Standards for the Preparation of J.S.D. Dissertations
Washington University School of Law

Two copies of the approved dissertation must be submitted to the Law Library.

Covers: Three bound copies are to be submitted. Put each copy of the dissertation into a manila envelope of the appropriate size. Attach a photocopy of the title page on each envelope.

Format Guidelines:

Title Page

The title page should give first, WASHINGTON UNIVERSITY School of Law, the dissertation title in capital letters, then the name of the author in full, no initials; then as a separate paragraph the notation “A dissertation submitted in partial fulfillment of the requirements for the degree of the Juris Scientiae Doctoris (J.S.D.) at Washington University School of Law.” This will be followed by the date and Saint Louis, Missouri. See sample Title Page attached.

Approval Sheet

Each dissertation should include an approval sheet, bearing the word “Approved” and the signature and title of the supervising faculty member, together with the date of approval.

Abstract

The title page is to be followed by a page containing an abstract of the thesis, preferably no longer than a single paragraph. Please see abstract sample attached. The abstract is required by University Microfilms International.

Vita

A vita is also required by University Microfilms International. Please see the vita sample enclosed.

Table of Contents

In addition to the title page and text itself, contents of the dissertation should include a Table of Contents.

Text

The dissertation must be laser printed, double-spaced, on one side of the paper only, on white, bond paper of good quality (20 pound weight), 81/2 by 11 inches.
The left hand margin is to be one and one-half inches wide, the remaining margins are to be one inch wide.

Long quotations should be indented, and may be single spaced; footnotes should be single spaced with a double space left between individual footnotes. These should be numbered consecutively for each chapter and placed at the end of each chapter. Citation format must follow the latest edition of the Uniform System of Citation including website citations.

Page numbers should be at the bottom of each page except for two: the title page is counted but not numbered, and the copyright page is neither counted nor numbered. Lower case roman numerals are used for the preliminary pages, including the title page and acknowledgments page. Since the title page is counted but not numbered, “ii” is the first number used and appears on the page after the title and copyright pages.

Arabic numerals are used for all other manuscript pages. Every single remaining sheet of nonpreliminary material (including e.g., appendices, facing pages, etc.) submitted as part of the manuscript must be numbered. Letter suffixes (e.g. 10 a, 10b, etc.) may not be used. Correct pagination—no missing pages, no duplicate numbers or pages—is required in order for the manuscript to be acceptable.

Copyright Page (see example enclosed)

A dissertation to be copyrighted must carry a copyright page which is an unnumbered page immediately following the title page; it must appear in all copies. A copy of the Use Authorization Statement must be signed and attached as the last page of the dissertation.

Using Copyrighted Material: All Washington University dissertations are microfilmed by University Microfilms International. Public access to the microfilms is controlled by two points:

1. Did the filmed manuscript use copyrighted material?

2. If copyrighted materials was used, is a publisher’s permission to use the material required before the film can be made available to the public?

Thus, if a student uses copyrighted material, he or she should keep the following guidelines in mind:

i) A publisher’s permission will never be required if a student uses an excerpt(s) of copyrighted material from a single source that fits on one single-spaced manuscript page.

ii) A publisher’s permission may be required if a complete, single work is used, e.g. a poem, song, text, no matter how short the item is.
iii) If a student uses more copyrighted material from a single source than fits on one single-spaced manuscript page, the student should be prepared to acquire letters of permission from the publisher of the material. If a student believes that permission letters may be necessary, the request(s) should be mailed as early as possible, using the following as a return address:

    Manuscripts Supervisor  
    University Microfilms International  
    300 North Zeeb Road  
    Ann Arbor, MI 48106

Students contacting publishers for permission should NEVER use their department or home addresses as a return address as the answers may never get back to the office that requires them.
WASHINGTON UNIVERSITY

School of Law

By

Susan Best Jones
(full name, no initials, must be used)

A dissertation submitted in partial fulfillment of the requirements for the degree of Juris Scientiae Doctoris at Washington University School of Law.

February 9, 2000

Saint Louis, Missouri
(sample Vita)

John Doe

Date of Birth:

Place of Birth:

Undergraduate Study:

Graduate Study:

Professional Societies:

Honors/Awards:

Teaching and Professional Experience:

Publications: (follow the citation format used in your dissertation)
(Sample Abstract)

ABSTRACT OF THE DISSERTATION

Title of Dissertation

By

Your Name

Juris Scientiae Doctoris

Washington University School of Law

Saint Louis, Missouri

2000

Professor Peter Mutharika, Chairperson

(Begin typing the abstract here, double spaced.) The body of the abstract is limited to 350 worlds, with a maximum of 2,450 characters allowed. Spaces and punctuation are counted as characters for this purpose. To get an estimate of the count, count the characters (including spaces and punctuation) of a line of average length, and multiply by the number of lines. If your abstract is longer than 35 lines, it is important that you check the number of characters.