



**Thomas Jefferson
University**

COLLEGE OF ARCHITECTURE, DESIGN & ENGINEERING

**GUIDE FOR THE PREPARATION
OF THE DOCTORAL DISSERTATION**

Approved by
the COLLEGE OF ARCHITECTURE, DESIGN & ENGINEERING
Curriculum Committee and
Executive Committee
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TABLE OF CONTENTS

Introduction	
Overview and Timeline.....	3
Student Responsibilities.....	3
Advisor Responsibilities.....	4
Dissertation Defense and Deadlines.....	4
Failure to Complete Dissertation.....	5
Format	
Arrangement of Contents	6
Page Composition	6
Pagination	7
Components of the Dissertation	
Title Page	8
Approval Form	9
Copyright.....	9
Abstract	10
Dedication.....	10
Acknowledgments	10
Table of Contents	10
List of Figures, Tables or Illustrations.....	10
Footnotes/Endnotes	11
Figures, Tables, Photographs, and Foldouts.....	11
Documentation of Sources	12
Appendix.....	12
Copyrighted Material.....	13
Reference Sources for Style and Format.....	13
Checklist for Dissertations and Theses	13-14

Introduction

The doctoral dissertation is a requirement for the Ph.D. in Architecture and Design Research program and is a permanent record of original research. Thomas Jefferson University is committed to the preservation and dissemination of the research contributions of its students. This document outlines procedures that are designed to make preparation as efficient as possible and describes the required format of the document.

Overview and Timeline:

The Dissertation **Committee Chairperson** must be a CADE core faculty approved by the Ph.D. in Architecture and Design Research program. The Chairperson and student may identify typically two other graduate faculty members from the university or individuals outside the university with expertise in the dissertation topic who may be invited to serve on the **Dissertation Committee**. These are faculty who will help review the work and provide feedback throughout the entire research process. **Additional faculty are optional.**

The doctoral program in the COLLEGE OF ARCHITECTURE, DESIGN & ENGINEERING requires a series of research theory and methods courses. The student is expected to make satisfactory progress in the form of all of the following:

- Formation of a dissertation committee (and submission of committee form).
- Development of research topic in concert with the faculty supervisor.
- Perform a literature review.
- Preliminary examination
- Dissertation proposal defense, including a clear research dissertation, literature review, and comprehensive and feasible research design)
- Develop a comprehensive research plan.
- Primary research, analysis and documentation

Summary of Student's Dissertation Responsibilities:

The graduate student is expected to display a high degree of motivation and initiative in all stages of developing and producing a dissertation. Specifically, it is the student's responsibility to:

- be well informed about the Ph.D. program, graduate program, and University policies regarding dissertation and to adhere to them;
- develop a research plan and timetable, in consultation with the dissertation advisors;
- keep the dissertation advisors informed of progress and meet with the advisor at pre-determined intervals;
- accept and benefit from the dissertation advisors' feedback on work in progress, and make all final revisions, as directed;
- access reference help at Gutman Library and help from the writing tutors at the Academic Success Center, as needed;

- keep records of research and drafts of the dissertation.

Summary of Dissertation Advisors' Responsibilities:

Among the most basic responsibilities of the dissertation advisor (i.e., committee chair and committee members) are the following:

- assist the student in determining a dissertation topic that meets the objectives of the graduate program and can be completed within the expected time frame;
- help the student understand the phases of dissertation completion and break down the process of researching the topic and writing the dissertation into a manageable set of tasks
- aid the student in establishing a timetable for completion of various aspects of research and writing
- provide the student with feedback on progress at stated intervals and help students stick to (or revise) the agreed upon research and writing timetable
- make sure the student receives writing tutoring support from the Learning & Advising Center and research support from Gutman Library reference specialists, as needed

Registration status for taking dissertation defense: To complete the dissertation defense, a student must be registered in the Ph.D. in Architecture and Design Research program (either in on campus or online) during the semester in which they defend the dissertation.

Students who are judged by the **Dissertation Committee** to not be ready to successfully defend or submit their dissertation will receive the grade of "TH" for their dissertation course. In addition to being enrolled in the appropriate program, students must re-register for dissertation coursework in the subsequent fall or spring semester immediately following the semester in which they enrolled in the dissertation course to remain in good standing. Exceptions for re-registration in the subsequent fall or spring semester must be approved by the Ph.D. Program Director. Tuition for the 3 credit ADR 901 Dissertation Research & Writing course will be required for subsequent dissertation coursework.

After the Dissertation Defense

The Dissertation Committee Chairperson will forward the **Dissertation Approval Form and final complete and edited Word file of the dissertation** to the Doctoral Affairs Committee for final approval. Submissions must allow at least two weeks for the Doctoral Affairs Committee to review and approve. In the event the candidate passes the dissertation or dissertation defense conditionally, the candidate must meet those conditions before proceeding. Students should follow up by contacting their committee chairperson to confirm the results and request a copy of the signed form. The approved and final dissertation **may be** submitted to the Jefferson Digital Commons (JDC). Submission is optional and subject to copyright regulations. See submission requirements at <https://jefflibraries.libguides.com/jdc>

Degree Conferral Deadlines

After completing all degree requirements, students are cleared for degree conferral by the program director. Lists of approved degree candidates are submitted to the Registrar three times each year for degree conferral in May, August or December. The student must have completed all degree requirements **before the deadline for that degree period**, including submission of the dissertation. **No exceptions are made.** Check with the program director, school dean, or registrar for specific deadlines for each semester.

Failure to Complete Dissertation

Students who do not successfully defend their dissertation and submit a final draft of their work during the last semester in which they are registered will either receive the grade of "Incomplete" ("I"), or the grade of "TH" for the dissertation coursework, as determined by the Dissertation Committee and/or Doctoral Affairs Committee. If students are capable of defending their dissertation or dissertation within the grace period (approximately four weeks into the next semester, including summer sessions), the grade of "Incomplete" will be awarded.

Following successful defense and submission of the final draft of the dissertation to the Dissertation Committee, the Dissertation Committee Chairperson will complete a change of grade form for the coursework. Students who fail to defend and submit their dissertation or dissertation during the grace period must re-register for dissertation until they successfully defend their dissertation or dissertation. The grace period ends on the date corresponding to when semester "I" or incomplete grades are changed to "F" or failing; these are listed on the academic calendar.

Students who are judged by the Dissertation Committee to be incapable of successfully defending their dissertation during the grace period will receive a grade of "TH" for their dissertation or dissertation coursework.

In addition to being enrolled in the appropriate program, students must re-register for dissertation or dissertation coursework in the subsequent summer, fall, or spring semester immediately following the semester in which they are enrolled in the dissertation or dissertation course to remain in good standing. Exceptions for re-registration in the subsequent fall or spring semester must be approved by the Doctoral Affairs Committee. Tuition for the 3 credit ADR 901 Dissertation Research & Writing course will be required for subsequent dissertation coursework.

When the dissertation is completed, the Dissertation Committee Chairperson will submit a final grade for the dissertation coursework, and the student will earn the grade for the semester during which the dissertation was defended successfully.

Reinstatement. A petition for reinstatement must be filed with the Registrar if: 1) more than one semester has elapsed since the candidate last registered or 2) the candidate has been on leave of absence and the leave has expired. **If a period of**

ten years has elapsed since first registration in the degree program, a petition must be filed with the Program Director to request extension of the time limit for completion of degree requirements.

Dissertation Format

Arrangement of Contents

Arrange contents in the following order. All sections are mandatory unless designated as optional.

- Title Page
- Dissertation Acceptance Form
- Dissertation Certificate
- Copyright Page
- Abstract
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables (if applicable)
- List of Figures or List of Illustrations (if applicable)
- List of Abbreviations (optional)
- List of Symbols (optional)
- Text/Chapters (starts on page 1)
- Bibliography
- Appendices (optional)
- Glossary (optional)

Page Composition

Typeface. The entire text of the dissertation, including page numbers, must be produced with the same *font* or *typeface*. Exceptions are made only for tables and figures produced by different technology or by graphic artists.

Characters per inch. The type for the text must be 12-point. Footnotes may be single-spaced in a 10-point size, but must be in the same font as the rest of the text.

Margins. *Left margin:* One and one-half inches (1½") or larger. *Top, bottom, right margins:* One inch (1") or larger. These margins are absolutely essential and apply to all tables and figures. Page numbers must be in the same size font as the text, centered between the margins, at least ½ inch from the bottom of the page. Text should be left justified only (ragged edge along right margin).

Spacing. The dissertation or dissertation must be double-spaced throughout except for quotations and footnotes. Spacing must be consistent throughout the document. Bibliographies may be single-spaced *within* each entry, but must be

double-spaced *between* each entry. The table of contents, list of tables, list of figures, and lengthy tables may also be single-spaced. Double spacing needs to contain three lines of type and three spaces per vertical inch.

Widows and orphans. Avoid “widows” (short lines ending a paragraph at the top of a page) as much as possible. A heading or subheading at the bottom of a page that is *not* followed by text is called an “orphan”. At least two lines of text should follow headings on the same page.

Titles of sections. Titles should be in all capital letters. All titles are centered on the preliminary pages.

- ABSTRACT
- DEDICATION (optional)
- ACKNOWLEDGEMENTS (optional)
- TABLE OF CONTENTS
- LIST OF TABLES (if applicable)
- LIST OF FIGURES (or LIST OF ILLUSTRATIONS) (if applicable)
- LIST OF ABBREVIATIONS (optional)
- LIST OF SYMBOLS (optional)
- CHAPTER NUMBERS AND TITLES
- BIBLIOGRAPHY (or REFERENCES or WORKS CITED)
- APPENDIX (or APPENDICES) (optional)
- GLOSSARY (optional)
- INDEX (optional)

Pagination. The following plan of page numbering has been standardized and *must be observed*.

Preliminary pages include all the sections that precede the text. They are arranged and numbered according to the following format, using small Roman numerals (e.g., i, ii, iii...), in the same size font as the text, centered between the margins, at least ½ inch from the bottom of the page.

TITLE PAGE	i	page counted but number <i>not</i> typed on page
ACCEPTANCE FORM		page not counted, not numbered
DISSERTATION CERTIFICATE		page not counted, not numbered
COPYRIGHT PAGE	ii	page counted but number <i>not</i> typed on page
ABSTRACT		page(s) not counted, not numbered
DEDICATION (optional)	iii	type number on page
ACKNOWLEDGEMENTS (optional)	iv	type number on page
TABLE OF CONTENTS	v	type number(s) on page(s)
LIST OF TABLES	vi	type number(s) on page(s)
LIST OF FIGURES or LIST OF ILLUSTRATIONS	vii	type number(s) on page(s)

LIST OF ABBREVIATIONS (optional)	type number(s) on page(s)
LIST OF SYMBOLS (optional)	type number(s) on page(s)

Components of the Dissertation

Title Page

Title selection. The words in the title of the dissertation should be selected carefully to represent as accurately as possible the subject content. The words in the title are important access points for researchers who use computerized keyword search techniques to identify works in various subject areas.

Title Page Format. The title is in all capital letters, centered within the left and right margins, double-spaced, about 1½ inches from the top of the page. Following the Title, at the vertical and horizontal center of the margins and double-spaced are the following five lines (all centered):

Line 1: A Dissertation Presented

Line 2: to

Line 3: The Ph.D. in Architecture and Design Research Program

Line 4: in Partial Fulfillment of the Requirements

Line 5: for the Degree of

Line 6: Ph.D.

Line 7: Thomas Jefferson University

Line 8: Philadelphia, Pennsylvania

The following three lines are centered within the margins approximately 1½ inches from the bottom of the page and are double-spaced:

Line 1: by

Line 2: Student's Name

Line 3: Month and Year of degree conferral (*No comma between month and year. Eligible months are May, August, and December.*)

The student's name must appear as it is on file in the University Registrar's Office. The date on the title page should be the date of degree conferral, not the date the dissertation was submitted. The dissertation title and the student's name must be the same wherever they appear in the dissertation: title page, and copyright page.

If the dissertation contains tables, figures, or illustrations, the appropriate list must be included in the preliminary pages. If any of the above sections are more than one page in length, each page is given the next Roman numeral, e.g.; the first page of the TABLE OF CONTENTS on page v; subsequent pages of the TABLE OF CONTENTS would be vi, vii, etc. *All Roman numerals must be at the bottom of each page, centered between the margins, whether or not the page starts a new section.*

Pagination for body of dissertation. The body includes:

Text
Bibliography (or References or Works Cited)
Appendix (or Appendices)

Use continuous Arabic numbers (e.g., 1, 2, 3...) for these sections, beginning with page 1. The Arabic numbers start in the text and the numbering continues through the appendices and the bibliography. Chapters begin on new pages. There should not be breaks between sections or before tables or figures unless they occur naturally. *All page numbers should appear on the bottom-center of the page, at least ½ inch from the bottom of the page.* All pages, beginning with page one of the text, must be numbered consecutively.

Acceptance Form

The title page is followed by the completed dissertation acceptance form which must be signed by all committee members.

Copyright and Registration

Copyright law involves many complex issues that are relevant to graduate students both in protecting their work and in referencing the work of others (see "Acknowledging the Work of Others"). Discussion of copyright in this publication is not meant to substitute for the legal advice of qualified attorneys.

Copyright protection automatically exists from the time the work is created in fixed form, and the copyright immediately becomes the property of the author. Registration with the United States Copyright Office is not required to secure copyright; it is a legal formality to place on public record the basic facts of a particular copyright. Although not a condition of copyright protection itself, registering the copyright is ordinarily necessary before any infringement suits can be filed in court.

To register the copyright: Students may write to the Information Section, U.S. Copyright Office, Library of Congress, Washington, D.C., 20559 to request forms. Telephone: 202-707-3000. See below for Internet information. Whether you decide to register the copyright or not, a notice of copyright should appear as the sole item on the page immediately following the title page, the Dissertation Acceptance Form, and the Dissertation Certificate. The page is counted, but the number is not typed on this page. The copyright notice is *centered vertically and horizontally within the margins* as follows:

Copyright © 2011 John D. Student

The copyright symbol is a lowercase "c" which must be circled. If the font does not have the © symbol, type the "c" and circle it by hand. The student's name must appear exactly as it is on file at the Registrar's Office, both on this page and throughout the dissertation. The date on this page is the year of conferral of degree.

Additional information and forms from the U.S. Copyright Office are available on the Internet. Forms may be downloaded and printed for use in registering or renewing a copyright claim. The forms and the information may be accessed and downloaded by connecting to the Copyright Office home page. The address is <http://www.loc.gov/copyright>.

Abstract

Every dissertation must have an abstract. The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions.

that the abstract be word-processed (double-spaced). The abstract must not exceed six hundred (600) words in length (approximately 2½ to 3 pages of double-spaced typing). Do not number the abstract pages, and do not count the abstract when numbering preliminary pages.

The heading "ABSTRACT" is centered within the margins at the top of the page. The dissertation abstract does not display the dissertation title, author's name, degree, college/university, or date of degree conferral.

Dedication

The dedication is optional. It does *not* have a heading, is centered on the page if less than one line (otherwise it should be left justified, ragged edge on right margin), can be in italics or regular typeface and does not have to be in English. The page is numbered at the bottom center of the page, using lowercase Roman numerals.

Acknowledgements

Acknowledgements may be written in the first person. Students whose research has been funded by outside grants should check with the principal investigator of the grant regarding proper acknowledgement of the funding source. Most outside funding sources require some statement of acknowledgement of the support; some also require a disclaimer from responsibility for the results. The heading, "ACKNOWLEDGEMENTS", is centered within the margins at the top of the page. The acknowledgments page(s) should use the same fonts, margins, spacing, and paper quality as the text of the dissertation. The page is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals.

Table of Contents

Any standard format may be used for the table of contents. The only requirements are that the same font is used as in the text; page numbers must be listed for each chapter (sections may be included, as well); and that each page of the table of contents is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals. Listings in the Table of Contents should not run

into the page number column. The heading "TABLE OF CONTENTS" is centered within the margins at the top of the page. The preliminary sections, except for the title page, approval form, copyright page, and abstract are listed in the table of contents. Do not list individual appendices in the Table of Contents; list only "Appendix" or "Appendices" and the page number of the first appendix.

List of Figures, Tables or Illustrations

There must be separate pages for LIST OF FIGURES, LIST OF TABLES, or LIST OF ILLUSTRATIONS, even if there is only one example of each. Lists must contain the exact titles or captions as they appear in the text. The page is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals. The page heading, "LIST OF _____" is centered between the margins, at the top of the page.

Footnotes/Endnotes

Textual notes that provide supplementary information, opinions, explanations, or suggestions that are not part of the text are optional, but if used, must appear in footnotes or endnotes. Placement of footnotes (e.g., at the bottom of the page) or endnotes (e.g., at the end of chapter or text) should be consistent with the style manual selected. *Note: Footnotes may be single-spaced in a 10-point size but must be in the same font as the text. Footnotes may not be required if students use style manuals that permit parenthetical references or other formats for acknowledging the work of others.*

Footnote numbering can be continuous throughout the dissertation or dissertation or may start again for each chapter or page, but the method must be consistent. For example, inserted footnotes may not be numbered 25a; the footnotes following the insertion must be renumbered.

Figures, Tables, and Photographs

Follow these guidelines when including figures, tables, photographs and foldouts in the dissertation or dissertation.

Tables and Figures. Tables and figures *must* be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or they may be placed directly into the text and paper quality as the text of the dissertation or dissertation. The page is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals.

Headings or titles of figures and tables should be placed at the top of the table, figures, etc. The headings should be left justified. (See style manuals appropriate to one's field and the sample page in this guidebook.)

Sources, captions, notes associated with figures, tables, etc. should be placed at the bottom of the figure or table and should be left-justified. If the figure or table

takes up the entire page, the caption should be placed alone on the preceding page and centered vertically and horizontally within the margins. Each page receives a separate page number. When a title is on a preceding page, the second and subsequent pages of the figure or table should state, for example, Figure 5 (Continued). The first page of data does not have the caption with the word "Continued". In such an instance, the List of Figures or List of Tables will list the page number containing the title. The word "figure" and "table" should be written in full (not abbreviated), and the "f" or "t" should be capitalized, for example: Figure 5.

If a table or figure is more than one page, the second and subsequent pages should say at the *top* either Table 5 (Continued) or Figure 5 (Continued), and the caption is omitted. Horizontal figures and tables must be positioned correctly: they will be bound at the *top* (i.e., the top of the figure or table will be at the left margin). Figure and table headings/captions are placed with the same orientation as the figure or table when on the same page. When on a *separate* page, headings/captions are always placed in vertical orientation, regardless of the orientation of the figure or table. Page numbers are always placed as if the figure were vertical on the page. 20

Figures done by a graphic artist are acceptable. Figures done with software are acceptable if the figures are clear and legible. Legends and titles done by the same process as the figures will be accepted if they, too, are clear and legible and at least 10- or 12-point size. Otherwise, the legends and captions should be printed with the same font that is in the text. The use of colors may be appropriate for some fields. If colors are used within a figure, be sure that the original is of good quality and can be reproduced with clarity.

All graphs, diagrams, line drawings, manuscript facsimiles, maps, chemical formulas, computer printouts, etc., included in the body of the dissertation must be clear and legible. Pages should not vary from the standard 8 ½ x 11 inches. Plan the illustrative materials so they can be reduced to meet this specification. They should be centered between the margins on a page with no text above or below.

For reduction of material, maintain clarity and legibility. If figures or tables are too large to be reduced satisfactorily, they should either be split into several pages, or redone. Long tables may be single-spaced, and text may be slightly reduced. Page numbers and headings must not be reduced.

Documentation of Sources

Bibliographies, works cited, and references are all forms of documenting sources. The use of one over the other is dictated by the style or format selected. Students may use the *MLA Style Manual*, *The Chicago Manual of Style (CMS)*, or the standard citation format used by a major journal in one's academic field is also acceptable, but the style must be consistent throughout the dissertation. Typically, students in the fields of theory and history should follow CMS style. Students must consult with their

dissertation committee advisors to determine appropriate style manuals and must be prepared to provide a copy of the style manual on request when submitting the final draft.

Bibliographies may be single-spaced *within* each entry but must be double-spaced *between* each entry.

Appendix

Materials that are peripheral but relevant to the main text of the dissertation should be placed in appendices. These may include survey instruments, additional data, computer printouts with details of a procedure or analysis, a relevant paper written by the student, etc. Appendix material must meet the same requirements of page composition, and pagination, as the text itself. On the first page of each appendix the page number is placed at the bottom of the page, centered between the margins.

Copyrighted Material

If a student uses any copyrighted material in the dissertation, it is the student's responsibility to give full credit to the author and publisher of the work quoted. The acknowledgment should be made (e.g., placed in a footnote) according to the style manual selected.

Additionally, if the dissertation is **published outside of the University**, the student must determine whether the use of the material can be classified within "fair use" guidelines. If the student has included material beyond the concept of "fair use," then the student must obtain written permission from the copyright owner. Two copies of each permission letter should be submitted with the dissertation. For a more detailed discussion of "fair use", see *The Chicago Manual of Style* published by the University of Chicago Press. Gutman Library has a LibGuide specifically on *Copyright & Fair Use*.

All theses submitted to the Jefferson Digital Commons (JDC) require a **JDC Release Form**. Bullet (b) of the release states "that the work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party." Signing the release form asserts that the author has obtained permission to use the image(s) or has determined that the image(s) fall under "fair use." If publishing in ProQuest, the author must submit written permission to reuse/publish each image/figure/chart.

If one has already published or has been accepted for publication in a journal, it is necessary to write to that journal and obtain written authorization to use the material in one's dissertation.

Reference Sources for Style and Format

Although formats vary among fields, adherence to accepted standards of usage in matters of grammar, punctuation, and mechanics is required. Students should check with their Dissertation Committee/Chairperson to determine the citation style.

Checklist for Theses Format

- ✓ Typeface consistent throughout text – 12-point.
- ✓ Margins – at least 1½ inches on left, at least one inch on all other sides.
- ✓ Double-spaced (except Bibliography, Table of Contents, List of Tables, List of Figures, lengthy tables, quotations, and footnotes).
- ✓ All equations and formulas typed (superscripts and subscripts all legible).
- ✓ No “orphans.”
- ✓ Avoid “widows.”

Preliminary Pages

- ✓ Lower case Roman numerals (e.g., i, ii, iii,...) used at the bottom of the page, centered between the margins, with at least a ½ inch margin from the bottom of page.
- ✓ Arranged in proper order.

Copyright

- ✓ Notice of copyright on page immediately after title page and approval form.

Abstract

- ✓ Double-spaced.
- ✓ Same typeface as dissertation or dissertation.
- ✓ Not exceeding 600 words (350 words for doctoral dissertations).
- ✓ Pages not numbered or counted.
- ✓ Proper heading format.

Text

- ✓ Each chapter begins on a new page.
- ✓ Text is left justified, ragged edge along right margin. Top level headings are centered.
- ✓ Sections within chapters do not begin on new pages (unless occurs naturally).
- ✓ Arabic numerals (e.g., 1, 2, 3...) used at the bottom of the page, centered between the margins, with at least a ½ inch margin from the bottom of page.
- ✓ All pages numbered consecutively.

Footnotes/Endnotes

- ✓ Style of footnotes consistent throughout dissertation.
- ✓ Footnote numbering consistent.

Figures, Tables,

- ✓ Figure and table numbering either continuous throughout dissertation or by chapter.
- ✓ Table headings placed at **TOP** of tables.
- ✓ Figure captions placed at **BOTTOM** of figures.
- ✓ Proper paper specifications.
- ✓ All lettering clear and legible.
- ✓
- ✓ **Documentation of Sources**
- ✓ MLA, APA, Chicago style, or standard citation format for discipline.
- ✓ Consistent use of style throughout text, footnotes, and bibliography.

Forms to Submit

- ✓ Dissertation Acceptance, Dissertation Certificate Form (typed), signed by Committee members and the Program Director.

3D Model-based Collaboration for Complex-Shaped Buildings: Effective Practices for Geometry Control

A Dissertation Presented

by

John Doe

to

The Ph.D. in Architecture and Design Research Program

in Partial Fulfillment of the Requirements

for the Degree of

Doctor of Philosophy

Thomas Jefferson University

Philadelphia, Pennsylvania

May 14, 2005

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Signature _____ of _____ the
Author.....

Certified
By.....

Suzanne Singletary
Professor of Historic Preservation & History/Theory, Art, Architecture, Photography
Dissertation Committee, Chairman

Accepted by.....

Kihong Ku
Professor of Architecture
Director, Ph.D. in Architecture and Design Research Program