

Dissertation Revision Process

The following bullet points will provide some guidance on how to strengthen a dissertation for publishing consideration. (It is also helpful to enlist two or three trusted readers to review your manuscript for suggestions on improvement.)

- **CITATION STYLE:** For arts & humanities, use either the most recent Chicago style (preferred) or MLA style. For social & behavioral sciences and STEM, only use the most recent APA style. (Footnotes, formatted endnotes, superscript footnotes, and parenthetical numbering for footnotes/endnotes are to be avoided. In-text citations with a Works Cited section are highly preferred.)
- **INTRODUCTION:** Write an Introduction (750-2,000 words) that introduces and contextualizes the research, includes your main thesis/argument and any relevant developments in the field, and briefly outlines the chapters. The Introduction is an appropriate place to include brief acknowledgements; if an acknowledgements list is longer than a few sentences, create a separate Acknowledgements section.
- **ABSTRACT:** Remove the abstract; if appropriate, incorporate into the Introduction.
- **CHAPTERS:** Establish brief chapter headings and ensure that chapters blend together and link ideas, concepts, and arguments into a cohesive and accessible narrative for readers.
- **LITERATURE REVIEW:** Incorporate into the manuscript so the review is blended into the main narrative. Readers will not need a lengthy and expository section on literature in the field of study. When relevant to the scholarly argument, published literature in the field (as well as key theories & theorists, and methodologies) may be highlighted but should be in keeping with the narrative style of the text.
- **JARGON:** Remove research jargon and/or discipline-specific jargon whenever possible or rephrase for readers. Language should be concise, clear, and accessible. In a rare instance when a glossary is necessary, please add a brief glossary at the end of the manuscript.
- **CITATIONS/QUOTES:** Remove lengthy block quote citations and frequent direct quotes. *The most prominent voice within the manuscript should be the author's voice*, so quotes should be used only in support of a scholarly argument and not appear excessive. If necessary for the scholarly argument, paraphrase or summarize lengthy/frequent quotes and cite appropriately.
- **WORKS CITED/BIBLIOGRAPHY:** Include a Works Cited (preferred) or a Bibliography section at the end of the manuscript. Ensure all information is up to date and complete.
 - Check (and double check) cited material to ensure that all quotes and paraphrased materials are properly cited (in the text) and appear in the Works Cited section. For bibliographic references in Works Cited, ensure all URLs for online resources are current and accessible and any “accessed on” or “accessed” dates for URLs are updated.
 - If any relevant or significant work has been published in your field of study since the completion of the dissertation, be sure to include appropriate citations of such work within the text and include in the Works Cited section.
- **BIOGRAPHY:** Include a biography of 75-200 words at the end of the manuscript.
- **SPELLCHECK/GRAMMAR CHECK:** Run a spellcheck/grammar check of the final draft of the manuscript and make appropriate corrections prior to submission.