



The University of Chicago Dissertation Office

Departmental Approval Form

This office provides help to students, but we expect students to ask for whatever assistance, guidance or feedback they want from our staff **well in advance of the deadline**. When a student presents his or her dissertation for approval and transmittal to our office, it should be in its final form, in full compliance with all the University-wide format requirements, and thus ready to be processed without the need for any changes.

Instructions for the Department or School:

The department or school should not transmit the two copies without first having gone over them using the checklist below. If you transmit the two copies to us and our audit reveals that the student has not met all the University-wide requirements, this office will notify the student and the department immediately (by e-mail) and may return all materials to the department. The department should also contact the student. **Students who miss the deadline may have to defer graduation until the following quarter.**

Checklist:

____ Two identical, complete copies of the final dissertation, boxed separately in appropriately sized boxes, accompany this approval form. Paper copies are unbound, double-spaced, and printed entirely on one side only of either University of Chicago Bond or Permalife Bond.

____ Written permission from the copyright holder is provided for all instances where the dissertation includes previously copyrighted material beyond "fair use."

____ A completed and signed copy of the ProQuest/UMI Publishing Agreement and Dissertation Submission Form is provided.
Publication is a degree requirement.

____ Two copies of a separate abstract and two copies of the title page are provided. The student's name, the title of the dissertation, the advisor's name and title, and the committee members' names and titles appear at the top of the first page of the abstract, which is numbered Arabic page 1.

____ All pages are numbered consecutively and no page is missing. The first text page of the first volume is Arabic numeral 1. Arabic page numbers are consecutive from volume to volume. Preliminary pages of each volume are in lower case Roman numerals, with the title page of each volume counting as "i" but not printing. Each page has a page number on it with the exception of the title, spacing, copyright, dedication, part-opening, and epigraph pages.

____ No one volume contains more than 300 sheets of paper.

____ The layout and style of the title page follow exactly the model provided by the Dissertation Office.

____ Table of contents, chapter titles, subheadings, footnotes, and bibliography or references are consistently and appropriately formatted.

____ If there are tables and figures in the dissertation, a List of Tables and a List of Figures with page references follows the Table of Contents. Each table and figure has a unique number and caption assigned to it. Lists begin on separate pages.

____ All tables, figures, text and page numbers print within the prescribed margins.

____ All type is dark, crisp, and large enough for microfilming.

____ All photographs and figures are included using approved materials and methods. The use of color/grayscale in images is strongly discouraged. Any use of color or grayscale images, which may not reproduce well, is acceptable to the department or school.

____ All digital material submitted complies with the specifications set by ProQuest, by the Library, and by the student's school or department.

____ A completed copy of the University of Chicago Library Form is included.

Ph.D. dissertation by _____

entitled _____

Student's address _____ Telephone _____

_____ E-mail _____

Please include the name and email of the person in the department whom we should contact if the need arises.

Contact person in the department or school _____ E-mail _____

The dissertation is in its final form, meets the University-wide requirements for the dissertation, and has been accepted as satisfying the degree requirements of the

Department or School: _____

Chair of the Department or Dean of the School _____ Date _____ 200_____
(Divinity, GSB, Harris, Law, or SSA only) *The department chair or dean of the school must sign and date in ink (no stamps).*

The University of Chicago Library | Joseph Regenstein Library | 1100 East 57th Street | Room 100-B | Chicago, Illinois 60637
Tel: 773.702.7404 | Fax: 773.702.6623 | E-mail: phd@lib.uchicago.edu | Web: http://phd.lib.uchicago.edu/