

Guidelines for the Preparation and Submission of Dissertations (Fourth Edition)



Department of Educational Leadership

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Fayetteville State University reserves the right to change, delete, or add to any part of this publication as it deems necessary for the good of the University. Every attempt will be made to keep changes to a minimum and to communicate changes to all students.

TABLE OF CONTENTS

Introduction and Orientation	5
Section One	
<i>Policies and Procedures</i>	6
Graduate Student Responsibilities	6-7
Dissertation Chairperson Roles and Responsibilities	7-8
Dissertation Advisory Committee Roles and Responsibilities	8
Formation of Dissertation Advisory Committee	8-9
Dissertation Proposal	9
Institutional Review Board (IRB) Approval	9-10
Dissertation Oral Defense	10
Degree Time Limit	11
Dissertation Binding—Personal Copies	11
Copyrights	11
Ethical Considerations for Writing and Publication	11-12
Copyright or Trademark Protection, Licensed, and Limited Use Materials	12
Cultural and Gender Competence	12
Section Two	
<i>Organization Guidelines</i>	13
General Structure of a Dissertation	13
Title Page Requirements	14-15
Abstract—Requirements	16
Acknowledgment and Dedication Guidelines	16-17
Table of Contents Guidelines	17
List of Tables, List of Figures (symbols or Abbreviations) Guidelines	17
<i>Chapters One to Five</i>	18
Chapter One—Introduction	18
Chapter Two—Literature Review	18
Chapter Three—Method	18
Chapter Four—Results	18
Chapter Five—Discussion/ Conclusion	18

<i>Referencing Guidelines</i>	19
References (APA Format Sample)	19
Apprentices	19
Section Three	
<i>Dissertation Submission and Editing Process</i>	20
Spelling, Grammar, Punctuation, and Word Usage	20
Paper Quality	20
Duplication	20-21
Photographs and Prints	21
Spacing	21
Typeface/ Font	21
Margins	21
Page Numbering	21-22
Abbreviations and Symbols	22
Format and Placement of Tables, Figures, and Reprints	22-23
Correction of Errors	23
Common Errors and Frequently Misused Terms	23-24
Acknowledgment of Sources and References	25-26
Appendices	
Dissertation Checklist	27-29
2018-2019 Schedule of Events	30-31
Dissertation Flow Chart	32
Dissertation Progress Log	33-35

Introduction and Orientation

The purpose of a dissertation is to provide an experience in scholarship that will be of enduring value to the student in understanding information and in providing tangible evidence of the student's development as a scholar. The *Guidelines for the Preparation and Submission of Dissertations* is designed to assist graduate students, dissertation chairpersons, and other members of the dissertation advisory committees at Fayetteville State University in producing a quality product.

Neatness and correctness in the form of the dissertation are second in importance only to the accuracy and soundness of research. The *Guidelines for the Preparation and Submission of Dissertations* is to be used as a guide to assist the degree candidate in the preparation of an acceptable document.

NOTE:

All information in this manual is subject to regular review and revision.

SECTION ONE

Policies and Procedures

Preparing and evaluating every dissertation is the joint responsibility of the graduate student, the dissertation chairperson, and the members of the dissertation advisory committee. Communication and interaction among all these participants are the keys to producing a dissertation of the highest possible quality. All dissertations are to be written in English unless the dissertation advisory committee obtains explicit permission from the Dean of the College of Education, certifies its competence to judge the quality of the dissertation, and demonstrates that a foreign language is more relevant than English.

1.1 Graduate Student Responsibilities

The graduate student is responsible for all aspects of the preparation of the dissertation and publications based on the dissertation research, including the following:

1. Subject matter and content.
2. Quality of data, evidence, and logical reasoning.
3. Organization and format.
4. Editorial, linguistic, and bibliographic quality.
5. Quality of word processing (typing), illustrations, and duplications.

Additionally, the student has the following responsibilities, to:

1. Establish an advisory committee that adheres to the Graduate Council's policies
2. Understand and adhere to the Department of Educational Leadership's guidelines, policies, and procedures
3. Understand and adhere to the University's policies regarding the use of humans and/or animals in research are adhered to
4. Adhere to the highest ethical standards of research throughout the dissertation process
5. Meet/communicate with the dissertation chair on a regular basis
Consult with committee members and request feedback as needed
6. Request committee meeting as needed

7. Maintain continuous enrollment throughout the dissertation process
8. Work with the dissertation chair to establish a timeframe and deadlines for completing each phase of the process
9. Adhere to established deadlines
10. Provide committee members with dissertation drafts, expecting feedback within approximately three (3) weeks
11. Respond to the committee's feedback in a timely, appropriate, and constructive manner
12. Establish dates for oral proposal and dissertation defense
13. Produce a scholarly dissertation that is free of errors, and that adheres to the *Guidelines for the Preparation and Submission of Dissertations*
14. Submit four (4) copies of the finalized dissertation to the Department of Educational Leadership.

1.2 Dissertation Chairperson Roles and Responsibility

The dissertation chairperson has the overall responsibility for guiding the student through all phases of the dissertation process to the successful completion. The chairperson is responsible for monitoring the process to ensure that a scholarly dissertation is produced. Additionally, the chairperson has the following responsibilities, to:

1. Be able and willing to supervise the student throughout the process
2. Be accessible to the student and provide adequate feedback to the student promptly
3. Work with the student to establish a timeframe and deadlines for completing each phase of the process
4. Ensure that all Department of Educational Leadership policies and procedures are followed
5. Ensure that the University's policies regarding the use of humans and/or animals in research are followed
6. Inform the student of University's regulation regarding maintaining continuous enrollment throughout the dissertation process
7. Ensure that all procedures are carried out fairly and without bias
8. Chair all committee meetings, including the oral defense
9. Read drafts of the dissertation and provide adequate feedback in a timely manner,

typically within approximately three (3) weeks

10. Ensure that the student produces a scholarly dissertation that is free of errors, and that adheres to the *FSU Guidelines for the Preparation and Submission of Dissertations*

1.3 Dissertation Advisory Committee Roles and Responsibilities

The committee's responsibilities begin with the dissertation proposal and extend through the successful oral defense of the dissertation. Committee responsibilities include the following:

1. Be able and willing to work with the student throughout the process
2. Be accessible to the student
3. Meet and determine appropriateness and feasibility of the student's proposed topic and proposal
4. Review and approve methodology and any instrumentation to be used in the study
5. Determine if the proposed research involves human or animal subjects and advise the student of the process required to obtain approval if needed
6. Read drafts of the dissertation and provide adequate feedback in a timely manner, typically within approximately three (3) weeks
7. Ensure that the student produces a scholarly dissertation that is free of errors, and that adheres to the *Guidelines for the Preparation and Submission of Dissertations*
8. Participate in and evaluate the student's performance in the oral dissertation defense

1.4 Formation of Dissertation Advisory Committee

The student must choose a dissertation committee in consultation with the dissertation chair. When selecting committee members, the following guidelines must be adhered to:

1. The committee will consist of a minimum of three (3) graduate faculty, one of whom must be the chair of the Advisory Committee and one must be from outside the student's major department.
2. The committee chair must be a faculty member in the student's academic program.
3. All committee members must have current graduate faculty status and must be approved by the chair of the department/director, and the Dean of the College of Education. The ***Dissertation Advisory Committee Membership Form*** and supporting documents are **on the Ed. D. webpage**. This form must be returned to the Department of Educational Leadership

by the date posted in the **Schedule of Events**.

4. If the approved committee membership changes, a new form indicating the proposed new membership must be submitted for approval.

1.5 Dissertation Proposal

The dissertation processes begin with a proposal which must be approved by the advisory committee. The proposal specifies what the student expects to do and how it will be accomplished. The student should consult with the dissertation chair regarding the expected content and format of the proposal. Generally, a proposal consists of the following:

1. Introduction: Provides general background information that addresses the significance of the proposed study
2. Objective of the study: A concise and specific statement of the purpose of the study
3. Literature Review: Review of the theoretical literature and empirical literature
4. Methodology: Includes design, procedures for collecting data, instrumentation, description of sample, validity, and reliability of instruments, and plan for IRB review and approval
5. Timeline: A plan for the progress of the study through each phase
6. References: Using the appropriate style guide, list all references cited in the proposed

Once the student has defended his or her proposal and has received committee approval, the *Dissertation Proposal Approval Form* should be submitted to the department. **This form is on the Ed. D. webpage.** A copy of the proposal must be attached to the approval form. The department will return a copy of the *Dissertation Proposal Approval Form* to the candidate and dissertation chair.

1.6 Institutional Review Board (IRB) Approval

All research involving human or animal participants or subjects conducted by students, faculty, and staff at Fayetteville State University must be approved by the FSU Institutional Review Board (IRB) **before** the study is conducted. If the proposed study involves subjects from an external agency (e.g., public school, another university), approval must be obtained from the external agency before requesting IRB approval from FSU. Documentation of the approval from the external agency must be attached to the FSU IRB application packet. **No surveys, tests administration, or data collection of any type is to be conducted before FSU IRB approval has**

been granted. Persons involved in research are expected to be committed to the highest standards of integrity and ethical behaviors. Persons involved in any phase of research are expected to be knowledgeable of and abide by the University's Human Subjects Policy. Failure to comply with the policy will be considered a violation and will be dealt with accordingly. **For forms and more information on the IRB process, see the following link: <https://www.uncfsu.edu/research/form-researchers>**

The request for IRB approval must be submitted with either **the prospectus or full proposal.** It is recommended that the request be submitted after the theoretical framework of the study has been agreed on by the full committee. Persons conducting research are required to complete the computer-based training located at <https://about.citiprogram.org/en/homepage/> **before** submitting requests to OSRP. A copy of the Certificate of Completion received after completing the training must be submitted with the IRB application. Make and retain a copy of your completed application packet with signatures for your records.

The appropriate completed and signed forms are to be submitted to the department for approval before being submitted to the Office of Sponsored Research and Programs (OSRP) for review by the IRB. The department will return the approved forms to the dissertation chair for submission to the Office of Sponsored Research and Programs. **Students must submit a copy of the IRB approval letter to the dissertation chair and to the department before they begin conducting the study. Therefore, students should plan to submit the application for IRB approval as soon as their proposal is approved.**

1.7 Dissertation Oral Defense

The oral defense is an academic evaluation. The oral defense is open only to committee members, university teaching faculty, and special approved guests. The *Department of Educational Leadership must receive the Dissertation Oral Defense Scheduling Form* by the deadline posted in the **Schedule of Events. This form is on the Ed. D. webpage.** The Dean of the College of Education will announce the time and place of the defense to the university faculty. The results of the oral defense can be an unqualified pass, a modified pass depending on recommendations for changes, or a failure. If the candidate fails the first defense, he/she will be allowed a second opportunity at a later date. The committee chair submits *Dissertation Oral Defense Results Form* to the Department of Educational Leadership within three (3) days of the defense. **This form is on the Ed. D. webpage.**

1.8 Degree Time Limit

Doctoral degree requirements, including the dissertation and transfer credits, must be completed within eight (8) calendar years from the date of enrollment in the first course(s) carrying graduate degree credits applicable to the student's program. No courses, including transferred or substituted courses, can be older than eight (8) calendar years at the time a student graduates.

1.9 Dissertation Binding – Personal Copies

Binding of copies of dissertations, beyond the required copies submitted to the Department of Educational Leadership, is the responsibility of the candidate. Additional copies can be ordered when submitting the required four (4) copies by completing the optional form provided by University Microfilms, Inc. (UMI) and submitting it in addition to the paperwork required for processing dissertation documents. The total amount of the order should be included in the form of a money order. Assistance in locating other bindery vendors for personal copies can be obtained by contacting the Charles W. Chesnutt Library.

1.10 Copyrights

Candidates have the option to register their dissertations for copyright and should consult with their advisory committee chair and the Reference Librarian of the Charles W. Chesnutt Library concerning the desirability and the usefulness of copyrighting. The copyright form can be completed and submitted when submitting the required four (4) copies. UMI will act as the agent with the Library of Congress Copyright. If candidates wish to handle the copyright registration directly themselves, they may write the Copyright Office, Library of Congress, Washington, D.C. 20559 or telephone (202) 707-9100

1.11 Ethical Considerations for Writing and Publication

Adherence to ethical principles helps to support the integrity, originality, validity, and reliability of empirical and creative academic work. Each phase of preparation and presentation requires scrupulous attention to the details of ethical conduct. Ethical writing incorporates the following:

1. Authenticity characterized by facts, honesty, accuracy, and the avoidance of false or exaggerated claims or implications

2. Transparency or clarity of source, purpose, procedures, and findings
3. Thoroughness or the inclusion and objective critique of contrasting and dissenting arguments and literature and the identification of limitations of studies
4. Proper and accurate referencing of all sources and information used in the dissertation
5. Disclosure or the explicit declaration of funding, employment, relationships, or sources of personal gain that might present or imply a conflict of interest.

For more complete guidelines related to academic honesty, research, confidentiality, storage of data, and work with live participants, the student must consult with the advisory committee and review university policies and discipline-specific ethical principles. The student should note that a lack of knowledge cannot be considered a reasonable defense to the violation of ethical standards and that violations can result in rather weighty penalties to include dismissal or the rescinding of a conferred degree.

1.12 Copyright or Trademark Protected, Licensed, and Limited Use Materials

It is the student's responsibility to comply with any legal obligations for any information employed in the development and conduct of research and the writing and publishing of a dissertation. Some materials, instruments, and images have legally protected restrictions on their use, duplication, quotation, modification, or distribution. For example, tests, scales, and survey instruments and their instructions or protocols may require the advance and specific written permission of the author and/or publisher. Product or corporate names may require the inclusion of a symbol (™ © ®) designating ownership or registry of the brand or intellectual property. The student may not assume that any material, no matter how familiar, is in the public domain for unrestricted use. The student must fully understand any contractual stipulations or agreement in that some may require specified acknowledgments or sharing of data with the original author or publisher.

1.13 Cultural and Gender Competence

Fayetteville State University has established high standards for cultural and gender competence and fairness. These values must be reflected in the documents produced at this institution. Use of disparaging, biased language and assumptions are unacceptable.

SECTION TWO

Organization Guidelines

General Structure of a Dissertation

Title Page

Abstract

Acknowledgement (Optional)

Dedication (Optional)

Table of Contents

List of Tables (If applicable)

List of Figures (If applicable)

List of Abbreviations (If applicable)

Chapter One (Introduction, Statement of Problem, Hypo, Key Variables,
Population of Interest, Study Samples, Terms and Definitions, Limitations)

Chapter Two (Literature Review)

Chapter Three (Method)

Chapter Four (Results)

Chapter Five (Discussion, Conclusions)

References (Based on style manual, labeled: References, Works Cited, or Bibliography)

Appendix/ Appendices (Must include evidence of IRB approval, if applicable)

NOTE:

All elements listed above are required unless otherwise stipulated or as the committee makes exceptions.

2.1 Title Page Requirements

1. The complete title of the dissertation

The title must be centered and typed in all capital letters.

The title must accurately reflect the subject matter and scope of the work.

2. Full formal name of the author (student)

The author's name should be preceded by the word, "by"

The author's name must be centered and typed in all capital letters.

The author's name should be stated First Name, Middle Name, Last Name,
(and if applicable, any abbreviated qualifiers such as Jr., Sr., III).

3. Description or statement of purpose for the document (Centered)

A (or Dissertation) submitted to the Graduate Faculty of
Fayetteville State University
in partial fulfillment of the
requirements for the Degree of
Doctor_____

4. Department (Centered and typed in all capital letters)
5. Fayetteville, North Carolina, USA (Centered)
6. The Month and Year the advisory committee accepts the dissertation (Centered, no comma between the month and the year)
7. Approval signature lines for advisory committee chair and committee members

Type APPROVED BY:

Type blank lines for signatures

Type the full and correctly spelled name and degree of each

Ask about preferred name presentation (for example: inclusion of middle initial, hyphenation of name...)

Indicate committee role (chairperson or director and members)

8. Original signatures of all committee members are required for each final copy of the Dissertation.
9. The Title Page is not numbered. It is assumed to be page 1 (one) of the document.

Title Page (Sample)

A TITLE IN ALL CAPITAL LETTERS THAT ACCURATELY
REFLECTS THE RESEARCH OR SUBJECT

by

FIRST NAME MIDDLE NAME LAST NAME

Dissertation submitted to the Graduate Faculty of

Fayetteville State University

in partial fulfillment of the

requirements for the Degree of

Doctor of _____

DEPARTMENT OF EDUCATIONAL LEADERSHIP

Fayetteville, North Carolina, USA

Month Year

APPROVED BY:

1st Name Initial Last Name, Degree,
Chair of Dissertation Advisory Committee
Member

1st Name Initial Last Name, Degree,
Dissertation Advisory Committee
Member

1st Name Initial Last Name, Degree,
Dissertation Advisory Committee
Member

1st Name Initial Last Name, Degree,
Dissertation Advisory Committee
Member

2.2 Abstract—Requirements

The purpose of an abstract is to provide a comprehensive summarizing preview of the work or research described in the dissertation. According to the APA Publication Manual (2010, p. 26), “a well-prepared abstract can be the most important single paragraph” of a document. Brevity and careful selection of language is essential for a successful abstract in that the abstract for a should be 150 words or fewer and the abstract for a Dissertation should not exceed 350 words. This element should be titled, ABSTRACT (capitalized and centered) followed by the title of the dissertation, the student’s name, and the name of the chairperson of the advisory committee. The title and spelling of names must exactly match those found on the Title Page. The abstract should be double-spaced and aligned to the left margin but not justified at the right margin. Do not indent the first line of the abstract or the first line of paragraphs contained therein. Traditionally, the abstract is one of the final elements written because it must serve as a complete and accurate summary of the entire work. Please see the style manual used to prepare the document for detailed information on scope and function, verb tense, referencing, and required elements (such as a statement of the problem, methodology, key findings).

2.3 Acknowledgment and Dedication Guidelines

While these elements are indeed optional, it is entirely appropriate to express gratitude or pay tribute to those who have contributed to the process; works as extensive and significant as a dissertation often require the assistance and support of many people. While an acknowledgment or dedication is personal, please be aware that they will be a part of a publicly distributed document. The writer should strive to achieve a positive tone, balance, brevity, and restraint.

Recommendations:

- Even if the exceptional contributions of one member are mentioned, acknowledge the entire advisory committee. Example, I would like to thank my advisory committee and, in particular, Dr. A. Professor for exceptional support and encouragement.
- Check for the correct spelling of names (Michele vs. Michelle, McCoy vs. McKoy...)
- Avoid nicknames. A child might enjoy a cute sounding name but later might, as an adolescent or adult, feel embarrassed by that name.
- Be positive and fair. Avoid statements such as, “some of my committee members did not

think that I could do it but...”)

- Avoid too many references to self (I, me, my, mine...)
- Avoid overly personal, sentimental, or romantic details such as, “to my deepest and only true love...”

2.4 Table of Contents Guidelines

List each section that follows the Table of Contents (example, List of Table, List of Figures, Chapter One, Appendices) but do not list any section that precedes it (example, Title Page, Abstract, Acknowledgement, Dedication, Table of Contents). Use a standardized format with spacing and indentation that allows for uniformity and coherence of presentation and that precisely and accurately identifies the page number where each item can be located. Listed titles or headings must be identical to those found within the text of the paper. The Table of Contents is to be double-spaced.

2.5 List of Tables, List of Figures (Symbols or Abbreviations) Guidelines

A list of Table(s) or Figure(s) are required if any table or figure is included within the text of the paper. When multiple abbreviations and symbols are used, a list of definitions or meanings must be included. All titles, definitions, and meanings must be identical to those found within the text and must be used consistently throughout the dissertation.

Chapters One to Five

Strive for writing that is compelling, meaningful, avoidant of slang and excessive jargon, and free of errors. The following are general guidelines.

2.6 Chapter One—Introduction

Chapter one generally includes an introduction and overview of the work, the problem statement, and the main purpose of the work. A brief introduction to the literature, primary assertions, hypo, arguments, key variables, the population of interest, study sample, definitions, and terms are usually presented or introduced in this chapter. The limitations of the study should also be stated.

2.7 Chapter Two—Literature Review

Chapter two should be a comprehensive and critical review of pertinent literature that, depending on the type of dissertation, should include empirical findings and theory. Evidence from the literature should be used to develop a cogent and logical argument to justify and to support the work reflected in the dissertation. The literature review should include information about the specific topic studied, the population of interest, the research paradigm or method, and deficits or problems within the existing literature. Specification of sources is essential; vague generalizations such as, “many agree” or “some scientists suggest” are to be avoided.

2.8 Chapter Three—Method

Chapter three must provide enough detail to allow for study critique and replication. Exact details must be provided on research design, sampling techniques, materials, and procedures.

2.9 Chapter Four—Results

Chapter four presents information on data and data analysis findings. Avoid inclusion of interpretation or discussion in this chapter.

2.10 Chapter Five—Discussion/Conclusions

Chapter five addresses interpretation, implications, and applications of the data or findings within the context of the literature introduced in earlier chapters.

Referencing Guidelines

The authenticity and trustworthiness of a dissertation strongly depend on the accuracy of references. Errors in referencing can suggest plagiarism and a lack of academic rigor. The student must carefully follow the guidelines for referencing established in the style manual used to prepare the document. If a source is used within the text of the document, it must be included on the list of references and any item found on the list of references must be cited within the text of the dissertation.

2.11 References (APA Format Sample)

REFERENCES

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Galvan, J. L. (2004). *Writing literature reviews: A guide for students of the social and behavioral sciences* (2nd ed.). Glendale, CA: Pyczak Publishers.

Gibaldi, J. (2003). *MLA handbook for writers of research papers* (6th ed.). New York, NY: Modern Language Association of America.

Gibaldi, J. (2009). *MLA handbook for writers of research papers* (7th ed.). New York, NY: Modern Language Association of America.

Appendices

Appendices are used for materials that supplement or enhance the dissertation but due to length or detail, may not be appropriate for inclusion within the text of the document. Each Appendix must be appropriately labeled and referenced and must be listed in the Table of Contents. Inclusion of tangible evidence of approval or waiver (if applicable) is a required element.

SECTION THREE

Dissertation Submission and Editing Procedures

Using this guide and the *Dissertation Checklist*, the student, in consultation with the committee chair, will edit the dissertation. The *Dissertation Checklist* is on page 27.

Following the oral defense and after the student has incorporated the required changes from the oral defense, the student must submit four (4) paper copies of the dissertation to the Department of Educational Leadership by the date listed in the **Schedule of Events**. The *Dissertation Approval Form*, with all required signatures, should be submitted to the department along with the dissertation. **This form is on the Ed. D. webpage.**

Summary of Standards

3.1 Spelling, Grammar, Punctuation, and Word Usage

The overall quality and credibility of a dissertation may rest with the fundamentals of composition and grammar. A dissertation must reflect the work of an academic expert and thus must be free of spelling, grammar, punctuation, and word usage errors. Writing errors can create skepticism about the rigors and worth of the entire work. Before submission to the Department of Educational Leadership, a dissertation should be physically and electronically proofread by the student and reviewed and cleared by the advisory committee. In the oral defense and editing process, it is quite likely that errors will be identified. The successful student will be objective and diligent when considering and implementing recommended revisions.

3.2 Paper Quality

The final document must be printed on 8½ x 11-inch white bond paper. The paper must contain no less than 25% rag content and be of no less than 20-pound weight. All elements of the document, including graphics and appendices, must be placed on the same quality of paper as the text. Submission(s) for review by the dissertation editor should be on regular paper.

3.3 Duplication

The document must be printed on one side of the paper only. Print and images must be legible, permanent, sharp, and of high contrast. Black ink is required (except as permitted by the advisory

committee or style guide for items such as specified graphics, images, or default Internet addresses). Color and B&W photographs, drawings, diagrams, or maps must be clear, sharp, and reflect high-quality duplication. Such images must be appropriately referenced and must comply with copyright laws.

3.4 Photographs and Prints

Direct reproduction or reprinting is preferred. Attached materials must be mounted firmly, flat, and dry with good quality rubber cement, casein glue, or dry mounting tissue. Photo mounting corners, transparent tape, or staples are not acceptable.

3.5 Spacing

Each section within the document should be double-spaced unless otherwise specified in the style guide that governs the standards for the document. Some variance in spacing may be permitted such as in the placement of tables, figures, or reprints or with some lengthy quotations, tables, footnotes, multi-line captions, and bibliography entries may be single spaced.

3.6 Typeface/ Font

The consistent use of standard typeface or font such as 12-pt Times New Roman is required unless otherwise permitted by the advisory chair and committee or style guide. Please refer to the applicable style manual for guidelines on the proper use of boldface, italics, and underlining.

3.7 Margins

For each page, one-inch (1-inch) margins are required for the top, right, and bottom margins and to facilitate binding, and one and one-half-inch (1 ½ - inch) and margins are required for the left margin.

3.8 Page Numbering

Page numbers should be typed at the top or bottom right margin of the page, one-inch (1- inch) from the edge of the paper OR page numbers should be centered at the top or bottom of the page one inch (1-inch) from the edge of the paper.

Use lower case Roman numerals (iii, iv, v...) for pages prior to the first page of Chapter 1 and use Arabic numbers (1,2,3,4...) starting on the first page of Chapter one through to the final page of the document. All numbers must be in sequence. The Title Page and the Abstract are generally not numbered, but their numbering is assumed. Therefore, the Acknowledgment and/or Dedication usually are found on pages iii and iv, and the Table of Contents usually begins on page v.

No punctuation is used with page numbers. There should be no blank pages within the document. Decisions about numbering the Abstract and inclusion of headers or footers must be made in consultation with the advisory committee and the style manual.

3.9 Abbreviations and Symbols

The use and format of any abbreviation or symbol must be uniform throughout the document and must conform to the style manual used to prepare the document. A full name or brief explanation should accompany the initial use of any abbreviation or symbol. Some abbreviations have multiple references. For example, APA can refer to the American Psychological Association, the American Psychiatric Association, the American Pediatric Association and so forth. Writers must allow for a readership that expands beyond their region. For example, NC may not readily mean North Carolina to an international reader, and the name Georgia may identify more than one place. When several abbreviations and symbols are used, a separate list with appropriate definitions must be included.

3.10 Format and Placement of Tables, Figures, and Reprints

Tables, figures, and reprints are designed to present in a condensed or graphic format data, graphs, models, and other complex information. A table contains tabulated data and may include computer printouts. Figures and reprints can consist of photographs, charts, graphs, plates, drawings, and diagrams. To avoid disruption of writing, lengthy or expansive tables, figures, or reprints should be placed as an appendix rather than in the text of the paper.

The format and placement of tables, figures, and reprints must conform to the style manual used to prepare the document. General standards for a table, figure, or reprint include the following:

- Within the text directly following the first reference to it, insert the table, figure or reprint
- Tables, figures, or reprints that are half a page or less may appear on the same page as text separated above and below by triple spacing
- Each must have an identifying number and must be numbered in a separate series.
- Each must have a concise and accurate title and/or caption
- The number and title, or caption for each table must be placed two lines below the top line of the table
- The number and title or caption of each figure or reprint must be placed two lines below the last line or bottom of the figure or reprint

3.11 Correction of Errors

Corrections using white-coated paper, correction fluids, or erasures are not permitted. Since it is the student's responsibility to save copies of documents, the use of hard drive and backup portable memory devices is strongly advised.

3.12 Common Errors and Frequently Misused Terms

Excellence in writing is demanding, and even professional writers make mistakes. The following list has been derived from observations based on the review and editing of several and dissertations. It is suggested that during all phases of the student consult (a) the style manual used to prepare the document, (b) an excellent collegiate dictionary, (c) a graduate level manual or textbook on grammar and composition and/or (if applicable) (d) a graduate level manual or textbook on terms related to statistics and data analysis.

- Affect (vs. effect, effects)
- Abbreviations (i.e., e.g., etc.)
- Criteria vs. criterion
- Data vs. datum
- Dependent Variable(s) and Independent(s)
- Etc.—avoid due to lack of specificity
- Impact (variations used as a verb)
- Noun-pronoun agreement (number, gender)

- Participants (vs. subjects)
 - Principle (vs. principal) Sample
 - Subject-verb agreement
 - That (vs. which)
 - That (vs. who) Who, whom, whose
- Verb tense

Acknowledgment of Sources and References

As a revision, this document contains significant portions of prior versions. It is acknowledged that information and formats contained in former versions and carried forth to this current version have been obtained or adapted from other institutions of higher learning and more specifically from the *Fayetteville State University, Department of Educational Leadership Dissertation Writing Manual*, the *North Carolina State University Preparation of Theses* and the *University of North Carolina at Chapel Hill, A Guide to the Preparation and Submission of Theses and Dissertations*.

REFERENCES

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Appendix A Dissertation Checklist

Dissertation Submission

- The student, in consultation with the dissertation chair, will make the necessary revisions.
- **Following the oral defense and after the student has made required changes,** the student should submit four (4) copies of the dissertation to the Department of Educational Leadership. The ***Dissertation Approval Form*** must be attached.

Student's Name: _____

Title of Dissertation: _____

	Status	Descriptions/Guidelines	Comments
Paper and Duplication	Required	<ul style="list-style-type: none"> • 8 ½ x 11-inch white bond paper. • No less than 25% rag content and no less than 20-pound weight. • All duplication must produce permanent, sharp, high-contrast, black image. • Color photographs, maps, and charts should be of high contrast. Avoid blue colors. Print on one side of the paper only. 	
Spacing	Required	<ul style="list-style-type: none"> • Double-spaced. • Long quotations, table footnotes, multi-line captions, and bibliographical entries may be single-spaced. 	
Type Face	Required	<ul style="list-style-type: none"> • The appropriate typeface such as Times New Roman must be used consistently throughout. 	
Title Page	Required	<ul style="list-style-type: none"> • Original signatures of all committee members on all copies. • The title must be identical to that on the abstract. • Is not numbered but is considered to be first page (i) of preliminary pages. • The date is the date Committee accepts thesis/dissertation. 	
Margins & Page Numbering	Required	<ul style="list-style-type: none"> • Page numbers: Typed one inch from the top/bottom and one inch from the right side of the paper OR centered on the top/bottom of page one inch from the top/bottom. • Margins: Top, bottom, and right should be one-inch wide. Left should be 1 ½ inches wide. • All tables, figures, reprints, etc. must adhere to these requirements. • Lowercase Roman numerals used to number preliminary pages beginning with the title 	

		<p>page.</p> <ul style="list-style-type: none"> • Arabic numerals used to number text beginning with the first page. • No punctuation is used with numbers. • Every page, except abstract, should be numbered. 	
Table of Contents	Required	<ul style="list-style-type: none"> • List all sections following it. • List all headings and subheadings as they appear in the body of the document. • No material preceding T of C is listed. • Spacing and indentation of T of C should indicate unity and coherence of study. 	
Abstract	Required	<ul style="list-style-type: none"> • Should state the research problem, the most significant findings, and methods used in the study. • The maximum length for thesis: 150 words. • The maximum length for dissertation: 350 words • Is preceded by the name of the student, the title of the study, the name of committee advisor/chair. • Double spaced. • Page is unnumbered. • Precedes title page. 	
Dedication, Biography, Acknowledgements	Optional	<ul style="list-style-type: none"> • Personal to the student and may contain any appropriate information. 	
List of Tables, Symbols, Figures, and Abbreviations	Required	<ul style="list-style-type: none"> • Must be included if any tables or figures appear in the document. • Descriptive titles in the lists must be identical to those in the text. • Each list appears on a separate page. 	
Reference Documentation	Required	<ul style="list-style-type: none"> • Appropriate documentation or references for original literature presented in the document. • Use one citation format consistently throughout the document according to the style manual used. 	
Appendices	Optional	<ul style="list-style-type: none"> • Used for the material used but not appropriate for inclusion in the text of the document. 	
Abbreviations and Symbols	Required	<ul style="list-style-type: none"> • Any abbreviations and symbols used must be uniform throughout the document and must be consistent with the style manual used to prepare the document. • When many abbreviations and symbols are used, a separate list with appropriated definitions must be included. 	
Spelling, Grammar, Punctuation	Required	<ul style="list-style-type: none"> • Entire document must be free of spelling, grammatical, and punctuation errors. 	

Correction of Errors	Required	<ul style="list-style-type: none"> • Corrections using white-coated paper, correction fluids, or erasures are not permitted. 	
Photographs and Prints	Optional	<ul style="list-style-type: none"> • Must be placed on same quality paper as the text. • Must be mounted firmly with good quality rubber cement, casein glue, or dry-mounting tissue. • Photo mounting corners, transparent tape, or staples are not acceptable. 	
Placement of Tables, Figures, and Reprints	Required	<ul style="list-style-type: none"> • Table: Tabulated data including computer printout sheets. • Figure: Photographs, halftone prints, charts, maps, graphs, plates, drawings, diagrams. • Consult style manual for design and organization of tables and figures. • Insert in the text directly after the first reference to the table/figure. • Tables/figures on half page or less may appear on the same page as text, separated from the text below and above by triple spacing. • Each table/figure must have an identifying number and must be numbered in separate series. • Each table/figure must have a caption. • Number and caption for each <u>table</u> must be placed two lines below the top line of the table. • Number and caption for each <u>figure</u> must be placed two lines below last line or bottom of figure. 	

Signature of Dissertation Editor: _____ Date: _____

Appendix B

2018-2019 Schedule of Events

Please note that workshops and special events will be posted on the Ed. D. Webpage

Fall 2018

Friday, September 7th

Last day for students to submit the *Dissertation Advisory Committee Membership Form*.

Monday, September 10th-Friday, September 28th

Meet with Academic Advisor to review preparation for graduation (**Fall 2018 graduates**).

Monday, October 1st-Wednesday, October 31st

Dissertation Oral Defense (**Fall 2018 graduates**).

Tuesday, November 6th-Monday, November 26

Students make final revisions to dissertations.

Monday, November 26th

Last day to submit four (4) paper copies of the dissertation to the Department of Educational Leadership. The dissertation must be submitted with the *Dissertation Approval Form*. **Students are encouraged to submit a copy before the deadline.**

Spring 2019

Monday, January 28th- Friday, February 15th

Meet with Academic Advisor to review preparation for graduation (**Spring 2019 graduates**).

Monday, February 18th-Wednesday, March 27th

Dissertation Oral Defense (**Spring 2019 graduates**).

Tuesday, April 2nd- Monday, April 22nd

Students make final revisions to dissertations.

Monday, April 22nd

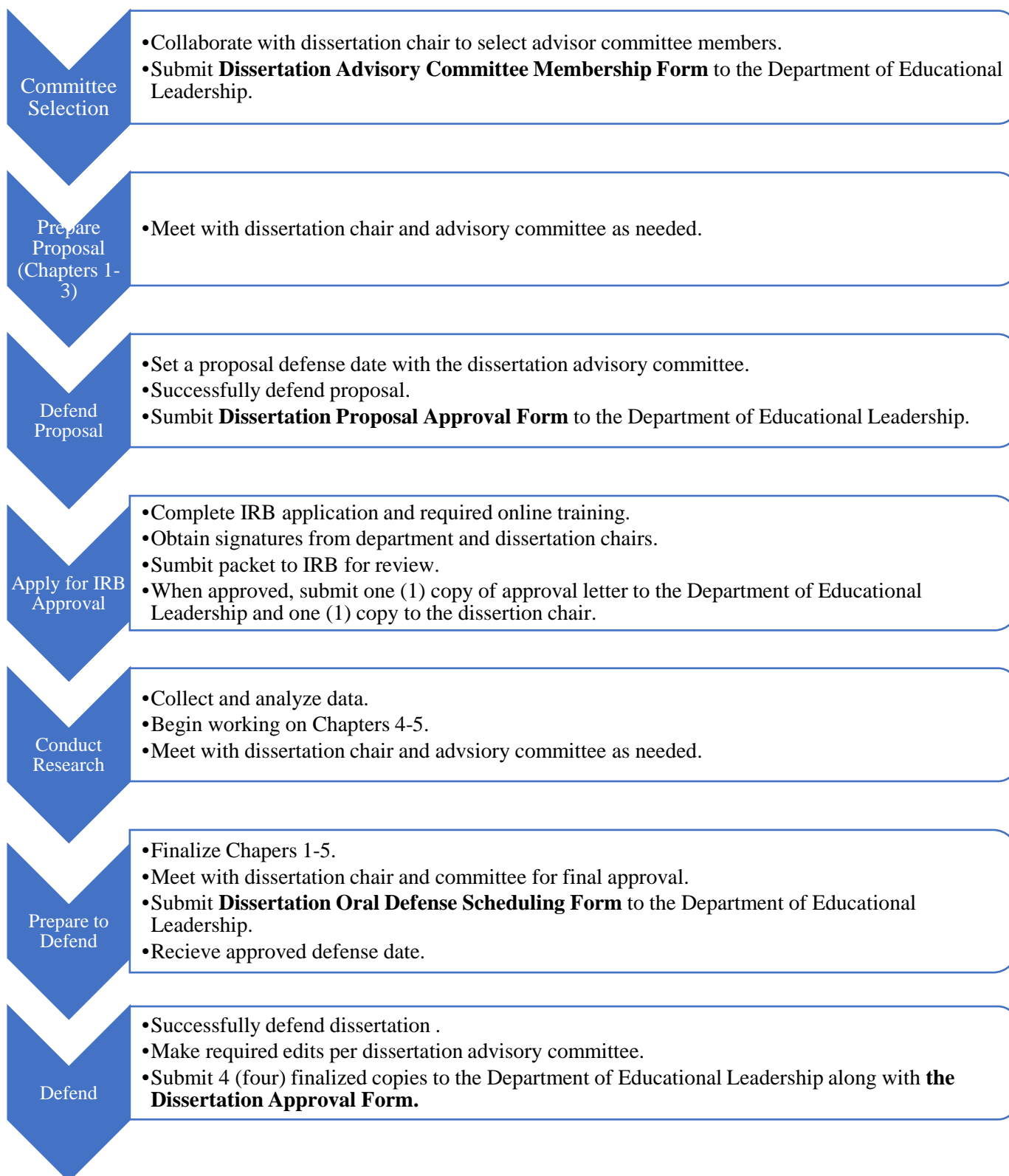
Last day to submit four (4) paper copies of the dissertation to the Department of Educational

Leadership. The dissertation must be submitted with the *Dissertation Approval Form*. **Students are encouraged to submit a copy before the deadline.**

Saturday, May 11th
Spring Commencement.

Appendix C

Dissertation Flow Chart



Appendix D Dissertation Progress Log

The doctoral candidate maintains this log. The log contains important tasks that are essential to the successful completion of a scholarly dissertation in a timely manner. The candidate should sign and ask the committee chair or appropriate committee member to sign upon the completion of the task. A signature below confirms that the task has been completed. Note: Several tasks listed may need to be repeated numerous times. Additionally, the committee chair may request that other tasks be added to the log.

Task	Forms	Date Completed	Candidate's Signature	Chair/Committee Member Signature
Decide the K-12 or HE issue you are considering researching and develop a conceptual framework paper.				
Discuss the conceptual framework with dissertation chair. A copy of the paper must be provided.				
Select the dissertation advisory committee. All committee members must have current graduate faculty status.	<i>Dissertation Advisory Committee Members</i> <i>Criteria for Selecting and Evaluating Grad. Faculty Catalog</i> <i>Graduate Faculty Application</i>			
Meet with the full advisory committee for orientation to dissertation committee processes and preliminary discussion of your research proposal.				

Review research design with research expert (Research Center is available).				
Discuss proposal draft with the advisory committee chair.				
Present proposal to full advisory committee.				
Receive proposal approval by full advisory committee.	<i>Dissertation Proposal Approval</i>			
Submit signed <i>Dissertation Proposal Approval Form</i> with a copy of the proposal to the department.				
Receive proposal approval the department chair.				
Obtain committee chair's signature on IRB application to use human subjects, if applicable.	All forms are available on the OSRP webpage			
Request approval from an external agency to use human subjects, if applicable.				
Receive written documentation of approval from an external agency to use human subjects, if applicable.				
Submit IRB application for approval to use human subjects FSU Office of Sponsored Research and Programs with written approval documentation from an external agency, if applicable.				
Receive FSU IRB Approval to use human subjects, if applicable.				
Submit a copy of IRB				

approval to the department and dissertation chair.				
Mail or distribute data collection instrument.				
Meet with the advisory committee chair to finalize chapters 1-3.				
Meet with full advisory committee concerning chapters 1-3.				
Meet with advisory committee chair concerning chapters 4-5.				
Meet with the full advisory committee on a completed draft of chapters 4-5.				
Analyze and interpret data.				
Obtain feedback on the interpretation of data from research expert.				
Complete full draft of chapters 4-5.				
Present final revised draft to full advisory committee.				
Submit <i>Dissertation Oral Defense Scheduling Form</i> to the department to request an oral defense.	<i>Dissertation Oral Defense Scheduling Form</i>			
Defend dissertation at the oral defense.				
Submit four (4) copies of the dissertation and <i>Dissertation Approval Form</i> to the department.	<i>Dissertation Approval Form</i>			