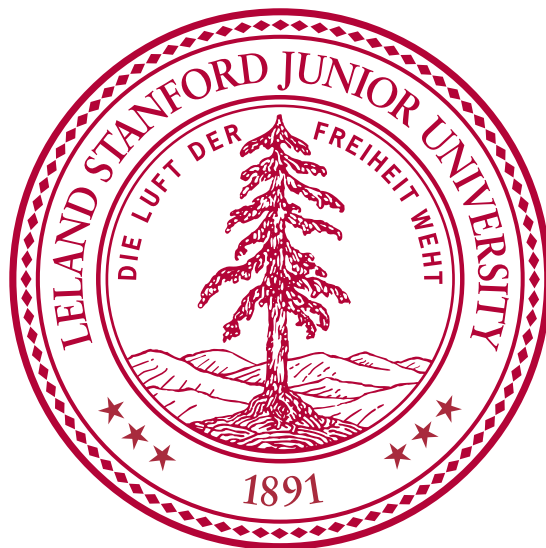


DIRECTIONS FOR PREPARING DOCTORAL DISSERTATIONS FOR ELECTRONIC SUBMISSION 2011-12



Office of the University Registrar
Stanford University

DIRECTIONS FOR PREPARING ELECTRONIC DOCTORAL DISSERTATIONS 2011-12

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CHECKLIST FOR SUBMISSION OF DISSERTATION

The following checklist includes all items that should be prepared in order to complete the submission of your dissertation. We recommend that you attend at least one Electronic Dissertation Open Lab session as early as feasible. There will be representatives there from the library to assist with formatting issues, as well as representatives from the Office of the University Registrar to assist with any submission requirement or Axxess questions. Note: format checks will not be done in the labs the final week of the submission deadline, only assistance on how to submit the dissertation.

We recommend that you take all necessary steps in order to upload your dissertation or thesis in time to meet all of the applicable posted deadlines and give your Final Reader plenty of time to approve the dissertation once it has been uploaded.

Prior to Online Submission

- _____ “Application to Graduate” filed online through Axxess by the appropriate deadline
- _____ One hard copy of an original signed signature page (acid-free paper) submitted to the Student Services Center, located on the 2nd floor of Tresidder Union
- _____ One hard copy of the dissertation title page submitted to Student Services Center, located on the 2nd floor of Tresidder Union (acid-free)
- _____ Confirm the names of all reading committee members in Axxess, and designate a Final Reader
- _____ Confirm candidacy as valid through your degree conferral date
- _____ Confirm completion of all required University Milestones
- _____ Review “Copyright Considerations for Authors of Electronic Theses and Dissertations” slides available on Stanford Libraries' web site
- _____ Discuss embargo and other release options with co-authors and adviser before preparing the submission online

During Online Submission

- _____ One electronic copy of the dissertation in PDF format
- _____ Page size is standard US letter size (8.5" x 11"); for DMA Composition students, scores page size is 11" x 17"
- _____ Type size 10 or 12 point (except smaller fonts for tables, captions, etc.). Font is New Times Roman; if applicable, mathematic/scientific notation fonts are embedded in the PDF file.
- _____ Line spacing of dissertation text is 1.5 or 2
- _____ Margins are 1.5 inches on binding edge and one inch on all other sides
- _____ Words and text are divided correctly
- _____ Title page is formatted correctly
- _____ No signature page or copyright page is included
- _____ Pagination begins with the first page of the Abstract (page “iv” or if formatted for double-sided printing with the Abstract to appear on the right page, then pagination begins with a blank page as page “iv”). Pagination is continuous and placement of numbers is consistent throughout the manuscript.
- _____ Dissertation contains no multimedia or large images embedded into the PDF file
- _____ The dissertation is ready-for-publication in appearance. All pages and sections are in order
- _____ The file contains no blank or missing pages. When the PDF is displayed onscreen and when it is printed in hard copy, the dissertation meets the specifications outlined in this guide.
- _____ PDF file size does not exceed 100 MB
- _____ PDF file has no encryption or other security measures applied
- _____ One version of the abstract, containing no special text formatting or HTML, entered into online submission form
- _____ Optional: Supplemental file(s). File size(s) do not exceed 100 MB. Short description or label is applied to each file after upload. Maximum 10 supplemental files.
- _____ Optional: Limit amount of dissertation content available via third-party distributors
- _____ Agree to Stanford University publication license
- _____ Optional: Creative Commons license selected and applied
- _____ Optional: Delayed released (embargo) of the dissertation
- _____ Written permission from the appropriate copyright holder(s) to reproduce any copyrighted material in the dissertation. Each letter is formatted and uploaded as a single PDF file.

After Online Submission

- _____ Confirm via Axxess that your designated Final Reader has electronically-approved the “Certificate of Final Reading of Dissertation”
- _____ Complete the Survey of Earned Doctorates; see page 6 of this booklet for directions.

SUBMISSION DEADLINES FOR CONFERRAL, ACADEMIC YEAR 2011-12

	<u>Autumn Quarter</u>	<u>Winter Quarter</u>	<u>Spring Quarter</u>	<u>Summer Quarter</u>
Thesis/Dissertation Submission Deadline	December 9 <i>(noon)</i>	March 16 <i>(noon)</i>	June 6 <i>(noon)</i>	August 31 <i>(noon)</i>
Application to Graduate	November 18	March 2	April 13	August 3
Conferral Date	January 12	April 5	June 17	September 27

For further information on preparing and submitting Engineer theses, please contact:

Ron Racilis, Records Officer
Email: edissertations@lists.stanford.edu
Office of the University Registrar
Stanford University
630 Serra Street
Suite 120
Stanford, CA 94305-6032
Phone: (650) 223-9089

For help: File a HelpSU ticket (Request Category: Student Services, Request Type: Student Services Center)

This publication is available on the Web, in Adobe Acrobat format, at:
<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/edissertation.pdf>

Further information on services provided by the Registrar's Office is available at:
<http://studentaffairs.stanford.edu/registrar>

DIRECTIONS FOR PREPARING ELECTRONIC DOCTORAL DISSERTATIONS

The doctoral dissertation is expected to be an original contribution to scholarship or scientific knowledge, to exemplify the highest standards of your discipline, and to be of lasting value to the intellectual community. The following guidelines have been established to fulfill this commitment and represent the minimal standards for professional presentation of your doctoral work. Please read them carefully to avoid costly and time-consuming revisions. **Do not use previously approved dissertations as a guide for preparations of your manuscript. The current guidelines will be enforced.**

A dissertation that does not conform to the minimum University standards may have to be redesigned and resubmitted, with the possibility of delay in conferral of the degree. The Office of the University Registrar publishes these directions governing the submissions of dissertations. The Stanford University Libraries provides guidance on electronic formatting for dissertations and theses, and is responsible for preserving and providing ongoing online access to dissertations. Students are strongly encouraged to ask questions about dissertation format before final preparation of the manuscript and to **attend the Electronic Dissertation Open Labs for review prior to the online submission of the dissertation.**

Stanford University is committed to the preservation and dissemination of the scholarly contributions of its students. Stanford doctoral dissertations are collected and preserved by Stanford University Libraries and made available to researchers through the library catalog and third party distributors, such as Google. The Committee on Graduate Studies believes that this practice is of value to library patrons, to researchers, to the learned community at large, and also to the author whose work receives wide and accessible dissemination.

DISSERTATION SUBMISSION REQUIREMENTS

REGISTRATION

The student must be registered or on graduation quarter status for the term in which the dissertation is submitted. Registration is also required for the quarter in which the University oral examination is taken. Registration should be completed by the first day of the quarter and must be completed by the final study list deadline of that quarter.

PROGRAM REQUIREMENTS

Candidacy must be valid when the degree is conferred. Before submission of the dissertation, students should be sure that their department has documented any changes in the composition of the reading committee, and that any relevant milestones have been completed in our system. All three of these requirements must be satisfied before you can submit your dissertation electronically, via Axess. If you have any questions about the status of your milestones, accuracy of your reading committee, or your candidacy end date, please see the student services officer in your department.

HOLDS

Students with unmet financial obligations resulting in the placement of a hold will not receive a transcript, statement of completion, degree certificate, or diploma until the hold is released by Student Financial Services. Please see that your financial obligations are in order before submission of the dissertation.

DEADLINES

The deadline for submission of dissertations, if you wish to have your degree conferred at the end of the quarter, is published in the Academic calendar, available at <http://studentaffairs.stanford.edu/registrar/academic-calendarpage>; see page 3 for specific dates. Some departments may set earlier deadlines for submission of dissertations.

Dissertation deadlines are strictly enforced. No exceptions are made. By noon on the final submission deadline date, all of the following steps must be completed:

1. The student applies to graduate;
2. The student confirms the names of reading committee members in Axess and designates a Final Reader;
3. The student submits one ink signed signature page to the Student Services Center;
4. The student submits one title page to the Student Services Center;
5. The student completes the necessary University Milestones;
6. The student's candidacy is valid through degree conferral;
7. The student electronically submits the final dissertation to Stanford Libraries' digital repository;
8. The designated Final Reader certifies the submitted dissertation in Axess.

The deadline is set as late in the quarter as is possible, providing the time necessary for review of the dissertation and final degree requirements by the Registrar's Office and the department. Students are strongly encouraged to submit their dissertations **at least three weeks** prior to this deadline to insure that all requirements can be met in time for the conferral of the degree. Electronic dissertation submission will open up for students beginning the first day of classes in the quarter for which they apply to graduate. Once a student uploads and submits their dissertation to the Stanford Digital Repository, and it has been approved by the Final Reader, no further changes are permitted. Once the final reader approves the dissertation, it typically takes 1-3 business days for the Registrar's Office to review and confirm the submission.

ELECTRONIC DISSERTATION OPEN LAB SESSIONS

Submission of dissertations electronically will be allowed beginning the first day of the quarter for which a student has applied to graduate. Authors should prepare and make their dissertation submissions well in advance of the deadlines. To assure a smooth submission, students are encouraged to attend at least one of the Electronic Dissertation Open Lab sessions held each quarter. Registrar and Library staff will be present to assist with questions about the procedures and requirements. All Open Lab sessions will be located at Green Library IC (Information Center) Classroom, Room 166. For further information on the dates and times of the Electronic Dissertation open lab sessions, please visit the Registrar's Office web site at <http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis>.

APPLICATION TO GRADUATE

An "Application to Graduate" should be filed through Axxess early in the degree quarter but no later than the date specified in the academic calendar for that quarter. (See page 3 for deadlines.) When students apply to graduate they will be instructed to enter the title of their dissertation at this time. Students applying for Summer, Autumn, or Winter Quarter conferral receive their diplomas at Commencement in the Spring Quarter. They must file the "Application to Graduate" by the deadline for the conferral quarter. Students are not eligible to submit their dissertation until an application to graduate has been filed for the current quarter.

FEES

There are no fees for electronic submission of dissertations.

SIGNATURE & TITLE PAGE

Stanford requires that students obtain ink signatures from all members on their reading committee and submit one hard copy of their dissertation signature page. Students must obtain all signatures and submit the completed signature page to a Student Services Center Specialist, on the 2nd floor of Tresidder Union between Monday-Friday, before they can proceed with the electronic submission process. Along with the signature page, students must also submit one copy of their dissertation title page. Sample signature and title pages are included in the back of this document.

The readers who sign the signature page must be endorsed on the Doctoral Dissertation Reading Committee form. Any changes in the composition of the Reading Committee must be approved by the department chair and recorded online in Axxess by the department administrator. All reading committee signatures on the hard copy signature page submitted to the Student Services Center must be original. The student's typed name should be included on the header of the signature page, in the upper right hand corner (right justified).

The signature page and title page of the dissertation paper are transferred from the Student Services Center to University Archives. High-quality, long-lived, acid-free (neutral pH) bond paper must be used for these documents. To confirm that the paper is acid-free, please check the packaging. Check with the manufacturer if you believe the paper is acid free, but is not indicated on the packaging. The cotton content is at the sole discretion of the student. Print the signature paper using a laser printer (not ink-jet).

Important Note: The electronic dissertation file submitted electronically to the Library should contain a title page (see formatting requirements on page 13), yet should not contain a signature page. (A digital facsimile of the signed signature page will be automatically generated and inserted into the dissertation file.)

COPYRIGHT REVIEW

Managing copyright is an important responsibility in one's academic career. For this reason, students are required to review a resource on copyright and other publication considerations prior to submission of a thesis or dissertation for publication by Stanford. Produced by Stanford University Libraries in consultation with the Office of the General Counsel, "Copyright & Publication Considerations for Dissertation Authors" is a slide presentation available on the Libraries' web site (http://library.stanford.edu/about_sulair/special_projects/stanford_etd_project_copyright_info.html). Students are encouraged to review this resource as early as possible in the dissertation preparation process.

PUBLICATION AGREEMENT

During online submission process, the dissertation author signs the Stanford University Thesis and Dissertation Publication License. By accepting the terms of this agreement, you are granting Stanford the non-exclusive, worldwide, perpetual, irrevocable right to reproduce, distribute, display and transmit the dissertation. The full text of the agreement is included on page 11.

Stanford will make your full dissertation available online through its library web site, as well as through third-party search engines and distributors, such as Google. (Supplementary material submitted along with the dissertation will be available from Stanford's library web site only.) During submission, you have the option to limit the amount of your dissertation that is accessible to online readers beyond Stanford. If you choose to restrict external access, only twenty percent (20%) of the content will be available via third-party distribution. The duration of a visibility restriction is five years from the date when the submission is approved and accepted by the Office of the Registrar (the date of publication). Note that this selection may limit your ability to preserve or distribute your work with some third party service providers.

If a dissertation author enters into a contract with a publisher, it is possible to request the "pull back" option where the full text will no longer be available for reading on Google (indexing and searching will continue to be allowed). In this case, the thesis or dissertation will only be available for reading online to those with Stanford network accounts.

If a dissertation author enters into a contract with a publisher, it is possible to request the "pull back" option where the full text will no longer be available for reading on Google (indexing and searching will continue to be allowed). In this case, the thesis or dissertation will only be available for reading online to those with Stanford network accounts.

CREATIVE COMMONS LICENSES

A dissertation author has the option to apply a Creative Commons license during submission.

Because Stanford will make your dissertation publicly accessible, readers may locate your publication and may wish to use parts of it in their own work. Because you hold the copyright to your work, your permission for that reuse is necessary. By applying a Creative Commons license to your work, you make clear to users the terms and conditions under which they may reuse your material, obviating the need for them to contact you directly. Applying a Creative Commons license does not take away any of your rights; rather, it makes clear to readers of your work what kind of reuse you permit.

You may optionally apply one Creative Commons license. Stanford Libraries recommends the "Attribution Non-Commercial" license, because it encourages open access and collaboration in the scholarly process. For more information on Creative Commons license options, please see: <http://creativecommons.org>.

For specific questions about applying a Creative Commons license to your submission, contact creative-commons-info@lists.stanford.edu.

DELAYED RELEASE (EMBARGO)

An author has the option to delay the release of a dissertation to search engines outside of Stanford and other third-party distributors. Release delay options are: 6 months, 1 year, or 2 years. Under an embargo, the dissertation will be available online to Stanford-authenticated users, but not to readers outside the Stanford network.

The embargo option may be appropriate for a student who has a patent application in process or wants to delay access to the dissertation for a limited amount of time in order to pursue commercial interests or other publication. Submitting and having your dissertation cataloged will be considered a public disclosure per article 35 U.S.C. 102 of the United States Patent and Trademark Office, even if you choose to embargo your dissertation. If you have any questions, please contact Stanford's Office of Technology Licensing at (650) 723-0651 or info@otlmail.stanford.edu.

If your thesis or dissertation includes any research conducted as part of an active grant-funded project, discuss the embargo option with the project's principal investigator. Multiple authorship has implications with respect to copyright and public release of the material. Be sure to discuss copyright clearance and embargo options with your co-authors and your adviser well in advance of preparing your thesis for submission.

Embargoes may be lifted early at the request of the author.

A student may not select embargoed status in lieu of obtaining appropriate copyright permissions. A dissertation, in its entirety, will be governed by only one level of distribution at any given time; the work may not be subdivided with sections disseminated under differing levels of distribution.

If you have any questions about whether you should embargo your dissertation, please consult with your adviser.

CERTIFICATE OF FINAL READING OF DISSERTATION

One member of the Reading Committee must certify that he or she has reviewed the final draft of the dissertation as submitted to the University. The Certification of Final Reading is completed by the Final Reader directly through Axess. The final reader is automatically notified upon student submission that s/he has an edissertation for review in Axess.

Instructions on logging into Axess to certify the submission and complete the Certification of Final Reading can be found at: <http://studentaffairs.stanford.edu/registrar/axesshelp/ediss>.

SURVEY OF EARNED DOCTORATES (SED)

Stanford participates in a data collection project of the National Science Foundation, the Department of Education, the National Endowment for the Humanities, the National Institutes of Health, and the Department of Agriculture. Stanford asks that you complete this survey:

- *Paper option, hard copy of 2011-12 pdf:* Submit completed hard copy of SED to Student Services Center. Download http://www.norc.org/NR/rdonlyres/C6530235-2D16-4226-B510-66086DC28008/0/SED1011_fr.pdf
- *Online option:* Register with SED at <http://www.norc.org/projects/survey+of+earned+doctorates.htm>. Complete and submit SED online. <http://survey.norc.uchicago.edu/doctorate/index.jsp>

DISSERTATION COPIES

One copy of the electronic file of your dissertation is required to be uploaded.

One original signature page and one title page are required for submission to the Student Services Center, located on the 2nd floor of Tresidder Union.

The author is reminded to keep at least one copy of the dissertation for back-up and personal use after the submission is completed and while processing of the submission by the University is underway.

Obtaining Bound Copies for Personal Use

The Office of the University Registrar does not provide bound copies of the dissertation for personal use. Students who want additional dissertation copies bound for personal use have a few options for purchase.

Option 1: The student can purchase a printed copy through Stanford's contracted bindery service. The cost is \$25 per copy, payable in cash or check. To use this option, send a copy of PDF file that contains the dissertation or theses to the Binding and Finishing office in Meyer Library (room 380). Send the email to Roddy Harrison at roddyh@stanford.edu or call with questions (650) 736-2011

There is a 4-6 week turnaround time. Students will be informed when to pick the bound copies in the Binding and Finishing office.

Option 2: Students can purchase a copy directly from the bindery. This option allows for payment by credit card as well as rush or direct shipment. To use this option, take printed copies to: Postal Annex, 30166 Industrial Parkway SW, Hayward, CA 94544 (located in the Target Center at Industrial and Whipple; 510-487-4017). These copies will be shipped off to the HF Group Bindery for binding and then shipped directly to the student. Students should request "Stanford Style Ph.D." for binding identical to that used by Stanford. For questions related to this binding option, please call: HF-Group Customer Service: (800) 253-5456.

You are, of course, free to use other available print-on-demand services.

Feedback:

The Registrar's Office and Stanford University Libraries are interested in your feedback about the electronic thesis and dissertation submission process. Please email edissertations@lists.stanford.edu with any comments or questions.

THE DISSERTATION

The final dissertation manuscript must have a ready-for-publication appearance and standard features. The Office of the University Registrar does not endorse or verify the accuracy of any dissertation formatting templates that may be available to students. It is the responsibility of the student to make sure that the formatting meets the requirements outlined in this booklet. Introductory material, text, and appendices must all be clearly and consistently prepared and must meet all of the specifications outlined below. Once the dissertation is submitted online and approved by the Final Reader, no further changes are allowed.

The digital file of the dissertation submitted to Stanford Libraries must meet certain technical requirements to ensure that it can be easily accessed by readers now and into the future. Please follow the specifications outlined below and refer to the Guidelines for Making PDF Files document available from the Registrar's web site: https://www.stanford.edu/dept/sul2/cgi-bin/etdhelp/index.php/General_Guidelines_for_Making_PDFs.

Page Size

Pages should be standard US letter size (8.5 x 11 inches).

Typeface

In order to ensure the future ability to render the document, standard fonts must be used. For the main text body, type size should be 10 or 12 point. Smaller font sizes may be used in tables, captions, etc. Font color must be black. Acceptable fonts include:

- Times New Roman (preferred)
- Courier, Courier Bold, Courier Oblique, Courier Bold-Oblique;
- Helvetica, Helvetica Bold, Helvetica Oblique, Helvetica Bold-Oblique;
- Times, Times Bold, Times Italic, Times Bold-Italic;
- Symbol.

Do not use script or ornamental fonts. Do not use proprietary fonts. If you use mathematical or other scientific notation in your dissertation using a font other than Symbol, you must embed the font into the PDF that is submitted to the University. See the Guidelines for Making PDF Files document available from the Registrar's web site.

Margins

Margins on the binding edge (left edge if single-sided; right edge for even numbered pages, and left edge for odd numbered pages if double-sided) must be 1.5 inches; all other margins must be one inch. (Pagination, headers, and/or footers may be placed within the margin, but no closer than one-half inch from the edge of the page.) For double-sided copies, margins must be 1.5 inches on the binding edge. Suggested margins when using MS Word are 1.6 inches for the binding edge and 1.1 inches for all other margins. Margin requirements should apply to the entire document, including the title page.

Spacing

The main text of the manuscript should be one and a half or double spaced lines, except where conventional usage calls for single spacing, e.g., footnotes, indented quotations, tables, etc.

Word and Text Divisions

Words should be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word division. Avoid short lines that end a paragraph at the top of a page, and any heading or subheading at the bottom of a page that is not followed by text.

Language

The dissertation must be in English. Exceptions are granted by the school dean upon submission of a written request from the chair of the student's major department. The student must submit directly to the Student Services Center a hard copy of the approval letter (or email message chain) from the department Dean.

Approval for writing the dissertation in another language is normally granted only in cases where the other language or literature in that language is also the subject of the discipline. Approval is routinely granted for dissertations in the Division of Literature, Cultures, and Languages within department specifications. Dissertations written in another language must include an extended summary in English (usually 15-20 pages in length). Student should upload this English summary as a supplemental file when submitting the dissertation electronically.

Style

Select a standard style approved by your department and use it consistently. Some reliable style guides are K.A. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* (University of Chicago Press) and the *MLA Handbook for Writers of Research Papers, Theses, and Dissertations* (Modern Language Association).

Special Instructions for DMA Students

Students in the Doctor of Musical Arts program may submit musical scores formatted at 11 x 17 inches in size. A student submitting a performance as his/her dissertation should submit the audio file in WAVE format as a supplemental file. Note that the maximum file size accepted for submission is 100 MB. If a performance recording exceeds the maximum file size, break the file into multiple files and submit the parts individually as supplemental files.

Order and Content

The dissertation must contain the following sections; all sections must be included in a single digital file for upload.

1. Preliminary Pages

a. Title Page—The format must be followed exactly. Use upper case letters (see page 10 for sample). The title of the dissertation should be a meaningful description of the content of the manuscript. Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, etc. The month and year must be the actual month and year in which you submit your dissertation/thesis electronically to the University. (Note: A student who submits in Autumn quarter is conferred his/her degree in the following calendar year.)

b. Copyright Page — *Note that the digital file submitted to the library should not contain a copyright page.* The copyright page will be created automatically by the online submission system and inserted into the file stored by Stanford University Libraries.

c. Signature Page — *Note that the digital file submitted to the library should not contain a signature page.* A digital facsimile of the signature page will be created automatically by the online submission system and inserted into the dissertation in its final format stored by Stanford University Libraries.

d. Abstract—An abstract may be included in the preliminary section of the dissertation. The abstract in the body of the dissertation follows the style used for the rest of the manuscript and should be placed following the signature page. There is no maximum permissible length for the abstract in the dissertation.

Dissertation authors must enter an abstract using the online submission form for uploading the digital dissertation file to the library. This abstract, which will be indexed for online searching, must be formatted in plain text (no HTML or special formatting). It should be a pithy and succinct version of the abstract included in the dissertation itself.

e. Preface and/or Acknowledgments.

f. Table of Contents, with page references.

g. List of Tables, with titles and page references.

h. List of Illustrations, with titles and page references.

2. Text

a. Introduction.

b. Main body, with the larger divisions and more important sub-divisions indicated by suitable, consistent headings.

3. References

a. Appendices.

b. Bibliography or List of References.

Pagination

Each page of the manuscript, including all blank pages, and pages with photographs, tables, figures, maps, or computer code should be assigned a number. Consistent placement of pagination, at least one-half inch from the paper's edge, should be used throughout the manuscript.

Important: Follow these pagination instructions exactly.

1. The title page is not physically numbered, but counts as the first page.
2. For the preliminary pages, use small Roman numerals (e.g., iv, v, vi).
3. Pagination must begin on the Abstract page using the number “iv”. (The copyright page and signature page to be inserted will be pages ii and iii.) Please note that this is the most common mistake: you must remove your copyright page and signature page from your electronic version before you submit your dissertation, and begin pagination on your abstract with page number “iv”. If the document is formatted for double-sided printing with each section starting on the right page, then pagination will begin on a blank page (page “iv”) and the Abstract should be numbered as page “v”, and so forth.
4. For the remainder of the manuscript, use continuous pagination for text, illustrations, images, appendices, and bibliography, using Arabic numbers (1, 2, 3, etc.). Remember to start with page 1, as this is not a continuation of the Roman numeral numbering.
5. The placement of page numbers should be consistent throughout the document.

Page Orientation

For text, illustrations, charts, graphs, etc., printed in landscape form, the orientation should be facing away from the bound edge of the paper.

Images

Images (color, grayscale, and monochrome) included in the dissertation should be clearly discernable both onscreen and when printed. The dimensions should not exceed the size of the standard letter-size page (8.5” x 11”).

Image resolution should be 150 dots per inch (dpi), though resolutions as low as 72 dpi (and no lower) are acceptable. The format of images embedded in the PDF should be JPEG or EPS (the format JPEG2000 is also acceptable when it is supported in future versions of the PDF format). GIF and PNG are not preferred image file formats.

Large images, including maps and charts or other graphics that require high resolution, should not be included in the main dissertation file. Instead, they can be submitted separately as supplemental files and formatted in other formats as appropriate. See **Supplementary Material** section below.

Multimedia

Multimedia, such as audio, video, animation, etc., must not be embedded in the body of the dissertation. These media types add size and complexity to the digital file, introducing obstacles to users of the dissertation who wish to download and read (and “play back”) the content, and making it more difficult to preserve over time.

If you wish to include multimedia with your submission, upload the media separately as a stand-alone file in an appropriate media format. See **Supplementary Material** section below.

Embedded Links

It is acceptable to include “live” (i.e., clickable) web URLs that link to online resources within the dissertation file. Spell out each URL in its entirety (e.g., <http://www.stanford.edu>) rather than embedding the link in text (e.g., “link to the Stanford home page”). By spelling out the URL, you improve a reader’s ability to understand and access the link reference.

Supplementary Material

Supplementary material may be submitted electronically with the dissertation. This material includes any supporting content that is useful for understanding the thesis, but is not essential to the argument. It also covers core content in a form that can not be adequately represented or embedded in the PDF format, such as an audio recording of a musical performance. Appendices, references, and the like are not considered supplementary material. Supplementary materials are submitted separately than the dissertation file, and are referred to as supplemental files.

A maximum of ten supplemental files can be submitted. There are no restrictions on the file formats. Maximum file size is 100 MB. Authors are encouraged to be judicious about the volume and quality of the supplemental files, and to employ file formats that are widely used by researchers generally, if not also by scholars of the discipline. The following table outlines recommended file formats for different content types; by following these recommendations, the author is helping to ensure ongoing access to the material.

CONTENT TYPE	RECOMMENDED FORMATS (preferred formats appear in bold)
<i>Text</i>	PDF plain ASCII text
<i>Data Sets</i>	Plain ASCII text with accompanying code books (as PDF or plain ASCII text) Statistical software files: DTA, SAS, SAV, POR
<i>Image</i>	TIFF JPEG JPEG2000

CONTENT TYPE	RECOMMENDED FORMATS (preferred formats appear in bold)
<i>Audio</i>	WAV AIFF, MIDI, SND, MP3, QTA Note-based digital music composition files: XMA, SMF, RMID
<i>Video</i>	MPEG video QuickTime, AVI, WMV
<i>Animation</i>	Flash, SVG

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The title page must meet these specifications including the use of upper-case letters and must be centered within the margins both vertically and horizontally. There should be no bold type and no pagination on the title page.

MONEY, POWER, AND TRUTH:
ECONOMIC WARFARE IN THE ERA OF GLOBALIZATION

VOLUME I
(If more than one volume)

A DISSERTATION
SUBMITTED TO THE DEPARTMENT OF HISTORY
AND THE COMMITTEE ON GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

Jane Lathrop Stanford
May 2012

(Date should reflect month and year of submission to the Office of the University Registrar.)

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Committee or Program (No Department)

A DISSERTATION
SUBMITTED TO THE
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{PROGRAM IN}

AND THE COMMITTEE ON
GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

School of Education

A DISSERTATION
SUBMITTED TO THE SCHOOL OF
EDUCATION AND THE COMMITTEE ON
GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

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COMMITTEE ON
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DOCTOR OF PHILOSOPHY
IN
{JOINT PROGRAM} AND HUMANITIES

Dual-Language Department

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{FRENCH AND ITALIAN}
{SPANISH AND PORTUGUESE}
AND THE COMMITTEE ON
GRADUATE STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS
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DOCTOR OF PHILOSOPHY
IN
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Modified from Crews, Kenneth D. 2000. Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation

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