

Harvard University
Committee on The Study of Religion

Information on Submission of the Dissertation for Th.D. Candidates

I. Important Dates

The dates listed below are for the 2009-2010 academic year. While they will vary slightly from year to year, the basic timetable of Divinity School degree deadlines remains essentially the same:

FOR DEGREES IN:	NOVEMBER	MARCH	JUNE
Degree Applications due:	Aug. 12	Dec. 3	Jan. 25
Submit Final Draft to Readers by:	Aug. 15	Dec. 1	April 1
Latest possible defense date:	Sept. 16	Jan. 4	May 3
Dissertation Acceptance Certificate and dissertation due:	Oct. 1	Jan. 14	May 17

II. Explanation of Enclosures

The Form of the PhD Dissertation -- This Faculty of Arts & Sciences' style guide for preparation of the dissertation is applicable to Th.D. candidates as well in all but two respects: the title page information (see below) and the number of bound copies (see notes on "Final Delivery" below). Because this is an indispensable document and source of information for all post-prospectus doctoral students, you should read through it with care. Knowing the stylistic protocol from the outset of your dissertation work will spare you many problems later on. This document is available in pdf form online at <http://www.gsas.harvard.edu> under "Resources for Current Students" (then click on "academic life").

Title Page -- Please follow the style guide provided by the Th.D. Administrator for the title page of the dissertation and disregard the outline provided in the document (the latter is applicable to GSAS candidates only).

III. The Timing of Submission

When you think you are within reach of completing your dissertation draft, your dissertation adviser will need to propose to the full Committee a dissertation committee of readers and examiners comprised of the adviser and two (or sometimes three) additional faculty members. All such proposals should be delivered to the Program Administrator at least two days prior to the next scheduled Standing Committee meeting date, in order to be assured that the Committee will duly act upon them and formally appoint dissertation examiners then.

A copy of the final draft of the dissertation should be submitted, in a spring binder (or an equivalent binder), to each of the examiners appointed. A copy of your title page should be sent electronically to the Th.D. Program Administrator at this time. Once the copies have been received and the examining committee is in place, we will schedule a date for the dissertation defense. Do keep in mind that your second and third readers are likely to need, and certainly are entitled to, at least two to three weeks' reading time; and so the date of the defense is usually set at a minimum two to three weeks later than the date the copies are received.

IV. Related Matters

Length Limitation -- In the Study of Religion, the length of dissertations is limited to a maximum of approximately 75,000 words or 300 pages, exclusive of bibliography. Permission to exceed this length is granted, on petition, only by the Doctoral Subcommittee or the Director of Th.D. Studies at the request of the Dissertation Adviser.

Application for Degree -- This form is available from the Registrar's office in Divinity Hall. It is the student's responsibility to file the completed forms on time, and to submit them by the dates specified above if you have a reasonably good expectation of completing your dissertation and successfully defending it within the time-frames indicated on page 1 above.

Dissertation Abstract -- You will need to prepare a dissertation abstract, not to exceed 350 words, prior to the dissertation defense ("The Form of the Doctoral Dissertation"). The abstract is to be included in the front matter of the dissertation and is required by UMI (Pro-Quest) for publication in *Dissertation Abstracts International*. The abstract will also be published in *Harvard Theological Review*.

Dissertation Acceptance Certificate -- We will prepare and deliver to the Chair of your dissertation examining committee your Dissertation Acceptance Certificate immediately prior to the defense. Immediately following it, if no revisions are required, or as soon as any and all revisions are completed and approved by the Chair and all examiners have signed the Certificate, it should be returned to the Study of Religion office so that copies of it can be made and placed in your student file. The original will then be go to the Registrar's Office where you may pick it up before making final arrangements for binding your finished dissertation. See "The Form of the PhD Dissertation" for detailed information on binding and local binderies.

Final Steps -- Before you go to the bindery, you need to glue the Certificate on a blank sheet of dissertation paper and place it in the original copy of the dissertation. Copies of the Certificate must also be inserted into the other copy of your dissertation. The order of the beginning pages of your dissertation for all copies should be: 1) title page, 2) copyright page, 3) Dissertation Acceptance Certificate, 4) abstract, 5) table of contents, and thereafter the preface, etc. The Divinity School requires that two bound copies (the original plus one copy) on acid-free paper be submitted to the Registrar's Office by the dates specified on page one above. One bound dissertation is kept in the Harvard-Andover Theological Library; the other bound copy is kept in the Harvard University Archives. At the time of submission, you will also be asked to fill out the National Research Council in Washington's Survey of Earned Doctorates ([.http://www.norc.uchicago.edu/sed](http://www.norc.uchicago.edu/sed)).

Microfilming and Copyright -- Microfilming of the dissertation is required by the Divinity School. For information on preparation and forms please see the UMI Dissertation Publishing site: www.umi.com under Pro-Quest Dissertation and Thesis Author Services. The Registrar's office must have confirmation of this process before the degree will be granted.