

Appendix: Dissertation Spec Sheet Example

Dissertation Guidelines: Formatting and Binding

1. Number of copies
 - a. Bound: 2 submitted to Gloria Eyer
 - b. Electronic: 1 submitted to Gloria Eyer

2. Pages
 - a. Title page (See Appendix A)
 - i. Note: A copyright must be placed within the bottom header of this page, centered. An example is available in Appendix B below. Students may also consider registering your dissertation through the US Copyright Office:
<http://www.copyright.gov/help/faq/faq-register.html#register>
 - b. Acknowledgements/Dedication page
 - c. Table of contents
 - d. List of Tables
 - e. List of Figures
 - f. Abstract
 - g. Dissertation chapters
 - h. References
 - i. Appendices

3. Formatting
 - a. Margins
 - i. Left: 1.5
 - ii. Right: 1
 - iii. Top: 1Bottom: 1
 - b. Font
 - i. Times New Roman
 - ii. Size: 12
 - c. Spacing: Double

Pages must be numbered in succession beginning with the Acknowledgements/Dedication page; title page should not be numbered.

4. Binding Requirements:
 - a. Cover Color: Black
 - b. Lettering: Gold
 - c. Spine: See Appendix B. Please note the lettering is vertical
 - i. DBA Thesis (space) YEAR (space) Full Name
 - d. Front: Blank
 - e. Paper: 24 lb. white acid-free
 - f. Single-sided
 - g. Binding options:
 - i. FedEx Office (several Twin Cities metro locations)
 - ii. University of Minnesota Bindery (<http://www.bindery.umn.edu/thesis.htm>)
 - iii. Please note that we do not endorse these binderies, they are simply examples of options.

Title Page Example

Doctoral Dissertations:

A Long Journey

Dissertation submitted in partial fulfillment for the degree of
Doctor of Business Administration (DBA)

College of Management
Metropolitan State University
St. Paul, MN

October 10, 2010

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Spine example

DBA Thesis 2013 Example O. Student