

PRACTICAL ADVICE: THE IMPACT OF “POOR RICHARD’S ALMANAC” ON  
DOMESTIC HABITS IN THE AMERICAN COLONIES

Jane H. Doe

A DISSERTATION

in

History

Presented to the Faculties of the University of Pennsylvania

in

Partial Fulfillment of the Requirements for the  
Degree of Doctor of Philosophy

2014

Supervisor of Dissertation

---

Richard Saunders  
Associate Professor of History

Graduate Group Chairperson

---

Benjamin Franklin  
Professor of History

Dissertation Committee:

Silence Dogood, Professor of English  
Deborah Read, Associate Professor of History  
N. E. Courant, Professor of History, Boston College

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# **University of Pennsylvania**

## **PhD Dissertation Manual**

**Approved by the Graduate Council of the Faculties**

Revised October 23, 2012

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## Introduction

Writing and submitting the dissertation are among the final steps leading to the award of the PhD degree. At the University of Pennsylvania, a student presents and defends the dissertation publicly, and then, with the approval of the dissertation committee and graduate group chair, submits the final manuscript for publication. Finally, the PhD degree is awarded to the candidate upon the recommendation of the Graduate Council of the Faculties.

This manual documents the University's requirements regarding the format for the manuscript, online submission process, and supporting documents. The Dissertation Manual can be used in conjunction with the new [Dissertation Template](#) -- a Word file preformatted with the approved margins, pagination, fonts, etc. Beginning in AY 2011-12, all PhD dissertations must be submitted in digital format through ProQuest's [ETD Administrator](#) module.

Follow the instructions in the Dissertation Manual carefully and, should further questions arise, consult the Graduation Coordinator at the Graduate Division of Arts and Sciences (Suite 322A, 3401 Walnut Street/6228; phone 898-7444). The Graduate Division of Arts and Sciences serves as the administrative clearinghouse for final deposit of all Penn PhD dissertations.

## Definitions: Traditional and Open Access Publication

Publication of the dissertation is a University requirement for the PhD degree and a bound copy of your dissertation will be shelved in the University library. Give careful thought to how you want your work published. In addition to traditional publication, you have the option of choosing open access publication. Keep in mind, you have the same legal and copyright protections with both traditional and open access publication.

**Traditional: A dissertation submitted in either hardcopy or digital format, but available only through the Penn Library, Interlibrary Loan, and ProQuest.**

Traditional publication will limit the availability of the dissertation. For those disciplines where publishers do not want copies openly available online or where there are patents or other intellectual property concerns, it may be beneficial for you to utilize traditional publication.

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Open access publication provides a much wider audience for you, can help to market your ideas to potential employers, and can help make plagiarism or theft much easier to detect. In many cases "open access" publication may be more beneficial to you. At Penn, open access dissertations are published through the institutional repository (IR), [Scholarly Commons](#).

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Previously published articles may be submitted as part of the dissertation, with written permission of the copyright holder (such as the journal or publisher) and approval of the dissertation committee and Graduate Group Chairperson. (See page 12 of this manual for instructions on how to submit a Copyright Permissions Letter online.)

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## Preparing Your Manuscript

**Dissertation Template:** A Word template is available to help you format the dissertation correctly. It paginates according to University requirements and can be used to generate the Table of Contents, format the margins, etc. When using the Dissertation Template, all italicized notes must be deleted and the highlighted text must be personalized. The [Dissertation Template](http://www.upenn.edu/provost/dissertation_resources) (and a version for Wharton Doctoral Dissertations) is available online at [http://www.upenn.edu/provost/dissertation\\_resources](http://www.upenn.edu/provost/dissertation_resources)

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**Organization of the Manuscript:** Pages must appear in the following order:

**Preliminary Pages**, in the following order:

- Title Page
- Copyright Notice (optional)
- Dedication (optional)
- Acknowledgment (optional)
- Abstract
- Table of Contents
- List of Tables (If lengthy, it may be included as an appendix.)
- List of Illustrations (If lengthy, it may be included as an appendix.)
- Preface (optional)

**Main Text**

**Appendices** (optional)

**Bibliography**

**Index** (optional except for graduate groups in Architecture, City & Regional Planning, Earth & Environmental Science, East Asian Languages & Civilization, Folklore & Folklife, Near Eastern Languages & Civilization, South Asia Regional Studies)

**Margins:**

- Left-hand margin: 1.5 inches
- Right-hand margin: 1 inch
- Top and bottom margins: 1 inch

**All text, including footnotes and page numbers, must be inside these boundaries. Nothing may appear in the margin area.**

**Line spacing:** For the sake of readability, it is recommended that the text of the dissertation be double-spaced (except for footnotes, long quoted passages, and lists of tables and figures, which are single-spaced). If desired, authors may choose to single-space the abstract and/or dissertation manuscript.

**Font:** Any non-italic font 10-12 points in size should be used. Headings may be larger. For enhanced screen readability, use Arial (10pt), Courier New (10pt), Georgia (11pt), Times New Roman (12 pt), or Verdana (10pt) font. For footnotes, figures, citations, charts and graphs, a font of 8 point or larger should be used. Italic type may be used for quotations, words in a foreign language, occasional emphasis, or book titles.

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Check pagination carefully. **Do not include blank pages.** All pages must have a page number and be accounted for.

**Abstract:** The Abstract is a condensed summary of the dissertation, not to exceed 350 words. All words count towards the total. The abstract, which is normally a single paragraph, consists of four parts: the statement of the problem; the procedure and methods used to investigate the problem; the results of the investigation; and the conclusions.

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the line beneath the supervisor's. Do not include any titles (e.g. "Supervisor" or "Advisor"), as this is indicated by the placement of the names.

### Example

#### ABSTRACT

PRACTICAL ADVICE: THE EFFECT OF "POOR RICHARD'S ALMANAC"  
ON DOMESTIC LIFE IN THE AMERICAN COLONIES

Author's Name

Supervisor's Name

The same elements that transformed the political structure of the British colonies in North America, first through revolution and later through a new constitution, were also eager to promote a similar transformation of social relations among Americans. But at the time of the Revolution, there was no widespread consensus on how Americans should act towards one another nor an official aristocracy whose manners were expected to set the tone for the larger society. Benjamin Franklin's "Poor Richard's Almanack" sought to fill this void through the means of pithy homilies issued by an "ordinary" American of the day. Examining its text, one finds both significant guidance concerning interpersonal relations in a society which officially had shed the formal class distinctions of the mother country, practical suggestions for new arrivals in the cities, and useful tips for those working the land in a country that was still largely unsettled. The book also served as the original model for a uniquely American literary form, the self-help book, which in the United States soon took the place of custom and clan as a means of providing the average individual with clues to proper behavior. Through this book, Franklin had an influence on everyday American manners that was every bit as significant as his influence on American scientific and intellectual life.

**Title Page:** The Title Page must contain the TITLE (in upper case); the author's name; the graduate group name (see Appendix 1 for official names); the year the degree is being granted; the name, faculty title (rank and department), and signature of the dissertation supervisor (or co-supervisors, if there is more than one); and the name, faculty title (rank and department), and signature of the graduate group chairperson. The names and faculty titles (rank and department) of the Dissertation Committee members should be listed on the Title Page (their signatures are not necessary). If you want to use a format for your name that differs from the current name in the *Penn In Touch* System (e.g., a married name, or a full middle name rather than a middle initial), contact the Registrar's Office and provide the necessary documentation to make that change.

NOTE: The Library copy of the manuscript must be signed by the dissertation supervisor (or co-supervisors) and the graduate group chairperson, but no signatures are required in the pdf of the dissertation.

Students in Romance Languages or the Graduate Group in Managerial Science and Applied Economics (Wharton Doctoral) also include their field of specialization above the graduate group name. These students should use the special Romance Languages or Wharton Dissertation Templates.

**The title page is understood to be page "i" for counting purposes, but no page number should be printed on the title page.**

See sample title pages on the pages that follow.

Sample Title Page (Except for Romance Languages students and Wharton students)

PRACTICAL ADVICE: THE IMPACT OF "POOR RICHARD'S ALMANAC"

ON DOMESTIC HABITS IN THE AMERICAN COLONIES

Author's Name

A DISSERTATION

in

History

Presented to the Faculties of the University of Pennsylvania

in

Partial Fulfillment of the Requirements for the

Degree of Doctor of Philosophy

2012

Supervisor of Dissertation

Co-Supervisor of Dissertation [if applicable]

*Signature* \_\_\_\_\_

*Signature*\_\_\_\_\_

Typed Name

Typed Name

Title [e.g. Richard Poor, Professor of History] Title

Graduate Group Chairperson

\_\_\_\_\_  
*Signature*\_\_\_\_\_

Typed Name and faculty title [e.g. Eric Franklin, Professor of History]

Dissertation Committee [Typed Names and faculty title; no signatures necessary]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sample Title Page for Romance Languages Doctoral Students

PRACTICAL ADVICE: THE IMPACT OF "POOR RICHARD'S ALMANAC"

ON DOMESTIC HABITS IN THE AMERICAN COLONIES

Author's Name

A DISSERTATION

in

[Hispanic Studies/Italian/French]

For the Graduate Group in Romance Languages

Presented to the Faculties of the University of Pennsylvania

in

Partial Fulfillment of the Requirements for the

Degree of Doctor of Philosophy

2012

Supervisor of Dissertation

Co-Supervisor of Dissertation [if applicable]

*Signature* \_\_\_\_\_

*Signature* \_\_\_\_\_

Typed Name

Typed Name

Title [e.g. Richard Poor, Professor of History] Title

Graduate Group Chairperson

*Signature* \_\_\_\_\_

Typed Name and Title [e.g. John Smith, Professor of History]

Dissertation Committee [Typed Names and title; no signatures necessary]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Sample Title Page for Wharton Doctoral Students

PRACTICAL ADVICE: THE IMPACT OF "POOR RICHARD'S ALMANAC"  
ON DOMESTIC HABITS IN THE AMERICAN COLONIES

Author's Name

A DISSERTATION

in

Management

For the Graduate Group in Managerial Science and Applied Economics

Presented to the Faculties of the University of Pennsylvania

in

Partial Fulfillment of the Requirements for the

Degree of Doctor of Philosophy

2012

Supervisor of Dissertation

Co-Supervisor of Dissertation [if applicable]

*Signature* \_\_\_\_\_

*Signature* \_\_\_\_\_

Typed Name

Typed Name

Title (e.g. Richard Poor, Professor, OPIM)

Title

Graduate Group Chairperson

*Signature* \_\_\_\_\_

Typed Name and Title [e.g. Eric Bradlow, Professor of Marketing, Statistics, and Education]

Dissertation Committee [Typed Names and title; no signatures necessary]

\_\_\_\_\_

\_\_\_\_\_

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**Bibliography:** This is an alphabetical listing of all references. It may be a single alphabetical list by chapters, or an alphabetical list by authors for subject and class of publications. Page numbers in the bibliography continue the pagination of the text; do not number the bibliography separately.

**Supplementary Digital Files:** Supplementary digital files of essential supporting material may be submitted along with the dissertation manuscript. Follow the instructions in ETD Administrator for attaching supplementary files.

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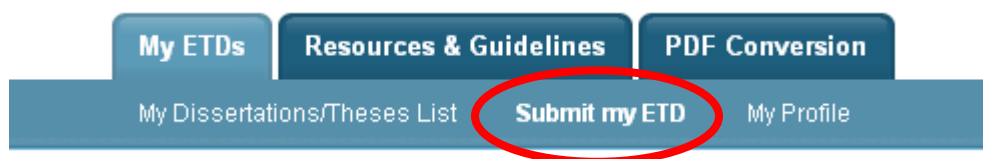
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Candidates are required to use [ETD Administrator](http://www.etdadmin.com/upennqdas) at [www.etdadmin.com/upennqdas](http://www.etdadmin.com/upennqdas) to submit a PDF version of their dissertation prior to their appointment at the Graduate Division of Arts and Sciences. The following is an easy-to-follow guide for submission and making selections regarding publication method and copyright.



Log in to ETD Administrator. If you have not created an account in ETD Administrator, you must do so at this time.

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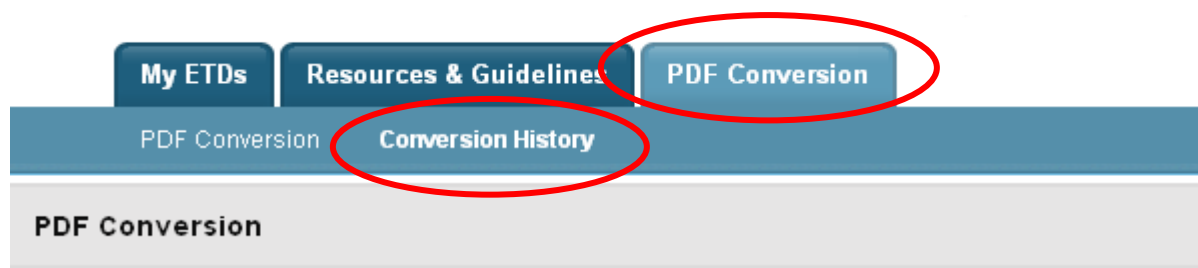
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**Scholarly Commons** <http://www.library.upenn.edu/scholcomm/>

Contact the Scholarly Commons Librarian at <[repository@pobox.upenn.edu](mailto:repository@pobox.upenn.edu)>

**The Graduate Division of Arts and Sciences**

<http://www.sas.upenn.edu/GAS/home/grad&beyond/graduation.html>

Email: [gas-degree@sas.upenn.edu](mailto:gas-degree@sas.upenn.edu)

Telephone: 215-898-7444

## Ordering a Transcript & Getting Your Diploma

Information on ordering **transcripts** is online at <http://www.upenn.edu/registrar/student-services/transcripts.html>

Diplomas are mailed to the address of record by the Office of the Secretary approximately two months after each degree cycle, (e.g., in early October for August graduates, in March for December graduates, and in July for May graduates).

## Checklist

*(Check -- even if you used the Dissertation Template)*

1. Is every page of the dissertation correctly numbered? Are all pages included?
2. Is a bibliography and/or index required by your graduate group?
3. Does the author's name, in full, appear on the title page, the abstract, and the contract form? Is the name the same on all three? Is it in the same format as in the *Penn In Touch* system?
4. Does the supervisor's name (without the faculty title) appear on the abstract? Is the name typed accurately and in the proper place, so that it is clearly indicated that s/he is the supervisor and not the author?
5. Are all charts, graphs, and other special illustrative materials legible? Are they in the correct order and position? Are they paginated? )
6. Do you want to apply to register the copyright in the dissertation with the U.S. Copyright Office?
7. If a significant portion of a third person's copyrighted work is included in your dissertation, have you obtained permission from the copyright owner? Have you submitted the Permission Letter as a Supplemental File in ETD Administrator? Did you name the file "Permission Letter – Do Not Publish"?
8. Have you completed the Survey of Earned Doctorates and the PhD Exit form? The URLs are emailed to all degree candidates by the Graduate Division and must be completed online prior to your appointment. Bring verification of completion of the two surveys to your appointment. If you have questions regarding these forms, call 215-898-7444.

## ***Appendix A: Official Names of Graduate Groups***

Africana Studies

Ancient History

Anthropology

Applied Mathematics and Computational Science

Architecture

Art and Archaeology of the Mediterranean World

Biochemistry and Molecular Biophysics

Bioengineering

Biology

Cell and Molecular Biology

Chemical and Biomolecular Engineering

Chemistry

City and Regional Planning

Classical Studies

Communication

Comparative Literature and Literary Theory

Computer and Information Science

Criminology

Demography

Earth and Environmental Science

East Asian Languages and Civilizations

Economics

Education

Electrical and Systems Engineering

English

Epidemiology and Biostatistics

Folklore and Folklife

Genomics and Computational Biology

Germanic Languages and Literatures

History of Art

History

History and Sociology of Science

Immunology

Linguistics

Managerial Science and Applied Economics

- Accounting
- Applied Economics
- Ethics and Legal Studies
- Finance
- Health Care Management & Economics
- Management
- Marketing
- Operations and Information Management
- Statistics

Materials Science and Engineering

Mathematics

Mechanical Engineering and Applied Mechanics

Music

Near Eastern Languages and Civilizations

Neuroscience

Nursing

Pharmacology

Philosophy

Physics and Astronomy

Political Science

Psychology

Religious Studies

Romance Languages

Sociology

Social Welfare

South Asia Regional Studies

## ***Appendix B: DELAY OF PUBLICATION REQUEST FORM***

Publication of the dissertation is a University requirement, satisfied by shelving in the University Library and submission to ProQuest.

In cases where a paper is in press or a patent application is pending, you may delay publication for one year by selecting that option in ETD Administrator.

Delay of more than one year requires permission of your Graduate Group Chair or Graduate Dean. Submit this form at the time you deposit your dissertation to document approval.

AUTHOR'S NAME \_\_\_\_\_

TITLE OF DISSERTATION \_\_\_\_\_

DELAY PUBLICATION UNTIL \_\_\_\_\_ (Maximum two years)

\_\_\_\_\_  
Print Name                      Signature of Author                      Date

\_\_\_\_\_  
Print Name                      Signature of Graduate Group Chair/Graduate Dean      Date

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