



# WESTERN ILLINOIS UNIVERSITY EDUCATIONAL LEADERSHIP DOCTORAL DISSERTATION GUIDELINES

**Updated: August 1, 2020**

**NOTE: THE EDL DISSERTATION GUIDELINES TRUMP THE APA MANUAL  
STUDENTS ENROLLING IN EDL 715 BEGINNING FALL 2020 SHOULD USE THE 7<sup>TH</sup>  
EDITION OF THE APA HANDBOOK.**

## GENERAL GUIDELINES

### **GENERAL GUIDELINES FOR EDL DISSERTATION PROCESS**

#### Brief Overview of Initial Steps

Pages 2-4 provide a brief overview of the steps in the dissertation process. Dissertation students should review these steps and use the “Doctoral Dissertation Guidelines” handbook throughout the process as a reference tool.

#### Doctoral Coordinator

The doctoral coordinator serves as the coordinator for the program. Duties include:

- Assisting students with course selection, enrollment, paperwork, developing and submitting degree plans, scheduling of proposals and defenses, maintaining doctoral student files, and activities related to graduation.
- Securing student preference for dissertation chairs and finalizing chair assignments.
- Organizing, supervising, and ensuring the integrity of the comprehensive exam process.
- Serving as a liaison between students and chairs and students and the graduate school.
- Assisting the students in submitting petitions.
- Attending proposals and defenses as time warrants. The doctoral coordinator can sit in on the “closed” portion of the proposals and defenses at the doctoral coordinator’s discretion or at the request of the chair, committee member(s), or the student.

#### The Chair

In EDL 715, EDL 725, or at a time determined by the doctoral coordinator, the student identifies three potential dissertation chairs and ranks his/her preference. Every effort will be made to honor the students’ requests for a chair. Faculty who teach in the Educational Leadership program and those who teach required courses in the doctoral leadership program are eligible to serve as chairs. The doctoral coordinator will review each student’s request for a chair and the requests of the entire cohort along with the current faculty dissertation workloads and make chair recommendations to the EDL program faculty for discussion and approval. Students will be notified of their chairs by the doctoral coordinator. At that point the student meets with his/her chair for an initial discussion. Together, the student and the chair meet and finalize the topic, methodology, and draft a title for the study.

If a student has a problem working with his/her chair that cannot be resolved, the student may request a chair reassignment by contacting the doctoral coordinator or if the doctoral coordinator is the chair, contacting the department chair. No questions will be asked. Subsequent reassignment will be dependent on faculty availability and willingness to serve as the chair.

#### The Committee

The chair will guide the student in selecting the rest of the dissertation committee. At minimum of three committee members (the chair plus two others) must be members of the

## GENERAL GUIDELINES

Educational Leadership faculty (faculty teaching in the EDL program or in the higher education option faculty teaching courses in that option). Educational Studies faculty may serve on the dissertation committee. Individuals outside the Educational Studies department may be added to the committee as non-voting members. Upon assignment of chair, a Dissertation Committee Approval Form must be filled out and submitted to the doctoral program secretary (Doctoral coordinator)

[http://www.wiu.edu/graduate\\_studies/thesis\\_and\\_dissertation/forms/CommitteeApproval.pdf](http://www.wiu.edu/graduate_studies/thesis_and_dissertation/forms/CommitteeApproval.pdf).

The form must be submitted before the student begins working on his/her dissertation.

### Length of the Dissertation

The length guidelines below are just that...guidelines. The target length is a minimum of 140 pages of writing (excludes front matter and back matter including references).

**Note: These are targets, not absolutes!**

<b>Chapter</b>	<b>Target Length</b>
Preliminary Materials	As appropriate
Chapter 1: Introduction	20
Chapter 2: Lit Review	50
Chapter 3: Methodology	20
Chapter 4: Results and Findings	30
Chapter 5: Summary, Conclusions, Recommendations	20
References	40+ cited references
Appendices	As appropriate

A dissertation is about quality (which is paramount) and being thorough (quantity). The guidelines above are what is typical.

Note: Students may end up with more than five chapters depending on the particular study and the type of research (quantitative, qualitative, or mixed methods).

## GENERAL GUIDELINES

### The Proposal

The student should work with his or her chair (and committee members) to complete Chapters I through III of the proposal. Once the chair is comfortable with the proposal, the student should poll his/her committee for available days and times for the proposal meeting. Committee members must have the bound proposal **at least two weeks before** the proposal meeting. The students should email committee members for the address where the proposal should be mailed.

Upon deciding on the date of the proposal meeting, the student must submit a Proposal Form to the doctoral program secretary (Doctoral coordinator)  
[http://www.wiu.edu/graduate\\_studies/thesis\\_and\\_dissertation/forms/Proposal.pdf](http://www.wiu.edu/graduate_studies/thesis_and_dissertation/forms/Proposal.pdf).  
This form must be submitted to the doctoral program secretary a minimum of three weeks before the proposal is to occur

Again, each committee member should have a spiral bound copy of the proposal **at least two weeks before the proposal date**. The spiral bound copies may be on regular bond paper, but the copies must be of high quality. The proposal should be single-sided. You can do this yourself or contact the doctoral program secretary for copying suggestions. Along with the bound proposal the student should include a memo with the day, time, and place of the proposal.

Usually, the student emails the PowerPoint for the proposal to the committee 2-4 days prior to the proposal meeting. Additionally, the student must make contact with the committee the *day before the proposal meeting* to remind them of the event, time, and place.

Should a conflict with the scheduled date/time occur within 48 hours of the scheduled proposal, the committee chair should confer with the committee and the doctoral coordinator to determine if the proposal should continue as scheduled or be rescheduled. Because of the importance of the proposal meeting (and defense), it is important to have all committee members in attendance. If the conflict occurs more than 48 hours before the proposal/defense, the proposal/defense should be rescheduled.

Committee members should make every effort possible to be at either the Macomb or Moline campus for the proposals and defenses with the ideal arrangement having all committee members and the candidate at the same location. It would be in the best interest of the process to not schedule proposals/defenses on dates where committee members would be traveling.

The proposal meeting should include a presentation (15-30 minutes) of the proposed research including a **brief** overview of the literature. Remember that the committee will have read your proposal so only the highlights of the review of literature are necessary. The bulk of the presentation should focus on the research that is going to be conducted. The candidate may create a PowerPoint to guide the presentation (in conjunction with the chair). The student will present first (15-30 minutes) followed by a discussion of the proposal by the committee and the candidate. After the discussion, the candidate will be excused while the committee meets to discuss the proposal and whether or not the

## GENERAL GUIDELINES

proposal is ready to move forward. The candidate then rejoins the discussion. Possible outcomes from the meeting include (but are not limited to):

- a. Move forward with the research and make revisions to the proposal as directed. The student works with the chair on revisions to the proposal.
- b. Make recommended revisions and submit to chair (usually within 10 days) for approval to move forward.
- c. Make recommended revisions and distribute the revised proposal to all committee members for review and approval to move forward.
- d. Make recommended revisions, distribute the revised proposal to all committee members, and present revised proposal to the full committee before moving forward.

### The IRB

Once the committee approves the proposal, an IRB (Internal Review Board) application is finalized by the student. The student submits all materials related to the IRB to his/her chair. Then the chair (who serves as the primary researcher) on behalf of the student submits the IRB. **Corrections to the IRB and submission to the Human Subject Review process at WIU will only occur after final approval of the proposal by the committee.** Students may **not** begin conducting research until the final approval of the IRB. In rare cases, an IRB may not be necessary. The student should consult with his/her chair to determine if an IRB is necessary.

Note: A draft of the IRB may be included (at the discretion of the student's chair) in the proposal in the back matter. It is not required.

### The Defense

Once the student and chair agree that the dissertation is ready to be defended, the student should poll the committee for potential defense dates and locations. The student should submit bound copies to all committee members **no later than two weeks before** the defense. A longer period of time is desirable. The student should email the committee to see where each committee member would like the bound copy mailed.

Upon deciding the final defense date, the Intent and Authorization to Defend Research Form must be submitted to the doctoral program secretary (Doctoral coordinator) [http://www.wiu.edu/graduate\\_studies/thesis\\_and\\_dissertation/forms/Intent2Defend.pdf](http://www.wiu.edu/graduate_studies/thesis_and_dissertation/forms/Intent2Defend.pdf). This form must be submitted four weeks prior to the defense.

Again, for the final dissertation, each committee member should have a preliminary spiral bound copy of the dissertation **at least two weeks before the defense date**. You can do this yourself or contact the doctoral program secretary for copying suggestions. The bound copies may be on regular bond paper, but the copies must be of high quality.

Signature pages must be ready the day of the defense and must be signed in black ink following a successful defense then turned into the doctoral coordinator. The link to that

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form is

[http://www.wiu.edu/graduate\\_studies/thesis\\_and\\_dissertation/forms/Approval.pdf](http://www.wiu.edu/graduate_studies/thesis_and_dissertation/forms/Approval.pdf).

For the defense, the candidate may create a PowerPoint to focus the discussion which should center on the research that was conducted (primarily focusing on Chapters 4-5). The presentation of the research should be approximately 15-30 minutes followed by a discussion including questions about the study by the committee members and the candidate. The candidate will then be excused while the committee confers. The candidate will rejoin the committee and the determination of the committee (pass, fail, or revise to bring the dissertation to the passing level) will be shared.

### The Final Dissertation

After the defense, the student has until the School of Graduate Studies deadline (the Friday before finals week) to submit any changes recommended at the defense. This should be done as soon as possible. (Note: Some students choose to take personal days or vacation days soon after the defense to take care of this step.) Upon the chair's final approval, the dissertation can then be uploaded to ProQuest. Contact the doctoral coordinator for the link to ProQuest and any assistance with this process.

The Graduate School will then be notified of receipt of student's dissertation by ProQuest. The Graduate School will then review the document for errors and formatting. Corrections must be made within five (5) working days following the receipt of an email from the Graduate School. Once changes are made, a corrected electronic copy must be re-uploaded to ProQuest. The Graduate School will review the dissertation again and send an email telling the student if there are further corrections or if it has been approved.

The first time the dissertation is uploaded to ProQuest, the student must order the number of copies needed (at least 3: one for WIU Library, one for EDL department and one for student's dissertation chair). We recommend that you order a hard copy for yourself. The copies for the chair, WIU library, and EDL program must be black, hardbound copies.

## GENERAL GUIDELINES

### Dissertation Defense Timeline

Below are the tentative dissertation timelines for both fall and spring semesters. The dates are approximate and are included to assist with your planning. Students should consult with the doctoral coordinator or the graduate school for finalized dates each semester.

Fall Semester		Spring Semester	
October 10	Last day to apply for fall graduation	March 10	Last day to apply for spring graduation
October 15	Last day to get bound copies to dissertation chair and committee members	March 15	Last day to get bound copies to dissertation chair and committee members
October 24	Last day to turn in defense forms to Graduate School	March 24	Last day to turn in defense forms to Graduate School
Friday before Thanksgiving	Last defense date	April 1	Last defense date
December 8	Last day (per EDL) to upload to ProQuest for the first time	May 4	Last day (per EDL) to upload to ProQuest for the first time
December 12	At midnight, final dissertation must be completed	May 8	At midnight, final dissertation must be completed

**Note:** As mentioned above the dates in this table are general guidelines.

Generally, students cannot propose and defend in the same semester. Under rare circumstances (e.g., the student is a full-time graduate student and proposes early in the semester or the student is doing a quantitative study with existing data). Students desiring to propose/defend in the same semester should work with the doctoral coordinator and his/her dissertation chair to determine if this is feasible.

## **Western Illinois University School of Graduate Studies**

### **Dissertation Process (Also available on the Graduate Studies Forms Page)**

1. Establish the dissertation committee per Educational Leadership program requirements.
2. Complete and submit "Dissertation Committee Approval Form" to Doctoral coordinator who will copy for your EDL file and submit to the Graduate School.
3. If during the work on the dissertation a change in the committee occurs, complete a "Dissertation Committee Addition/Deletion/Change Form." The form should be completed and submitted to Doctoral coordinator who will copy for the EDL file and submit to the Graduate School.
4. Obtain approval from the Office of Sponsored Projects if using human subjects (IRB). Reminder: You send your IRB information to your chair who submits on your behalf of the Office of Sponsored Projects.
5. Submit the "Dissertation Proposal" form. The form should be completed and submitted to Doctoral coordinator who will copy for your EDL file and submit to the Graduate School.
6. Complete the dissertation.
7. Submit the "Intent and Authorization to Defend the Dissertation Research" form no later than four weeks before the defense. The form should be completed and submitted to Doctoral coordinator who will copy for the EDL file and submit to the Graduate School.
8. Defend the dissertation.
9. Revise dissertation based on chair/committee and seek chair's approval to move forward. Submit "Dissertation Approval" form to the Graduate School. The form should be completed and submitted to Doctoral coordinator who will copy for your EDL file and submit to the Graduate School.
10. Submit dissertation ProQuest for formatting review by the Graduate School.
11. Complete formatting changes required by the Graduate School.
12. Receive approval of dissertation by the Graduate School.
13. The Graduate School submits dissertation to ProQuest at the end of the semester.



## PROPOSAL CONTENTS

### **RESEARCH PROPOSAL CONTENTS AND FORMAT**

The outline for the formal research proposal follows. Not all of the sections outlined here may be appropriate for all proposals. Students should consult with your chair if you have questions about whether or not to include a particular section in your work.

Generally (except for introductions, summaries, and literature review), proposals are written in future tense, explaining what the researcher “will” do.

#### FRONT MATTER FOR THE PROPOSAL

**Title Page**

**Approval Page**

**Abstract** (maximum of 350 words; written in past tense. NOT REQUIRED FOR PROPOSAL)

**Table of Contents**

**List of Tables**

**List of Figures**

## CHAPTER I GUIDELINES

### CHAPTER I INTRODUCTION

Note: Use the above heading format for Chapter I. There is a triple space after "INTRODUCTION" and before the body of the chapter.

#### **Length**

Chapter I of your proposal and eventual dissertation should be approximately 20 pages.

#### **Introduction** (Purpose: Introduce the topic of study—2 to 3 pages)

The Introduction section has a clear statement demonstrating that the focus of the study is on a significant problem that is worthy of study. The writer should consider having a "hook" to engage the reader in the chapter and the study. Note: The opening paragraph/section (a.k.a. the "introduction to Chapter I ["Introduction"] does not have a heading in the chapter.

#### **Background of the Problem**

The nature of the study, specific research questions, hypotheses, or research objectives (as appropriate for the study) are briefly and clearly described. Reference is made to more detailed discussions in Chapter 3.

#### **Statement of the Problem** (basic difficulty - area of concern, need and goal to be achieved)

The Problem Statement concisely states what will be studied and describes the need for increased understanding about the issue to be studied.

There is a brief, well-articulated summary of the research and the literature that substantiates the study, indicates any knowledge gap, includes references, and points to more detailed discussions in Chapter 2.

#### **Purpose of the Study** (goal oriented-emphasizing practical outcomes that "may" occur)

The purpose of the study is described in a logical, explicit manner.

#### **Research Questions** (to be answered or investigated)

A phrase or sentence should introduce the research questions.

#### **Research Hypotheses** if required

#### **Significance of the Study** (relevance or need—may overlap with the statement of problem)

The significance of the Study is described in terms of:

- a. How this study will fill a gap in the literature,
- b. Professional application of the study, and
- c. Positive social change (improvement or social conditions by promoting the worth, dignity, and development of individuals, communities, organizations, institutions, cultures, or societies).

In other words, what impact will the study have?

#### **Summary of Methodology**

Briefly describe the methodology in the study. Other considerations:

- a. In quantitative studies, the theoretical base.
- b. In qualitative studies, the conceptual framework shows which ideas from the literature ground the research being conducted.

## CHAPTER I GUIDELINES

### **Assumptions**

Provide descriptions of:

- a. Facts assumed to be true, but not actually verified,
- b. Potential weaknesses of the study, and
- c. The bounds of the study.

### **Limitations and Delimitations of the Study**

- a. Limitation—factors that may affect the study, but are not under the researcher’s control (i.e. lack of generalizing beyond the study);
- a. Delimitation--factors that are under the researcher’s control (i.e. narrowing the focus).

### **Definition of Terms**

- a. Terms utilized in the proposal and dissertation should be defined here.
- b. Operational definitions of technical terms, jargon, or special word uses are provided; however, it may be more appropriate to include these terms and definitions in the Methodology chapter.
- c. There may be terms that are more appropriately defined in the review of literature.
- d. Depending on the number of definitions, the definitions could be in an appendix.
- e. Avoid using “dictionary” definitions (e.g. Webster’s or dictionary.com) for definitions.

### **Organization of the Study** (outline remainder of the proposal in narrative form)

Chapter 1 ends with a paragraph (or two) that contains a summary of key points of the study and an overview of the content of the remaining chapters in the study.

### **Headings for Chapter 1**

Except for the “Introduction” section heading, all headings in bold above are Level 1 headings and should be centered, bold, and utilize uppercase/lowercase typical capitalization. For more information on Levels of Headings see p. 48 of the APA Handbook (7<sup>th</sup> edition).

### **IMPORTANT**

Chapter I of the proposal should be updated for the dissertation. Updates should reflect:

- a. Any changes to the methodology utilized in the study.
- b. Any pivotal “literature” that has emerged since the proposal was written.
- c. General editing and revising typical to the writing process.

You should work with your chair on the revision of Chapter I and determine a review process that works for the two of you.

## CHAPTER II: REVIEW OF THE LITERATURE GUIDELINES

### CHAPTER II

#### REVIEW OF THE LITERATURE

Note: Use the above heading format for Chapter II. There is a triple space after “REVIEW OF THE LITERATURE” and before the body of the chapter.

#### Length

Chapter II of your proposal and eventual dissertation should be approximately 50 pages.

**Note: See Appendix C for a rubric of Chapter II.**

**Note: Each review of literature will have its own particular structure depending on the topic under study. The student should work with his/her chair to design/outline the chapter before beginning to write.**

#### **Introduction** (organization of the chapter – overview)

There is an introduction that describes:

- a. The content of the review,
- b. The organization of the review, and
- c. The strategy used for searching the literature.

#### **Historical Background/Overview** (overview of the theory and research literature)

The review of related research and literature includes:

- a. Comparisons/contrasts of different points of view or different research outcomes, and
- b. The relationship of the study to previous research.

#### **The theory/research specific to the topic** (sections/subsections should reflect the research questions)

The review contains concise summaries of literatures that help:

- a. Define the most important aspects of the theory that will be examined or tested (for quantitative studies), or
- b. Substantiate the rationale or conceptual framework for the study (for qualitative studies).

The review of related research and literature is clearly related to the problem statement as expressed in:

- a. Research questions and hypotheses, or
- b. Study questions and study objectives.

There is literature-based description of:

- a. The research variable (quantitative studies), or
- b. The potential themes and perceptions to be explored (qualitative studies)

Literature related to the method(s) is reviewed.

#### **Review of Literature Summary** (what is known and unknown about the topic)

#### **Contribution of the Study** (what this study will add to the field)

Note: This section of the literature review is optional and the need to include it should be decided upon in consultation with the chair.

## CHAPTER II: REVIEW OF THE LITERATURE GUIDELINES

### Headings for Chapter 2

Headings for this chapter will be determined by the student based on the content of the review of the literature. For more information, see p. 48 of the APA Handbook.

### ***IMPORTANT***

Chapter II of the proposal should be updated for the dissertation.

- a. The student should regularly review the literature on the topic and any new and emerging findings/results throughout the post-proposal process.
- b. Any pivotal “literature” that has emerged since the proposal was written should be included in the revised review of literature.
- c. General editing and revising typical to the writing process.

You should work with your chair on the revision of Chapter II and determine a review process that works for the two of you.

## CHAPTER III: METHODOLOGY GUIDELINES

### CHAPTER III

### METHODOLOGY

Note: Use the above heading format for Chapter III. There is a triple space after “METHODOLOGY” and before the body of the chapter.

#### **Length**

Chapter III of your proposal and eventual dissertation should be approximately 20 pages. If a mixed methods study is being undertaken, the methodology section is typically significantly longer as both quantitative and qualitative methodology needs to be addressed.

**Note: See Appendix E for a sample outline of Chapter III for a qualitative study and Appendix F for a sample outline of Chapter III for a quantitative study.**

#### **Introduction** (organization of the chapter – overview)

Quantitative: Introduction includes a clear outline of the major areas of the chapter.

Qualitative: Introduction describes how the research design derives logically from the problem or issue statement.

*Reminder: You do not have a heading for the “Introduction” to Chapter III.*

#### **Research Questions** (restated here)

The research questions need to be researchable regardless of whether the study is quantitative or qualitative. Often in a qualitative study research questions will emerge from the study.

#### **Null Hypotheses** (if needed)

#### **Research Methodology** (quantitative, qualitative, or mixed methods)

Explains the type of research—qualitative, quantitative or mixed methods—and provides a rationale for the decision. Defines and describes the general approach to the study and justifies that approach. If a qualitative or mixed methods study is utilized, the role of the research in the data collection procedure is described.

#### **Research Design** (e.g., correlational, comparative, descriptive)

##### Qualitative:

Design describes which qualitative tradition or paradigm will be used. The choice of paradigm is justified with explanations why other likely choices would be less effective.

Measures for ethical protection of participants are discussed and adequate.

##### Quantitative:

Research Design and approach:

- a. Includes a description of the research design and approach,
- b. Provides justification for using the design and approach, and
- c. Derives logically from the problem or issue statement.

Measures taken for protection of participants’ rights are summarized.

## CHAPTER III: METHODOOOGY GUIDELINES

**Population and Sample** (Define very specifically the population and discusses the sample)  
**Instrumentation** (tests, measures, observations, scales, and questionnaires)

**Validity**

**Reliability**

Qualitative:

- Criteria for selecting participants are specified and are appropriate to the study. There is a justification for the number of participants, which is balanced with depth of inquiry - the fewer the participants the deeper the inquiry per individual.
- Choices about which data to collect be justified. Data collected are appropriate to answer the questions posed in relation to the qualitative paradigm chosen. How and when the data are to be/were collected and recorded is described.

Quantitative:

Setting and Sample

- a. Describes the population from which the sample will be (or was drawn).
- b. Describes and defends the sampling method including the sampling frame used.
- c. Describes and defends the sample size.
- d. Describes the eligibility criteria for study participants.
- e. Describes the characteristics of the selected sample.

**Procedures** (Field, classroom or laboratory e.g., instructions to subjects or distribution of materials; data collection and recording)

Qualitative:

The context for the study is described and justified. Procedures for gaining access to participants are described. Methods of establishing a researcher-participant working relationship are appropriate. Describes where,

### **Data Collection and Recording and Instrumentation**

- a. Presents descriptions of instrumentation or data collection tools to include:
  - i. Type of instrument(s),
  - ii. Concepts measured by instrument,
  - iii. How scores are calculated and their meaning,
  - iv. Processes for assessment of reliability of the instrument(s)
  - v. Processes for assessment of the validity of the instrument(s),
  - vi. Processes needed to complete instruments by participants,
  - vii. Where raw data are or will be available.
- b. Includes a detailed description of data that comprise each variable in the study.
- c. If qualitative, includes a listing and overview of the multiple data sources utilized.

Qualitative:

How and when the data will be or were analyzed is articulated. Procedures for dealing with discrepant cases are described. If a software program is used in the analysis, it is clearly described. The coding procedure for reducing information into categories and themes is described.

Quantitative:

If a treatment is used, it is described clearly and in detail.

## CHAPTER III: METHODOLOGY GUIDELINES

### **Data Analysis** (statistical analysis or qualitative analysis explained in detail)

#### Quantitative:

Data Collection and Analysis includes:

- a. An explanation of descriptive and/or inferential analyses used in the study such as:
  - i. Nature of the scale for each variable,
  - ii. Statement of hypotheses related to each research question,
  - iii. Description of parametric, nonparametric, or descriptive analytical tools used.
- b. Description of data collection processes.
- c. Description of any pilot study results, if applicable.

Qualitative: See Appendix E

### **Summary of Methodology**

A summary of the major components of the methodology section is included.

#### Headings for Chapter III

Except for the “Introductory” section heading, all headings in bold above are Level 1 headings and should be centered, bold, and utilize uppercase/lowercase typical capitalization. For more information, see p. 48 of the APA Handbook.

**Note:** See Appendix D for a sample rubric for your CHAPTER III METHODOLOGY.



## BACK MATTER GUIDELINES

### BACK MATTER

#### **References** (must be in APA format)

- a. References should have a heading in all capitals (REFERENCES)
- b. There should be a triple space after the REFERENCES heading) before the first reference.
- c. References should be double-spaced.
- d. Only references cited in Chapters 1-2-3 should be listed.
- e. References should be in alphabetical order.
- f. References should use a hanging heading (.5").
- g. The page number on the first page of the references should be at the bottom of the page, be centered, 12 pt. Times New Roman.

#### **Appendices**

- a. There should be a "Title Page" for the Appendix section.
- b. The title page should have a page number (bottom of the page, centered, 12 pt Times New Roman)
- c. Each Appendix does not need its own separate title page.
- d. Each appendix should be label sequentially and should appear in the order referenced in the proposal and dissertation.
- e. The page numbers for appendices beyond the title page should be in the upper right hand corner (12 pt Times New Roman)

#### **Vita**

- a. A one-page vita should be included.
- b. A sample of the content to be included on the vita can be found on Page 38.
- c. The vita should be the last page of the dissertation.
- d. The page number should be at the top right hand corner (Times New Roman)

## SAVING CONVENTIONS FOR THE PROPOSAL/DISSERTATION

### **SAVING CONVENTIONS FOR THE RESEARCH PROPOSAL AND DISSERTATION**

#### Saving Suggestion for the Dissertation

The following saving format is recommended for the proposal and dissertation:

- a. Front matter
- b. Chapter I
- c. Chapter II
- d. Chapter III
- e. Chapter IV
- f. Chapter V
- g. Back matter

Other suggestions for "saving":

- a. Students should create an electronic folder for each section/chapter of the proposal/dissertation. Then store all versions of each section/chapter in that folder.
- b. Students should date each version of each chapter (e.g. Jones Ch. 1 5.19.15 or Jones Ch. 1 V.1 5.19.15).
- c. Students should utilize Microsoft Word rather than another word processor or Google.docs due to the advanced formatting features needed for a proposal/dissertation and the large size of the document.
- d. Students should configure Word to save automatically every 5-10 minutes.
- e. Students should regularly print out hard copies of each chapter so that in the case of a catastrophic computer/media disaster, the student can go back to a hard copy. Better to have to retype than try to recreate the work.
- f. Students should make regular backups of the work on their dissertation/proposal to other mediums (e.g. DVD, thumb drive, the Cloud, Google.docs, etc.) It is essential that this be done to a location other than the primary computer the work is being completed on.
- g. Students should not switch back and forth from one computer to another. Determine the computer you are going to work on and stick to that. This is because there are differences in how the computer is set up and differences in the various versions of Word.
- h. Students should keep each chapter as a separate Word document. Do not merge these into one large document.

## **DETAILED CONTENTS OF EACH SECTION FOR THE RESEARCH PROPOSAL**

### **Title Page**

There should be no page number on the title page. This page should include the exact title of the study, the date (month and year) of the proposed graduation, the student's name, and the name of the doctoral program. See the Page 34 for an example of a title page.

### **Approval Page (Optional for the proposal. Consult your chair.)**

This is page ii, but there should be no page number printed. It should include the title, the committee members, and the month and year of the proposal. See Page 36 for an example of an approval page. It is recommended to have this in your proposal.

### **Abstract (Optional for proposal. Consult your chair.)**

The abstract may be one or two pages, and is not numbered (iii). The abstract is a brief summary of the purpose and content of the dissertation proposal. The abstract includes the problem statement and a description of procedures or methodology. The abstract should be around 350 words in length. See the Appendix A, Page 37 for an example. It is recommended that you include a Abstract page in your proposal even if you don't include the written component. This will help with page number issues at the time of the dissertation.

### **Table of Contents**

The Table of Contents (TOC) begins with page iv or v, depending on the length of the abstract. The TOC must have entries for the abstract, list of tables, list of figures, chapters with their numbers and titles, Level 1, 2 and 3 headings, reference list, appendices, IRB (if your chair would like that included in the proposal), and vita. The TOC should match the headings and subheadings of the proposal or dissertation chapters exactly. The page number should be printed at the bottom center of the TOC pages and should continue on with lowercase Roman numerals. See Appendix A, Page 38 for an example. The word "page" must appear at the top of each page, right justified above the listed page numbers.

### **List of Tables and/or List of Figures**

These are included when necessary and the formatting should be similar to that of the Table of Contents. The words "table" (left justified) and "page" (right justified) must appear at the top of the first page in the List of Tables. Then on each subsequent page only the word "page" is at the top, right justified. The same is true for the List of Figures. The word "figure" should be left justified and the word "page" should be right justified on the first page with only the word "page" right justified on subsequent pages.

## SAVING CONVENTIONS FOR THE PROPOSAL/DISSERTATION

### Page Numbers for Chapters

Page numbers for the first page of each chapter should be centered at the bottom of the page using Arabic (1, 2, 3...) numbers. The page number on the first page of the chapter should be .5" from the bottom of the page. Page numbers for subsequent pages in each chapter should be in the upper right hand corner of each page. The page number numbers in the upper right hand corner should be .5" from the top margin and .5" from the right hand margin.

### Footnotes

Generally, parenthetical citations (explanations) are preferred over footnotes. However, footnotes are acceptable when additional information would help the reader who is unfamiliar with the topic under discussion. In other words, footnotes should be explanatory in nature (sometimes these are called "content footnotes").

Footnotes should be:

- a. Times New Roman font
- b. 10 point
- c. The first line should be indented .5" with subsequent lines at the left margin (1.5").
- d. Numbers of the footnote should be in superscript in the text and the footnote.
- e. Footnotes should be single-spaced.
- f. Footnotes should appear at the bottom of the page on which they appear.
- g. Limit the narrative content in each footnote to one small paragraph.
- h. Footnotes should begin with 1 in Chapter I and run continuously through Ch. 2, Ch. 3, Ch. 4 and Ch. 5. In other words, you should only have one footnote numbered 1 in your dissertation. It is also acceptable to restart footnotes with each chapter in the dissertation.

### Chapter I

The reasons for undertaking the dissertation effort are explained in chapter one. A clear and concise statement of the problem(s) to be investigated or goal to be achieved based on an identification of need is presented. The problem is defined in specific terms. Hypotheses and research questions are indicated. The student demonstrates that the problem is relevant, and lends itself to a given timeframe. Relevant terms are defined and a summary is presented. See the outline for the chapter on p. 8-9.

### Chapter II

This chapter begins with an introduction that explains the purpose of the literature review and concludes with a summary. The literature review should be carefully organized by subject headings, and the headings should mirror the research questions. The literature review establishes a context for the investigation. Various sources are used to identify important previous work. Significant findings and major conclusions from cited sources are evaluated and interpreted in terms of their impact on the present work. Each cited reference must have an APA citation and a full reference listing in the reference section. The reference list for the completed dissertation should have at least 50 citations.

## SAVING CONVENTIONS FOR THE PROPOSAL/DISSERTATION

### Chapter III

This chapter delineates, in detail, the ways in which the investigation will be conducted. Each step in implementing the inquiry is indicated, as well as a proposed schedule. The discussion should be sufficiently detailed to permit replication. Strategies to ensure reliability and validity are explained. Reasons why the method selected should yield answers to the stated problem are delineated. Be clear and thorough in the explanation of the chosen research method. *The method, statistical techniques, purpose of the study, research questions, hypotheses, and title of the dissertation must all align!*

### References

Every source referenced or cited and only those referenced or cited in the document must be listed in APA format in the reference list. The list is alphabetized and double-spaced. For proper formatting of the references (including online references) see the APA Style Manual, 7<sup>th</sup> edition. A hanging indent should be used (.5") for lines two of an entry and beyond.

### Appendices

There should be a "Title Page" for the Appendices section. The first page should have "APPENDICES" centered left to right and top to bottom on the page with the page number at the bottom (.5" above the bottom of the page). A title page for each appendix is **not** needed; however, it may be the preference of the chair to have a title page for each appendix. The first appendix is "Appendix A" and follows alphabetically in the order the appendices appear in the dissertation. The page designation (e.g., APPENDIX A) should be capitalized. The title of the appendix should be upper and lower case (sentence case), not all capitalized. The page numbers for appendices (beyond the section's title page), should be in the upper right hand corner. Note: The IRB letter of approval must be included in an appendix for the dissertation. The entire IRB should **NOT** be included in the dissertation, but *may* be in the proposal depending on your chair's preference.

### Vita

The vita should be a brief (no more than one-page) and include your educational and work history. The page number should be at the bottom center of the page. See Page 39 for a sample vita. The page number should be in the upper right hand corner of the page. The vita should be the last page of the dissertation

## FINAL DISSERTATION CONTENTS AND FORMAT

### **FINAL DISSERTATION (DEFENSE) CONTENTS AND FORMAT**

The outline for the final dissertation follows. Not all of the sections outlined here may be appropriate for all dissertations. Consult with your chair if you have questions about whether or not to include a particular section in your work. Generally, final dissertations are written in *past tense*, stating what “was” done.

#### FRONT MATTER

**Copyright Page**

**Title Page**

**Approval Page**

**Abstract** (target of 350 words or less; written in past tense)

**Dedication** (optional)

**Acknowledgment** (optional)

**Table of Contents**

**List of Tables**

**List of Figures**

#### CHAPTER I

##### INTRODUCTION

Content is the same as the proposal, but changed to ***past tense***—other than summary sections. The student should review, update, and revise Chapter I in preparation for the defense.

Suggested length: Approximately 20 pages

#### CHAPTER II

##### REVIEW OF THE LITERATURE

Content is the same as the proposal and should be written in ***past tense***—other than summary sections. However, the student should continue to update the literature review throughout the study and up until the defense.

Suggested length: Approximately 50 pages

## FINAL DISSERTATION CONTENTS AND FORMAT

### CHAPTER III

#### METHODOLOGY

Content is the same as the proposal, but changed to ***past tense***—other than summary sections. Students should update the methodology chapter to reflect the actual study conducted.

Suggested length: Approximately 30 pages

CHAPTER IV

ANALYSIS OF DATA

**Length**

Chapter IV of your dissertation should be approximately 30 pages. Depending on the nature of your study (quantitative, qualitative or mixed methods) the length of this chapter could be considerably longer.

**Introduction**

**Note:** There is not a heading for the “introduction.”

**Qualitative:** The process by which the data were generated, gathered, and recorded is clearly described.

**Quantitative:** Chapter IV is structured around the research questions and/or hypotheses addressed in the study and reports findings related to each.

**Data Analysis**

Describe any data preparation or recoding necessary

**Qualitative:** The systems used for keeping track of data and emerging understandings (research logs, reflective journals, cataloging systems) are clearly described.

**Quantitative:** Research tools:

- a. Data collection instruments have been used correctly.
- b. Measures obtained are reported clearly, following standard procedures.
- c. Adjustments or revisions to the use of standardized research instruments have been justified and any effects on the interpretation of findings are clearly described.

Give descriptive statistics first (percentages, frequencies; describe participants)

**Qualitative:** The findings:

- a. Build logically from the problem and the research design, and
- b. Are presented in a manner that addresses the research questions.

**Quantitative:** Overall, data analysis (presentation, interpretation, explanation) is consistent with the research questions or hypotheses and underlying theoretical/conceptual framework of the study.

Research Questions/Null Hypotheses (Quan./Qual. one at a time)

**Qualitative:** Discrepant cases and nonconforming data are included in the findings.

**Quantitative:** Data analyses...

- a. Logically and sequentially address all research questions or hypotheses,
- b. Where appropriate, outcomes of hypothesis and testing procedures are clearly reported (e.g. findings support or fall to support...), and
- c. Do not contain any evident statistical errors.



## FINAL DISSERTATION CONTENTS AND FORMAT

Findings are presented in tables or charts when appropriate

Qualitative:

- a. Patterns, relationships, and themes described as findings are supported by the data.
- b. All salient data are accounted for in the findings.

Quantitative: Tables and Figures

- a. Are as self-descriptive as possible, informative, and conform to standard dissertation format,
- b. Are directly related to and referred to within the narrative text included in the chapter,
- c. Have immediately adjacent comments,
- d. Are properly identified (titled or captioned), and
- e. Show copyright permission (if not in the public domain).
- f. The figure itself is in Times New Roman like the rest of the text. However, the
- g. **Captions** for "figures" should be a sans serif font (See APA, p. 153, 161; Arial, Futura, or Helvetica) and the word "Figure" and the number of the figure (e.g. 4.1) should be italics followed by a period. For example, *Figure 4.1*.

**Interpretation** (ties together findings in relation to theory, review of literature, or rationale)

Qualitative:

- a. A discussion on evidence of quality shows how this study followed procedures to assure accuracy of the data (e.g., trustworthiness, member checks, triangulation, etc.).
- b. Appropriate evidence occurs in the appendixes (i.e. sample transcripts, researcher logs, field notes, etc.).

Quantitative: The comments on findings address observed consistencies and inconsistencies and discuss possible alternate interpretations.

**Results Summary** (review of study findings)

Quantitative: In a concluding section of Chapter IV, outcomes are logically and systematically summarized and interpreted in relation to their importance to the research questions and hypotheses.

# FINAL DISSERTATION CONTENTS AND FORMAT

## CHAPTER V

### SUMMARY, CONCLUSIONS, RECOMMENDATIONS

#### **Length**

Chapter V of your dissertation should be approximately 20 pages. Depending on the nature of your study (quantitative, qualitative or mixed methods) the length of this chapter could be considerably longer.

#### **Analysis of Data Summary** (brief summary of topic and findings portion of Chapter IV)

The chapter begins with a brief overview of why and how the study was done, reviewing the questions or issues being addressed, and a brief summary of the findings.

#### **Conclusions**

The Interpretation of Findings:

- a. Includes conclusion that address all of the research questions,
- b. Contains references to outcomes in Chapter IV,
- c. Covers all the data,
- d. Is bounded by the evidence collected, and
- e. Relates the findings to a larger body of literature on the topic including the conceptual/theoretical framework.

#### **Contributions to the Literature** (and implications)

The implications for social change are clearly grounded in the significance section of Chapter I and outcomes presented in Chapter IV. The implications are expressed in terms of tangible improvements to individuals, communities, organizations, institutions, cultures, or societies.

#### **Recommendations** (practical suggestions for implementation of findings or additional research)

Recommendations for Action

- a. Should flow logically from the conclusions and contain steps to useful action,
- b. State who needs to pay attention to results, and
- c. Indicate how the results might be disseminated.
- d. Suggested Level 2 Headings—
  - i. Recommendations for Educators
  - ii. Recommendations for Researchers

#### **Summary** (of the entire document)

Recommendations for further study point to topics that need closer examination and may generate a new round of questions.

For qualitative studies, includes a reflection on the researcher's experience with the research process in which the researcher discusses possible personal biases or preconceived ideas and values, the possible effects of the researcher on the participants or the situation, and her/his changes in thinking as a result of the study.

The work closes with a strong concluding statement making the "take-home message" clear to the reader.

## FINAL DISSERTATION CONTENTS AND FORMAT

### BACK MATTER

**References** (must be in APA format)

#### **Appendices**

- A. Title Page for Appendices
- B. Appendices
- C. IRB approval letter only (usually Appendix A)
- D. Other appendices as appropriate
- E. Vita

**DETAILED CONTENTS OF EACH SECTION FOR  
THE FINAL DISSERTATION**

**Copyright Page**

All dissertations must be copyrighted, and the copyright page precedes all other pages of the dissertation and is neither counted nor numbered. The copyright notice should be presented in the center of the page as follows:

Copyright by

YOUR FULL NAME IN ALL CAPS

Date

All Rights Reserved

Arrangements for copyright privileges are made through University Microfilms when the student completes the appropriate section of the Agreement Form, which may be obtained from the School of Graduate Studies. The copyright fee, which is included in the diploma fee, covers the U.S. copyright fees as well as the costs to University Microfilms.

**Title Page**

There should be no page number on this page. This page should include the exact title of the study, the date (month and year) of GRADUATION, the student's name, and the name of the doctoral program. See Appendix A, Page 35 for an example of a title page.

**Approval Page**

This is page ii, but there should be no page numbered printed. It should include the title, the chair, the committee members, the Associate Provost and Director of Graduate Studies, and the month and year of GRADUATION. See the Appendix A, Page 36 for an example of an approval page.

**Abstract**

The abstract may be one or two pages and is not numbered (iii). The abstract is written in past tense. It should contain the problem statement, method(s) employed, results/findings, conclusions, and recommendations. The abstract should be approximately 350 words. See Appendix for an example.

**Acknowledgement and/or Dedication Pages**

The final dissertation may include a section that expresses appreciation for assistance to the dissertation chair and dissertation committee members. Many students also include statements thanking other faculty members, staff members, colleagues, family, and friends.

## DETAILED DISSERTATION CONTENTS

### **Table of Contents**

The Table of Contents (TOC) begins with page iv or v, depending on the length of the abstract and whether acknowledgements and/or dedication pages were included. The TOC must have entries for the abstract, list of tables, list of figures, chapters with their numbers and titles, Level 1-2-3 headings only, reference list, appendices including the IRB approval letter, and vita. The TOC should match the headings and subheadings of the dissertation chapters exactly. The page number should be printed at the bottom center of the TOC pages. See Appendix A, p. 38 for an example.

### **List of Tables and/or List of Figures**

These are included when necessary and the formatting should be similar to that of the Table of Contents. Please note that the List of Tables is first and the List of Figures second. Both begin on a new page. Each figure or table is numbered chronologically in each chapter (Table 4.1, Figure 3.2).

### **Chapter I**

The reasons for undertaking the dissertation effort are explained in Chapter I. A clear and concise statement of the problems to be investigated or goal to be achieved based on an identification of need is presented. The problem is defined in specific terms. Hypotheses and research questions are indicated. The student demonstrates that the problem is relevant, and lends itself to a given timeframe. Relevant terms are defined and a summary is presented.

### **Chapter II**

This chapter begins with an introduction that explains the purpose of the literature review and concludes with a summary. The literature review should be carefully organized by subject headings, and the heading should mirror the research questions. The literature review establishes a context for the investigation. Various sources are used to identify important previous work. Significant findings and major conclusions from cited sources are evaluated and interpreted in terms of their impact on the present work. Each reference must have an APA 7<sup>th</sup> Edition citation and a full reference list at the end of the paper. The reference list should eventually have at least 50 citations.

### **Chapter III**

This chapter delineates, in detail, the ways in which the investigation was conducted. Each step in implementing the inquiry is indicated, as well as the implemented schedule. The discussion should be sufficiently detailed to permit replication. Strategies to ensure reliability and validity are explained. Reasons why the method selected yielded answers to the stated problem are delineated. Be clear and thorough in the explanation of the chosen research method. *The method, statistical techniques, purpose of the study, research questions, hypotheses, and title of the dissertation must all align.*

### **Chapter IV**

This chapter includes an objective presentation of the results or outcomes of the investigation. The purpose of the chapter is to summarize the collected data and the statistical treatment, and/or mechanics of the analysis (See "Writing Chapter 4). The data

## DETAILED DISSERTATION CONTENTS

collected (if appropriate) are organized and presented to reveal their meaning. Their treatment is described clearly, concisely, and systematically. The text is supplemented with tables, figures, and charts when appropriate. A more complete reporting of data (large tables, description of all variables) can be included in an appendix.

The first paragraph should *briefly* restate the problem.

The data analysis findings should be presented in order of the questions and/or hypotheses. It may be appropriate to list the research question, then related null hypotheses one at a time, with the data analysis write up following each null hypothesis. Factual information should be kept separate from interpretation, inference, and evaluation (one section for findings and one section for interpretation or discussion). It is essential to bring references from Chapter II in to support your findings and help validate your research. Results are derived logically and coherently from the analysis.

Other points (See Writing Chapter 4):

- Don't repeat tedious prose when it is obvious for a knowledgeable peer to see at a glance.
- Table and figure captures should be understandable without reading all the text.
- Note all relevant results (even contrary results).
- Make statements of the results without implications, speculation, assessment, evaluation, or interpretation.
- In a quantitative study:
  - Description of the sample (size, description, handling of missing data)
  - Descriptive statistics (frequencies/percentages for categorical variables, means, standard deviations, and ranges)
  - Address each hypotheses in turn presenting a description of the analysis for each
  - State whether each null hypothesis was rejected
- Qualitative studies often include many quotes from participants.

Source:

Writing Chapter 4: The Results of Your Research Study.

<http://dissertationwriting.com/write-dissertation-results-chapter.shtml>

## Chapter V

In this chapter, the student interprets, examines, and qualifies the results of the investigation and draws inferences from the results. The conclusions section clearly states the conclusions based on the analysis performed and the results achieved. If the research was guided by hypotheses, a statement is made as to whether the data supported or rejected these hypotheses. Alternative explanations for the findings are discussed, if appropriate. Strengths, weakness, and limitations of the study are delineated.

The contributions to the literature section discuss the impact of the work on the field of study and its contributions to the knowledge and professional practice. It also discusses implications for future research.

## DETAILED DISSERTATION CONTENTS

The recommendations section presents recommendations for change in academic practice, professional practice, or organizational procedures, practices, and behavior (when appropriate). It also presents recommendations for further research or for change in research methods or theoretical concepts.

The summary section is a summary of the entire dissertation, written so that it could serve as a stand-alone document. It should be about four to five pages in length.

### References

Every source referenced/cited (and only sources referenced/cited) in the document must be listed in APA format in the reference list. The list is alphabetized and double-spaced. For proper formatting of references (including online references), see the APA Style Manual, 7<sup>th</sup> edition. References are double-spaced and a hanging head (.5" is utilized).

### Appendices

Appendixes are used to present material that supplements the text but is too detailed or distracting for inclusion in the main text of the document. The content must be **critically relevant** to the contribution the dissertation makes to the advancement of knowledge. Items that may be appropriate for inclusion in an appendix are correspondence from individuals involved in the study such as letters from officials granting permission to use facilities or supervisors granting permission to conduct the investigation, questionnaire s, evaluation instruments, critical original data, and data collection forms.

There is a title page for the Appendices section; however, each appendix does **not** need its own title page. However, some chairs may prefer that each appendix have its own title page. The page number for the Appendices title page should be centered at the bottom of the page.

The IRB **Approval Letter** must be included in an appendix.

Appendixes are listed by letter (e.g. Appendix A, Appendix B...) and should occur in the dissertation in the order they **first** referenced the paper.

The page numbers for appendixes (beyond the title page for the appendixes section) should be in the upper right hand corner.

### Vita

The vita should be a brief (no more than one-page) and include your educational and work history. The page number should be in the upper right hand corner. See Page 39 for a sample vita. The vita should be the last page of the dissertation.

## GENERAL DISSERTATION DOCUMENT FORMATTING

### GENERAL GUIDELINES FOR DISSERTATION DOCUMENT FORMATTING

#### Margins

The dissertation margins are as follows: Left—1.5 inches, all others—1 inch.

#### Type/Font

The document should be typed in 12 point Times New Roman font.

#### Spacing

Dissertation documents should be completely double-spaced, **except following every chapter title line, there should be a triple space.** Tables in APA format are double spaced as per APA guidelines. In some instances, tables can be single-spaced to improve readability or to keep material in the table on the same page. Additionally, students should use one space only—following periods. Some chairs may prefer two spaces after periods to improve readability and that is acceptable.

#### Page Numbering

**Front Matter:** The title page (i), approval/signature page (ii) and abstract (iii) are unnumbered; the rest of the front matter should have small case Roman numerals ( iv, v ...) at the bottom center of the page. This includes the table of contents, list of figures, and list of tables.

**Body of the Dissertation (Chapters 1-2-3-4-5...).** The rest of the document uses Arabic numerals, beginning with the first page of Chapter I and ending with the Vita. The chapter title pages (first page of each chapter) need Arabic numerals (1, 2, 3...) placed at the bottom center (.5" inches above the edge), as does the Appendix title page.

All other page numbers in the document should be in the top right corner of the document, .5" inch below the top edge of the paper and even with the right-hand margin (1").

#### Levels of Headings

Following APA guidelines, if a chapter has three or more levels of heading, the first should be centered, bold, mixed case; the second should be flush left, mixed case, bold; the third should be bold, indented followed by a period, space and first sentence and the fourth should be indented, bold, italicized and followed by a period, space and first sentence. Every chapter should use the same levels of heading. See the example on Appendix B of this document (See p. 41). See also the 6<sup>th</sup> edition of the APA manual beginning on p. 48.

#### Tables and Figures

All tables and figures must be presented in APA format according to the provision of the APA book "***Presenting Your Findings: A Practical Guide for Creating Tables.***" Students are also referred to the APA Manual, 7<sup>th</sup> edition.

Tables in APA format are double spaced as per APA guidelines. In some instances, tables can be single-spaced to improve readability or to keep material on the same page (see Spacing section above).



## GENERAL DISSERTATION DOCUMENT FORMATTING

### Illustrations

Oversized illustrations, (e.g. maps, tables, etc.) may be photographically reduced to fit on the 8 1/2 x 11 page. The University's Copy Centers are equipped to reduce or enlarge images and make clear copies. Charts, graphs, diagrams, drawings, and photographs may be in black and white or color. To minimize reproduction costs, the needed number of color pages (on acid-free paper) may be provided by the author for inclusion in the thesis. If an illustration must be turned on the page, the top must be on the left.

### Folded Pages

Folded pages are discouraged. However, maps, drawings, and tables may be folded if they cannot be presented on regular-size pages. Approval for this must be obtained from the Departmental Graduate Committee. In special cases the student may wish to consult with the Archives staff on how best to include the oversize item in the bound thesis.

### Long Quotations/Block Quotes

Long quotes (also known as block quotes) that are 40 words or longer should be in a free-standing block of text. Beginning and ending quotation marks are omitted. The quote should begin on a new line and be indented ½ inch from the left hand margin (this is the same place as where you begin a new paragraph). Indent any subsequent paragraph within the quote another ½" (a total of a 1" indentation). Maintain double-spacing throughout the block quote. The quote ends in a period. The citation should come after the closing punctuation mark. There is no period after the citation. (Source: The Purdue Owl).

### Formatting Special Pages

It should be noted that the student must follow the specific WIU guidelines for formatting the following: title page, approval page, abstract, table of contents, list of tables/figures, vita, document margins, and pagination. The rest of the document should follow APA formatting. Also, ***all dissertation documents should be reviewed for style and grammar before submitting the documents to the committee.*** See Appendix B for Graduate School checklist.

### Editing the Dissertation

Your committee chair and committee members are not responsible for editing your proposal or dissertation; however, some chairs may choose to provide editing assistance as they work with you on the various drafts of your proposal and/or dissertation. Consequently, if you do not have the skills to thoroughly edit your own writing, you should secure the services of a qualified editor. Incomplete sentences, subject-verb disagreement, double words, inaccurate spelling, transposed letters, erroneous pronoun usage, colloquialisms, clichés, and jargon inhibit communication of dissertation research. The final dissertation must be **rigorously edited**. It is the students' responsibility to secure an editor and pay for any associated costs. Educational Studies graduate assistants are not available to transcribe interviews/focus groups nor are they available for editing as part of their assigned duties.

## GENERAL DISSERTATION DOCUMENT FORMATTING

### **Research – Human Subjects and Institutional Review Board**

Any research that involves human subjects, whether funded or not, that is undertaken by WIU faculty, academic staff or student or supported by Western Illinois University, must be reviewed by the WIU Institutional Review Board (IRB). Prior to collecting any data from human subjects for research purposes or soliciting subjects for a research study, approval must be granted by the IRB.

A research protocol **MUST** be reviewed by the IRB under these guidelines if it meets the following criteria: 1) it involves human beings as subjects (this includes surveys and interviews); 2) it is research as defined by University guidelines; and 3) the intention to publish or disseminate results **OR** the **POSSIBILITY** of publishing or disseminating results exists. If a project meets these criteria, the protocol must be reviewed and receive an exemption or approval through the expedited or full board review process. For more information see [www.wiu.edu/sponsoredprojects/policies](http://www.wiu.edu/sponsoredprojects/policies).

Any pilot survey research must also receive IRB approval before the pilot is distributed and data collected.

For a complicated study the chair may suggest submitting the IRB prior to proposal for an initial review. This should not be done more than two weeks prior to the proposal meeting. The suggestions by the WIU IRB reviewer should be incorporated into the proposal meeting presentation for the committee's review. The final IRB is submitted after the proposal has been approved by the committee. The dissertation chair must submit the IRB and subsequent supporting documents (e.g., surveys, protocols, interview questions, approval to use a previously constructed survey) on behalf of the student.

### **Format**

A dissertation is usually composed of three main parts: front matter, text, and back matter. Preliminaries are paged with small Roman numerals. Text and references are paged with Arabic numerals.

- Preliminaries (front matter)
  - Copyright Page - not numbered
  - Title Page of Dissertation - not numbered (assumed to be "i")
  - Approval Page - not numbered (assumed to be "ii")
  - Abstract – not numbered (assumed to be "iii")
  - Dedication (optional)- in small Roman numerals
  - Acknowledgments - in small Roman numerals
  - Table of Contents (including appendices) with page references - paging follows consecutively in small Roman numerals
  - List of Tables with page references - paging follows consecutively in small Roman numerals
  - List of Figures with page references - paging follows consecutively in small Roman numeral

## GENERAL DISSERTATION DOCUMENT FORMATTING

### Text

- Introduction (start with page 1)
- Main body, with large divisions and more important minor divisions indicated by suitable APA style level headings

### Back Matter

- Reference - include only those cited in your dissertation (continue with Arabic pagination)
- Appendices (continue with Arabic pagination)
  - IRB (only include the letter of approval from the WIU IRB office)
  - Other appendices
  - Vita (one-page only; last page of the dissertation)

### Preparation of Abstract

The major purpose of the abstract is to give information which will enable the scholar to decide whether to read the complete work. The following information is generally included:

- A brief description of the problem,
- A description of the methods, techniques, and data used, and
- The major findings of the study.

The abstract should be approximately 350 words. The word "ABSTRACT" should appear centered at the beginning of the abstract text.

Other points about your abstract:

- The abstract is a summary of your whole dissertation.
- The abstract is not merely an introduction to the dissertation. It in fact should serve as a substitution for the whole thesis when there is not sufficient time or space for the full text.
- The structure of the abstract should mirror the whole structure of your dissertation. It should represent all major elements. You should have one or two sentences for each chapter.
- You should include the content of your research questions near the beginning of the abstract. If you have more than one or two research questions, you should consider restructuring them for your abstract.
- Don't forget to present the results. Tell them what you discovered.
- About half of your abstract should be dedicated to summarizing and interpreting the results.

#### Source:

Nesbit, J.C. (2008). how to write an abstract for your thesis or dissertation. Retrieved from <http://www.sfu.ca/~jcn Nesbit/HowToWriteAbstract.htm>

## GENERAL DISSERTATION DOCUMENT FORMATTING

### **Checking the Manuscript**

The content, research quality, grammatical style, and spelling of the dissertation are the responsibility of the Educational Leadership doctoral program. The Archives, however, reserves the right to reject original copies of the dissertation which contain gross examples of the following problems:

- Missing pages or appendices
- Misnumbered pages or pages without numbers
- Strikeovers
- Messy erasures, including liquid correction material
- Smearred or soiled pages
- Evidences of dirty type
- Margins narrower or wider than specified herein
- Paper other than that specified in this document
- Carefully check all headings in your manuscript with the headings in your Table of Contents paying particular attention to page numbers and the exact wording. This also applies to your List of Tables and List of Figures.

APPENDIX A

Sample Dissertation Pages

SIGNATURE PAGE

YOUR TITLE GOES HERE IN ALL CAPITAL LETTERS

CONTINUE YOUR TITLE ON THIS LINE AS WELL

A Dissertation Proposal

by

YOUR NAME IN ALL CAPS

Submitted to the School of Graduate Studies  
Western Illinois University  
in partial fulfillment of the requirements for the degree of

DOCTOR OF EDUCATION

May 2008

Major Subject: Educational Leadership

YOUR TITLE GOES HERE IN ALL CAPITAL LETTERS

CONTINUE YOUR TITLE ON THIS LINE AS WELL

A Dissertation

by

YOUR NAME GOES HERE ALL CAPS

Approved as to style and content by:

---

Robert L. Doe, Ed.D.  
(Dissertation Chair)

---

Joan F. Doe, Ph.D.  
(Member)

---

Gary R. Doe, Ph.D.  
(Member)

---

Jon E. Doe, Ed.D.  
(Member)

---

Grace N. Doe, Ph.D.  
(Member)

---

Judith M. Dallinger, Ph.D.  
(Associate Provost and Director of Graduate Studies)

September 2010

ABSTRACT

ABSTRACT

A Comparative Study of Interdisciplinary Curriculum

and Non-Interdisciplinary Curriculum Classrooms

(May 2005)

Your Full Name, B.S., Pennsylvania State University; M.S., Baylor University

Dissertation Chair: Dr. Michelle N. Stallone

The text of the abstract starts on this line with a paragraph indentation. The body is double-spaced, and is consistent with the spacing style followed in the narrative text. The abstract should not exceed *350 words in length*. It is typed in future tense for the proposal and *past tense for the defense*. The abstract page(s) are *not* number at the bottom or top.



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VITA

MICHELLE NADINE STALLONE  
200 Black Diamond Road  
Portland, Texas 78374

EDUCATIONAL HISTORY

Baylor University, Waco, Texas, M.A.  
in Sociology, May, 1996

Penn State University, University Park, Pennsylvania, B.S.  
in Education K-12, May 1993

CERTIFICATIONS

Teacher - Special Education  
Teacher - Elementary Education

EMPLOYMENT HISTORY

2003 – 2005 Assistant Professor of Educational Leadership, Texas A&M University-  
Kingsville

2001 – 2003 and so on....

This is the last page of the document!

APPENDIX B

Graduate School Dissertation Checklist

# APPENDIX C: CHAPTER II REVIEW OF LITERATURE GUIDLINES

## Dissertation Checklist

**All revisions are due by the Friday before Finals Week.**

Any questions, contact the School of Graduate Studies (309/298-1806) or the program advisor.

Office use:

Name: \_\_\_\_\_

WIU ID: \_\_\_\_\_

Date received: \_\_\_\_\_

### Margins/Type/Spacing

- Left = 1.5"; Right, bottom and top = 1"
- Times New Roman, size 12
- Double-spaced
- Long quotations indented; double-spaced
- Triple space after every chapter **title line**
- Pages in order; no missing page numbers

### Title Page (not numbered)

- Title - ALL CAPS
- Date (Month and year) of Graduation *[Must agree with Approval & Abstract page]*
- Student's name - ALL CAPS
- Master's/Doctoral program listed

### Copyright - Required (not numbered or counted)

- Precedes all pages except Title Page
- Centered
- Date must agree with Title Page

### Approval Page (not numbered; assumed ii)

- Title - the same as title page; ALL CAPS
- Student's name - ALL CAPS
- Committee members named
- Date (month and year) of Graduation *[Must agree with Title and Abstract page]*

### Abstract (not numbered; assumed iii)

- Title - the same as title page; mixed case
- Month/year of Graduation *[Must agree with Title and Approval pages]*
- Name and degrees earned
- Dissertation Chair included

### Dedication (not required)/Acknowledgment (not required)

- One page; Roman numeral, bottom center

### Table of Contents/List of Tables & Figures

- Roman numerals, bottom center
- List all headings and subheadings, including abstract, lists, tables, appendixes, references,
- List of headings/subheadings must match headings within dissertation EXACTLY.
- Lists - format similar to Table of Contents pages

### Text

- Chapter headings - ALL CAPS
- Chapter title pages numbered bottom center; remaining numbered top right

### Appendixes

- Page # - BOTTOM CENTER ("Appendixes" page only)
- Each appendix does not need its own title page
- APPENDIX A, etc. - title in mixed case; page # TOP RIGHT

### Vita

- Page # BOTTOM CENTER
- Name - ALL CAPS
- Address - mixed case

Placement of chapter title and headings - APA 6<sup>th</sup> Ed.:

CHAPTER I

INTRODUCTION (ALL CAPS)

**Level 1 Heading (center; bold; mixed case)**

**Level 2 Heading (mixed case; bold)**

**Level 3 Heading (bold; indented followed by a period, space and first sentence).**

**Level 4 Heading (indented, bold, italicized and followed by a period, space and first sentence).**

APPENDIX C: CHAPTER II REVIEW OF LITERATURE GUIDLINES

APPENDIX C

Chapter II Review of the Literature Guidelines

## REVIEW OF LITERATURE GUIDELINES

### REVIEW OF THE LITERATURE Guidelines

Topic	Description	Excellent			Good			Fair			Poor	
TOPIC		10	9	8	7	6	5	4	3	2	1	0
<b>INTRODUCTION</b>	Appropriate topic for a dissertation Opening paragraph(s) leads the reader into the review of literature Describes the content of the review Addresses the organization of the review Explains the strategy used for searching the literature	10	9	8	7	6	5	4	3	2	1	0
<b>HISTORICAL BACKGROUND</b>	Provides a historical background to the topics in the literature review Compares the relationship of the current study to previous research	10	9	8	7	6	5	4	3	2	1	0
<b>SIGNIFICANCE OF STUDY</b>	Establishes the significance of the study/what the study will add to the field Related research and literature is clearly related to problem statement, research questions and hypotheses (if appropriate) Literature related to the method(s) is (are) reviewed Identifies gaps in the literature/research (justifying research topic)	10	9	8	7	6	5	4	3	2	1	0
<b>BODY OF THE REVIEW</b>	Main points are clear Main points are supported by content from sources Main points are supported by the writer's experience (if applicable) Writer explains what he/she learned from the review of the literature	10	9	8	7	6	5	4	3	2	1	0
<b>THE ARGUMENT</b>	Logical presentation of evidence that leads to and justifies the writer's conclusion Discusses what is known about the topic Analyzes and critiques the knowledge gained from synthesizing the literature Rationale and persuasive claims Evidence (data) is accurate, precise, and authoritative Evidence supports the claims and the conclusion(s) Evidence argues for the conclusion(s) Reasons have convincing data to support them Literature/references to multiple sources are integrated to help build the case	10	9	8	7	6	5	4	3	2	1	0
<b>BALANCE</b>	Is the review of literature balanced?	10	9	8	7	6	5	4	3	2	1	0
<b>ORGANIZATION</b>	An outline of the literature review is included The review is logically organized with a good flow The review is organized around major ideas, topics, or themes. Transitions tie sentences, paragraphs, and sections together The writer leads the reader from point to point. The organization adds to the argument the writing is making If appropriate, uses multiple levels of headings to organize literature review (See APA)	10	9	8	7	6	5	4	3	2	1	0
<b>TERMINOLOGY</b>	Identifies relevant terminology needed to understand the literature review (terminology may also be identified in Chapter 1) Provides definitions and/or context for important terminology	10	9	8	7	6	5	4	3	2	1	0

## REVIEW OF LITERATURE GUIDELINES

Topic	Description	Excellent	Good	Fair	Poor							
<b>CONCLUSION/ SUMMARY</b>	Writer draws conclusions from the research and the literature on the topic Writer presents what will come next (e.g. Chapter 3)	10	9	8	7	6	5	4	3	2	1	0
<b>STYLE</b>	Written in the writer's own words A professional "voice" is utilized	10	9	8	7	6	5	4	3	2	1	0
<b>REFERENCES &amp; REFERENCE PAGE (Note: In the proposal and dissertation this should be a separate section.)</b>	Contains a properly formatted "REFERENCE" page as the LAST page of the paper (the reference page does not count toward the pages) <ul style="list-style-type: none"> <li>Begins on a separate page</li> <li>Double-spaced within and between entries</li> <li>Used hanging indents (.5" indent)</li> <li>Hyperlinks are removed from web addresses</li> <li>DOI is used when available</li> <li>Each reference listing is formatted appropriately using APA style</li> </ul> References are of high quality References are relevant to the topic and literature review References are current or if not current seminal Cited sources are credible Majority of cited sources are primary sources rather than secondary sources # of Reference _____ (Goal: 50 for complete Ch. 2)	10	9	8	7	6	5	4	3	2	1	0
<b>CLARITY OF WRITING</b>	Writing is crisp, clear and succinct Writer incorporates the active voice when appropriate (less than 20% of paper is passive voice) [Includes information on passive sentence percentage] Readability: 8.0 to 11.0 (Includes information on readability) Writer supports ideas with examples Writing is clear Writing is pleasant to read (appropriate voice and style)	10	9	8	7	6	5	4	3	2	1	0
<b>QUOTES &amp; PARAPHRASING</b>	Quotes and paraphrased material are used purposefully Quotations are used only when necessary to strengthen the argument Page numbers included for direct quotations Block style used for quotations of 40 words or more <ul style="list-style-type: none"> <li>Use a free-standing block of typewritten lines</li> <li>Omit quotation marks</li> <li>Start quote on a new line, indented ½" from the left margin</li> <li>If more than one paragraph, indent the first line another ½"</li> <li>Maintain double-spacing throughout</li> <li>Parenthetical citation should come after the closing punctuation.</li> </ul>	10	9	8	7	6	5	4	3	2	1	0
<b>PARAGRAPHING</b>	Paragraphs are of appropriate length (not too long, not too short) Each paragraph has an identifiable topic	10	9	8	7	6	5	4	3	2	1	0

## REVIEW OF LITERATURE GUIDELINES

Topic	Description	Excellent		Good		Fair		Poor				
	Content of each paragraph is closely related to its topic Paragraphs are connected to each other											
<b>MECHANICS</b>	Demonstrates correct spelling, punctuation, grammar, and mechanics Sentences: Structure is appropriate and varied; Beginnings of sentences are varied Demonstrates evidence of editing Avoids use of absolute language (e.g. always, never) Avoids use of indefinite words (many, some, most) Avoids use of <b>that</b> Agreement: Subjects and verbs agree; Pronouns and antecedents agree First person (I, me, us, we, our) is used sparingly and if used appropriately Second person (you, your, you're) is <b>not</b> used	10	9	8	7	6	5	4	3	2	1	0
<b>FORMAT</b>	Format is appropriate: font (Times New Roman, 12 point), double-spacing, margins (left: 1.5"; all others 1")	10	9	8	7	6	5	4	3	2	1	0
<b>APA</b>	Page numbers are included on all pages Successful use of APA style (parenthetical and/or in text citation) Writer varies the format for parenthetical and/or in text citation	10	9	8	7	6	5	4	3	2	1	0
<b>LENGTH</b>	Final Chapter 2 for proposal and dissertation should be 50+ pages	10	9	8	7	6	5	4	3	2	1	0
<b>ORIGINALITY REPORT</b>	Originality Report Percentage: Target Percentage < 20%	10	9	8	7	6	5	4	3	2	1	0
<b>TIMELINESS</b>	The final paper was submitted within the timeframe of the assignment.	10	9	8	7	6	5	4	3	2	1	0
<b>OVERALL</b>	Writer has created as comprehensive review of the literature on the selected topic	10	9	8	7	6	5	4	3	2	1	0

**COMMENTS:**



APPENDIX D

Chapter III Methodology Guidelines

CHAPTER III: METHODOLOGY GUIDELINES

**Chapter 3--METHODOLOGY GUIDELINES**

Topic	Description	Excellent			Good			Fair			Poor	
TOPIC		10	9	8	7	6	5	4	3	2	1	0
TOPIC	Appropriate topic for a dissertation	10	9	8	7	6	5	4	3	2	1	0
CHAPTER HEADING	Includes the appropriate chapter heading for Chapter 3 CHAPTER III (Centered and all caps with Roman numerals; double-spaced) METHODOLOGY (Centered, all caps; double-spaced) Triple space after the METHODOLOGY and before the introduction begins	10	9	8	7	6	5	4	3	2	1	0
INTRODUCTION	There is not a heading for the "introduction" Opening paragraph(s) leads the reader into the methodology Describes the content of the chapter (overview of chapter) Addresses the organization of the methodology chapter	10	9	8	7	6	5	4	3	2	1	0
STATEMENT OF THE PROBLEM	Clearly explains the statement of the problem Statement of the problem frames the entire methodology section and the study Connects the content of the introduction to the research questions Describes ideal scenario Describes present reality Describes consequences/results of the research	10	9	8	7	6	5	4	3	2	1	0
RESEARCH QUESTIONS	Includes a heading (Level 1 heading) for "Research Questions" Ideally the writer would have a transition leading into the research questions List of research questions is included	10	9	8	7	6	5	4	3	2	1	0
NULL HYPOTHESIS (Quantitative only)	Includes a NULL HYPOTHESIS (if needed) Includes a heading (Level 1 heading) for "Null Hypotheses"	10	9	8	7	6	5	4	3	2	1	0
RESEARCH METHODOLOGY (Quantitative)	Includes a heading (Level 1 heading) for "Research Methodology" Explains that the study is quantitative (or mixed methods) and tells why that methodology is appropriate for the study	10	9	8	7	6	5	4	3	2	1	0
RESEARCH METHODOLOGY (Qualitative)	Includes a heading (Level 1 heading) for "Research Methodology" Explains that the study is qualitative (or mixed methods) Describe characteristics of qualitative research and why that is appropriate for the research study	10	9	8	7	6	5	4	3	2	1	0
RESEARCH DESIGN (Quantitative)	Include a heading (Level 1 heading) for "Research Design" Includes a description of the research design and approach Provides justification for using the design and approach Derives logically from the problem or issue statement	10	9	8	7	6	5	4	3	2	1	0
RESEARCH DESIGN (Qualitative)	Include a heading (Level 1 heading) for "Research Design" Describe your general approach to carrying out the study Describe important characteristics or features of the design Indicated any pertinent assumptions about the research process that are associated with this design Indicated why this design is likely to yield useful results	10	9	8	7	6	5	4	3	2	1	0

## CHAPTER III: METHODOLOGY GUIDELINES

Topic	Description	Excellent	Good	Fair	Poor							
<b>ROLE OF RESEARCHER (Qualitative only)</b>	<p>Include statements about past experiences of the researcher that provide familiarity with the topic, the setting or the informants</p> <p>Discuss steps taken to gain access to the setting and to secure permission to study the informants or situation</p> <p>Comment about ethical issues such as maintaining confidentiality of data, preserving the anonymity of informants, and using the research for intended purposes</p>	10	9	8	7	6	5	4	3	2	1	0
<b>POPULATION/ SAMPLE (Quantitative)</b>	<p>Define very specifically the population from which the sample will be drawn</p> <ul style="list-style-type: none"> <li>• Describes &amp; defends the sampling method including the sampling frame used</li> <li>• Describes and defends the sample size</li> <li>• Describes the eligibility criteria for the study participants</li> <li>• Describes the characteristics of the selected sample</li> </ul> <p>Instrumentation (tests, measures, observations, scales, surveys, questionnaires)</p> <p>Discusses validity</p> <p>Discusses reliability</p>	10	9	8	7	6	5	4	3	2	1	0
<b>POPULATION/ SAMPLE (Qualitative)</b>	<p>Describe the research site</p> <p>Describe the research participants</p> <p>Discuss how you will ensure the confidentiality of research participants</p>	10	9	8	7	6	5	4	3	2	1	0
<b>PROCEDURES (Quantitative)</b>	Discusses procedures for the study	10	9	8	7	6	5	4	3	2	1	0
<b>PROCEDURES (Qualitative)</b>	Discusses procedures for the study	10	9	8	7	6	5	4	3	2	1	0
<b>DATA COLLECTION (Quantitative)</b>	<p>Instrumentation and Materials</p> <ul style="list-style-type: none"> <li>• Presents descriptions of instrumentation or data collection tools <ul style="list-style-type: none"> <li>○ Type of instrument</li> <li>○ Concepts measured by instrument</li> <li>○ How scores are calculated and their meaning</li> <li>○ Processes for assessment of reliability and validity of instruments</li> <li>○ Processes needed to complete instruments by participants</li> <li>○ Where raw data will be available (appendices, tables, or by request from researcher)</li> </ul> </li> <li>• Detailed description of the data to be collected</li> </ul>	10	9	8	7	6	5	4	3	2	1	0
<b>DATA COLLECTION (Qualitative)</b>	<p>Indicate the type or types of data to be collected and provide a rationale for the data collection</p> <p>Identify the parameters for the data collection, such as why you have selected this particular setting and how you will go about selecting informants and the rationale for that selection process</p> <p>Describe how you will record data</p> <p>Describe the protocol for collecting information including guide questions and probes to elicit informant responses</p>	10	9	8	7	6	5	4	3	2	1	0

### CHAPTER III: METHODOLOGY GUIDELINES

Topic	Description	Excellent	Good	Fair	Poor							
<b>DATA ANALYSIS (Quantitative)</b>	An explanation of descriptive and/or inferential analysis to be used in the study <ul style="list-style-type: none"> <li>Nature of the scale for each variable</li> <li>Statement of hypotheses related to each research question</li> <li>Description of parametric, nonparametric, or descriptive analytical tools used</li> <li>Description of data collection processes</li> </ul> Description of any pilot study results if applicable	10	9	8	7	6	5	4	3	2	1	0
<b>DATA ANALYSIS (Qualitative)</b>	Describe how you will go about analyzing the data/information <ul style="list-style-type: none"> <li>Coding</li> <li>Sorting into categories</li> <li>Identifying theme and patterns</li> <li>Divergence</li> </ul>	10	9	8	7	6	5	4	3	2	1	0
<b>METHODS FOR VERIFICATION</b>	Describe how you will verify the accuracy of your findings: <ul style="list-style-type: none"> <li>Will you use a triangulation approach with multiple sources of information?</li> <li>Will you seek to verify your findings with your informants (e.g. member checking)?</li> </ul> Discuss the generalizability of your study—in what ways is it likely to be unique and in what ways might a replication of your study yield different results?	10	9	8	7	6	5	4	3	2	1	0
<b>OTHER QUALITATIVE AREAS TO ADDRESS</b>	Anticipated narrative structure Anticipated ethical issues Significance of the study	10	9	8	7	6	5	4	3	2	1	0
<b>SUMMARY OF METHODOLOGY</b>	Summarizes the methodology section	10	9	8	7	6	5	4	3	2	1	0
<b>BACK MATTER (As appropriate)</b>	Appendices are included as appropriate to the research study (some of these might be found in the body of Chapter 2) <ul style="list-style-type: none"> <li>Interview questions (individual interviews and/or focus groups)</li> <li>Questionnaires and/or surveys</li> <li>Observational forms</li> <li>Timeline</li> </ul>	10	9	8	7	6	5	4	3	2	1	0
<b>STYLE</b>	Written in the writer’s own words A professional “voice” is utilized	10	9	8	7	6	5	4	3	2	1	0
<b>CLARITY OF WRITING</b>	Writing is crisp, clear and succinct Writing is pleasant to read (appropriate voice and style) Writer incorporates the active voice when appropriate (less than 20% of paper is passive voice) [Includes information on passive sentence percentage] Readability: 8.0 to 11.0 (Includes information on readability)	10	9	8	7	6	5	4	3	2	1	0

## CHAPTER III: METHODOLOGY GUIDELINES

Topic	Description	Excellent			Good			Fair		Poor		
<b>QUOTES &amp; PARAPHRASING</b>	Quotes and paraphrased material are used purposefully Quotations are used only when necessary to strengthen the argument Page numbers included for direct quotations Block style used for quotations of 40 words or more	10	9	8	7	6	5	4	3	2	1	0
<b>PARAGRAPHING</b>	Paragraphs are of appropriate length (not too long, not too short) Each paragraph has an identifiable topic Content of each paragraph is closely related to its topic Paragraphs are connected to each other	10	9	8	7	6	5	4	3	2	1	0
<b>MECHANICS</b>	Demonstrates correct spelling, punctuation, grammar, and mechanics Sentences: Structure is appropriate and varied; Beginnings of sentences are varied Demonstrates evidence of editing Avoids use of absolute language (e.g. always, never) Avoids use of indefinite words (many, some, most) Avoids use of <b>that</b> Agreement: Subjects and verbs agree; Pronouns and antecedents agree First person (I, me, us, we, our) is used sparingly and if used appropriately (if a qualitative methodology is selected first person may be an appropriate choice) Second person (you, your, you're) is <b>not</b> used	10	9	8	7	6	5	4	3	2	1	0
<b>FORMAT</b>	Format is appropriate: font (12 point), double-spacing, margins (left: 1.5"; all others 1")	10	9	8	7	6	5	4	3	2	1	0
<b>APA</b>	Page numbers are included on all pages Appropriate use of headings (Level 1, 2, 3...) Successful use of APA style (parenthetical and/or in text citation) Writer varies the format for parenthetical and/or in text citation Tables and figures are appropriately configured	10	9	8	7	6	5	4	3	2	1	0
<b>LENGTH</b>	Adheres to the <b>20 (twenty)</b> page minimum guideline (does not include a title page or references or any appendices) <b>Note:</b> Final Chapter 3 for proposal and dissertation should be 20+ pages	10	9	8	7	6	5	4	3	2	1	0
<b>ORIGINALITY REPORT</b>	Originality Report Percentage: _____ Target Percentage < 20%	10	9	8	7	6	5	4	3	2	1	0
<b>TIMELINESS</b>	The final paper was submitted within the timeframe of the assignment.	10	9	8	7	6	5	4	3	2	1	0
<b>OVERALL</b>	Writer has created as comprehensive explanation of the research methodology Writer has <b>begun</b> a comprehensive paper on the selected topic	10	9	8	7	6	5	4	3	2	1	0

COMMENTS:

QUALITATIVE STUDY CHAPTER III OUTLINE

APPENDIX E

Qualitative Study **Sample** Chapter III Outline

## QUALITATIVE STUDY CHAPTER III OUTLINE

### Qualitative Study **Sample** Outline of Chapter III

- Introduction (although you don't use this heading)
- Overview of Chapter
- Statement of the Problem
- Purpose of the Study
- Research Questions
- Delimitations and Limitations
- Design of the Study
  - Characteristics of qualitative research
  - Describe your general approach to carrying out the study/qualitative research approach used
  - Describe important characteristics or features of the design
  - Indicate any pertinent assumptions about the research process that are associated with this design
  - Indicate why this design is likely to yield useful results
- Role of the researcher
  - Include statements about past experiences of the researcher that provide familiarity with the topic, the setting, or the informants
  - Discuss steps taken to gain access to the setting and to secure permission to study the informants or situation
  - Comment about ethical issues such as maintaining confidentiality of data, preserving the anonymity of informants, and using the research for intended purposes
- Research Site
- Research Participants
- Confidentiality of Research Participants
- Data collection procedures
  - Indicate the type or types of data to be collected and provide a rationale for the data collection
  - Identify the parameters for the data collection, such as why you have selected this particular setting and how you will go about selecting informants and the rationale for that selection process
- Data recording procedures
  - Describe how you will record data
  - Describe the protocol for collecting information including guide questions and probes to elicit informant responses
- Data analysis procedures
  - Describe how you will go about coding information, sorting it into categories, identifying themes and patterns as well as divergence
- Methods for verification
  - Describe how you will verify the accuracy of your findings: will you use a triangulation approach, with multiple sources of information? Will you seek to verify your findings with your informants (“member checking”)?
  - Discuss the generalizability of your study—in what ways is it likely to be unique and in what ways might a replication of your study yield different results?
- Narrative structure
- Anticipated ethical issues
- Significance of the study
- Summary of methodology

# SAMPLE QUANITATIVE CHAPTER III OUTLINE

## APPENDIX F

### Sample Quantitative Chapter III Outline



## SAMPLE QUANITATIVE CHAPTER III OUTLINE

### CHAPTER III METHODOLOGY

*Write an introduction to the chapter. No heading*

#### **Statement of the Problem**

*Write about and explain the statement of the problem.*

#### **Research Questions**

*Write about research questions. It is best to have a sentence or two introducing your research questions.*

#### **Null Hypotheses**

*Write about the null hypotheses*

#### **Research Methodology**

*Write about the research methodology*

#### **Research Design**

*Write about the research design*

#### **Population and Sample**

*Write about the research design*

#### **Instrumentation**

*Write about instrumentation.*

#### **Validity**

*Write about validity*

#### **Reliability**

*Write about reliability*

#### **Procedures**

*Write about procedures*

## SAMPLE QUANTITATIVE CHAPTER III OUTLINE

### **Data Collection Procedures**

*Write about data collection. See p. 7*

### **Data Analysis Procedures**

*Write about data analysis (p. 7)*

### **Summary of Methodology**

*Include a summary of the methodology section of your dissertation.*

SAMPLE QUANITATIVE CHAPTER IV OUTLINE

APPENDIX G

Chapter IV Sample Outline

SAMPLE QUANITATIVE CHAPTER IV OUTLINE

CHAPTER IV  
DATA ANALYSIS

*Write an introduction to the chapter. Probably ½-1 page.* Chapter IV provides a description it to further test the study's findings. The chapter concludes with a brief summary.

**Review of the Survey Instrument and Survey Administration**

Write a

**Overview of Data Analysis**

Th

**Data Preparation**

Write

**Analysis of Demographic Information**

Write

**Summary of Superintendent's Demographic Information**

Write a brief summary

**Analysis of Reliability and Validity (???)**

Write

**Analysis of XXXX**

Write an intro to the section

**Research Question One**

Write about RQ1

**Research Question Two**

Write about RQ2

**Research Question Three**

Write about RQ3

SAMPLE QUANITATIVE CHAPTER IV OUTLINE

**Research Question Four**

Write about RQ4

**Research Question Five**

Write about RQ5

**Summary of XXX**

**Interpretation of Results**

Write a brief introduction

**Findings: Demographic Data**

Write

**Findings: Research Question One**

Write

**Findings: Research Question Two**

Write

**Findings: Research Question Three**

Write

**Findings: Research Question Four**

Write

**Findings: Research Question Five**

Write

**Summary of Interpretation of Results**

Write

**Summary**

Write

INDEX

APPENDIX H

Sample Chapter V Outline

CHAPTER V  
SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

Write an introduction to the chapter. Probably ½-1 page. Chapter V....

**Research Questions**

Write a

**Summary of Methodology**

Th

**Summary of the Data Analysis**

*Write*

**Research Question One Summary**

*Write*

**Research Question Two Summary**

*Write*

**Research Question Three Summary**

*Write*

**Conclusions**

*Write*

**Conclusion One:**

*Write*

**Conclusion Two:**

*Write*

**Conclusion Three:**

*Write*

**Recommendations**

## INDEX

*Write an introduction to this section.*

### **Recommendations for Educators**

**Recommendation One:** *Write*

**Recommendation Two:** *Write*

**Recommendation Three:** *Write*

### **Recommendations for Researcher**

**Recommendation One:** *Write*

**Recommendation Two:** *Write*

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### **Concluding Remarks**

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