

## **Guidelines for Writing the PhD Dissertation or DHCE Project.**

Revised: 7/2/2020.

### Instruction after Proposal Defense.

After the Doctoral Proposal is approved, the student writes each chapter working with the faculty director. The faculty director may consult with the other faculty readers. For the process, see the *HCE Handbook* on the HCE website, sections B.4.d. on review of doctoral chapters and section B.4.e. on the doctoral defense.

1. Doctoral director. The student works with the doctoral director to write the text. Faculty can have varying approaches. The items below delineate a general process adopted by HCE faculty.
2. Chapter Outline & Bibliography. At the end of every chapter add a bibliography for the texts cited in the chapter. Also, provide an outline or contents page at the start of each chapter. When all the chapters are ready for the readers, compile the separate chapter bibliographies into a single bibliography at the end of the text; also, the separate chapter outlines are compiled together at the start of the text.
3. Anticipated page distribution of chapters. Before submitting the first chapter, provide an outline of the anticipated page distribution of the doctoral text (in total, 100 pages for the DHCE and 250 pages for the PhD): Ch.1, 20 or 50 pages, etc. The PhD Dissertation's narrative analysis may not exceed 300 pages; the DHCE Project's narrative analysis may not exceed 150 pages.
4. Proposal & Introduction Chapter. The 1<sup>st</sup> chapter of the Dissertation/Project is the Introduction. It can be helpful to integrate the Doctoral Proposal text into this chapter. To do so, use the "Thesis Statement" to articulate the thesis at the outset of the Intro; then use the "State of the Question" material to situate the need for and the originality of the thesis; do not use the "Literature / Dissertation Review" sections; the main part of the chapter will explain the Chapter summaries that constitute most of the Doctoral Proposal – the Chapter summaries may include note references to the main literature (including material in the "Literature Review" section) that will be engaged in the longer analyses of the subsequent chapters.
5. DU Library format requirements. Ensure that the texts you send meet all the requirements of the DU library for doctoral submissions.
6. Chapter Review. One complete chapter is reviewed at a time: no parts of chapters or multiple chapters to be sent. After each chapter is approved as the 1<sup>st</sup> draft of the chapter the student moves to the next chapter.
7. Readers' Review. After all the chapters are approved as first drafts (to achieve this any chapter may go through multiple drafts), the complete text is sent to the readers. The readers can request further changes prior to (or after) the oral defense. However, note this point: before submitting the approved 1<sup>st</sup> draft to the readers, after all the chapters have been approved separately as 1<sup>st</sup> draft chapters, the student may be required to undertake further work on the text if further clarity is needed to weave the chapters together.
8. Progress seminars. Intermittently, seminars with the faculty's doctoral students may be planned to discuss progress together.