatly boxed, copy of dissertation with centered copy of Dissertation Acceptance Certificate (enclosed)
  o First copy of the abstract (1½ double-spaced pages) bound into the bound copy of the dissertation, following copyright page—should include dissertation title, candidate’s name, and advisor’s name
  o Second copy of the abstract enclosed in the unbound copy of the dissertation, following the copyright page
  o Signed UMI Doctoral Dissertation Agreement Form (pages 3-6) with copy of the title page and third copy of the abstract attached (and letter requesting permission before reproduction of the dissertation—if desired)
  o Completed survey forms (*Survey of Earned Doctorates, Student Exit Interview, Survey of Postgraduate Plans*)