



SDSU Dissertation Companion:

**What You Need to Know to
Format, Review, & Publish**

Overview of the Process

After successfully defending your dissertation and obtaining committee approval, you must submit your dissertation packet to the College of Graduate Studies (CGS). Pat Walls (doctoralprograms@sdsu.edu), your Doctoral Program Specialist, will evaluate your packet and transcripts. He will then supply us with your dissertation, your Ed.D. 5 Report of Filing, your Dissertation Clearance Sheet, and a copy of your signed signature page. Upon receipt of those files, you will be sent a confirmation email with instructions.

Clearing your dissertation requirement for graduation consists of four steps:

1. Committee Approval: Receive approval from your committee and obtain their signatures
2. Format: Format your dissertation to meet the department guidelines
3. Review: The reviewer will check your dissertation to ensure it meets the department formatting guidelines
4. Publish: The payment for, and production of, university requirements, and department requirements

YouTube Video Tutorials

Our YouTube channel provides a variety of detailed instructions and tutorials for graduates working on their EdD dissertation. Visit our channel to learn how to about review, how to use our templates, and so much more!

www.youtube.com/@montezumapublishing

The College of Graduate Studies' Role in Dissertation

CGS keeps official records of your student name, degree title, Doctoral Dissertation 899 enrollment, IRB status, and the names of your committee members. CGS also handles your final graduation clearance once your dissertation requirements have been satisfied.

Montezuma Publishing's Role in Dissertation

The Graduate Publishing Department at Montezuma Publishing handles the review, approval, and publishing of your dissertation.

Editing vs. Formatting

Editing involves reading the file to correct improper spelling, grammar, sentence structure, etc. Formatting pertains to how the document appears on the page as well as in-text citations and reference department requirements. Formatting does not involve making changes to the content of the document.

Formatting vs. Review

The terms “formatting” and “review” can be confusing as many use the terms interchangeably. Simply put, formatting is getting your dissertation to conform to the guidelines established by your department. Review, is the process of checking your dissertation to ensure it meets those formatting guidelines.

EdD Formatting Guidelines

See the Educational Leadership department for information on how to format your dissertation. All dissertations must be formatted to follow the *Publication Manual of the American Psychological Association* (APA). Department specific formatting requirements take precedence over the APA manual.

Formatting Options

There are two options to consider when formatting your dissertation. You may format your dissertation using the department guidelines or you can hire a formatter.

If you decide to format your dissertation yourself, please allow at least two weeks to learn the guidelines.

In addition, Montezuma Formatting offers formatting services. Please visit our website for more information regarding our services.

Traditional vs. Article Style

The format of your dissertation, traditional or article style, is dependent on your work as well as the decision of your committee. The differences between traditional and article style are as follows:

1. Traditional: The entire body of the dissertation is treated as a multi-chaptered paper with one reference section after the body and before the appendix.
2. Article: Each chapter is treated as a separate article/paper. Each chapter would then be followed by a reference section specific to that chapter. All appendices must appear at the end of the document.

Editing Options

Editing is intended to be completed prior to your defense date. Any edits done after your defense should be limited to those requested by your committee. Comments from your committee must be included in your document for verification of approved changes.

Submit your MS Word document electronically via email to thesis@aztecmail.com

Editing Pricing:

- \$3.00 per page
- 50% deposit is required at the time of initial order

Your editor will check for the following:

- Spelling
- Grammar
- Punctuation
- Clarity
- Effective use of language
- APA format

The time it takes to complete the editing of your file will be determined on a case by case basis. Variables such as document length, the amount of edits required, response rate, and your date of submission will affect this timeline. If the editing process takes longer than 3 weeks (21 days) OR your defense is late in the semester, it may impact your ability to graduate during the current semester.

EdD Dissertation Formatting Requirements (The 13 Rules)

In addition to adhering to your program's chosen style, all EdD dissertations need to follow some simple universal formatting guidelines. See the SDSU APA EdD Dissertation Template for instructions, samples, and formatting assistance. There are 13 rules:

1. Your name, committee members and degree title must match University records.
2. Follow the current APA formatting style guide (7 th ed.).
3. Set your margins at 1.25 inches for the left margin, and 1 inch on the right, top, and bottom margins. Margins may be reduced to 0.875 inches all around to accommodate oversized tables or figures.
4. Use a professional font in 12pt size. Do not use an ornamental font based on script, cursive, or calligraphic styles. For tables, footnotes, or other material outside of the main text, a font size as low as 8pts may be used. Use black for all text apart from figures, tables, and computer code, which may include color.
5. Line spacing: Double-spaced, with the exception of tables, lists, block quotations, footnotes/endnotes, figure captions, table titles, and bibliographic entries, which are to be single-line spaced.
6. Start the first page of each section (Acknowledgments, Table of Contents, Lists, etc.), chapter, and appendix on a new page and increase the top margin on that page to 2 inches.
7. Place your Reference section(s) at the end of the main document text (but before the Appendices). Use single-line spacing.
8. If including more than one figure, table, or illustration, create a separate list for each type of item, which includes the figure/table number, figure caption/table title and the page number on which it begins.

EdD Dissertation Formatting Requirements (The 13 Rules)

9. Label tables, figures, illustrations, etc. uniquely and number each consecutively throughout your document.
10. Recommend image resolution: 300 dpi. Supplementary materials such as audio, video, and oversized tables/figures must be submitted to Montezuma Publishing at the same time the thesis is submitted.
11. The Table of Contents lists each chapter number, chapter title, and the page on which each chapter begins. Type the word “Chapter” as a heading before listing the numbers and titles of each chapter below. See the template for examples.
12. Preliminary page numbers are lowercase Roman numerals, starting with page iii (preferably centered at the bottom of the page).
13. Preliminary pages appear in the following order (first numbered page must be page iii):
 - Title page: Mandatory; no page number.
 - Signature page: Mandatory; no page number.
 - Copyright page: Mandatory; numbered iii.
 - Dedication: Optional; must have page number.
 - Abstract: Mandatory; up to 350 words, single line spaced; must have page number.
 - Table of Contents: Mandatory; must have page number.
 - List of Tables, List of Figures, etc.: Mandatory when the document includes more than one table, figure, etc. (e.g., if you have 2 tables, include a List of Tables; 2 figures, include a List of Figures); must have page number.
 - Acknowledgments: Optional; must have page number.

Dissertation Review

Once you have enrolled in Doctoral Dissertation 899, your content has been approved by your committee, and your document has been formatted, you need to contact the College of Graduate Studies in order to submit your dissertation to Montezuma Publishing for review. Once we receive your files from CGS, you may contact us to make your \$50 review payment.

CGS will provide us with:

1. A digital copy of your dissertation (Word or PDF)
2. Your signed signature page, Ed.D Clearance Sheet, and Ed.D 5

Your dissertation will be reviewed using:

- Your department guidelines
- *Publication Manual of the American Psychological Association* (APA)

You will be contacted via email once your dissertation has been reviewed. The amount of time it takes to receive feedback will vary depending on the number of students ahead of you. Review typically takes 2-4 weeks.

If your dissertation does not pass review, we will send you an email with instructions and a copy of your document with comments.

The reviewed file will contain comments regarding specific formatting errors according to the department guidelines and/or the APA style guide.

You can make the corrections yourself or hire a formatter to make the corrections for you.

Once your dissertation has been corrected, email the file back to thesis@aztecmail.com.

You can submit your dissertation as many as six times before you will be required to hire a formatter. A \$50 review fee will be required for the first submission. A \$25 review fee will be required for the third and fifth submissions.

Deadlines

There are three deadlines you need to be aware of:

1. **Submission Deadline:** If you submit your well-written and properly formatted dissertation and complete payment (\$50) to Montezuma Publishing (MP) by this deadline.* MP will review your dissertation within 2-4 weeks. If you need to make formatting corrections and resubmit within 2 weeks, your next round of formatting review will be given priority status.
2. **Publication Deadline:** If your dissertation receives final formatting approval from MP and you pay the \$45 ProQuest publishing fee & remaining fees by this deadline, you are eligible for the Doctoral degree in the current semester.
3. **Avoid Re-enrollment in 899 Deadline:** If you are enrolled in 899, and missed the previous two deadlines, submit your dissertation by this deadline,* the last day of the semester to avoid having to re-enroll in 899 for the following semester.

* Follow the graduation & dissertation steps posted on the Graduate Studies website, as submissions must be made to CGS before coming to our office.

Approval and Publishing

Once your thesis is approved, you will receive an email letting you know that you can pay the \$45 publishing fee. The fee quoted in the email will not include copies that your department may require.

Copy requirements for the Educational Leadership department are:

- PK-12 Specialization:
2 hard bound, color copies on cotton paper
- Community College/PSE Specialization:
2 hard bound, color copies on cotton paper

Your dissertation requirement for graduation will be satisfied once you have paid for the university and applicable department requirements.

Montezuma Publishing will notify the College of Graduate Studies that you have met the requirements for dissertation publication.

You may also order personal copies once your dissertation is approved. There are a few publishing options:

- Binding: Hard cover or Soft cover (note: you will also be able to choose a color for the binding)
- Paper: Cotton or Regular (note: cotton paper is acid-free and lasts longer than regular paper)
- Printing: Black and White or Color



Current prices for these options are available on the Montezuma Publishing web site. You may also contact the Graduate Publishing department for more information.

Once you have finalized your order, you may pay over the phone with any major credit or debit card.

Soft cover copies take approximately two to three weeks to produce and hard cover copies take six to eight weeks to produce. Production time can take longer during busier times of the semester. This production time will not affect your graduation.





For questions or more information regarding dissertation formatting, review, editing, or publishing please contact us:

Graduate Publishing Department

Montezuma Publishing

Tel: 619.594.7551

Email: thesis@aztecmail.com

Office: ED-107

Web: www.montezumapublishing.com

YouTube: [@montezumapublishing](https://www.youtube.com/@montezumapublishing)

Our business hours are Monday through Friday from 9:00 am to 4:00 pm. Our register is open to process payments in person or by phone Monday through Friday from 9:00 am to 3:45 pm.

Hours of operation are subject to change.