



# Ed.D. DISSERTATION Guidelines

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# IMPORTANT INFORMATION

Questions?

Contact the Office of Graduate Studies in Education 2100 or check with your departmental secretary.

Office of Graduate Studies  
W. W. Wright Education Building Room 2100  
201 North Rose Avenue  
Bloomington, IN 47405-1006  
812-856-8504 (phone)  
[educate@indiana.edu](mailto:educate@indiana.edu)

# DEFENSE TIMELINE

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A Dissertation Defense is scheduled at the completion of the dissertation research and after the manuscript is complete, allowing the student to defend the dissertation research.

NOTE: Beginning the first fall or spring semester immediately following the semester in which you pass your qualifying exams, you are required to enroll every fall and spring semester until you graduate. If you will graduate in June, July, or August during the summer term, enrollment in that term is required as well. If you are only defending during the summer, but do not intend to graduate at that time, you do not need to be enrolled during the summer.

1. At least 40 days before the defense, or earlier:
  - Arrange a mutually agreeable date and time with your committee for the defense to take place.
  - Reserve a location on campus for the defense (contact your department for assistance.)
  - It is expected that all members of your Advisory and Research Committee will attend your defense, in-person, and on-campus with you. If this is not the case, please ask your committee chair to submit a waiver for the member who cannot participate in-person/on-campus.
2. At least 30 days before the defense:
  - Submit a one-page dissertation defense announcement (see Appendix A for template) to your department so it can be submitted to Graduate Studies. The chairperson of your Advisory and Research committee must approve and sign the announcement before submission.
  - The announced time and place cannot be changed without the approval of the Associate Dean of Graduate Studies.
  - Provide each member of your committee with a copy of the dissertation manuscript at least two weeks prior to the final defense so they will have sufficient time to read your work.
3. During your dissertation defense, have your FULL committee sign:
  - Acceptance Page – Appendix B
  - Abstract – Appendix C
4. By the 15th of the month you wish to graduate (May or December deadlines will differ):
  - Submit your dissertation to the Graduate Studies Recorder ([gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu)) via pdf format for review. Degrees are granted monthly.
  - Contact the Graduate Studies Recorder for May or December degree deadlines.
5. By the 27<sup>th</sup> of the month you wish to graduate: (May or December deadlines will differ):
  - A finalized dissertation in pdf format (including any formatting changes required after initial review by the Graduate Studies Recorder) must be sent to [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu). The IU ScholarWorks Permission Form for Theses and Dissertations (Appendix I) should be included.
  - Submit the signed acceptance page and abstract to the Office of Graduate Studies, Education 2100. No proxy, electronic, or copies of signatures are permitted. Contact the Graduate Studies Recorder for May or December degree deadlines.

# DISSERTATION FRONT MATTER

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Your doctoral dissertation must comply with certain formatting guidelines. Be sure to read the list of requirements thoroughly before you begin, and check the list carefully before you submit.

Dissertation front matter should be in the following order. The front matter refers to the title page through the end of the table of contents/supplemental materials. Required sections are indicated in bold while optional sections are italicized.

Title Page (required)  
Acceptance Page (required)  
*Copyright Page (optional)*  
*Dedication (optional)*  
*Acknowledgements (optional)*  
*Preface (optional)*  
Abstract (required)  
Table of Contents (required)  
*Supplemental Materials (lists of tables, figures, appendices, etc) (optional)*

Additionally, all students are required to include their resume/curriculum vitae at the end of their dissertation. For more information about each section, please see below.

## Title Page—Required (See Appendix C)

The title page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

## Acceptance Page – Required (See Appendix E)

This page confirms the committee's approval and acceptance of your dissertation.

The acceptance page should be a separate page and no longer than one page. The page must be signed by all members of your committee. No proxy, electronic, or copies of signatures are permitted.

## *Copyright Page – Optional (See Appendix G)*

If you choose to copyright your dissertation, you should include a copyright page. The copyright page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

## *Dedication, Acknowledgements, or Preface – Optional*

Depending on your personal inclination, you may wish to include a dedication, a preface, or a set of acknowledgments. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your thesis. As a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding or anyone else who helped. For the dedication page, all content should be centered horizontally and vertically. Only the dedication itself should be on the dedication page; no title should appear. Acknowledgements and Prefaces pages should have a title.

## Abstract, unsigned – Required (See Appendix H)

As many people will learn about your work through your abstract, you should spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings. You should also work to phrase your title so that it truly describes the contents and will be easily found in the index of the housing database. The index is based on key words, so be as specific as you can be about your subject.

Have your entire committee sign the page at the defense and submit the signed abstract to the Graduate Studies Office. The page must be signed by all members of your committee. No proxy, electronic, or copies of signatures are permitted. An unsigned abstract must be included in the dissertation document.

## Table of Contents – Required

Include a table of contents to guide readership of your dissertation.

Add an entry for your curriculum vitae (CV) to the table of contents. The CV should be the last item in your dissertation and listed last on the table of contents. Since CV pages should not have a page number, the table of contents entry for it should note only the presence of the CV at the end with no page number indicated.

Add an entry/entries (as is appropriate) for the reference/bibliography page/pages to the table of contents.

## *Supplemental Materials – Optional*

Include lists of tables, figures, appendixes, abbreviations, or other supplemental materials, if appropriate.

## Resume/Curriculum Vitae - Required

Include a resume/curriculum vita at the end of the dissertation, after the main content. Do not add any page number(s) to the resume/curriculum vitae. Your CV should be in the same font and have the same margins as the rest of your dissertation and should not contain your home address, phone number, nor any page number. Please list your Ed.D degree as completed in the same month as listed on the title page.

# FORMATTING

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## Fonts

Font size should be either 11 or 12 point for the entire document with the only exception being the title on the title page, footnotes, tables/charts, and picture/table descriptions. Font up to size 16 point may be used for the document's title on the title page, only. Font as small as 10 point may be used for footnotes, the content of tables/charts, and picture/table/chart descriptions.

Black font is used throughout the dissertation with the only exception being areas where a different font color serves a purpose in explaining or highlighting some aspect of the research/dissertation in a way black font could not.

Be consistent in font style throughout your dissertation. The following font styles are recommended for the ease with which they convert to a PDF. All dissertations have to be converted to a PDF in the electronic submission process.

- Arial
- Bookman Old Style
- Calibri
- Cambria
- Lucida Bright
- Times New Roman

## Spacing

The material should be double-spaced. Long quotations within the text should be typed single-spaced with wider margins.

## Photographs and Images

If photographs or detailed graphics are part of the work, make sure they are crisp and clear when printed. It is OK to use special laser or photo paper for the page of the dissertation that contains images to achieve the best possible quality.

## Margins

Margins should be one-inch on all sides.

These margin requirements apply to all materials included in the dissertation, including figures, tables, maps, plates, etc., and any preliminary material you choose to include.

## Page Layout

Ordinarily, the text and any other materials will appear on the right-hand page only. If, however, you and your committee agree that it is necessary to include facing material on the left-hand page as well, be sure to leave 1½" on the right-hand side of the facing page.

Running heads are not used in dissertation submissions. Please limit the content of your header and footer space to the page number, only.

## Page Numbers

Page numbers must be clear, consecutive, and printed on every page, including appendixes, tables, figures, maps, charts photographs, etc., except for the title page and vita page.

Lowercase Roman numbers (e.g., i, ii, iii) are used for the pages preceding the main body of work.

Arabic numerals (e.g., 1, 2, 3) are used in the body of the work, the bibliography and the appendixes.

The title page counts as page i but does not bear a number.

Begin the actual numbering with the acceptance page as page ii, and continue with lowercase Roman numerals until the start of the actual body of the dissertation. That page, whether part of your full introduction or of your first chapter, should be numbered using the Arabic numeral 1, and every page thereafter should be numbered consecutively until you reach the vita page.

Ordinarily, page numbers should be centered at the top or bottom of the page, entered midway between the edge of paper and the text to prevent their loss during the binding process.

## References, Citations, Bibliography, and Footnotes

Check with your department on this requirement. This format depends largely on your particular field or topic.

For example, footnotes can appear either on the page where the annotation occurs, the end of each chapter, or the end of the thesis. Be sure to follow the conventions of your department or discipline.

## Recommended Style Manuals

- “The Chicago Manual of Style”
- Turabian, Kate L., “A Manual for Writers”
- Modern Language Association (MLA) style sheet
- American Psychological Association (APA) style sheet (especially for works in the social sciences)

## Recommended Dictionaries for Spelling and Usage

- Webster’s Third International Dictionary
- Webster’s Ninth New Collegiate Dictionary

# DEGREE CONFERRAL AND COMMENCEMENT INFORMATION

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- ❖ If you are earning additional degrees or certificates, you must apply to graduate separately with those before or at the same time as your Ed.D.
- ❖ Ed.D degrees are awarded monthly. An online Application for Graduation form must be submitted to the Graduate Studies Office at least one month prior to the degree conferral date. Failure to apply for graduation by the deadline may result in your application being denied. The online application to graduate can be found on the Graduate Portal in GEMS (<https://info.educ.indiana.edu/gems/?ReturnUrl=Graduation>)
- ❖ In order for your name to be listed in the university-wide Commencement program, you must apply to graduate much earlier. The Graduate Studies Office will send out an e-mail and post these specific dates each semester. Generally, applications must be submitted by the dates listed below, however dates are subject to change year to year.
  - Students who will have their degree awarded between September 1 and December 31 are eligible for the December Commencement and must apply to graduate by September 25th.
  - Students who will have their degree awarded between January 1 and August 31 are eligible for the May Commencement and generally must apply by February 25th.
- ❖ It is not required for you to be listed in the Commencement program in order for you to walk. If you miss the deadline, you can still participate in the ceremony, but your name will not be printed in the program handed out to guests. Your advisor can still hood you and your name can still be called since students who line up for the ceremony fill out information cards that are presented to the commencement speakers.
- ❖ Verify that the Office of the Registrar has the correct spelling of your name and your correct diploma mailing address by visiting Student Central on Union. The registrar mails the diploma to your student home address. You will receive the diploma for your degree within about three months of your award date.
- ❖ Additional information can be found in the School of Education Graduate Student Portal: Doctoral Students: Ed.D. Students: Graduation Checklist for the Ed.D. Degree.



Appendix A  
Sample Doctoral ANNOUNCEMENT PAGE  
Separate page, content centered on page, limit of one page

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Announcing the  
Final Examination of  
(Student's Name)  
for the  
Degree of Doctor of Education in (program)  
(Day, Date, Time)  
(Room, Building)

Dissertation: (Title)

(Summary: The summary of the dissertation should be limited to **one page** and not more than 300 words. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, attempt to write the summary in a language and style that can be understood by the University community at large.)

Outline of Current Studies

Major: (Field)  
Minor(s): (Field and Department)

Educational Career

(Degree, Institution, year graduated – major area not needed, ex. “B.A., I.U., 1996”)

Committee in Charge

Professorial Rank (Name), Chairperson (Phone Number), Department  
(Alphabetically list other committee members)

Approved: (Signature)

(Chairperson's Name (Typed))

*(Any member of the Graduate Faculty may attend. As a courtesy, please notify the Committee Chairperson in advance.)*

## Important notes about the Announcement

- The chairperson of your Advisory and Research Committee must approve and sign the announcement. Photocopies or proxy signatures will not be accepted.
- The Graduate Recorder must receive the signed announcement at least 30 days prior to the defense date. 40 days prior is recommended.
- The announced time and place cannot be changed without the approval of the Associate Dean of Graduate Studies.
- Final transcripts for any degrees listed in the in the Educational Career section must be on file with Graduate Studies. If you are unsure if a final transcript is in your file, please email [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu) for verification.

Appendix B  
Sample Doctoral TITLE PAGE  
Separate page, content centered on page, limit of one page

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TITLE CENTERED, IN ALL CAPITAL LETTERS &  
DOUBLE SPACED IF TITLE EXTENDS TO MORE THAN ONE LINE OF TEXT

Author's Name

Submitted to the faculty of the School of Education  
in partial fulfillment of the requirements  
for the degree  
Doctor of Education  
in the Department of \_\_\_\_\_,  
Indiana University  
Month and Year degree will be granted

## Important notes about formatting of title page:

- Title page should begin two inches from the top of the page while the rest of the document should have a top margin of one inch.
- Right and bottom margins must be one inch throughout document.
- Font size for title, on the title page only, should be no smaller than 12-point font and no larger than 16-point font.
- All other font in the dissertation may be no larger than 12 point and no smaller than 11-point, except in the case of footnotes, which should be 11-point font size.
- No font on title page should be in bold.
- Pagination of the front matter is in lower case Roman numerals. Pagination of dissertation content is in Arabic numerals.
- No page number should appear on the title page. The title page is considered page i but actual pagination begins on the acceptance page as page ii.
- **The student's name must be the same as the primary legal name in the IU system.** The primary legal name is that which is on the student's unofficial SIS transcript. Students can update their primary legal name through Student Central on Union.
- The month and year indicated on the title page is the month and year when the School of Education awards the doctoral degree after all requirements have been completed. This is not necessarily the month in which you defend your dissertation. This should be the month that you selected on the online Application for Graduation form.

Appendix E  
Sample Doctoral ACCEPTANCE PAGE  
Separate page, content centered on page, limit of one page

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Accepted by the School of Education Faculty, Indiana University, in partial fulfillment of the requirements for the degree of Doctor of Education.

Doctoral Committee

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Committee Chairperson's Typed Name, Post-Nominal Initials

---

Committee Member's Typed Name, Post-Nominal Initials

---

Committee Member's Typed Name, Post-Nominal Initials

---

Committee Member's Typed Name, Post-Nominal Initials

Date of Defense  
(Month Day, Year)

## Important notes about formatting of the acceptance page:

- Acceptance sentence at top of page is centered.
- Doctoral Committee and Date of Defense are left justified.
- Committee names and signature lines are right justified. Behind each name, place the appropriate post-nominal initials for that individual. (such as Jane Doe, PhD)
- The Graduate Studies Recorder must receive an original copy of the acceptance page, bearing the original signature of each member of the Advisory and Research Committee. A blank/unsigned copy of the same acceptance page should be included in the dissertation document for submission.
- The acceptance page is always page ii.

Appendix G

COPYRIGHT PAGE (optional)

Separate page, content centered on page, limit of one page  
(In Microsoft Word, Alt-Ctrl-C (hold down all at once) will make the copyright sign.)

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© (enter correct year)

(Student's Name)

**ALL RIGHTS RESERVED**

Appendix H  
ABSTRACT

Separate page, content centered on page, limit of one page

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Student's Name

DISSERTATION TITLE, CENTERED, DOUBLE SPACED, AND IN ALL CAPITAL LETTERS OR  
UNDERLINED

The abstract is double-spaced and limited to 350 words. The paragraph(s), layout, indentation, and line spacing should match the layout, indentation, and line spacing of the rest of your dissertation. The School of Education Graduate Recorder must receive an original copy of the abstract, bearing the original signature of each member of the Advisory and Research Committee. A blank/unsigned copy of the same abstract should be included in the dissertation document itself.

\_\_\_\_\_  
Committee Chairperson's Typed Name, Post-Nominal Initials

\_\_\_\_\_  
Committee Member's Typed Name, Post-Nominal Initials

\_\_\_\_\_  
Committee Member's Typed Name, Post-Nominal Initials

\_\_\_\_\_  
Committee Member's Typed Name, Post-Nominal Initials



## Important notes about formatting of abstract page:

- The student's name must be the same as the primary legal name in the IU system. The primary legal name is that which is displayed on the student's unofficial SIS transcript. Students can update their primary legal name through Student Central on Union.
- Committee names and signature lines are right justified while everything else is centered. Behind each committee member's name, place the appropriate post-nominal initials for that individual (such as Jane Doe, PhD).
- The Graduate Studies Recorder must receive an original copy of the abstract page, bearing the original signature of each member of the Advisory and Research Committee. A blank/unsigned copy of the same abstract page should be included in the dissertation document for submission.
- Top, Right, Left, and Bottom margins must be one inch.
- All font on abstract should be either 12 or 11-point font size.
- The order of the front matter may differ from student to student, depending on which of the optional items a student may opt to include. Therefore, the page number of the abstract may vary.



# IUScholarWorks

INDIANA UNIVERSITY

Libraries

## IUScholarWorks Permission Form for Theses and Dissertations

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Author name \_\_\_\_\_

Author email \_\_\_\_\_

Subject keywords \_\_\_\_\_

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- Attribution-NonCommercial-ShareAlike (CC-BY-NC-SA)
- Attribution-NonCommercial-NoDerivs (CC-BY-NC-ND)

### Embargo duration

By default, your work will be made immediately open access; however, you have the option to delay its availability for up to 5 years.

- None
- 6 months
- 1 year
- 2 years
- Other \_\_\_\_\_

### IUScholarWorks License

By signing and submitting this license, you (the creator or copyright owner) grant to Indiana University a non-exclusive, perpetual, irrevocable right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that Indiana University may, without changing the content, translate the submission to any medium or format, now known or later developed, for preservation or access, and provide basic metadata that describes the contents for discovery.

You also agree that Indiana University may keep more than one copy of this submission for security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant Indiana University the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

If the submission is based upon work that has been sponsored or supported by an agency or organization other than Indiana University, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.

Indiana University will clearly identify your name as the creator and/or copyright owner of the submission, and will not make any alterations, other than as allowed by this license, to your submission. We agree to not make available any files that are embargoed until the embargo has expired.

If you are submitting this item on behalf of the rights holder, you must have the rights owner's written permission to accept this license on his/her behalf.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Copyright and Use Policy

### I. Ownership of copyright

Repository materials are protected by copyright, with all rights reserved by the copyright holder. In order to place your work(s) in the IUScholarWorks Repository and make them openly available on the web, you must agree to the IUScholarWorks Repository limited, non-exclusive license, which:

- confirms that you own the copyright to the items
- grants Indiana University permission to distribute the items worldwide and to take the necessary steps to preserve them.

Authors may also consider licensing their works with a Creative Commons License. Using this license allows authors to preserve those rights that are most important to them (e.g., proper attribution,) and at the same time explicitly grant to readers certain other rights chosen by the author to be used at the readers discretion (e.g., copy, distribute, display, or perform the work.)

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For more information, please see our [Copyright and Licensing](#) page.

## Content Policy

The content in the IUScholarWorks Repository represents the research, scholarship, and intellectual output of the Indiana University community. Therefore, only materials authored or published by the following IU affiliates are eligible for deposit:

- Any IU research unit, institute, center, department, or university partner
- IU faculty and staff
- IU dissertation writers
- IU students with authorization from a sponsoring department or faculty member

The academic units decide what content to put into their Repository Community. Types of content may include, but are not limited to:

- Submitted manuscripts (as sent to journals for peer-review)
- Accepted versions (author's final peer-reviewed drafts)
- Published versions (publisher-created files)
- Supplementary files, including multimedia or datasets
- Gray literature (conference papers, working drafts, primary evidence)

- Dissertations and theses
- Negative results or work that will not be finished

## **Format and Preservation Policy**

The system is designed to hold and deliver scholarly materials in digital form (text, data, image, audio, video, etc.), that will not change over time and that are adequately described with standard keywords and descriptors (i.e., do not have specialized metadata requirements). It is not equipped to support the archiving and/or accessibility of dynamic resources like open web sites, interactive applications, files with complex metadata requirements, authoring tools, or dynamic learning objects.

Because the technological environment is changing rapidly, it may not be possible to preserve the usability of every file format that is deposited in the Repository. Certain file formats (openly-documented, non-proprietary, lossless) are more easily preserved than others. IUScholarWorks staff can provide guidance related to file formats.

## **Embargo Policy**

Embargoes in the IUScholarWorks Repository are treated as a publicly available descriptive item record with restrictions on access to the file itself. Metadata/citation information will be visible for embargoed items. Since search engines will be able to find these citations that do not yet include the full-text content, any embargoed item in the Repository must contain contact information for the corresponding creator/principal investigator (NOT the depositor), so that end users who wish to gain access may request it.

Embargoes may be set for any time period up to five (5) years from the date of deposit. Renewal of embargoes beyond five (5) years will not be possible; all work deposited will, by that time, become Open Access.

IUScholarWorks was originally conceived of as an Open Access repository, and we encourage researchers to consider making their publications Open Access and their data Open Data. However, we acknowledge that in some cases researchers may need to restrict access to their work. There are many reasons why some might want to embargo their deposits, which include but are not strictly limited to:

- Plans to file a patent based on research and/or data
- Research and/or data is subject to review by sponsor or grantor prior to publication

In some instances, submission for Open Access publishing should not be considered until the resolution of certain key issues, such as:

- Plans for future publication based on research and/or data
- Plans to publish research based on research and/or data and publisher has indicated that data release counts as "prior publication"
- Third-party content remains to be licensed properly

Any research deposited with the IUScholarWorks Repository must be stripped of all personally-identifiable information, in accordance with patient privacy laws and IRB restrictions. Data sensitivity is not an acceptable reason for embargo.

### **Removal Policy**

The IUScholarWorks Repository has been established as a permanent archive with the goal of providing perpetual access to deposited materials. Files will be removed from the institutional repository only under extraordinary circumstances, such as:

- Journal publishers' requirements
- Proven copyright infringement or plagiarism
- Proven violations of libel or invasion of privacy
- Falsified research

In instances where an author wishes to retract an earlier position, statement, or interpretation, the file will not be removed. In keeping with the Revisions Policy below, authors have the option to submit a new or revised version.

Please direct inquiries to [iusw@indiana.edu](mailto:iusw@indiana.edu) and an IUScholarWorks staff member will respond to discuss the situation and suggest the best action. In addition, the IU Libraries and Indiana University retain the right to withdraw any item from the Repository if they deem such action necessary. In these cases, an attempt to notify the author will be made to apprise them of the situation.

In order to avoid the loss of the historical record for items withdrawn from the Repository, the system will display a substitute citation for any withdrawn item noting that the item by this person, published on a specific date, with this title, and with this specific URL has been removed, thereby leaving a 'tombstone' record. This will ensure that the URL never disappears even though the actual item has been withdrawn.

### **Revisions Policy**

Revisions to submitted files may only be made to correct typographical, grammatical and spelling errors. No substantial revisions of findings, facts, etc. are permitted. In cases where authors have substantially reworked the content and wish to make a newer version available, they are encouraged to submit the new or revised version as a new item. IUScholarWorks Staff will provide assistance in linking the earlier version with the later version.