**BOWIE STATE UNIVERSITY**

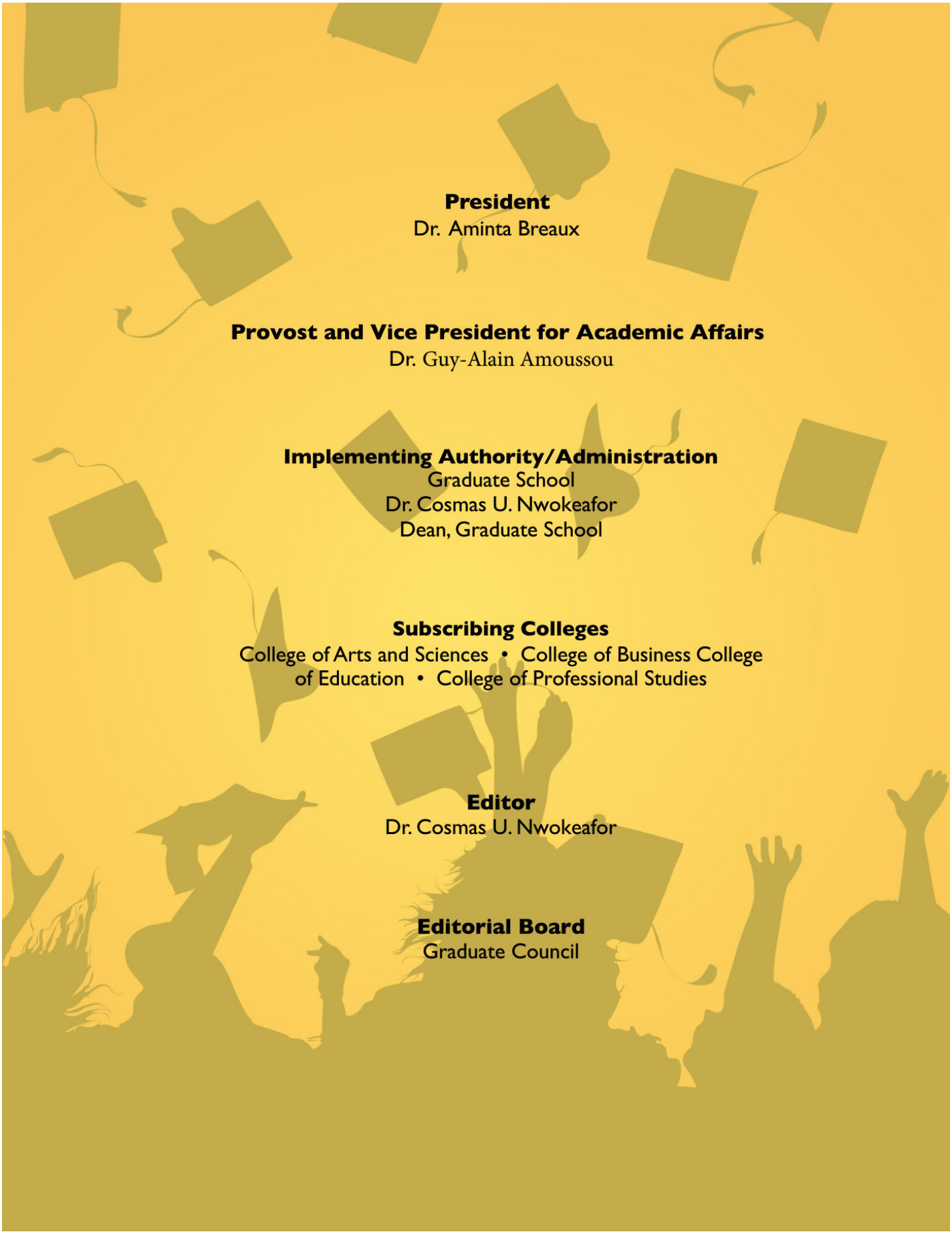
GRADUATE SCHOOL

# DISSERTATION AND THESIS HANDBOOK

# 2017-2020



A Guide to Successful Degree Publications



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# GRADUATE SCHOOL

## DISSERTATION AND THESIS HANDBOOK

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# GRADUATE SCHOOL

## DISSERTATION AND THESIS HANDBOOK

This handbook has two sections and appendices:

Section One – Doctoral Dissertation Guidelines and Data

Section Two – Master's Thesis Guidelines and Data

Information regarding discipline- and degree-specific requirements and conventions are provided in each section.

The appendices contain detailed information about formatting, style, and other technical matters. Please familiarize yourself with your discipline's style manual* and consult your advisors for further guidance.

* *Publication Manual of the American Psychological Association* (APA)
* *IEEE Editorial Style Manual* (IEEE),
* *MLA Style Manual and Guide to Scholarly Publications* (MLA)

(Kindle or e-book versions of the manuals are readily available)

For a breakdown of disciplines and style manuals, please see the Online Writing Lab at Purdue University (https://owl.english.purdue.edu/owl/resource/585/02/)

Greetings,



I am Dr. Cosmas U. Nwokeafor, Dean of the Graduate School. My staff and I offer encouragement and hearty congratulations to all those who are taking the final steps on the journey to their graduate degrees. Reference is made throughout this book to *candidates*. Candidates are students who have advanced to candidacy and who are engaged in the culminating experience of writing theses and dissertations. Course work and comprehensive exams are behind, and the bright future lies ahead.

This handbook begins with an overview of Bowie State University's history and mission, so students may better understand the great legacy of which they are a part. Following the institutional summary are guidelines for all Bowie State University doctoral and master's candidates to follow in order to complete the requirements for their respective degrees, fulfill their academic responsibilities, and provide leadership in their various disciplines. We offer an outline of the various steps required to plan and conduct original research and to report research findings in a manuscript form that is clear, concise, logical, and readable with appropriate, scholarly detail.

This book is for Bowie State University students, faculty, and staff who are participants in the dissertation or thesis process. I also invite anyone who advises or reviews a degree candidate's manuscript to use this document. I encourage all users to review the material provided in each section and the appendices diligently. Please devote special attention to the manuscript completion checklists and the due dates.

We are committed to our students' success and the realization of their professional dreams. Please follow the steps outlined in each section carefully and in consultation with committee advisors. Where there is need for greater clarity, please contact the Graduate School.

In anticipation of your achievement,

Cosmas U. Nwokeafor

## CONTACT INFORMATION

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Contact Information
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is readily available from the Bowie State University directory
or your Departmental Administrative Assistant

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**Bowie State University**

## UNIVERSITY EQUAL OPPORTUNITY POLICY STATEMENT

Bowie State University shall not discriminate against any individual on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital status or veteran status. All policies, programs, and activities of Bowie State University are and shall be in conformity with all pertinent Federal and State laws of nondiscrimination, including, but not limited to: Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Equal Pay Act of 1963; the Age Discrimination Act; the Americans with Disabilities Act of 1990; Federal Executive Order No. 11373; and Article 49B of the Annotated Code of Maryland. This commitment applies in all areas and embraces faculty, staff, and students.

Equal opportunity of access to academic and related programs shall be extended to all persons. Bowie State University shall have as its firm objective equal opportunity in recruitment and hiring, rate of pay, all other promotions, training, retention and dismissals, for all employees and applicants for employment. The University will stress equal access for employees and applicants for employment to all programs and services provided by the University both on and off campus. The University will also provide equal opportunity and an atmosphere of nondiscrimination with respect to women and members of minority groups in all its operations. In addition, the University shall promote equal opportunity and equal treatment through a positive and continuing Affirmative Action Program.

## HISTORY

Bowie State University is an outgrowth of the first school opened in Baltimore, Maryland, on January 9, 1865, by the Baltimore Association for the Moral and Educational Improvement of Colored People, which was organized on November 28, 1864, to engage in its self-appointed mission on a statewide basis. The first normal school classes sponsored by the Baltimore Association were held in the African Baptist Church located on the corner of Calvert and Saratoga Streets. In 1868, with the aid of funding from the Freedmen's Bureau, the Baltimore Association purchased from the Society of Friends a building at Courtland and Saratoga Streets for the relocation of its normal school until 1883, when it was reorganized solely as a normal school to train Negro teachers.

The Baltimore Normal School had received occasional financial support from the City of Baltimore since 1870 and from the state since 1872. In 1871, it received a legacy from the Nelson Wells Fund. This fund, established before Wells' death in February 1943, provided for the education of freed Negro children in Maryland. On April 8, 1908, at the request of the Baltimore Normal School, which desired permanent status and funding as an institution for the education of Negro teachers, The state legislature authorized its Board of Education to assume control of the school. The same law re-designated the institution as a Normal School No. 3. Subsequently, it was relocated on a 187-acre tract in Prince George's County, and by 1914, it was known as the Maryland Normal and Industrial School at Bowie.

A two-year professional curriculum in teacher education which started in 1925 was expanded to a three-year program. In 1935, a four-year program for the training of elementary school

teachers began, and the school was renamed Maryland State Teachers College at Bowie. In 1951, with the approval of the State Board of Education, its governing body, Bowie State expanded its program to train teachers for junior high schools. Ten years later, permission was granted to institute a teacher-training program for secondary education. In 1963, a liberal arts program was started, and the name was changed to Bowie State College.

In 1970, Bowie State College was authorized to grant its first graduate degree, the Master of Education. A significant milestone in the development of the graduate studies at Bowie State was achieved with the Board of Trustees' approval of the establishment of the Adler-Dreikurs Institute of Human Relations in 1975. Currently, the University offers bachelor's and master's degree programs and two doctoral degrees. Included in the inventory of degree programs is the Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing, Master of Arts, Master of Arts in Teaching, Master of Education, Master of Science, Master of Science in Nursing, Master of Business Administration, Master of Public Administration, Doctor of Education in Educational Leadership, and Doctor of Applied Science in Computer Science.

On July 1, 1988, Bowie State College officially became Bowie State University, a change reflecting significant growth in the institution's programs, enrollment and service to the local area. On the same day, the University also became one of the constituent institutions of the newly formed University System of Maryland.

In 1995, Bowie State University won an 11-year $27 million award from the National Aeronautics and Space Administration/National Science Foundation to become one of only six national Model Institutions for Excellence in science, engineering and mathematics. This award significantly strengthened the institution's academic infrastructure and enhanced an already excellent computer science and technology program that has consistently ranked first in the nation in graduating African American students with master's degrees.

Bowie State University, throughout its history, has achieved major milestones in spite of limited resources. In spring 2005, with the unveiling of the supercomputer built by its faculty and students, Bowie State emerged as a leader among higher education institutions in computing power. At the time of its unveiling, Bowie State's supercomputer, Xseed, was the fastest supercomputer at any higher education institutions in the state of Maryland, the eighth fastest in the United States, and among the top 200 fastest in the world. In October 2016, Bowie State University formally dedicated its new Sphinx Cray XC40 supercomputer. This high-performance computer is capable of processing trillions of calculations per second. This computer expands the university's interdisciplinary research and offers exposure to the latest computing technologies.

Bowie State University has a long history as one of the nation's leaders in teacher education with 50 years of successive accreditation by the National Council of the Accreditation of Teacher Education (NCATE). Remaining true to a heritage of producing leaders in teacher education, the University reached a major milestone when it was approved to offer its first doctoral program in the field of education. For the first time in the history of the University, Bowie State University conferred an earned doctorate, with 16 persons receiving the Doctorate in Educational Leadership, during the May 2005 commencement. In 2007,

the Department of Computer Science received approval to offer the Doctor of Applied Science degree.

## INSTITUTIONAL IDENTITY

Bowie State University is the oldest Historically Black Institution of higher learning in Maryland and one of the oldest in the nation. As a comprehensive university, it offers a wide array of undergraduate, graduate, and professional programs. Currently, Bowie State University serves a diverse student population, providing educational opportunities that enable students to function in a highly technological and interdependent world. The University continues to honor its heritage of providing access to higher education for under-represented populations, with a commitment to African Americans. The University remains a leader in graduating African Americans in technological fields.

Bowie State University fosters a supportive, rigorous, and collaborative environment that nurtures excellence in academics and in professional and cross-cultural relationships. The University places particular emphasis on excellence in teaching and research on teaching methodology in order to improve the teaching-learning process. Bowie State University produces graduates who are leaders among their peers in a global community, who think critically, who value diversity, and who are committed to high moral standards.

Bowie State University is a leader in the infusion of technology into the curriculum while maintaining its role as an institution grounded in the liberal arts. The University is committed to providing a high-quality education that fosters learning and enhances skill acquisition and knowledge discovery based on proven pedagogies and an up-to-date curriculum for students at all levels. The University offers a comprehensive set of undergraduate programs that include the arts and humanities, business and management, teacher education, science and technology, and health and human services.

At the post-baccalaureate level, program offerings include the social sciences, information science and technology, and education. Students are able to pursue certificate programs as well as master's degrees in such disciplines as applied computational mathematics, business, computer science, counseling, counseling psychology, education, English, management information systems, nursing, and organizational communications. The University also offers two doctoral programs—one in computer science and one in Educational Leadership—and is exploring other doctoral programs in information technology and teaching.

Bowie State is aggressively collaborating with its sister institutions and other agencies to

- Address student retention issues,
- Increase the number of student internships; and provide research opportunities for faculty and students,
- Increase the number of computer technologists, and

- Enhance the quality of the police force (Prince George's County Police Academy) and the quality of teaching in the county and State through Professional Development Schools induction programs, and critical issues workshops.

The University is committed to recruiting and retaining a student mix that reflects a population of honor students as well as those who demonstrate leadership qualities, display academic potential, and exhibit the motivation to learn. Bowie State University delivers instruction to a global audience of adult learners through traditional and alternative means.

Bowie State University's workforce consists of a diverse group of dedicated professionals who are committed to implementing the mission of the University. The full-time faculty, complemented by a highly qualified adjunct faculty and supported by a skilled staff, distinguishes itself through excellence in teaching, scholarship/research, and service. Effectively and efficiently, the University will continue to provide excellent educational services to its students through recruitment, development, and retention of a talented workforce.

## VISION

Bowie State University will be an important higher education access portal for qualified persons from diverse academic and socioeconomic backgrounds who seek a high quality and affordable public comprehensive university. The university will empower our students and improve our world through rising enrollments, improving graduation rates, and service to the community. We will do so while placing special emphasis on the science, technology, and teacher education, leadership for urban schools, business, and nursing disciplines within the context of a liberal arts education.

Building on its image as a student-centered institution and its history as an HBCU, Bowie State University will provide its diverse student population with a course of study that ensures a broad scope of knowledge and understanding that is deeply rooted in expanded research activities. The University excels in teacher education and will become the premier teacher of teachers. Through the integration of internal business processes, technology, and the teamwork of administrators, faculty and staff, the University will be recognized statewide as a model of excellence in higher education for the effective and efficient use of human, fiscal, and physical resources.

## MISSION

Bowie State University, a regional comprehensive university of the University System of Maryland, embraces diversity, which includes its African American heritage, emphasizes its foundational heritage in teacher education, facilitates interdisciplinary learning, fosters research, and produces graduates who are technologically astute, think critically, and demonstrate proficiency in their chosen fields.

Bowie State University, through the effective and efficient management of its resources, provides high-quality and affordable educational opportunities at the bachelor's, master's, and

doctoral levels for a diverse student population of Maryland citizens and the global community. The educational programs are designed to broaden the knowledge base and skill set of students across disciplines and to enable students to think critically, value diversity, become effective leaders, function competently in a highly technical world, and pursue advanced graduate study.

The university is committed to increasing the number of students from underrepresented minorities who earn advanced degrees in computer science, mathematics, information technology, and education. Constituent needs, market demands, and emerging challenges confronting socioeconomic cultures serve as important bases in the university's efforts to develop educational programs and improve student access to instruction.

## CORE VALUES

Everything we do as a University will be directed towards enhancing our quality and value to students, alumni, and the community. As the University progresses, we will continue to promote student academic success, public service, and scholarship while incorporating our core values:



**Excellence**
Bowie State University expects students, faculty, staff and administrators to demonstrate outstanding levels of performance by fostering a stimulating learning and work environment.

**Civility**
Bowie State University cultivates an environment in which the interaction between individuals is one that is inherently imbued with value, respect, and appreciation.

**Integrity**
Bowie State University students, faculty, staff, administrators and the larger community demonstrate high ethical standards in their interactions with one another.

**Diversity**
Bowie State University nurtures an awareness of, and sensitivity toward, differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability.

**Accountability**
Bowie State University expects each member of the University community to be responsible and accountable for the outcomes of his or her efforts and actions.

## CARNEGIE CLASSIFICATION

Master's (Comprehensive) Colleges and Universities I (MA I)

## ACADEMIC ACCREDITATION

Association of Collegiate Business Schools and Programs (ACBSP)
Computer Science Accreditation Commission (CSAC) of the Computing Sciences Accreditation Board (CSAB)
Maryland Board of Nursing
Maryland State Department of Education
Middle States Association of Colleges and Schools
National Council for the Accreditation of Teacher Education National Council on Social Work Education
National League for Nursing Accrediting Commission

## MEMBERSHIPS

American Association for Higher Education
American Association of Colleges of Nursing
American Association of Colleges of Teacher Education
American Association of State Colleges and Universities
American Association of University Women
American Council on Education
Association of Teacher Education and Institutions
College Entrance Examination Board
Council for the Advancement of Secondary Education
Maryland Association of Higher Education
National Association for Equal Opportunity in Higher Education
National League for Nursing



# Bowie State University
# Graduate School

## DISSERTATION AND THESIS HANDBOOK



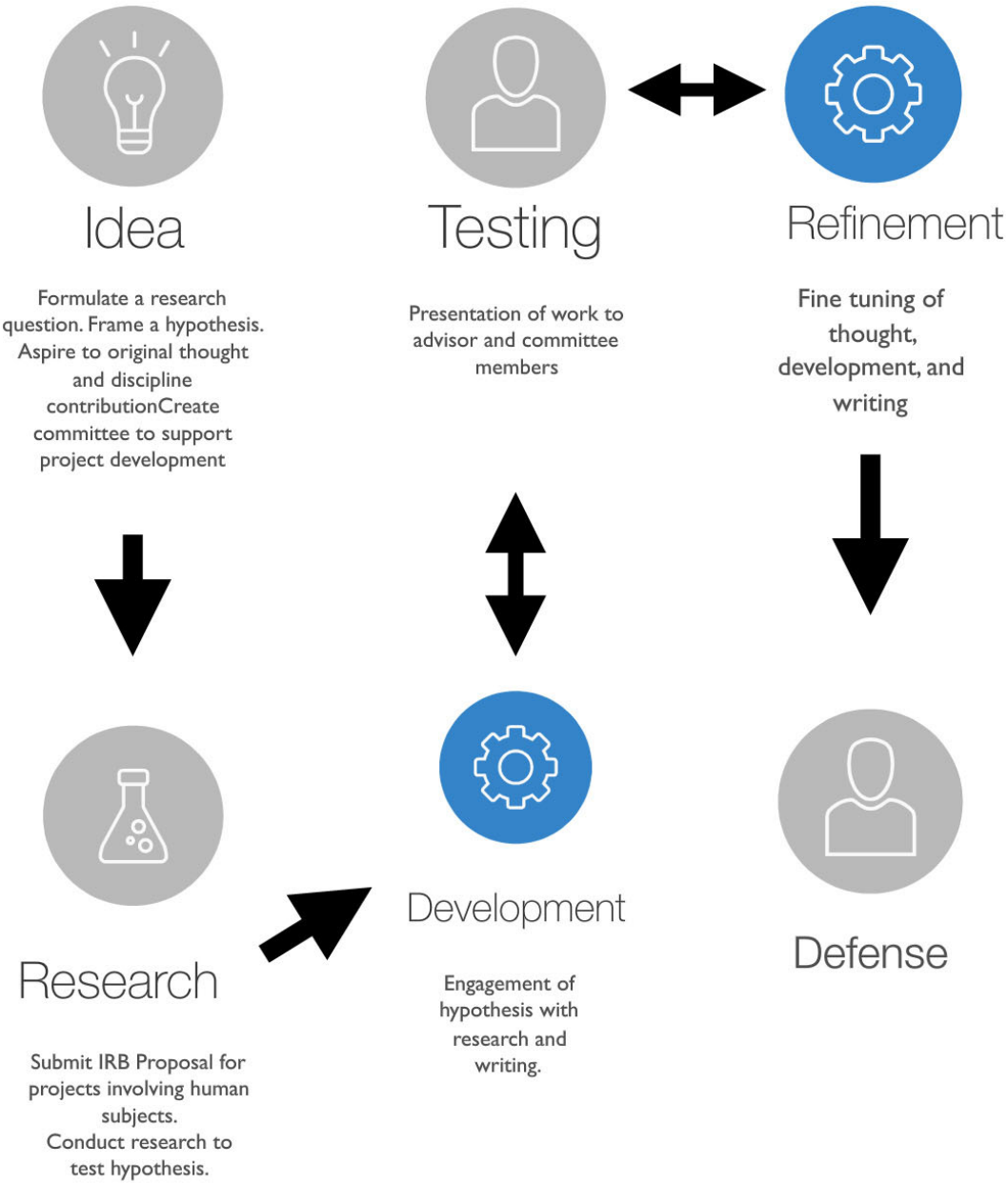

### SECTION ONE: DISSERTATION PREPARATION

Doctoral candidates should familiarize themselves with the following section and appropriate appendices.

Candidates are responsible for being knowledgeable about the nature of the dissertation process. They should consult their committee chairs for clarification and assistance.

Candidates should also be sure to obtain copies of the latest style manual for their disciplines. Computer Science uses the Institute for Electrical and Electronic Engineers (IEEE) style manual. Education uses the American Psychological Association (APA) style.

## THE PROCESS OF DISSERTATION DEVELOPMENT





## I. WHAT IS A DOCTORAL DISSERTATION?

A doctoral dissertation is a scholarly manuscript completed by a doctoral candidate. It is the defining component of a doctoral education and should make a significant contribution to the body of knowledge it addresses. A doctoral dissertation should expand existing knowledge and demonstrate that the author understands and is capable of original research.

The dissertation is required of all students working towards completing a doctoral degree. Students will observe and follow the policies in this handbook. Upon completion of the dissertation, the Graduate School will grant permission for a candidate to defend the dissertation through an oral examination. Following successful defense, a candidate will complete any final revisions and submit the dissertation for binding and publication by ProQuest/ UMI.

The doctoral dissertation process starts in the department in which a student will work with his/her dissertation advisor and four members of the dissertation committee. The dissertation committee members are responsible for guiding the student through the writing period of the dissertation which will include the rewrites and changes that are synonymous with any dissertation writing process. It is critically important that candidates understand that the dissertation process is recursive. The committee under the guidance of the dissertation advisor must make sure that the student's dissertation meets the proper standard before submitting it to the Graduate School for defense approval,

All completed dissertations must be approved by the Dean of Graduate School before the degree is conferred. The Dean of the Graduate School reserves the right to reject any dissertation that does not demonstrate the following:

- High standards for original research in the field,
- Academic integrity,
- Mastery of the research and the appropriate methodology,
- An understanding of the relationship of the work to the broader field in which it is lodged,
- The standards of academic and scholarly publications in general readability, and
- University standards of excellence in content, grammar, and formatting.

## II. WHAT IS A CANDIDATE? WHAT ARE A CANDIDATE'S OBLIGATIONS?




A graduate student achieves candidacy when he or she has passed the doctoral comprehensive examination and completed all course work prescribed for the doctoral degree. It is the candidate's responsibility to ensure that the dissertation is completed with academic integrity and excellence. It is vital to attribute properly all work that is cited in the dissertation. Plagiarism, even an unintentional infraction, is a serious offense. If students have any uncertainty about proper citation, they should consult the overview of plagiarism offered at the Purdue University Online Writing Lab (http://owl.english.purdue.edu). A candidate must ensure that the dissertation demonstrates adherence to grammatical and formatting conventions. Candidates should proofread, copyedit, and format their work carefully.

If students need help with writing, they may visit the Smith Vidal Literacy and Language Center. The master's program in English offers ENGL 760, Advanced Composition, for master's or doctoral students from any discipline to work on writing skills.

Finally, it is the candidate's duty to be familiar with the dissertation process, to stay in close contact with advisors, and to meet due dates in a timely manner. A candidate will have a dissertation advisory committee **and** a dissertation examining committee. These two committees help to keep our standards high.

## III. DEFINITION OF TERMS

The following offers definitions of the terms of the dissertation process.

### A. Dissertation Advisory Committee

A *dissertation advisory committee* consists of faculty members who have agreed to oversee the project and whose signatures appear on the proposal. The committee must include at least three (3)senior faculty members from Bowie State University; two of these, including the chair, must be from the Department that represents the candidate's area of focus.

The committee, including the chair, may be expanded to include other Bowie State University faculty (from within or without the candidate's department) and/or experts with terminal degrees in their field from outside the university, who may serve as committee members provided that a majority of the members of the committee are Bowie State University senior faculty members.

The following nine steps must be taken to form and approve a dissertation advisory committee:

1. The candidate discusses the choices for membership and chair of the committee with the advisor;
2. The candidate completes a Committee Selection Form for each proposed member indicating their designation as either member or chair.
3. The candidate accompanies each form with a Terms of Membership Form for each of the proposed members or chair (doctoral dissertation only);
4. The candidate discusses with each member or chair and presents each a copy of the terms of membership and committee selection form, signed by the candidate;
5. The proposed committee member and chair will sign the two forms;
6. The candidate will obtain the signature of the Director of the Doctoral Program who will forward the forms to the chair of the Department;
7. The chair of the Department will sign each form,
8. The department chair will then forward the signed forms to the dean of Graduate School for his signature; and
9. They shall sign and return the signed forms to the department chair.

The candidate then collects the forms from the director of the doctoral program and makes copies for each of the members and chair, and all the other signatories. The candidate keeps a copy for his or her records.

### B. Senior Faculty

To achieve the status of "senior faculty," a member must either be a full-time faculty member who has achieved the rank of associate or full professor with continuous tenure or an adjunct faculty. With approval of the Dean of the Graduate School, an adjunct and other faculty may be approved as senior faculty and become eligible to serve on Dissertation committees and even direct the Dissertation. Similarly, faculty from other institutions, as noted above, may also be approved for senior faculty status.

### C. Dissertation Examining Committee

The Dissertation Examining Committee evaluates the dissertation and the candidate's oral defense or presentation. It ensures impartiality and dissertation excellence.

BOWIE STATE UNIVERSITY 1865

# GRADUATE SCHOOL

## DISSERTATION COMMITTEE APPROVAL REQUEST FORM

To obtain approval for your Dissertation Committee, the following steps must be accomplished:

1. The Dissertation Committee must be comprised of at least three members.
2. The Chairperson of your Dissertation Committee must be a faculty member in the College of Education.
3. The Dissertation Committee must be comprised of at least one faculty member from the Department of Educational Studies and Leadership
4. The remaining Dissertation Committee members can be from outside the College of Education or faculty outside of Bowie State University. Vitae for faculty outside of Bowie State University must accompany this approval form.

To: _____, Chair,

From: _____ _____ _____
Name Phone# email

Subject: Approval of Dissertation Committee

Dissertation Title

---

We, the undersigned, herein stipulate and agree to serve as members of the Dissertation Committee for the Candidate named above:

_____ _____
Committee Chairperson Signature

_____ _____
Committee Member Signature

_____ _____
Committee Member Signature

_____ _____
Committee Member Signature

Approved: _____ _____
Department Chair Date

Approved: _____ _____
Graduate School Dean Date

1. Composition of the Dissertation Examining Committee. The committee consists of the Dissertation Advisory Committee **plus** at least one "external examiner." A doctorate-prepared expert not affiliated with a university may serve as the external committee member. The curriculum vitae of any proposed member who is not a member of Bowie State University's senior faculty community or who is outside the university must accompany the graduate candidate's defense announcement. The chair of the Doctoral Program and the dean of Graduate School must approve the committee composition.

2. External Examiner. An external examiner is sometimes called an outside examiner because this person is not part of the candidate's committee. The role of the external examiner is to offer an independent and unbiased assessment of the candidate's work. An external examiner must be an assistant, associate, or full professor in the teaching or research area of the student's discipline who is very knowledgeable in the area of the student's research. An external examiner must have published (a book, book chapters, in a refereed journal, or in a conference publication). An external examiner must submit his/her credentials as documented by a curriculum vitae to the Graduate School for review and approval. Every dissertation sponsoring committee should identify an external examiner no later than the beginning of the semester in which the oral defense is likely to occur. He or she should be invited to thoroughly review the student's dissertation project prior to the time of oral defense. An external examiner should receive the dissertation for review well in advance of the oral examination defense.

3. Dissertation Examining Committee/Final Oral Defense Chair. The Chair must be identified. This person must be a senior faculty member as described above and **may not be** the chair of the candidate's dissertation advisory committee. All Dissertation Examining Committees must consist of at least five faculty members: the three from the dissertation advisory committee plus two additional members. One of these additional members must be from outside the candidate's department. The Chair of the Dissertation Examining Committee will be a voting member of the committee.

## IV. STEPS IN THE DISSERTATION PROCESS

While there is no single set of steps that characterize all dissertations, there are elements and procedures that are common to all. These include the following:

### A. Selecting the Topic with the Dissertation Advisory Committee Chair.

The candidate and the chair work collaboratively in the development of the dissertation topic. For most candidates, the first step in the dissertation process is selecting a topic, and perhaps the most common reason for difficulties is that many candidates wait until the end of their course work to begin thinking about the issue.

Ideally, a dissertation should be the logical culmination of the courses and experiences that constitute a candidate‘s program. Consequently, the search for a dissertation topic begins with the first course that a candidate takes and continues until the candidate's dissertation advisory committee approves the dissertation proposal. However, selecting a topic for dissertation is a continuous process that requires the input of all members of the candidate‘s Advisory Committee and should be conducted accordingly. Throughout the process, it is critical that the candidate work closely and consistently with the faculty members who will assist him/her during the dissertation writing process.

**B. Selecting Members of the Dissertation Advisory Committee.**

After selecting the dissertation topic in consultation with the candidate‘s advisor, the next step is to obtain the additional members of the Dissertation Advisory Committee. In general, candidates should attempt to find additional members of the committee who are knowledgeable about, and interested in the topic of the dissertation. Consultation with the Dissertation Advisory Committee Chair (is crucial in this decision. As mentioned above, the minimal size of the Doctoral advisory committee is three senior faculty members, one of who must be from outside the candidate's program area and an external examiner. This brings to five the committee members and three only for the master‘s. There are no waivers to this policy.

The chair of the doctoral program in consultation with the doctoral dissertation chair and in the case of master‘s program, the coordinator of the graduate program approves the dissertation advisory committee. Changes in the composition of the committee are generally made and approved within the Department. Notification of the change when made should be sent to the dean of Graduate School.

After a committee has been approved, and the candidate or a committee member desires a change in the chairperson or a committee member, the parties involved shall discuss the concerns. If there is no resolution, the following steps shall be implemented by the candidate:

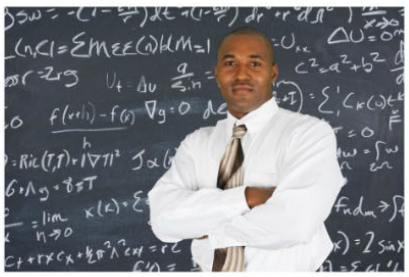
1. The request for change of committee chair or member is initiated with the appropriate form (Committee Modification Form);
2. A request for a new committee member and or chair is proposed;
3. The form is submitted to the chair of the Program who will review and approve;
4. The department shall make a final determination on this request. However, in a situation where the chair of the department is the one being requested to change, a senior faculty in the department will act in the chair’s stead; and
5. An original and one duplicate copy of a completed Notification of Committee Modification form signed by the chair is forwarded to the Dean of Graduate School.

## C. Completing an Initial Draft of the Dissertation Proposal

Dissertation proposals will consist of the first three chapters of the dissertation, depending on the nature of the dissertation and the requirements of the dissertation advisory committee. The proposal should range between 70 and 80 pages, not including the complete references and appendices. Certain core elements of a Dissertation Proposal are fairly common. Minimally, every Dissertation Proposal should contain the following five elements:



1. A statement of the purpose of the study, including such topics as the need for the study; the research questions that the dissertation will attempt to answer;
2. A literature review containing at least a presentation of relevant research so that the proposed study is placed in a theoretical context and demonstrates familiarity with methods used in that area of interest;
3. A detailed presentation of the methods that will be used in the study, including such areas as sampling, tools, variables, data collection methods and management with statistical software, statistical analytical procedures and formulae, hypothesis proposed and dummy tables of expected results;
4. A proposed timeline, containing a best-guess estimate of when each of the separate parts of the dissertation (IRB approval, data collection, data analysis, completion of first draft, oral defense, etc.) will be completed; and
5. A table of contents in which, minimally, the elements presented above are listed.



While all dissertation advisory committees work differently, the most common practice is for the candidate and his or her dissertation chair to develop an initial draft of the proposal. This draft is then circulated among the remaining members of the proposed dissertation advisory committee for discussion. It is advisable, although not mandatory, for the dissertation advisory committee to meet officially at some point to discuss the proposal. The doctoral program requires at least one annual meeting of the candidate's dissertation advisory committee.

PROPOSAL REVIEW COMMITTEE
Dissertation Proposal Evaluation Summary Sheet Sample

Student candidate: Reviewer:

Grading Scale: E = Excellent; S = Satisfactory; U = Unsatisfactory; ?? = Cannot be determined from the information given; NA – Not Applicable.
Global Rating: Clearly Acceptable. Needs further discussion

| Criteria | | | Rating | | | Comments |
|---|---|---|---|---|---|---|
| | E | S | U | ?? | NA | |
| Statement of the Problem (or purpose | | | | | | |
| Research Questions (or hypothesis) | | | | | | |
| Research Design/ Paradigm | | | | | | |
| Sample Population, or participants | | | | | | |
| Description of researcher's role | | | | | | |
| Instrumentation and materials | | | | | | |
| Data collection procedures | | | | | | |
| Timeline | | | | | | |
| Attention to ethical issues | | | | | | |
| Limitations to the study | | | | | | |
| Writing quality | | | | | | |
| Grammar and spelling | | | | | | |
| Overall impression/ coherence | | | | | | |
| Scope (or breadth) of the study | | | | | | |
| Feasibility of the study | | | | | | |

## MODELS OF DISSERTATION PROPOSAL

I. Elements of a Dissertation Proposal (after Martin, 1980):
   A. Problem Statement (on Rationale or Purpose of the Dissertation)
   B. Literature Review
   C. Research Questions or Research Hypotheses ( if appropriate)
   D. Method
      1. Subjects
      2. Instruments
      3. Procedures, etc. ( as appropriate)
      4. Data Analysis Procedures ( as appropriate)
      5. Time Line

II. Elements of a Proposal for a Quantitative Study (Creswell, 1994)
   A. Introduction
      1. Context (Statement of the Problem)
      2. Purpose of the Study
      3. Research Question or Objectives or Hypotheses
      4. Theoretical Perspective
      5. Definition of Terms
      6. Delimitations and Limitations of the Study
      7. Significance of the Study
   B. Review of the Literature
   C. Methods
      1. Research Design
      2. Sample, Population, or Subjects
      3. Instrumentation and Materials
      4. Variables in the Study
      5. Data Analysis.
   D. Time Line
   E. Appendices: Instruments

MODELS OF DISSERTATION PROPOSAL, continued

III. Elements of a Proposal for a Qualitative Study (Creswell, 1994)

A. Introduction

1. Statement of the Problem
2. Purpose of the Study
3. The "Grand Tour" - Questions and Sub-questions
4. Definitions
5. Delimitations and Limitations
6. Significance of the Study

B. Procedure

1. Assumptions and Rationale for a Qualitative Design
2. The Role of the Researcher
3. Data Collection Procedures
4. Data Analysis Procedures
5. Methods of Verification
6. Outcome of the Study and its Relations to Theory and Literature

C. Time Line

D. Appendices

At some point, the advisory committee will approve the dissertation proposal and will indicate this by signing the proposal cover sheet. However, in the Doctoral Program (only) at BSU, the Dissertation Committee Chair and the Department Chair are mandated to sign the dissertation approval cover sheet. A copy of this cover sheet can be obtained from the department.

### D. Obtaining Final Approval for the Dissertation Proposal

After approval by the dissertation advisory committee (with the Proposal Transmittal Form), all proposals must be submitted to the **School Proposal Review Committee** (SPRC). This committee meets regularly, and the dean of Graduate School has charged the committee with the responsibility of granting final Approval for all dissertation proposals.



After the dissertation advisory committee has approved the dissertation proposal and signed the Cover Sheet and Proposal Transmittal Form, the dissertation advisory committee, through the Chair, will submit one original and three copies of these documents and the approved dissertation proposal to the Graduate School. The Dean of Graduate School will review and sign the documents to signify approval of the Committee's composition.

The reviewers from the SPRC will evaluate the proposal against the criteria established by the committee. If the proposal receives a favorable review, the reviewers will so indicate to the SPRC Chair who will notify the Chair of the dissertation advisory committee. If the proposal receives an unfavorable review, it is brought to the full SPRC for discussion. This process produces one of three possible outcomes:

1. The proposal receives a favorable review by the committee;
2. The proposal receives an unfavorable review; or
3. The committee may ask for clarification.

In all cases, feedback will be sent to the dissertation advisory committee Chair. If a proposal has received an unfavorable review, or if clarification has been requested, the SPRC Chair will provide feedback to the candidate regarding the reasons for the negative evaluation.

A candidate and his or her Dissertation Chair may be asked to meet with the committee.

Using the feedback from SPRC and in consultation with the doctoral /thesis advisory committee, the candidate should revise his or her proposal and then resubmit the proposal to the SPRC Chair.

The revised proposal will be resubmitted to the original reviewers for their review and evaluation. By this process, approval may be finally obtained. Even if the SPRC has accepted a proposal on the first attempt, the SPRC



will provide feedback. A candidate may want to incorporate this feedback to make revisions in the proposal. When a final revision of the proposal has been completed, the candidate should submit the final copy to the dean of Graduate School. If no revision is necessary, the original version of the proposal is the final version.

### E. The Institutional Review Board (IRB)

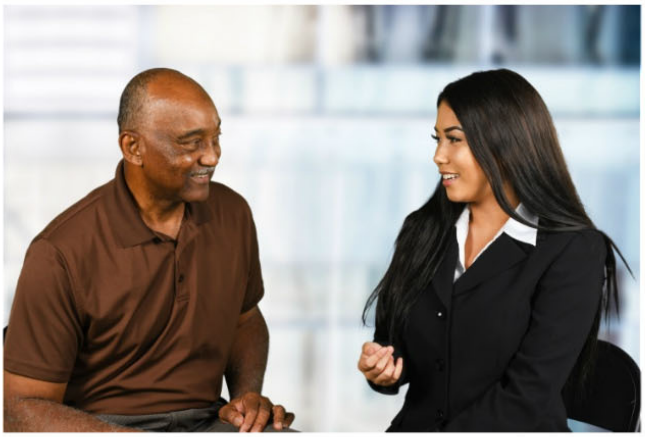
The Bowie State University Institutional Review Board (IRB) must approve all research involving primary (human subject) secondary data. To ensure the protection of human subjects and to comply with federal law,

- Bowie State University requires IRB review and approval of all research projects involving human subjects or human materials before initiation to ensure the protection of human subjects and to comply with federal law
- This policy applies to all biomedical and behavioral research involving human subjects or human materials conducted by faculty, staff, and students of Bowie State University.
- If the research program or study is a part of an application to a sponsoring agency, the human protocol must be submitted for review before or when the Dean of Graduate School approves the proposal.

1. What is Research Involving Human Subjects? Research involving human subject(s) is defined as research involved with any living individual about whom any investigator (whether faculty, staff, or candidate) conducting research obtains data *through an intervention or an interaction with that individual or acquisition of identifiable private information.*

Intervention includes both a manipulation of the human subject's environment or physical acquisition of data performed for research purposes. Interaction includes any communication or interpersonal contact between the investigator and the subject for research purposes. Private information includes all information about an individual or the behavior of an individual that occurs in which an individual may reasonable expect that no observation is taking place and/or information that has been provided for specific purposes by an individual who reasonably expects that such information would not be made public. Such information must be individually identifiable by the investigator to constitute research involving human subjects.

Human research is defined as any activity initiated by Bowie State University faculty, staff, or candidates that has the intent of securing information from humans for the purpose of advancing knowledge, whether funded or not funded. The IRB must review all research protocols involving human subjects. The IRB assumes that the investigator has included in the submission of the research protocol explicit objectives and formal procedures of the research so the IRB may undertake suitable review.



2. Submitting a Proposal to the IRB. Any candidate proposing research that involves the use of human subjects as defined above must submit his or her proposal to the IRB. To avoid unnecessary delays, the candidate should submit the proposal to the IRB after all approvals have been obtained from the department and by deadlines established for submission to the IRB. That is, after the dissertation advisory committee members have signed the proposal, three copies of the candidate's doctoral document must be submitted through the department to Chair of the IRB for review as required in the IRB application package using its format and procedures.

# Institutional Review Board

BOWIE STATE UNIVERSITY

## Institutional Review Board Policies and Procedures

I. PURPOSE

The purposes of the Institutional Review Board (IRB) are:

A. To review applications requesting permission to conduct research involving human subjects for compliance with University guidelines and federal regulations regarding the protection of human subjects (Title 45 Code of Federal Regulations Part 46).

B. To assist applicants to meet University guidelines and federal regulations regarding the protection of human subjects.

II. APPLICABILITY

C. SCOPE

This policy applies to:

1. Individuals or groups planning to conduct research with humans affiliated with BSU;
2. Campus-based individuals or groups submitting a proposal for external funding; and
3. Campus-based individuals or groups conducting research off-campus.

D. ELIGIBILITY

1. Faculty, staff and candidates affiliated with BSU and
2. Individuals or groups not affiliated with BSU who wish to conduct research involving BSU constituencies.

E. RESPONSIBILITIES

The Bowie State University IRB is responsible for the implementation of this policy. The IRB will meet monthly to review applications.

III. GUIDELINES AND STANDARDS

Researchers must submit the following:

A. A statement of project approval from the department where the research is to be conducted.

B. Approval of the faculty advisor (if a candidate is conducting the research).

C. One original nine (9) copies of the typed IRB Proposal Submission Form (see attached).

D. One original and nine (9) copies of the proposed consent form (see example attached)

E. One original and one (1) copy of the typed IRB Proposed Submission Form if the project is EXEMPT from IRB review.

IV. RESULTS

Applicants will receive written notification of approval or suggestions for modification of the proposal. Applications that have not been approved may be resubmitted.

V. EXCEPTIONS

Research that does not involve human subjects is exempt from this policy. Categories for exempt research are listed on the IRB Proposal Submission Form.

VI. DEFINITIONS

(Source: 45 CFR 46.102 Definitions)

***Institutional Review Board (IRB)***. A committee established to review and approve research protocols involving human beings, This committee operates under the rules and regulations of the Code of Federal Regulations, 45 CFR 46, Protection of Human Subjects (Revised June 18, 1991) and the policies and procedures of Bowie State University. The IRB is comprised of faculty and representatives from departments within graduate programs which research is conducted with human subjects (Behavioral Sciences and Human Services Business and Economics, Communications, Education and Nursing), the Director of the Office of Sponsored Programs a representative of the school of Graduate Studies and Research, a community representative and other individuals as deemed necessary by the IRB of the Dean of the School of Graduate Studies and Research. Decisions are made based on a 2/3 majority vote of those in attendance. A tie is broken by the Chair\

***Human Subjects.*** Living individuals about whom an investigator (whether professional or candidate) conducting research obtains:

A. Data through intervention or interaction with the individual, or
B. Identifiable private information

***Research.*** A systemic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

***Sponsored Research***. All research and development activities that are sponsored by federal and non-federal agencies and organizations. This term includes activities involving training of individuals in research techniques where such activities utilize the same facilities as other research, for the purposes of this document shall be combined with sponsored research under the function of organized research. 11/98. The code of federal regulations (Title 45) mandates that a written informed consent be obtained prior to conducting research with human subjects. The following outline is provided to assist you in developing an informed consent form for your research.

NOTE: If the application is to be reviewed by the Institutional Review Board as exempt, one copy is sufficient. Complete the Proposal Submission Form and include the consent form.

## IRB PROPOSAL SUBMISSION DUE DATES AND SEMESTERS

| SEMESTER | DUE DATE FOR PROPOSAL SUBMISSION |
|---|---|
| **Fall Semester** | Second Friday in October |
| **Spring Semester** | Second Friday in March |

# Sample Cover Sheet to Submit Proposal to IRB

BOWIE STATE UNIVERSITY
*Prepare for Life*

*Graduate School*
*Center for Business and Graduate Studies Building*
*Suite 1312*

**Transmittal From**
**Committee Proposal Hearing Consent Form and IRB Cover Sheet**

Name of Candidate: _____

Mailing Address: _____

Phone: (H) _____ E-Mail: _____

Department: _____ Degree: _____

Dissertation Chairperson: _____

The date the Proposal was approved by the Doctoral Dissertation Committee: _____

**TITLE OF DISSERTATION**

_____

_____

**DOCTORAL DISSERTATION PROPOSAL COMMITTEE SIGNATURES**

Signed: _____ Dissertation Chairperson
Name: Date

Signed: _____ Committee Member
Name: Date

Signed: _____ Committee Member
Name: Date

Signed: _____ Committee Member
Name: Date

**CLEARANCE FOR SUBMISSION OF IRB PACKET TO IRB COMMITTEE**

The dissertation chairperson's signature attests that all appropriate documentation is correct and all information relevant to instrumentation, reliability and validity, and methodology are included.

Signed: _____ Dissertation Chairperson
Name: Date

The Department Chairperson's signature attests that the packet has final approval for submission to IRB.

Signed: _____ Department Chairperson
Name: Date

14000 Jericho Park Road, Bowie, Maryland, 27105 p 301-860-3246 f 301-860-3244 www.bowiestate.edu
Revised 7/17/07

http://online.flipbuilder.com/srmj/qzfo/mobile/index.html

BOWIE STATE UNIVERSITY

Institutional Review Board

Proposal Submission Form (Approved 1/98)

SEE A LIST OF EXEMPTIONS AT THE END OF THIS FORM

Name _____E-mail _____ Phone _____

School _____ Department _____

Home Address _____

Thesis/Dissertation Chair (If this is a student proposal) _____

Start Date _____End Date _____

Sponsor's Name:

Project title: (If this protocol applies to several sponsored projects, provide all different titles)

1.

2.

3.

After completing the above section, please respond to questions 1 through 15 on this form. If the proposed research is EXEMPT from IRB review, please indicate the appropriate category number (1-6) from the Exemption Reasons attached. Indicate category #

Please allow 2-4 weeks for the IRB review process to be completed prior to the submission of the proposal to the sponsor; or if it is not a sponsored project, before the start date of the research.

Please provide a precise description of how human subjects will be involved in the research including a clear description of all activities and responsibilities of the subjects

1. What is the pool of subjects? Will there be any minors (under the age of eighteen)?
2. How many subjects to be recruited?
3. Describe the risk of the subjects? Could the research be done without using humans?
5. How will the subjects be informed that they do not have to participate in the study, and may withdraw at any time with no penalty?
6. In what way have the confidentiality and privacy of the subjects' responses been ensured?
7. Is there deception to the human subjects? If yes, what debriefing procedures have been arranged?

8. If the procedures are physically invasive or potentially harmful, describe arrangements made for medical referral.

9. If the procedures could be emotionally upsetting, describe arrangements made for psychological counseling.

10. What provisions have been made for the cultural and language problems, it they arise?

11. Has consent been obtained from the authorities where the research is to be conducted?

12. Include a copy of the written informed consent form with the proposal. If it is not possible to obtain a written consent form, describe how an understandable explanation will be given to the subjects.

13. Attach a copy of a positive parental consent if the subjects are minors.

14. If a surveyor questionnaire is used, please include copies and describe the exact nature of the questions to be asked.

15. If a candidate is to conduct the research, submit a statement from the faculty advisor indicating the following:
    - The faculty member's approval of the project,
    - The faculty member's willingness to supervise the research, and
    - The candidate's competency to conduct the research.
    - Submit three (3) hard copies of
        - the Proposal Submission Form,
        - the questionnaire (instrument) or survey (if used),
        - consent forms, and
        - statement of support from the faculty advisor (for a student proposal) to

Dr. Cosmas U. Nwokeafor, Chair IRB
Center for Business & Graduation Studies Suite 1312
301-860-3406 (off)
301-860-3414 (fax)
cnwokeafor@bowiestate.edu

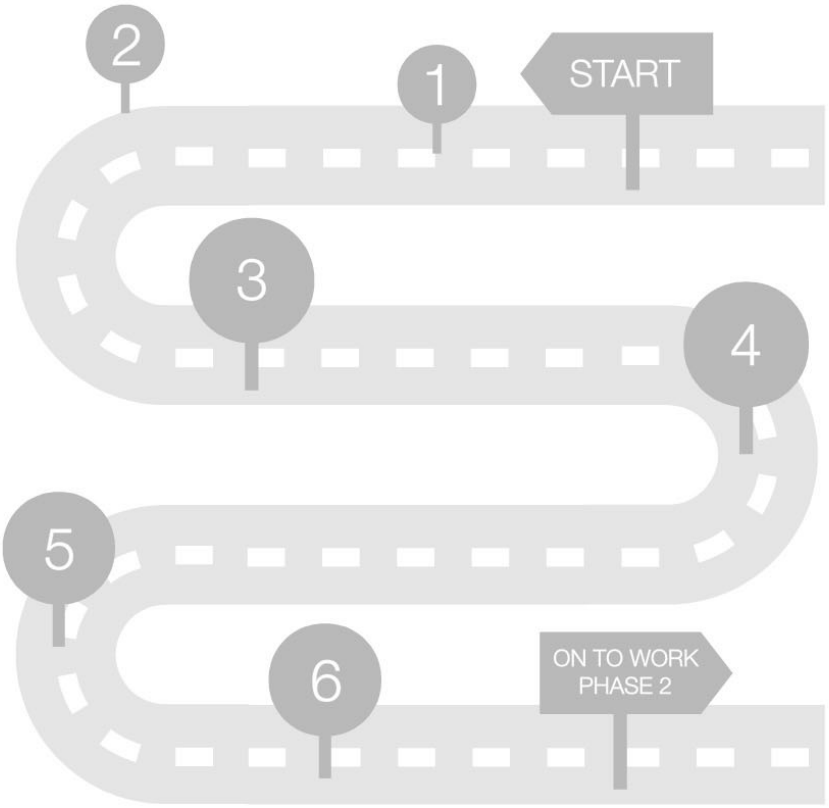
http://online.flipbuilder.com/srmj/qzfo/mobile/index.html

## EXEMPTIONS

A researcher is exempted from submitting three copies of the proposal to the institutional Review Board when the anticipated research

1. Does not involve direct contact with human subjects such as interviews, surveys, etc.
2. Involves the use of educational tests (cognitive, diagnostic, aptitude, achievement survey procedures, interview procedures or observation of public behavior, unless: information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; *and* any disclosure of the human subjects' responses outside the research could reasonably place the subjects at the risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Involves the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, or observation of public behavior that is not exempt under paragraph (2) if
    a) the human subjects are elected or appointed public officials or candidates for public office; *or*
    b) the research is conducted for the Department of Justice under the Federal stature 42 U.S.C. 3789g, or for the National Center for Education Statistics under Federal statute 20 U.S.C. 1221 e-1, which provide certain legal protections and requirements for confidentiality.
4. Involves the collection of existing data, documents, records, pathological specimens, or diagnostic specimens, if
    a) these sources are publicly available or
    b) if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.
5. (Or, a demonstration project) is conducted by or subject to the approval of department or agency heads and which are designed to study, evaluate or otherwise examine
    a) public benefit or service programs;
    b) procedures for obtaining benefits or services under those programs;
    c) possible changes in or alternatives to those programs or procedures; or
    d) possible changes in methods or levels of payment for benefits or services under those programs.
5. Involves taste and food quality evaluation and consumer acceptance studies, if
    a) wholesome foods without additives are consumed or
    b) a food is consumed that contains
        i. a food ingredient at or below the level and for a use found to be safe, or
        ii. agricultural, chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## F. Review of the Process: From Candidacy to Approval of the Dissertation Proposal to Phase Two—The Dissertation




1. Student receives Advancement to Candidacy letter
2. Advisor approves proposal (first three chapters of Dissertation)
3. Doctoral Advisory Committee approves proposal
4. Approved proposal is forwarded to School Proposal Review Committee
5. Approved proposal is submitted to Bowie State University Institutional Review Board (IRB)
6. When approved by Bowie State University IRB, candidate may seek approval from other IRB as appropriate and/or required based on the extension of their data collection.

## G. Communicating with Members of the Candidate's Department

When SPRC has approved the proposal, the dissertation advisory committee Chair should distribute a one-page abstract of the proposal to all faculty members in the Department. This short abstract will also be posted by the department.

- The Dissertation Proposal is an Agreement with *Reciprocal* Responsibility

The major advisor and the dissertation advisory committee work with the candidate to develop a proposal. The dissertation proposal demonstrates the graduate candidate's knowledge of and ability to conduct the proposed research. An approved proposal, signed by the dissertation advisory committee, is an agreement between the candidate and the advisory committee. Part of this agreement is that the proposed research be completed with the time limits established by the Graduate School, thus assuring the continuing relevance of the research topic.

Within seven (7) days of the approval of a proposal by all members of the Doctoral advisory committee, the candidate must file the proposal with the Department and with the Graduate School with the following:

a. The Dissertation committee members' signatures;
b. The Dissertation Proposal Transmittal form, and
c. A curriculum vitae, if a Dissertation Advisory Committee Chair or committee member is not a Bowie State University senior faculty member or is from outside the university.

## H. Changes in Proposal or Committee Membership

Once the proposal has been approved, and provided the proposal remains current, the dissertation advisory committee may not unilaterally require significant theoretical or methodological changes in the substantive direction of the project. The committee and the graduate candidate may, however, jointly agree on such changes. Such changes should be dated and noted in the candidate's file. Changes of this nature will also require re-submission, review, and approval by the IRB.

After the candidate has obtained approvals, the candidate must notify his/her department of any changes in membership of the Doctoral advisory committee or of Committee Chair. Changes in the membership of the dissertation advisory committee after the acceptance of the proposal do not require re-approval of the proposal. A candidate whose dissertation fulfills the commitments made in the proposal and any modifications made to it as specified above is entitled to an oral defense of the dissertation.



## I. Responsibilities of the Chair of the Dissertation Advisory Committee and the Workings of the Committee

The chair is responsible for the following:

a. Seeing that the candidate receives regular and continuing guidance in his or her research, including timely response from all committee members to work on the document submitted to them by the candidate;\
b. Coordinating the responses of committee members so that the candidate does not receive fundamentally conflicting advice
c. Informing candidates who are not making reasonable progress what they must do to avoid being dismissed for failure to make such progress; and
d. Ensuring that the dissertation advisory committee meets at least once a year.

All dissertation advisory committees are unique; it is important for candidates to clarify exactly what each member of the committee expects. In general, however, the major input into the original draft of a dissertation will come from the dissertation Chair.

In some instances, members of the dissertation advisory committee will see each chapter of the dissertation as it is being written; in others, the committee members may see a complete draft after it has been given tentative approval by the Chair. Whatever procedure is used, all members of the committee must familiarize themselves with the contents of the dissertation and agree that the dissertation is ready for oral defense.

During the advisory committee meetings with the candidate, the following must be accomplished:

a. Review of the candidate's progress;
b. Make suggestions concerning future research, and
c. Record the committee's findings and suggestions.

A copy of this record (using the prescribed documents for this purpose: the *Advisory Committee Meeting Form*) must be placed in the graduate candidate's file and given to the graduate candidate.



## J. Graduate School Standards

The Graduate School requires adherence to the following standards in advance of the final, oral defense, and throughout the dissertation process. The standards include the following:

- ☑ Approval by the Institutional Review Board for research studies involving human subject;
- ☑ Completion of the requisite research and data analysis;
- ☑ Academic Integrity (absence of plagiarism);
- ☑ Review of the appropriate literature which is of sufficient breadth and depth to meet the standards for doctoral studies;
- ☑ Adherence to the appropriate style format for the candidate's discipline (including manuscript structure, bibliography, footnotes, and endnotes);
- ☑ Comprehensive and accurate use of citations for all sources used in the study;
- ☑ Careful proofreading for and elimination of typographical, spelling, grammatical, and punctuation errors; and
- ☑ Consistent use of type-face throughout the document, diagrams, tables and charts.



## K. The Oral Examination Defense

Once a candidate has completed the dissertation in keeping with the standards listed above, and the candidate's advisory committee finds the dissertation to be ready, the candidate must defend the dissertation through an oral examination. During the defense, the candidate will give an overview of the dissertation project and respond to questions from faculty.

When the dissertation advisory committee agrees the candidate is ready, the members will sign a form (Dissertation Readiness Form) indicating their willingness to allow the dissertation to be defended. Signing this form does not indicate that the members of the dissertation advisory committee have approved the dissertation; rather, each member is indicating that in his or her opinion the dissertation is in a state where the candidate may present it to other members of the senior faculty.

Before an oral defense may be held, the following steps must be accomplished:

- ☑ The dissertation advisory committee members must stipulate in writing that the dissertation is of sufficient quality to be defended (Dissertation Readiness Approval Form);
- ☑ The examining committee must be formed. All members of the examining committee must have a complete copy of the written and properly formatted dissertation; and
- ☑ An examining committee/oral defense Chair must be identified. The Dissertation Committee Chair may chair the Examining Committee.

BOWIE STATE UNIVERSITY 1865

## GRADUATE SCHOOL

### APPROVAL FOR SCHEDULING THE FINAL DISSERTATION/THESIS DEFENSE (DISSERTATION/THESIS COMPLETION SIGN-OFF)

To get approval for scheduling the final defense, the following steps must be accomplished:

1. All members of the Dissertation/Thesis committee must have a complete hardcopy of the written, formatted dissertation.
2. The Chairperson and a majority of the dissertation/thesis committee must stipulate by signature on this form that the written dissertation is of sufficient quality to be defended.
3. Form must be signed by the Chair of the Department of Educational Studies and Leadership

To: Dr. Cosmos Nwokeafor, Dean Office of Graduate Studies

From:

Subject: **Scheduling Date for the Final Defense**

Candidate Name:

Date:

**DISSERTATION/THESIS TITLE**

_____

We, the undersigned, herein stipulate that the Candidate's dissertation/thesis is of sufficient quality to be defended. We therefore approve the scheduling of a formal defense.

**Committee Chairperson:**

_____ Signature: _____

**Committee Members:**

_____ Signature: _____

_____ Signature: _____

_____ Signature: _____

_____ Signature: _____
External Examiner

Approved _____ Department Chair

Philosophy of the Oral Defense. The philosophy of the oral defense is to demonstrate that

- The dissertation is commensurate with the standards for original research in the field;
- The ethics and standards governing research in the field have been followed,
- The candidate's mastery of the research and the appropriate methodology, and
- The candidate's understanding of the relationship of this work to the broader field in which it is lodged.

Scheduling and Public Announcement. The dates for all oral examination dissertation defenses will be announced by the Graduate Dean. The Graduate School requires that a minimum of 10 days must elapse from the time when the oral defense is announced and the date of the final oral defense. This allows the academic community to be informed of the pending defense.



Every dissertation oral defense must be publicly announced in writing and must be open to the academic community. Minimally, copies of the announcement must be sent to the Graduate School, posted on all the public bulletin boards in and around the department, and sent to all senior faculty in the candidate's program area.

The Graduate School neither accepts nor reviews any dissertation for which a defense announcement either was not received or was received fewer than 10 days in advance. To adhere to this policy, a request to schedule the oral defense must be submitted to the department Chair no later than three weeks prior to the oral defense.

The defense cannot take place without the approval of the Dean of Graduate School. The Dissertation Advisory Committee Chair and the candidate will receive a defense approval from the Dean of Graduate School before the defense.

The defense of all dissertations must take place in the Graduate Studies Conference room located in the Center for Business and Graduate Studies. Food and beverages will not be permitted in the Conference room during the dissertation defense. (Bottled water is permitted)

Attendance at the Oral Examination Defense. In all cases, the graduate candidate and dissertation advisory committee chair must be physically present for the defense.

All members of the Dissertation Examining Committee must be physically present for the defense. If an emergency arises, the Dean of Graduate School must approve exceptions before the defense. Absent members of the Dissertation Examining Committee must still participate in the defense through, for example, the use of teleconferencing, videoconferencing, or, where appropriate, the submission of written comments and questions. No more than one member of the Dissertation Examining Committee may be physically absent from the defense with the permission of the Dean of Graduate School. An absent member must provide an original signature on the Dissertation signature pages.)

Dissertation defense is a university community event open to the university public.

It is mandatory that the members of the dissertation examining committee and the candidate attend the defense. Other attendees may include

- Members of the academic community, and
- Family and friends.

If others wish to attend, permission must be obtained in writing from the doctoral candidate and members of the Dissertation Examining Committee at least five days before the defense. If consent is not granted, those seeking permission for others to attend must petition the dean the College. If there is need for additional appeal, the petitions should be forwarded to the Assistant to the Provost for the Office of Graduate Studies and Research.

Although students are members of the academic community, it is advisable for students to check with the doctoral candidate before the oral defense to ascertain whether attendance at the oral defense is acceptable



Preparing for the Oral Defense. The Graduate School requires that one copy of the dissertation must be submitted to the Dean of Graduate School when the dissertation oral defense is scheduled. This copy is to be used by members of the academic community who may wish to read the dissertation and attend the dissertation defense.

Each member of the dissertation advisory committee must receive the version of the Dissertation that has been submitted to the Graduate School. In addition, a copy of the Dissertation must be given to those faculty members who have been asked to participate in the oral defense as members of the Dissertation Examining

Committee. Because dissertations often are revised, the candidate **must** ensure that all members of the examining committee receive the most recent version of the dissertation before the oral defense.

Graduate School Representative. The Graduate School will have a representative at the dissertation defense. The Graduate Dean will select the representative. The representative will be responsible for observing the defense process and insuring that the procedures are preserved and followed. The representative does not have any voting rights with regard to the student's performance on the defense. The representative may ask questions where necessary, but s/he does not have any signature authority on the examination documents.

Dean's Representative. The Dean of the College in which the doctoral program resides may send a representative to observe the dissertation process. The Dean's representative will not participate in the proceedings.

Defense Approval Deadline. All doctoral defense approvals for May graduation must be completed by the second week in March. Any defense approval request submitted after the deadline will not be reviewed for approval for May graduation. All doctoral defenses must be completed by the second week of April. Any defense that failed to meet the deadlines will not be included in the list for May graduation.



## L. Vote of the Examination Committee

After the candidate has concluded the defense of the dissertation, s/he will be asked to leave the examination room. The outcome of the oral examination dissertation defense is decided by an open vote of the dissertation examining committee in the absence of the candidate. The decision of the committee (pass or fail) is determined by a majority of those present and voting. The candidate is invited to return to the room, and is informed of the committee's decision.

At the oral defense, only the members of the Dissertation Examining Committee have the authority to decide whether or not the candidate passes or fails. Both the Dissertation itself and the candidate's performance in the oral examination are grounds for the committee's decision to pass or fail.

Doctoral candidates may pass the oral defense but still be required to revise their dissertations. It is the responsibility of the dissertation advisory committee Chair to review and approve minor revisions to the dissertation. Dissertations requiring either minor revisions or no revisions must be submitted to the Dean of Graduate School in final form within four weeks of the concluded defense.

Please note: If the Dissertation is not received within four weeks of the oral defense, that defense is nullified, and a new oral defense must be scheduled. If the changes cannot be made within four weeks of the defense or the Dissertation Examining Committee identifies the required changes as major, then the oral defense must be reconvened.

When major revisions are required, the defense should be suspended until a majority of the members of the doctoral/master's advisory committee agree that the dissertation has been sufficiently revised and is now defendable. The Dissertation Advisory Committee Chair should notify the Dean of Graduate School when a defense has been suspended. New defenses also must be announced in writing at least 10 days in advance.

At the conclusion of a successful oral defense, in which the Examining Committee has viewed the dissertation as acceptable, the committee members will sign two forms:

- The Report on the Final Exam and
- The Dissertation Cover Sheet (which is signed in duplicate).

The Report on the Final Exam is a form used only in the department and should be handed in to the Dean of Graduate School at the completion of the oral defense.

The dissertation advisory committee chair must obtain this form from the Department Chair before the oral defense. The Dissertation Cover Sheet must be affixed to the Dissertation when it is handed in to the Dean of Graduate School (after complete editing and approval by the Dissertation Advisory Committee Chair).

This sample form is used for Ed.D and D.Sc candidates

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**Graduate School**
**Bowie State University**
**Doctoral Program**

**REPORT OF THE EXAMINING COMMITTEE**

Report Date: _____ Student ID: _____

Name: _____ Degree Sought: Ed.D.

Program: _____ Committee Approved: _____

The above student's dissertation has been successfully defended and is approves by the committee listed below.

COMMITTEE MEMBERS:

| **Name** | **Signature** | **Date** |
|---|---|---|
| CHAIR: | _____ | _____ |
| MEMBERS: | _____ | _____ |
| | _____ | _____ |
| EXTERNAL EXAMINER: | | |
| | _____ | _____ |

**DISSERTATION REVISIONS**
By signing and submitting this form, the committee certifies that all dissertations corrections required by the committee have been made:

| | | |
|---|---|---|
| _____ Dissertation Chair/Advisor | _____ Signature | _____ Date |
| _____ Department Chair | _____ Signature | _____ Date |
| _____ Dean. Graduate School | _____ Signature | _____ Date |

14000 Jericho Park Road • Bowie, Maryland • 20715 • Phone: 301-860-3406 • Fax: 301-860-3414
www.bowiestate.edu/graduateschool

## M. Final Editing and Submission of the Dissertation

Almost all Dissertations require at least minor editing after the oral defense. The candidate has four weeks from the date of the oral defense to

- ☑ Complete these editorial changes;
- ☑ Make sure that the Dissertation is properly formatted.
- ☑ Obtain the signature of the Advisory Committee Chair, and
- ☑ Submit the final edited Dissertation to the Dean of Graduate School for approval to upload the document to ProQuest/UMI.



PLEASE BE SURE TO NOTE: The submission to the Dean of the Graduate School should include

- ☑ A final copy of the dissertation that adheres to the University Standards,
- ☑ One original signature page held for uploading purposes with the read Bowie "B," and
- ☑ An abstract of not more than 350 words.

The Dean of Graduate School reserves the right to reject any dissertation that is not prepared in accordance with the appropriate style manual for the discipline.

The Dean of Graduate School must approve all complete dissertations.

## N. Submitting the Dissertation for Publishing and Binding

After successful dissertation defense, any necessary revision, and proper formatting, the steps to be taken for publishing and binding include the following:

The Dissertation must be cleared by the Dean of the Graduate School after it has been successfully defended and all revisions suggested by the committee have been made.

A receipt of payment must be submitted to the Dean of the Graduate School before a final clearance and approval will be granted.

Once cleared, students should upload their dissertation to ProQuest/UMI (http://www.etdadmin.com) with the original copy of the committee signed sheet. In the column that requires an address where the completed dissertation will be mailed, please be sure to fill out the Office of the Graduate School.

After publication and printing, the dissertation **must** be mailed to the Graduate School Bowie State University, Center for Business and Graduate Studies, Suite 1312. 14000 Jericho Park Road, Bowie MD. 20715.

You must show the correct Graduate School address before your uploaded document will be approved and sent to ProQuest/UMI by the Graduate Dean. Students may request additional copies of their dissertation through ProQuest/UMI. All copies must be mailed to the Graduate School. Students will be notified to pick up their bound copies as soon as they become available.

## V. DISSERTATION FORMATTING GUIDELINES

Generally, the doctoral programs in Education adhere to the formatting guidelines provided by the current edition of the Publication Manual of the American Psychological Association Manual (APA Manual). Computer Science, however, uses the style manual for the Institute of Electrical and Electronics Engineers (IEEE). If you have any uncertainty about the proper style manual to use for your discipline, consult your chair.

*Note:* New doctoral programs will be added in the coming years. The guidelines for dissertation formatting will follow the style manuals and formats used in the disciplines. Psychology and the Social Sciences follow APA. History and other disciplines in the Humanities use the Chicago/Turbanian style manual. English Studies uses the Modern Languages Association (MLA) style book.

The final electronic file that you upload to the ProQuest (UMI, formerly University Microfilms) through the Dean of Graduate School must

- Be submitted in the ProQuest/UMI electronic dissertation format http://www.etdadmin.com
- Be in an approved font (Times New Roman).
- Be properly formatted with acceptable margins, line spacing, page numbering, and layout.
- Contain all required Formal Elements of the Dissertation (as determined by your discipline and the Graduate School)

Find the ProQuest acceptable format at http://www.etdadmin.com.

Microsoft software is widely available, and is present on most campus computers. At the time of this printing, students are able to download Microsoft Office 365 ProPlus for free through the Bowie State University website.

Most commercially available word processing software packages, including Word and WordPerfect (versions 6.0 and above) have the capability to save into ProQuest/UMI portal.

Dissertations and Theses are published by ProQuest electronically as PDF files; all files submitted to ProQuest will be converted into usable PDF'd for evaluation and publication.

Committee chairs available to provide additional information as requested.

LaTeX files and other symbol / image- or figure-dependent documents should be verified when accessing and uploading your document to ProQuest as a PDF file; this will ensure that the representation of your work published by ProQuest is as accurate as possible.

No matter the software you choose for preparing your dissertation, BACK UP YOUR WORK in different formats. There are several ways to backup your files. Consider storing your work in Dropbox (or other Cloud repositories), on a USB drive, and even on your phone. Give a drive with your work to a trusted friend or family member. Be sure to label your work efficiently. Do not give the same name to each of your drafts; distinguish between your drafts and the dates you complete them. Keep all your backups current. Avoid placing yourself in a situation where your computer crashes and you lose all your work.

**Students may seek help from the Writing Center and guidance from advisors, however, students are responsible for submitting manuscripts that are consistent with their fields.**

Smith Vidal Literacy & Language Center
MLK Building, Room 204
301.860.3720
*writingcenter@bowiestate.edu*

For appointments only
https://bowiestate.mywconline.com
Register for an account
Sign in to choose an appointment time

For those writing a dissertation in **Education,** please see **Appendix A for APA formatting.**

For those writing a dissertation in **Computer Science,** please see **Appendix B for IEEE formatting.**

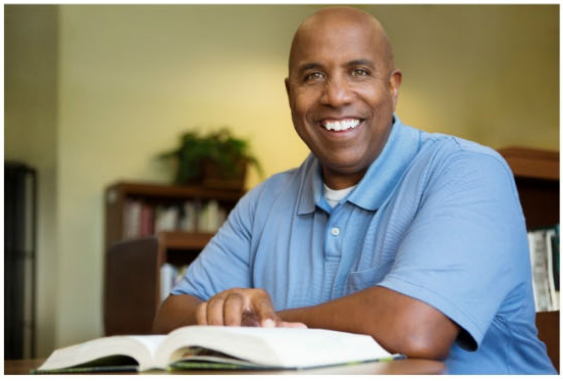
**It is critically important that you follow your discipline's style manual closely. Improper formatting, citations, and references will delay the completion of your project. It is more efficient to do your work using the proper formatting from the beginning of the process than to wait until the end of the process and rush to make thousands of adjustments.**

**Copies of discipline style manuals are available in the Bowie State University bookstore and online.**

## VI. DISSERTATION CREDIT AND REGISTRATION REQUIREMENTS

### A. Minimum of Six Credits of Research

A doctoral candidate must complete a minimum of six credits of research after achieving candidacy and before graduation. Normally, these will be in Dissertation Research (EDAD 669 or EDAD 700) for Educational Studies and Leadership; and ORGC 502 and 738 in the case of Organizational Communications. However, credits earned in courses with other numbers, provided they are clearly research or dissertation research credits, may also be counted. As these credits reflect continuing work on a single project, a grade is assigned only for the last semester before graduation (A, B, C,)



### B. Registration and Defense

Candidates must be registered during the semester when they defend their dissertation and the semester when they submit their final work to the Dean of Graduate School. A student candidate must be so registered unless all degree requirements, including submission of the Dissertation final copies, have been completed before that semester, but an application to graduate has not been filed by the appropriate deadline.

Deadlines for registration have been determined for each academic period. Please consult the University Academic Calendar.

### C. The Challenges of Summer Defense

Summer Defenses are challenging. Student candidates are discouraged from attempting an oral examination defense during summer, because it is often difficult to obtain an adequate Dissertation Examining Committee. Under unusual circumstances, however, an oral defense may be held during the summer. In this case, the student candidate must register for the appropriate section of dissertation hours during either the first or second summer session.




This rule is in effect if an oral defense is held between June 1 and Labor Day.

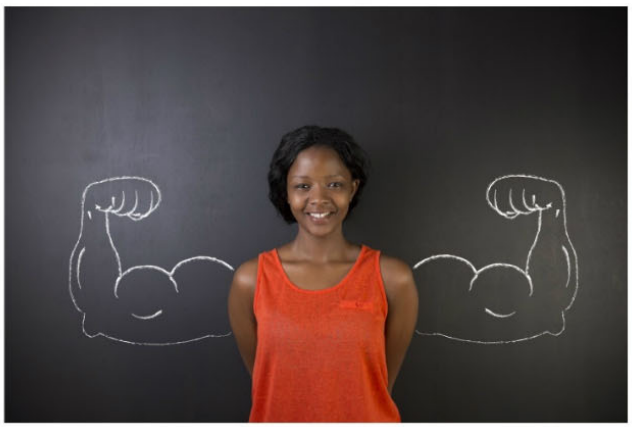
## VII. WHAT IS AN ACCEPTABLE DISSERTATION?

This section of the handbook has been deliberately left until the end, because it is by far the most difficult topic to handle in an adequate manner. In a sense, the question of what makes a dissertation acceptable is a little like the question that candidates often ask instructors, "How long does the paper have to be?" Any instructor knows that the only meaningful answer to this question is, "As long as necessary." And yet, most instructors also know that giving candidates some idea about expectations not only decreases anxiety but may also produce higher levels of achievement.

How can a doctoral candidate be assured that his or her dissertation will be acceptable? The answer to this is, of course, that there is no series of steps or guidelines for action that, when followed, can insure that a dissertation is acceptable to everyone or that guarantees that the process of completing a dissertation will be easy. However, following are some guidelines that might help:

### A. Apprentice or Expert?

Most descriptions of a dissertation mention that the project should attain a professional level of quality. Dissertations are often seen as evidence that candidates know their disciplines, can conduct research independently, and can present their findings clearly. Some view the dissertation as the culmination of scholarly endeavors conducted by the candidate.



Despite this, the fact remains that most candidates are not professionals in the designing, conducting, or reporting of research. For many doctoral candidates, the dissertation may be the first, or at least one of the first, pieces of research and scholarship in which they have participated.

An additional reality is that the dissertation was originally designed, and is still usually conceptualized, as a critical step toward a professional life where conducting research is essential and ongoing.

The dissertation is often seen as the first step (albeit a big one) in one's journey toward becoming a university professor or professional leader. It should be viewed as the beginning of one's scholarly endeavors, rather than the culmination or end of one's work. For many doctoral candidates, the scholarly work in which they have engaged does not typically involve the generation of research and original scholarship. They participate in any number of highly skilled activities that are critical to the development of professional expertise. The dissertation may feel like an entirely new process.

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Despite all of this, candidates are required to design, implement, and execute research that is expected to attain a professional standard as part of the skill set they take with them as they enter the field with advanced training and expectations.

## 2. What Then, Makes a Dissertation Acceptable?

The following questions with valid answers provide some guidance in the development and acceptance of a Dissertation:

a. *Does a dissertation have a purpose that can be clearly communicated to the reader?*
When a reader has finished the dissertation, it should be clear why it was done and what questions(s) it hoped to answer. Ideally, the reader should have a good sense of this long before the end of the Dissertation. A good rule of thumb is that the purpose of the Dissertation should be stated clearly somewhere in the first five pages.

b. *Does the reader have to know a specialized vocabulary or be aware of current jargon to understand the purpose of the dissertation?*
Just as the reader should be aware of the purpose of the dissertation without having to read more than a few pages, so also should the reader be aware of the purpose without being totally knowledgeable about the topic. That is, the dissertation writer should be able to convey the purpose of the dissertation without the excessive use of a specialized vocabulary or field-specific jargon. A well-written dissertation should be able to hold the reader's attention when it is picked up and the first few pages read partly because the reader understands what is being presented without necessarily being knowledgeable of the field or area itself.

c. *Does the Dissertation have a logical and coherent flow?*
At the core, the dissertation is a process of communication through writing, and like all writing, one of the purposes is to tell a story. Like a good story, a dissertation must have coherence, logical sequencing, pace, flow, beginnings and endings, and so on.

d. Can previously published work be included in the dissertation?
Previously published work by that author may be included in the dissertation provided that the work
   1. Has not been used to meet the requirements for another degree;
   2. Is not coauthored
   3. Is logically connected with and integrated into the dissertation; and
   4. Does not violate any existing copyright or contractual agreement.

Jointly authored works may be included as appendices, **provided** they are clearly labeled as jointly authored, with all author's names given.

A dissertation may only have one author.

## VIII. DUE DATES IN THE DISSERTATION PROCESS



The following deadlines are guides to assist the candidate move towards achieving the goal of graduating within a specific time frame. Please remember, this is a process with many components.

Review the *39-Step Checklist* on pages 50 through 53 to better understand the involved nature of the process. Review the *Steps in the Dissertation Process* on the following page to better grasp the need for careful planning.

Candidates are advised to

- Begin the process early and
- Follow the directions and guidance of the advisors and committee members who are knowledgeable about the process and whose charge it is to move the candidate through the system to completion and graduation.
- Use technology to plan and work in a timely manner.

Not following the deadlines can cost the candidate more time, delay graduation, and impact on the student's completion clock. Students who plan to graduate in May must adhere to the following schedule as closely as possible. They are not time mandates, but they will provide benchmarks that assure timely completion of the process.



## STEPS IN THE DISSERTATION PROCESS

| Step | Activity | Time to Commence | Deadline |
|---|---|---|---|
| 1 | Proposal hearings on Chapters 1-3<br>(Clearance forms must be signed by the Chair of the department and committee chair before proposal hearings can be scheduled). | September | October |
| 2 | Submission of IRB packets to IRB | September for Fall<br>March for Spring | Second Friday in October for Fall and Second Friday in March for Spring |
| 3 | Deadline for registering for May graduation. Candidates must register for graduation in advance of completing the dissertation. Fees will roll over if requirements are not met as anticipated<br><br>ONCE IRB APPROVAL IS RECEIVED | | December |
| 4 | Collection and analysis of data, completion of dissertation, consultation with committee members, constant contact with dissertation committee chair. Scheduling of final defense hearings*** | November | January |
| 5 | Defense Hearings | February | April |
| 6 | Completion of all dissertation requirements for May graduation | March | April |
| 7 | Graduation | | May |

*** The time frame for data collection and analyses depends on many factors including the use of secondary or primary data, formatting, and other study-specific conditions. The time limit given above indicates the average time it takes to manipulate secondary data.

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## 39-POINT CHECKLIST FOR COMPLETING THE DISSERTATION

These steps will generally be completed in the order listed. However, there may be some individual variations among faculty/departments. Student candidates should check with their advisers as they go through this process to make sure the order is correct, and to determine if there are other steps that may be specific to the faculty member/department that should be added to their list. Use your planner or your phone to help you keep track of the process effectively.

### A. Obtaining a Signed Proposal

| ACTIVITY: | | Date Accomplished |
|---|---|---|
| (1) | Select Dissertation Chair | _____ |
| (2) | Hold original meeting with Dissertation Chair to discuss dissertation topic | _____ |
| (3) | Discuss with proposed members of the Doctoral Advisory committee about possibility of serving on the committee. | _____ |
| (4) | Submit first draft of proposal to Dissertation Chair | _____ |
| (5) | Consult with Dissertation Chair regarding revisions to proposal | _____ |
| (6) | Submit revised proposal to other members of the Doctoral Advisory Committee | _____ |
| (7) | Meeting of the Doctoral Advisory Committee to discuss the proposal | _____ |
| (8) | Additional revisions (as necessary) based on discussions with Doctoral Advisory Committee | _____ |
| (9) | Proposal signed by all members of the Doctoral Advisory Committee (Using required Proposal Cover Sheet and Transmittal Form) | _____ |

Candidates will note Section C below which addresses "Obtaining Approval from the University's Institutional Review Board (IRB)." It is important to remember that if candidates conduct any pilot studies as part of their proposal development, these pilot studies must be approved by the University IRB prior to collecting any pilot data. Although University IRB approval is required after a proposal has been approved/signed by the Dissertation Advisory

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Committee (and such IRB approval must be received before the dissertation research can begin); approval for pilot studies must also be obtained before these pilot studies can be conducted. This provides a safeguard for all concerned.

### B. Obtaining Approval from the DEPARTMENT Proposal Review Committee (DPRC)

| ACTIVITY: | Date Accomplished |
|---|---|
| (10) Meet with the DPRC to discuss proposal (if necessary) | _____ |
| (11) Respond to feedback by DPRC and re-submit proposal (as necessary) | _____ |
| (12) Receive final approval by the DPRC | _____ |
| (13) Submit revised proposal to all members of the Dissertation Advisory Committee (if revisions have been made in the proposal), and prepare to move forward to IRB | _____ |
| (14) Distribute short proposal abstract to all members of the candidate's department | _____ |

### C. Obtaining Approval from the University's Institutional Review Board (IRB) (Done after proposal hearing and approval by DPRC.

Note: Candidates are not allowed to submit their document to IRB. The submission of Proposal must be done through the unit area to the Chair of IRB. Documents submitted to IRB by a candidate will not be accepted. Submission of IRB by a candidate is subject to disqualification.

| ACTIVITY | Date Accomplished |
|---|---|
| (15) Obtain Proposal Application Forms for submission of proposal to IRB | _____ |
| (16) Submit proposal to the IRB through the department | _____ |
| (17) Respond to feedback from IRB and re-submit (if necessary) | _____ |
| (18) Final approval by IRB | _____ |

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## D. Completing the Dissertation Research and Writing the Dissertation

| ACTIVITY | Date Accomplished |
|---|---|
| (19) Required yearly meeting of the Dissertation Advisory Committee and completion of "Advisory Committee Meeting Form" (Year 1) | _____ |
| (20) Required yearly meeting of the Dissertation Advisory Committee and completion of "Advisory Committee Meeting Form" (Year 2) | _____ |

## E. Obtaining Approval of the Dissertation

| ACTIVITY | Date Accomplished |
|---|---|
| (21) Submit first draft to Dissertation Chair | _____ |
| (22) Revise draft and re-submit to Dissertation Chair as needed | _____ |
| (23) Submit draft to other members of the dissertation advisory committee | _____ |
| (24) Revisions as needed | _____ |
| (25) Signing of "Dissertation Signature Page" by members of the Dissertation Advisory Committee | _____ |
| (26) Completion of —Request to Schedule Final Doctoral/Thesis Examination | _____ |

Note: There is considerable variation in this process within and between departments; therefore, the above steps may be somewhat different for some candidates. In some cases, for example, the committee may prefer to receive the dissertation chapter-by-chapter. In other cases, the dissertation may be submitted to all members of the committee at one time rather than first going to the Dissertation Chair. In some programs, the Chair reviews all drafts before the Dissertation Examining Committee receives the Dissertation.

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## F. Scheduling the Dissertation Oral Defense

| ACTIVITY | Date Accomplished |
|---|---|
| (27) The dissertation chair ascertain from the Dean of the Graduate School a convenient time to schedule a defense | _____ |
| (28) Submit "Request to Schedule Dissertation Request:" form form to Department Chair (must be **three weeks prior** to oral defense) | _____ |
| (29) Confirmation of an external examiner by the Dean of the Graduate School | _____ |
| (30) Submit a final copy of the Dissertation to the Dean of the Graduate School, (**two weeks prior** to an oral defense). | _____ |
| (31) Submit dissertation to all five (5) members of the Examining Committee (**two weeks prio**r to an oral defense) | _____ |
| (32) All necessary forms to be signed during and after the defense should be ready prior to the oral defense. | _____ |

## G. Completing the Process

| ACTIVITY | Date Accomplished |
|---|---|
| (33) Prepare for oral defense (review dissertation; prepare materials for presentation; check with dissertation chair | _____ |
| (34) Oral defense | _____ |
| (35) Hand in "Report of the Final Exam" to the Dean of the Graduate School | _____ |
| (36) Complete editing, following the Graduate School Standards | _____ |
| (37) Submit final form of dissertation to Dissertation Advisory Committee Chair. If acceptable, she/he will sign "Certificate of Acceptability" | _____ |
| (38) Submit final and corrected copy of dissertation to final review and approval to the Dean of Graduate School. | _____ |
| (39) Final Approval by the Dean of the Graduate | _____ |

After a candidate successfully defends the dissertation and makes all proper changes to the dissertation in accordance with the standards of the Graduate School, the Dean of Graduate School grants final approval and authorizes upload of the document to ProQuest/ UMI at http://www.etdadmin.com

## SOME FINAL WORDS OF ADVICE

There is no single set of steps that will guarantee that the dissertation process will be smooth or trouble-free. There are, however, several guiding principles that should help.

### ALWAYS MEET DEADLINES.

It is perhaps obvious to say that deadlines should be met, but evidence indicates that one of the most common reasons candidates have problems completing dissertations is poor time management.

Candidates should remember that certain critical parts of the dissertation process are not under their control. For example, a draft handed in to a committee member for review will not always be returned within a reasonable time period. If the draft was handed to the committee member shortly before Graduate School deadlines for completion, it is quite likely that the dissertation oral examination cannot be scheduled in time to meet this deadline. The most reasonable way to avoid this sort of problem is to allow more than enough time for each step in the dissertation process.

### COMPLETE THE DISSERTATION PROPOSAL EARLY IN THE PROCESS.

This is a similar point to the first, but it is presented separately, because the dissertation proposal has proven to be one of the major obstacles to completing the dissertation. Recent SPRC experience has demonstrated that too many candidates wait far too long to obtain a signed dissertation proposal. Student candidates should remember that no data should be collected before the proposal is signed by the dissertation advisory committee and approved by both the SPRC and IRB. This process often takes at least a semester. This time for SPR and IRB approval must be considered when the schedule for completing the dissertation is created.

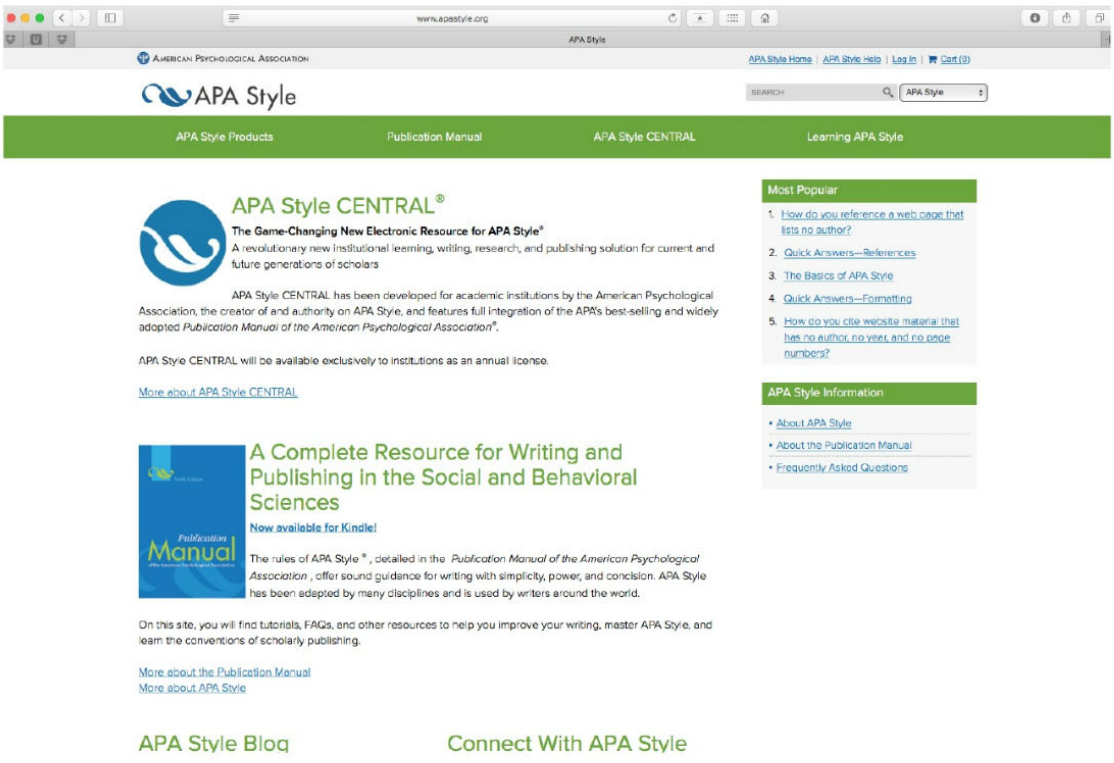
### WHEN IN DOUBT, ASK

There are many regulations and rules that govern the dissertation process. While this handbook should help a candidate understand how these rules are applied, it will still often be the case that the candidate will be confused about how a specific rule applies in his or her specific case. The best way to avoid problems of this type is to ask those whose job it is to monitor and implement the rules. As mentioned several times, the primary resource person is the Dissertation Advisory Committee Chair; this person should always be contacted if questions arise. The Advisor/Chair should be able to assist the candidate, at least, to get information or help needed from appropriate persons.

Ed.D candidates, please see Appendix A for more on formatting your dissertation according to APA style.

D.Sc candidates, please see Appendix B for more on formatting your dissertation according to IEEE style.

Please **also** consult, *apastyle.org* or *ieee.org/documents/style_manual.pdf*




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# Bowie State University
# Graduate School

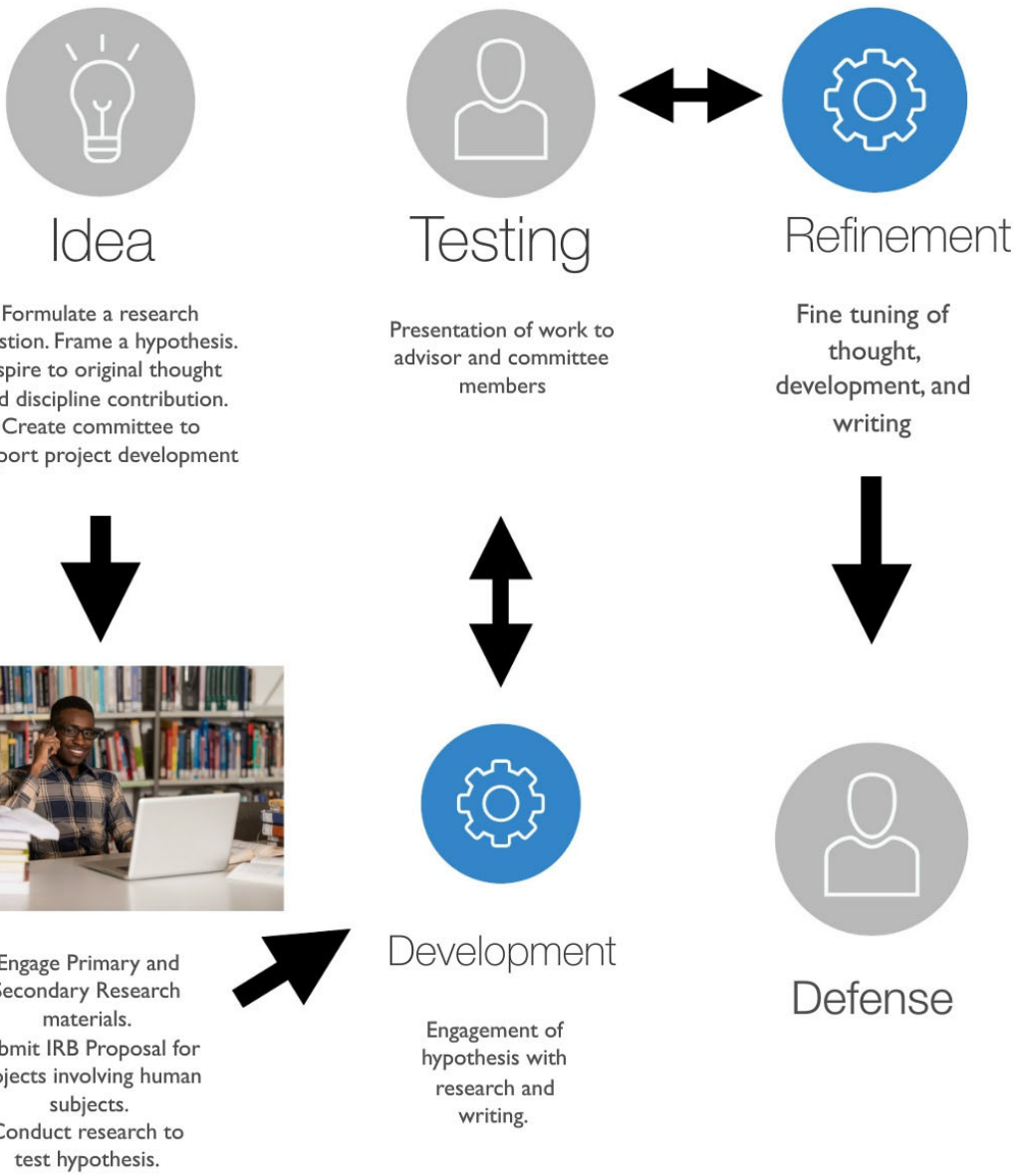
## DISSERTATION AND THESIS HANDBOOK



## SECTION TWO: THESIS PREPARATION

Students writing theses and seminar papers should familiarize themselves with the following sections. They are responsible for being knowledgeable about the nature of the process. Candidates should consult their project chairs for clarification and assistance.

## THE PROCESS OF THESIS DEVELOPMENT





## I. WHAT IS A THESIS?

A thesis is a scholarly manuscript completed by a master's candidate. It is the defining component of a master's education and should make a contribution to the body of knowledge it addresses. A thesis should demonstrate that the author understands and is capable of conducting original research.

The thesis is required of all students working towards a master's degree in Organizational Communication and English Studies. Students will observe and follow the policies in this handbook. Upon completion of the thesis, the Graduate School will grant permission for a candidate to defend the thesis through an oral examination. Following successful defense, a candidate will complete any final revisions and submit the thesis for binding and publication by ProQuest/ UMI.

The thesis process starts in the department in which a student will work with his/her advisor and the other two members of the thesis committee. It is critically important that candidates understand that the thesis process is recursive. The committee under the guidance of the thesis advisor must make sure that the student's thesis meets the proper standard before submitting it to the Graduate School for defense approval,

All completed theses must be approved by the Dean of Graduate School before the degree is conferred. The Dean of the Graduate School reserves the right to reject any thesis that does not demonstrate the following:

- Original research in the field,
- Academic integrity,
- Mastery of the research method,
- Relationship of the work to the broader field in which it is lodged,
- General readability, and
- Excellence in content, grammar, and formatting.

## II. WHAT IS A CANDIDATE? WHAT ARE A CANDIDATE'S OBLIGATIONS?

A graduate student achieves candidacy when he or she has passed the master's comprehensive examination and completed all course work prescribed for the master's degree. It is the candidate's responsibility to ensure that the thesi is completed with academic integrity and excellence. It is vital to attribute properly all work that is cited in the thesis. Plagiarism, even an unintentional infraction, is a serious offense.

If students have any uncertainty about proper citation, they should consult the overview of plagiarism offered at the Purdue University Online Writing Lab (http://owl.english.purdue.edu). A candidate must ensure that the thesis demonstrates adherence to grammatical and formatting conventions. Candidates should proofread, copyedit, and format their work carefully.

If students need help with writing, they may visit the Smith Vidal Literacy and Language Center. The master's program in English offers ENGL 760, Advanced Composition, for master's or doctoral students from any discipline to work on writing skills.

Finally, it is the candidate's duty to be familiar with the dissertation process, to stay in close contact with advisors, and to meet due dates in a timely manner. A candidate will have a dissertation advisory committee **and** a dissertation examining committee. These two committees help to keep our standards high.

## III. DEFINITION OF OTHER TERMS

The following offers definitions of other terms associated with the thesis process.

### A. Thesis Advisory Committee

A thesis *advisory committee* consists of faculty members who have agreed to oversee the project and whose signatures appear on the proposal. The chair must be from the Bowie State University Department that represents the candidate's area of focus.

### B. Responsibilities of the Chair of the Thesis Advisory Committee and the Workings of the Committee

A candidate may approach a faculty member within his or her department and ask the faculty member to chair the thesis advisory committee. Generally, a student has worked with that faculty member in the past. The chair is responsible for the following:

a. Seeing that the candidate receives regular and continuing guidance in his or her research, including timely response from all committee members to work on the document submitted to them by the candidate;

b. Coordinating the responses of committee members so that the candidate does not receive fundamentally conflicting advice;
c. Informing candidates who are not making reasonable progress what they must do to avoid being dismissed for failure to make such progress; and
d. Ensuring that the thesis advisory committee meets at least once a semester.

All thesis advisory committees are unique; it is important for candidates to clarify exactly what each member of the committee expects. In general, however, the major input into the original draft of a thesis will come from the thesis Chair, or Advisor.

In some instances, members of the thesis advisory committee will see each chapter of the manuscript as it is being written; in others, the committee members may see a complete draft after it has been given tentative approval by the Chair. Whatever procedure is used, all members of the committee must familiarize themselves with the contents of the thesis and agree that the thesis is ready for oral defense.

During the advisory committee meetings with the candidate, the following must be accomplished:

a. Review of the candidate's progress;
b. Make suggestions concerning future research, and
c. Record the committee's findings and suggestions.

A copy of this record must be placed in the graduate candidate's file and given to the candidate.

## C. Thesis Topic



The candidate and the chair work collaboratively in the development of the thesis topic. For most candidates, the first step in the thesis process is selecting a topic, and perhaps the most common reason for difficulties is that many candidates wait until the end of their course work to begin thinking about the issue. Ideally, a thesis should be the logical culmination of the courses and experiences that constitute a candidate's program. Consequently, the search for a topic begins with the first course that a candidate takes and continues until the candidate's thesis advisory committee approves the thesis proposal. However, selecting a topic for a thesis is a continuous process that requires the input of all members of the candidate's Advisory Committee and should be conducted accordingly. Throughout the process, it is critical that the candidate work closely and consistently with the faculty members who will assist him/her during the thesis writing process.

## D. Thesis Proposal

A thesis proposal generally consists of the following five elements:

1. A statement of the purpose of the study, including such topics as the need for the study; the research questions that the thesis will attempt to answer; and the argument that is being set forth.
2. A literature review containing at least a presentation of relevant research so that the proposed study is placed in a theoretical context and demonstrates familiarity with methods used in that area of interest;
3. A detailed presentation of the methods that will be used in the study, including such areas as sampling, tools, variables, data collection methods and management with statistical software, statistical analytical procedures and formulae, hypothesis proposed and dummy tables of expected results;
4. A proposed timeline; and
5. A breakdown of chapters.

Some candidates may decide to conduct a study. If the study involves human subjects, then the candidate must submit a proposal to the Bowie State University Institutional Review Board (IRB). The IRB must approve all research involving primary (human subject) secondary data. To ensure the protection of human subjects and to comply with federal law,

- Bowie State University requires IRB review and approval of all research projects involving human subjects or human materials before initiation to ensure the protection of human subjects and to comply with federal law
- This policy applies to all biomedical and behavioral research involving human subjects or human materials conducted by faculty, staff, and students of Bowie State University.
- If the research program or study is a part of an application to a sponsoring agency, the human protocol must be submitted for review before or when the Dean of Graduate School approves the proposal.

Please see pages 29 through 36 of this handbook for more information about the IRB. Candidates should work closely with their advisors regarding the need for and submission of a proposal to the IRB.

When the Thesis Advisory Committee finds that the candidate's proposal is ready for defense, the committee will conduct an informal oral examination of the proposal. The committee will provide the candidate with a report regarding the proposal defense. The candidate may pass the defense without condition, or he or she may pass with conditions (meaning additional work must be done). Under some circumstances, a candidate may fail the defense, and work must begin anew.

## STEPS IN THE THESIS PROCESS

| Step | Activity | Time to Commence | Deadline |
|---|---|---|---|
| 1 | Thesis Proposal Defense | September | October |
| 2 | Submission of IRB packets to IRB | September for Fall<br>March for Spring | Second Friday in October for Fall and Second Friday in March for Spring |
| 3 | Deadline for registering for May graduation. Candidates must register for graduation in advance of completing the dissertation. Fees will roll over if requirements are not met as anticipated<br><br>ONCE IRB APPROVAL IS RECEIVED | | December |
| 4 | Collection and analysis of data, completion of thesis, consultation with committee members, constant contact with thesis advisory committee chair. Scheduling of final defense hearings*** | November | January |
| 5 | Defense Hearings | February | April |
| 6 | Completion of all thesis requirements for May graduation | March | April |
| 7 | Graduation | | May |

*** The time frame for data collection and analyses depends on many factors including the use of secondary or primary data, formatting, and other study-specific conditions.The time limit given above indicates the average time it takes to manipulate secondary data.

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## 29-POINT CHECKLIST FOR COMPLETING THE THESIS

These steps will generally be completed in the order listed. However, there may be some individual variations among faculty/departments. Student candidates should check with their advisors as they go through this process to make sure the order is correct, and to determine if there are other steps that may be specific to the faculty member/department that should be added to their list. Use your planner or your phone to help you keep track of the process effectively.

### A. **Thesis Proposal**

| ACTIVITY: | | Date Accomplished |
|---|---|---|
| (1) | Select Thesis Advisory Committee Chair | _____ |
| (2) | Hold original meeting with Chair to discuss dissertation topic | _____ |
| (3) | Discuss with proposed members of the Thesis Advisory committee about possibility of serving on the committee. | _____ |
| (4) | Submit first draft of proposal to Thesis Chair | _____ |
| (5) | Consult with Thesis Chair regarding revisions to proposal | _____ |
| (6) | Submit revised proposal to other members of the Thesis Advisory Committee | _____ |
| (7) | Meet with the Thesis Advisory Committee to discuss the proposal | _____ |
| (8) | Additional revisions (as necessary) based on discussions with Thesis Advisory Committee | _____ |
| (9) | Proposal Defense Form signed by all members of the Thesis Advisory Committee | _____ |

Candidates will note Section B below which addresses "Obtaining Approval from the University's Institutional Review Board (IRB)." Remember that if candidates conduct any pilot studies as part of their proposal development, these pilot studies must be approved by the University IRB prior to collecting any pilot data. Although University IRB approval is required after a proposal has been approved/signed by the Thesis Advisory Committee and such IRB approval must be received before the thesis research can begin); approval for pilot studies must also be obtained before these pilot studies can be conducted. This provides a safeguard for all concerned.

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## B. Obtaining Approval from the University's Institutional Review Board (IRB)

Note: Candidates are not allowed to submit their document to IRB. The submission of the Proposal must be done through the unit area to the Chair of IRB. Documents submitted to IRB by a candidate will not be accepted. Submission of IRB by a candidate is subject to disqualification.

| ACTIVITY | Date Accomplished |
|---|---|
| (10) Obtain Proposal Application Forms for submission of proposal to IRB | _____ |
| (11) Submit proposal to the IRB through the department | _____ |
| (12) Respond to feedback from IRB and re-submit (if necessary) | _____ |
| (13) Final approval by IRB | _____ |

## C. Completing the Thesis Research and Writing the Thesis

| ACTIVITY | Date Accomplished |
|---|---|
| (14) Required regular meeting of the Thesis Advisory Committee (First Semester) | _____ |
| (15) Required regular meeting of the Thesis Advisory Committee and completion of (Second Semester) | _____ |

## E. Obtaining Approval of the Thesis

| ACTIVITY | Date Accomplished |
|---|---|
| (16) Submit first draft to Thesis Chair | _____ |
| (17) Revise draft and re-submit to Thesis Chair as needed | _____ |
| (18) Submit draft to other members of the Thesis Advisory Committee | _____ |
| (19) Revisions as needed | _____ |

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Note: There is considerable variation in this process within and between departments; therefore, the above steps may be somewhat different for some candidates. In some cases, for example, the committee may prefer to receive the thesis chapter-by-chapter. In other cases, the thesis may be submitted to all members of the committee at one time rather than first going to the Thesis Chair. In some programs, the Chair reviews all drafts before the other members of the Thesis Advisory Committee .

## F. Scheduling the Thesis Oral Examination Defense

| ACTIVITY Accomplished | Date |
|---|---|
| (20) The thesis chair submits the final draft of the thesis to the Dean of the Graduate School | _____ |
| (21) The Dean of the Graduate School notifies the thesis chair that defense may take place. | _____ |
| (22) Submit thesis to all members of the Examining Committee. | _____ |
| (23) All necessary forms to be signed during and after the defense should be ready prior to the oral defense. | _____ |

## G. Completing the Process

| ACTIVITY Accomplished | Date |
|---|---|
| (24) Prepare for oral defense (review thesis; prepare materials for presentation; check with thesis chair | _____ |
| (25) Hand in "Report of the Final Exam" to the Dean of the Graduate School | _____ |
| (26) Complete editing, following the Graduate School Standards | _____ |
| (27) Submit final form of thesis to Thesis Advisory Committee to sign cover pages | _____ |
| (28) Submit final and corrected copy of thesis for final review and approval to the Dean of Graduate School. | _____ |
| (29) Final Approval by the Dean of the Graduate School. | _____ |



## Graduate School Standards

The Graduate School requires adherence to the following standards in advance of the final, oral defense, and throughout the thesis process.

The standards include the following:

- ☑ Approval by the Institutional Review Board for research studies involving human subject;
- ☑ Completion of the requisite research and data analysis;
- ☑ Academic Integrity (absence of plagiarism);
- ☑ Review of the appropriate literature which is of sufficient breadth and depth to meet the standards for doctoral studies;
- ☑ Adherence to the appropriate style format for the candidate's discipline (including manuscript structure, bibliography, footnotes, and endnotes);
- ☑ Comprehensive and accurate use of citations for all sources used in the study;
- ☑ Careful proofreading for and elimination of typographical, spelling, grammatical, and punctuation errors; and
- ☑ Consistent use of type-face throughout the document, diagrams, tables and charts.

## The Oral Examination Defense

Once a candidate has completed the thesis in keeping with the standards listed above, and the candidate's advisory committee finds the thesis to be ready, the candidate must defend the thesis through an oral examination. During the defense, the candidate will give an overview of the thesis project and respond to questions from faculty.

The philosophy of the oral defense is to demonstrate that

- ☑ The dissertation is commensurate with the standards for original research in the field;
- ☑ The ethics and standards governing research in the field have been followed,
- ☑ The candidate's mastery of the research and the appropriate methodology, and
- ☑ The candidate's understanding of the relationship of this work to the broader field in which it is lodged.

Thesis defense is a university community event open to the university public. It is mandatory that the members of the Thesis Advisory Committee and the candidate attend the defense. Other attendees may include

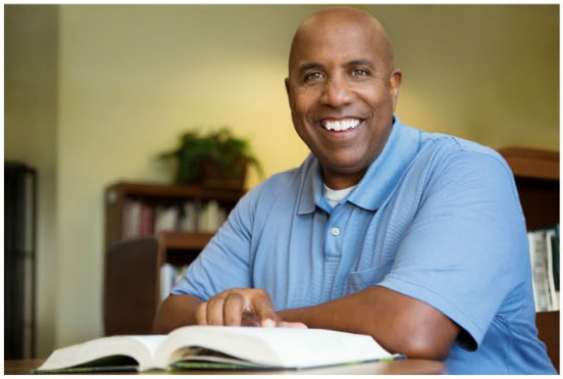
- ✦ Members of the academic community, and
- ✦ Family and friends.

Although students are members of the academic community, it is advisable for students to check with the thesis candidate before the oral defense to ascertain whether attendance at the oral defense is acceptable

## VI. THESIS CREDIT AND REGISTRATION REQUIREMENTS

### A. Minimum of Six Credits of Research

A thesis candidate must complete a minimum of six credits of research after achieving candidacy and before graduation. As these credits reflect continuing work on a single project, a grade is assigned only for the last semester before graduation (A, B, C,)



### B. Registration and Defense

Candidates must be registered during the semester when they defend their thesis and the semester when they submit their final work to the Dean of Graduate School. A student candidate must be so registered unless all degree requirements, including submission of the thesis final copies, have been completed before that semester, but an application to graduate has not been filed by the appropriate deadline.

Deadlines for registration have been determined for each academic period. Please consult the University Academic Calendar.

### C. The Challenges of Summer Defense

Summer defenses are challenging. Candidates are discouraged from attempting an oral examination defense during summer. It is often difficult to convene the thesis advisory committee due to the personal and professional commitments of the members. Under unusual circumstances, however, an oral defense may be held during the summer. In this case, the student candidate must register for the appropriate section of thesis hours during either the first or second summer session.




This rule is in effect if an oral defense is held between June 1 and Labor Day.

## SOME FINAL WORDS OF ADVICE

There is no single set of steps that will guarantee that the thesis process will be smooth or trouble-free. There are, however, several guiding principles that should help.

**ALWAYS MEET DEADLINES.**
It is perhaps obvious to say that deadlines should be met, but evidence indicates that one of the most common reasons candidates have problems completing thesis is poor time management.

Candidates should remember that certain critical parts of the thesis process are not under their control. For example, a draft handed in to a committee member for review will not always be returned within a reasonable time period. If the draft was handed to the committee member shortly before Graduate School deadlines for completion, it is quite likely that the thesis oral examination cannot be scheduled in time to meet this deadline. The most reasonable way to avoid this sort of problem is to allow more than enough time for each step in the thesis process.

**COMPLETE THE THESIS PROPOSAL EARLY IN THE PROCESS.**
This is a similar point to the first, but it is presented separately, because the thesis proposal has proven to be one of the major obstacles to completing the thesis. Too many candidates wait far too long to defend their thesis proposal.

**WHEN IN DOUBT, ASK**
There are many regulations and rules that govern the thesis process. While this handbook should help a candidate understand how these rules are applied, it will still often be the case that the candidate will be confused about how a specific rule applies in his or her specific case. The best way to avoid problems of this type is to ask those whose job it is to monitor and implement the rules. As mentioned several times, the primary resource in the thesis for the candidate is the Dissertation Advisory Committee Chair; this person should always be contacted if questions arise. The Advisor/Chair should be able to assist the candidate, at least, to get information or help needed from appropriate persons.



**The following section outlines the thesis process in Organizational Communication.**

## MASTER'S THESIS IN ORGANIZATIONAL COMMUNICATION

### GENERAL INFORMATION

The organizational communication master's thesis at Bowie State University provides the student with an opportunity to systematically study a subject of their choice using research techniques. An appointed advisor and two additional committee members (both terminal degree holders chosen by the student) provide guidance through the period of thesis writing. A minimum of ABD (All But the Doctorate degree) is required for a committee member who is also a faculty in the Department of Communications. The proposal for the research is developed with the assistance of the Applied Research course instructor during the period that the student is enrolled in the Applied Research class.

#### Relevance to the Graduate Program

The thesis is a requirement for a master's degree in the organizational communication program. It requires an immersion that provides the depth of knowledge expected of a graduate student. The graduate student is expected to be informed about research and to understand the application of research to organizational communication. The entire thesis writing process is an effective way to help the student acquire the necessary understanding of research and the accompanying skill.

#### Scope of the Thesis

The length of the thesis varies according to the nature of the problem addressed, the literature reviewed, methodology used, statistical treatment, and the data discussed. There is no typical length of a thesis. However, the research course instructor reserves

the right to require a minimum number of pages per chapter. What is needed is an exhaustive discussion of the research and findings.

## TYPE OF RESEARCH EXPECTED

The thesis must clearly address an organizational communication problem on which there is available body of relevant research literature. An organizational setting for such a study must be established. It is advised that students select an area that is relevant to their professional work or expected career. Thesis research makes the student an expert in a given area of organizational communication and puts the student in a strong position to move ahead in the job market in that given area.

### Applied Research

It is important to remind students that the applied research method is expected for the thesis. Basic research is not acceptable and should be reserved for doctoral dissertations. Applied research, or field research as it is sometimes called, is primarily focused on testing theories in the field. Studies using this method must identify an organizational setting, which should restrict their scope of research. The findings from such studies are therefore directly applicable to the identified organization.

## RESEARCH METHODOLOGIES

There are several research methods that can be used for the master's thesis. The student is however advised to use methods that are high in replicability. Students are, thus, expected to use methods requiring statistical tests. Note that this is only advisory. The thesis advisor has the ultimate right to advice on an appropriate method. In certain

cases, a qualitative study may be advisable. The methods listed below should be strictly regarded as examples because they are clearly not exhaustive of all possible methods:

1. Experimental method
2. Survey research
3. Content analysis

Students are advised to consult a social science research text for detailed information on each of the above methods or additional methods. These methods are learned in at least two courses (Theory and Research; and Applied Research Design) before the student enroll in the thesis course.

## RESPONSIBILITIES OF FACULTY AND GRADUATE STUDENTS

### Responsibilities of All Graduate Faculty

All graduate faculty members shall assist graduate students in identifying thesis topics prior to the students' enrollment in the Applied Research course (see pages 9-11 for topic examples). Each student must have identified a topic no later than the second week of the Applied Research course.

### Responsibilities of the Instructor of Applied Research Course

The instructor of the Applied Research course has responsibility for guiding all students enrolled in the Research course through the first three chapters of the thesis and instrument design. The instructor is responsible for instruction in research methodology, research report design, and all the processes of conducting research including computer analysis of results. The instructor is responsible for determining the feasibility of

researching the topic selected for the thesis and evaluating the technical adequacy of the research design. At the end of the Applied Research course, each student should have the first three chapters of the thesis as well as the instrument ready for committee evaluation.

**Responsibilities of the Thesis Course Instructor**

The instructor of the thesis course (ORGC 540) is responsible for guiding the student in the completion of the thesis. The instructor shall provide in-class step by step guidance.

**Responsibilities of the Advisor**

The major responsibility of the student's advisor is to assist the student in topic selection and provide leadership to the student's thesis committee. This guidance should begin early in order to help the student determine the topic‘s appropriateness to the area of concentration.

**Responsibilities of the Thesis Committee**

Each member of the committee shall participate in the evaluation of the thesis document from the time the student enrolls in the thesis course until after the oral thesis examination (The thesis defense). The committee, under the leadership of the advisor, may organize both a pre-defense and an oral defense of the thesis for the student. The pre-defense is designed to determine whether the thesis document is ready for oral defense. Note that a pre-defense is optional and may be replaced with other methods that the committee deems reasonable. However, an oral defense/examination is mandatory except in a special case where university policy waives this

requirement because of documented and/or compelling reasons. It is at the oral defense that a determination is made on whether the student passes or fails the Thesis course (ORGC 540).

***NOTE:*** The thesis committee is made up of the advisor and two members selected by the student. All members of the committee must be Bowie State University faculty and at least the advisor and one of the members must be Organizational communication faculty.

**Responsibilities of the Graduate Student**

The student is responsible for topic selection (Topic suggestions can be found on pages in conjunction with the advisor and with the support of the Applied Research instructor. Early in the Applied Research course the student shall meet with the advisor for the approval of the thesis topic. The topic must be an organizational communication topic in the narrow terms that it involves a clear flow of information (the exchange of information, ideas, attitudes and the transmission of meaning) within and/or from an organization (NOTE: characteristics of an organization includes formality, hierarchy, many people, beyond human life).

The student is responsible for preparing the final copy of the thesis including the costs of binding and copies. Four copies shall be submitted by the student to the thesis defense chairperson after the completion of the thesis has been approved and the document signed. Note that the thesis advisor, before the oral defense/examination, appoints the thesis chairperson. In certain cases, the thesis advisor will decide to double as the thesis chairperson. The thesis defense chairperson then distributes copies to the

Graduate School (for distribution to the Library), the advisor, and the department. The student retains one copy.

NOTE: It is the student's responsibility to eliminate all spelling, punctuation, and grammatical errors. Inability to write correctly is a serious limitation. The student is advised to use an editor as well as to re-read the document before each submission to the Applied Research course instructor, thesis advisor, or committee members.

## CHOOSING A TOPIC

Note that the topics and theories that are listed here are not exhaustive. Thus, they should be considered strictly as advisory.

**Topic/Theoretical Suggestions**

| Topic Focus | Theory/Explanation | Theorist |
|---|---|---|
| **Organizational Socialization** | Assimilation | Fred Jablin |
| | Uncertainty reduction | Robin Lester |
| **Group Effectiveness** | Groupthink | Irving Janis |
| | Faulty decisionmaking | Hirokawa Randy |
| | Group syntality | Raymond Cattell |
| **Leadership/ Management** | Theory X | Douglas McGregor |
| | Theory Y | Douglas McGregor |
| | Theory Z | William Ouchi |
| | Contingency Leadership | Fred Fiedler |
| | Bureaucracy | Max Weber |
| | Scientific Management | Frederick Taylor |
| | Four Leadership Systems | Rensis Likert |

| TOPIC FOCUS | THEORY/ EXPLANATION | THEORIST |
|---|---|---|
| **Leadership/Management** | HR management | Elton Mayo |
| | Managerial grid | Blake & Mouton |
| | Independent mindedness | Dominic Infante |
| **Motivation** | 2-factor theory | Fred Herzberg |
| | Need hierarchy | Abraham Maslow |
| **Systems** | GST | Ludwig von Bertalanffy |
| | Dynamic social impact theory | Bibb Latane |
| | Functional/structural systems | Farace, Monge & Russell |
| **Topic Focus** | Theory/Explanation | Theorist |
| **Organizing** | Organizing | Karl Weick |
| **Climate** | Structuration | Poole & McPhee |
| | Communication climate factors | Redding Dennis |
| **Culture** | Org. culture interpretation | Clifford Geertz |
| | Organizational culture | Deal & Kennedy |
| | Org. comm & cul performance | Pacanowsky & Trujillo |
| | Genesis, maintenance, transmission of culture | Van Maanen & Barley |
| **Interaction analysis** | Interaction process | Robert Bale |
| | Group interaction | Aubrey Fisher |
| | Superior-Subordinate communication | Laird, Johnson & Downs |
| | Coordinated management of meaning | Pearce & Cronen |
| **Decision making process** | Multiple sequence | Marshall Scott Poole |
| | Social exchange | Thibaut & Kelley |
| | Interactional systems | Fisher & Hawes |
| | Organizational control | Cheney & Tompkins |

| TOPIC FOCUS | THEORY/ EXPLANATION | THEORIST |
|---|---|---|
| **Information Technology Use** | Information richness | Trevino, Daft, & Lengel |
| | Social influence | Fulk, Schmitz, & Steinfield |
| | Critical mass | Lynne Markus |
| **Critical Theory** | Gender differences | Carol Gilligan |
| | Muted minority voices | Ardener & Ardener |
| | Group communicative action | Jurgen Habermas |
| **Knowledge Differences** | Knowledge gap | Tichenor |
| | Expectancy violations | Judee Burgoon |
| | Kinesics (body language) | Ekman & Freisen |
| **Nonverbal communication** | | |
| | | |
| | Proxemics (Space) | |
| **Topic Focus** | Theory/Explanation | Theorist |
| **Message Production** | Communication apprehension | James McCroskey |
| | Communication accommodation | Giles & Wiweman |
| **Media use** | Uses & gratifications | Blumler, Katz, & Gurevitch |
| | Cultivation | George Gerner |
| | Agenda setting | McCombs & Shaw |
| **Persuasion** | Social judgment & ego involvement | Sjerof <izafer |
| | Compliance gaining | Marwell & Scmitt |
| | Cognitive dissonance | Leon Festinger |
| | Value expectancy | Fishbein & Ajzen |
| | Spiral of silence (Media influence on public opinion | Elisabeth NOelle-Neumann |
| **Difussion process** | Diffusion of innovation | Everett Rogers |

| TOPIC FOCUS | THEORY/ EXPLANATION | THEORIST |
|---|---|---|
| **Cultural differences** | High & Low context cultures | Edward Hall |
| **Cultural differences** | Face negational theory | Stell Ting-Tommey |
| | Adaptation process (U-curve) | Sven Lysgaard |
| | Adaptation process (W-curve) | Gullahorn & Gullahorn |
| | Uncertainty reduction | Gudykunst & Hammer |
| | Whofian hypothesis | Whorf & Sapir |

## Search for Previous Research

Search for previous research includes (a) understanding types of available research reports, and (b) understanding where they can be found. Finding, reading, and evaluating research leads researchers to select and review the most appropriate literature for their thesis.

## Types of Available Research Reports

| PRIMARY SOURCES | SECONDARY SOURCES |
|---|---|
| **Journals** e.g *Journal of Nonverbal Behavior, Academy of Management Review, Management Communication Quarterly, Journal of Applied Communication Research, Journal of Business Communication, Communication Research Reports.*<br>** **Scholarly texts** (usually edited books, annuals, etc)<br>**Conference papers** e.g ERIC (http://www.accesseric.org/) | **Textbooks, books, magazines, television, other. |

## Location of Research Reports

1. Libraries: Academic (universities, colleges), Special Use (often dedicated to collections in a narrow field), Public (county, municipal)
2. Internet: Electronic journals (http://ejournals.cic.net/) (http://www.ingenta.com/),
3. Associations/Organizations (http://www.iabc.com/) http://www.natcom.org/
4. Discussion lists/newsgroups (http://tile.net/) (http://www.onelist.com/ ) (http://www.dejanews.com/)

## SPECIAL RULES AND REGULATIONS GOVERNING THESES REPORTS

Students are expected to use short sentences that are clear, concise, simple, and direct. Slang, hackneyed, or flippant style should be avoided. Objectivity should be demonstrated through the writing style. The research report describes and explains rather than persuades people to action.

Students should also be consistent in the use of terms throughout the thesis. In addition, every sentence should be a logical sequel to the one that preceded it. Also use the active voice as much as possible. For completed studies, the past tense should be used to add vigor to the study, especially in the introduction.

### Completion of the Document

Students who do not complete the thesis will receive a grade "I" (Incomplete) for the course (ORGC 815). A student has two semesters to remove the "I" in the thesis. Such a student must enroll in Thesis Advisement (ORGC 816) for one graduate credit hour in order to remove the "I." A successful completion of the ORGC 816 shall lead to the change of the "I" grade in ORGC 815.

## Where to Begin?

What is a thesis? A thesis in the discipline of English is a sustained and structured argument regarding a literary, rhetorical, or pedagogical topic. It provides the opportunity for an extended exercise in independent research at the graduate level. The thesis is particularly useful for those who wish to pursue doctoral study. While it may seem like a hurdle to jump, it is an exercise that will hone your research, critical thinking, and writing skills. At the end of your thesis process, you will find yourself taking pride in all you accomplished.

For many students, writing a thesis is a foray into frightening territory. The project seems daunting because of the length of pages required (60-90 pages depending upon the study), the expectations for original work, and the newness of the endeavor. For students who are the first in their families to conduct graduate study, writing a thesis can seem especially intimidating. Take heart.

Your thesis may simply be an outgrowth of a seminar paper or conference presentation; you may begin researching a topic you wish to pursue in a PhD program, or you may embark on something brand new. The range of possibilities is enormous. The thesis is an opportunity to explore a topic deeply. Think of it as the first step in making your mark!




Before you begin your own manuscript, it may be useful to review other theses. You can go to the Thurgood Marshall Library Research Port, and you can examine theses written by other Bowie State University students and by students around the country through the ProQuest Digital Dissertation and Theses database. If you have an idea about your inquiry, first look at manuscripts that have tackled a similar topic. Then look at examples of theses from a variety of English programs. You will likely find studies that reassure you that you can do it, and you will

find texts that are so grand you feel a little nervous. Take courage from the studies that seem manageable and use the intellectually powerful studies as inspiration, not intimidation.

You have gotten to this stage in your program through determination, developing your skills, and working hard. The same attributes will take you through the thesis process.

All master's theses must meet several important standards. In order for your thesis to be successful, it must:

- demonstrate your knowledge of prior scholarship relating to the thesis topic;
- reveal your ability to analyze, critique, interpret, and synthesize material into hypotheses and/or research questions sufficient to form the basis of a thesis;
- reflect your use of appropriate research methodology that will result in well-substantiated findings;
- present your findings in a manner appropriate for displaying qualitative and/or quantitative data;
- include a coherent discussion of your findings and the meaning of the results; and
- reflect a mastery of grammar, punctuation, sentence and paragraph construction, citations, and style consistent with published research in your academic discipline.

## Take Pride, Find Strength.

You are the author of the thesis, and therefore, are ultimately responsible for ensuring that its production reflects the highest quality in content, style, grammatical exactness, and documentation.

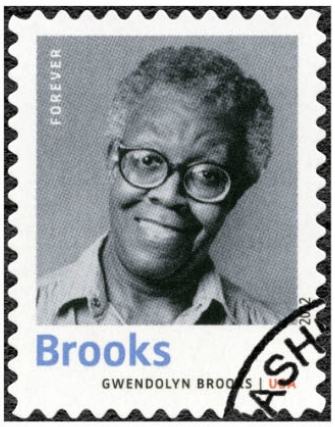
Although you should expect assistance from your committee chairperson and committee members, you are held solely responsible for meeting the standards, citation style, format, and overall quality expected of theses.

Your responsibilities include, but are not necessarily limited to, the following:

- identifying a research area you are interested in and limiting the aim and scope of that era to a manageable project;
- formulating one or more specific research questions;
- demonstrating your familiarity with the most important literature and theoretical background to your study;
- choosing a thesis topic that represents your own original research;
- completing the Institutional Review Board requirements if your study involves human subjects;
- consulting regularly with your committee chairperson to review progress on the development of chapters in the thesis;

- developing and organizing the subject matter to clearly reflect the content and analysis of your arguments and/or hypotheses;
- assuring that the quality of data, evidence, and logic reasoning presented is consistent with theories, principles, and methodologies of the discipline;
- assuring that the formatting, writing, editing, text, layout, and appearance of illustrations and bibliographic pages are of the highest quality;
- certifying the accuracy of references and citations, including (in most cases) the original sources;
- securing copyrights for the thesis and securing appropriate permission to use copyrighted material; and
- meeting all deadlines

Your committee chairperson and committee members' responsibilities include




- approving your topic and methodology for the thesis;
- reading and offering constructive criticism on drafts of the thesis related to the quality of your research, your reasoning, your editorial and linguistic quality, and your references and citations;
- guiding and advising your work in reference to its organization and content;
- helping you prepare your manuscript for defense and publication; and
- assisting you in meeting the deadlines for submission.

## The Twenty-first Century Thesis in English Studies

English Studies is primarily the study of texts. A text contains meaning which is available to a reader's interpretation. The following suggests the wide range of possible approaches to texts. Texts are cultural products that can be "read."

- Trauma in African American Women's Literature 1980-2000
- An Ecocritical Reading of Zora Neale Hurston's *Dust Tracks on the Road*
- A Postcolonial Reading of Langston Hughes' *The Ways of White Folks*
- Octavia Butler's Examination of Religious Values in the United States
- Black Female Agency and Alice Walker's Construction of Black Womanhood in *The Color Purple*
- Incited to Rhyme: GLBT Rappers and Their Influence on American Poetry
- The Hip Hop Aesthetic and the Films of John Singleton
- Child Abuse in the Iterations of Charlotte Bronte's *Jane Eyre*

- Frederick Douglass and the Nature of Pain in the Construction of Black Masculinity
- Reading Rumi in the Transcendental Poetry of Ralph Waldo Emerson
- Teaching Graphic Novels in the High School Classroom
- Metaphor, Memory, and the Narrative of the Martin Luther King, Jr. Monument
- Jolting Intimacies: Electroshock Therapy in 20th Century American Literature
- Cinematic Ministry: Frank Capra's *Meet John Doe*
- Rewriting Father Divine: Oprah Winfrey's Soul Sunday
- Jacques Roumain's *Masters of the Dew* and the Reconstruction of Hayti
- A Derridian Reading of *Kill Bill*
- Muscled Up: The Appearance of Strength in the Speeches of Michelle Obama
- Speaking English: The Experience of Saudi Arabian Students in English Education
- Intersections: Du Bois, Sheherezade, and the Narrative of the Veil
- Things Fall Apart: A Postcolonial Reading of *Harry Potter and the Order of the Phoenix*
- Police Brutality and Black Male Sacrifice in American Literature
- Deconstructing Haiku: Asian American Poetry in the Late Twentieth Century
- Metaphor, Aristotle, and Tennessee Williams' *A Streetcar Named Desire*
- The Luck of the Irish: Fate and Oppression in James Joyce's *Dubliners*
- *A Street in Bronzeville* and *The House on Mango Street:* Variations on the American Dream
- Fantasies of Power in *Scandal* and *Empire*



## MLA Style

As you know, each academic discipline follows a standard format for its scholarly publications. In English, we use the guidelines of the Modern Language Association. If you don't already have a copy, please obtain the latest edition of the MLA Handbook for Writers of Research Papers. It is available on Kindle. There are some Internet sites that suggest that everything you need to know about MLA can be found at that site. Generally, this is not so. One very reliable site is the Online Writing Lab at Purdue University (http://owl.english.purdue.edu).

## If Your Thesis Study Involves the Use of Human Subjects

Research that uses human subjects follows certain ethical standards. If your study uses data obtained through the use of human subjects (including questionnaires), you need to submit a Institutional Review Board Proposal Submission (IRB form). At the Bowie State University Graduate School website, you will find a forms section. There you will find

the IRB form. You can also find the form in this handbook. It is not a difficult process, but your advisor will help you complete it if you have questions. Complete the form and submit four hard copies to Dean Nwokeafor who is Chair of Bowie State's IRB (cnwokeafor@bowiestate.edu).

## Preparation of the Thesis

If you enlist or employ someone to help you with the typing, proofreading, or editing of your thesis, then remember you are ultimately responsible for the correctness, academic honesty, and timeliness of your project. The buck stops with you!

## Now What?

After you have consulted with your thesis advisor and decided on a topic for your thesis, you will conduct a literature review. The literature review allows you to see what other scholars have published on your topic. You will look at primary and secondary source materials and develop an annotated bibliography of about 20-30 sources. After you have studied what others have done with your topic, you can begin developing your own ideas about what direction you want to take your topic and what kind of methodology you want to use to develop your study.

A proposal, or prospectus, is a document in which your describe your study in a formal and precise manner. The proposal is about 15-20 pages. In your proposal, you will detail:




**Statement (or Overview) of the Problem**

This section explains the central issue or question that you intend to answer in the thesis. It also provides a preliminary context for the inquiry.

**Need and Timeliness**

This section explains why your study is needed and what it will contribute to the field of English Studies.

**Delimitation**

This defines some of the matters regarding your topic that you will not address. For example, if you were studying *Beloved* and *Kindred* as novels of enslavement (neoslave narratives, narratives of resistance, you might note that there are over 40 novels of enslavement written by female authors of African descent, and you will not detail or examine *Beloved* and *Kindred* in light of that entire body of work.

**Methodology**

This section describes how you will go about your study. If you are doing a literary analysis, what theories will you apply? If you are conducting a quantitative study, how will your study proceed? If you are doing film analysis, then from what vantage point will you examine the movies?

**Review of Literature**

This is a brief survey of the most relevant scholarly sources on your chosen topic and demonstrates how your study draws upon but diverges from other inquiries.

**Breakdown of Chapters**

This section outlines what you plan to do in each of your body chapters. The expectation is that each of the body chapters contributes to the depth of the argument you are posing in your thesis. Think of writing your thesis as an architectural exercise. The prospectus (later your Introduction) is the foundation. The first body chapter may be straightforward, but your third body chapter may be more complex and nuanced. You are not aiming for length in each chapter. You are aiming for insight, precision, and excellence. You may achieve that in a chapter that is 15 pages long, or you may achieve it in a chapter that is 30 pages long. Depending on the nature of your study, the concluding chapter can be brief as you summarize your findings and recommend other applications of your ideas.



**A Working Bibliography (Works Cited and Works Consulted Pages)**

This is a preliminary listing of all the sources (monographs, journal articles, and other media) that you plan to draw upon in the conduct of your study. The list will change as your project takes shape, but it is important that you establish a body of research from which to build your prospectus. Works Cited pages list all the texts you cite in the text of your prospectus or thesis. Works Consulted pages list all the texts you have read during the course of your inquiry.

**Proposal (Prospectus) Format**

The proposal should follow the format for the thesis. It should have a margin of an inch and a half (1.5") on the left hand side (for binding), an inch elsewhere (top, bottom, and right).

Although the proposal may seem burdensome, it prepares you well for the work ahead. Like preparing for any project, understanding the direction of your work helps you move forward more efficiently. Putting time into the proposal helps you when you dive into the thesis itself. In all likelihood, the proposal will become the first chapter (Introduction) to your thesis.

When you and your advisor agree you have a strong proposal, you will share it with your committee members. Once your committee agrees that your proposal is complete, you will defend it. During the defense, you and your committee members will discuss your study. This gives you an opportunity to hear from everyone at once about the strengths of your study and any challenges your study might present. Your proposal may be approved unconditionally or your committee may ask you to consider some additional points before you begin. If your chair has agreed to move forward with a prospectus defense, you should not expect the proposal to be rejected, though more may be required of you.

**Time Frame**

Bowie State has a seven-year limit for completing your program. You should complete the thesis within seven years of the date of the earliest course work listed on your transcript. Depending on your topic and your expertise regarding that topic, your thesis may be completed in as little as a semester after the proposal has been approved. Some students have taken as long as two years to finish due to domestic or professional obligations.

**What If You Are Doing Something Different?**

When you read theses and dissertations that have been writing since 2010, you will notice that writers are approaching their chapters in new ways. There is a movement away from some of the confinements of the past, but there is an increasing demand for excellence, originality, and care. It can be tempting to try something new because you feel uncertain about your ability to do something "old." Newness or invention does NOT excuse you from demonstrating thoughtfulness, attention to detail, and excellence.

If you are proposing a thesis that does not conform to the traditional thesis format (such as the development of a digital database, an English Studies app) or something complex that is not easily described by the format provided above, you may petition the Coordinator of Graduate Studies to use a format that provides the necessary flexibility while adhering to MLA format. Your petition should detail why your thesis cannot be accommodated using the traditional format and be accompanied by a letter of support from your thesis adviser.



http://online.flipbuilder.com/srmj/qzfo/mobile/index.html

## APPENDIX A:

## WRITING A DISSERTATION OR THESIS USING APA STYLE

### ✦ Font / Type Style

The font listed below is the approved font for dissertation publication. The same typeface must be used throughout the document, for all paged, page numbers, labels, captions, chapter headings, and so forth.

Script fonts are unacceptable, as are font sized below 12 point (Save for captions, etc.). Italics should only be used for emphasis, not as the default font.

The Font that will definitely be approved by the Graduate School is:

Times New Roman 12

LaTeX users: The Computer Modern fonts in LaTeX are in most cases an acceptable substitute for Times New Roman. Please keep in mind, however, that other defaults, including margins and headings in technical software such as LaTeX may not conform to Graduate School standards.

You must use the same typeface throughout the dissertation—for text, headings, page numbers, labels, captions, legends, tables, notes, and references.

You may create headings that are two or three points larger than your standard typeface. Thus, if you are using Times New Roman 12 for your text, your heading should not be larger than 14. Your headings may, if you choose, be the same size as your text.

For symbols, use Symbol 12 or a symbol font compatible with your base font. Most word processors include basic character fonts.

### ✦ Margins

Each page must have at least a 1.5" left-hand margin, and at least 1" top, bottom, and right margins. Most word-processing packages provide a style or template that will set these automatically for your document.

Margins may be wider by not narrower than these standards. Please note that all pages must meet these requirements including the

Title Page,
Illustrations,
Tables,
Appendices, and
Curriculum vitae.

This handbook has been formatted with the proper margins. The 1.5" left margin allows for binding the document properly.

### ✦ Justification

You may select to format your dissertation with a ragged right margin (as used in the bulk of this handbook), or full-justified (as used in this paragraph) which establishes even margins on the left and right. See how the end words on each line of this paragraph end in the same place. Notice how this differs from other paragraphs in this text. You may wish to consult with your department as to the standards in your discipline.

### ✦ Line Spacing

Each page must be double-spaced, with the following exceptions:

1. Front matter such as the title page, table of contents, lists of tables and figures may be single-spaced;
2. Tables within the text may be single-spaced;
3. Extended citations within the text may be set off and single-spaced. Consult your style manual for details;
4. Definitions within glossaries or questions within surveys may be single-spaced, but double-spaced between entries; and
5. Scholarly references—footnotes, endnotes, bibliography or list of references—may be single-spaced, but double-spaced between entries.

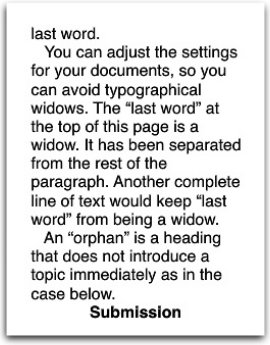
### ✦ Page Number Placement

Page numbers must be placed either at the bottom center or the top right of each page. If you choose the top right you may place the page number at the bottom center when beginning a new chapter. Otherwise, maintain a consistent placement throughout your manuscript.

### ✦ Widows and Orphans

A "widow" is a short line or single word ending a paragraph at the top of the next page (as in the example below of "last word.")

An "orphan" is a heading or subheading that appears at the bottom of a page with the text beginning on the following page (as in the example of "Submission")


last word.
You can adjust the settings for your documents, so you can avoid typographical widows. The "last word" at the top of this page is a widow. It has been separated from the rest of the paragraph. Another complete line of text would keep "last word" from being a widow.
An "orphan" is a heading that does not introduce a topic immediately as in the case below.
**Submission**

http://online.flipbuilder.com/srmj/qzfo/mobile/index.html

These are not desirable for reasons of aesthetics and readability, although they are not prohibited. Word processing software can be set to avoid both "widows" and "orphan"s automatically.

### ✦ Formal Elements for APA Dissertations

The Abstract, Title Page, Copyright Page, and Table of Contents must be formatted in the method described; other pages, as long as long as they adhere to the previously stipulated requirements (font, margins, justifications, etc.) may be designed as the author deems appropriate.

Below is the required order of the formal elements of the APA Dissertation

1. Abstract (must be First, Required)
2. Title Page (must follow Abstract, Required)
3. Dissertation Committee Approval Page (highly recommended)
4. Dedication (Required)
5. Acknowledgments (Required)
6. Table of Contents (Required)
7. List of Tables (Required)
8. List of Figures (Required)
9. Body of Text (Chapters 1 through 5)
10. Appendices (Required)
11. Glossary (if any)
12. References (Highly Recommended & Required)
13. Index (if any)

Dissertations written in a language other than English must have a title page (but not the title itself), abstract, and if used, copyright page in English. You may also have an abstract in the foreign language, and you may include it in your thesis or dissertation as a separate page following the English version.

### ✦ APA Abstract

(Required; not numbered; double-spaced). Your abstract provides a summary of the dissertation. Its purpose is to convey the essence of your work to those who may not wish to read the entire document.

Abstracts include a statement of the problem, a summary of methods or procedures, the results, and the conclusions.

Abstracts for doctoral Dissertations must not exceed 350 words (2450 characters). If the abstract is longer, it will be cut arbitrarily at the word limit, and so published in Dissertation Abstracts International (DAI) (Ann Arbor, Michigan: ProQuest, 1969-).

Note: DAI is issued in two sets: one for humanities and social sciences, and one for sciences. You may find these volumes in the McKeldin Library reference section, call number Z5055.UD5A53. Digital Dissertations is ProQuest's online resource and archive of Theses and Dissertations. It is available at www.proQuest.com. You may also find the ProQuest database in the Thurgood Marshall Library Research Port.

There is abstract format sample in Appendix A acceptable for the dissertation.

### ✦ APA Title Page

(Required; not numbered). The title page MUST include the following information:

1. The full title of your dissertation,
2. Your name as it appears on university records,
3. The year of the degree (not month or day),
4. A standard degree statement typed in inverted pyramid form (given below), and
5. An alphabetical list of all members of your committee with the Chair first. Use "Professor" or "Dr." to designate the member's professional status as appropriate.

Word your title very carefully. Electronic databases, citation indices, and bibliographies search using key words, so choose terms well to reflect accurately the content of your dissertation. Be sure that the title is exactly the same on the abstract, title page, and ProQuest agreement form.

The title page must not include italics, unless foreign work, or botanical terms form part of the title itself.

Do not use abbreviations. Formulas, symbols, superscripts, Greek letters, or chemical names must be expressed as words wherever this is possible and consistent with disciplinary standards.

### ✦ APA Standard Degree Statement

Use the following wording, inserting the correct degree title and the year (only the year) of your graduation, and typing in inverted pyramid style:

A Dissertation Submitted to the Faculty of the Graduate School

of Bowie State University in Partial Fulfillment

of the Requirements for the Degree of

[complete degree title]

[year of graduation]

There is a title page format sample in Appendix A acceptable for the dissertation.

### ✦ APA Approval Page

(Required; not numbered). The dissertation approval page which has the signatures of the committee members is the only part of the Dissertation that the Graduate School requires in hard- copy. This document will be uploaded to ProQuest along with your entire document electronically.

There is an approval page format sample in Appendix A acceptable for the dissertation.

### ✦ Blank or Copyright Page

(Required; not numbered). Both master's degree and doctoral candidates may apply for a copyright. This can be done through the electronic submission process (via ProQuest) or through the Library of Congress. Follow the directions on the ProQuest website when you submit your document to apply for a copyright.

There is a sample copyright page for theses and dissertations at the end of this document.

### ✦ APA Preface of Forward/Dedication/Acknowledgments

(Optional; if used, begin numbering using lower-case Roman numeral ii). A candidate may choose to include these elements. Many theses do not include any of these. Check your style manual for the preferred order in your discipline.

According to *The Chicago Manual of Style*, a Foreword includes a statement about the work by someone other than the principal author. A Preface contains the author's own statement about a work, sometimes including acknowledgments and permissions. If all you want to do is acknowledge others' assistance and support, then label the page "Acknowledgements," not "Preface." Acknowledgements are made to recognize special assistance or unusual permissions granted. You may wish to dedicate the work to a special mentor, but avoid elaborate or fulsome language.

There is a sample acknowledgments page for dissertations at the end of this document.

### ✦ APA Table of Contents

(Required: if no optional elements precede, begin numbering with lower-case Roman numeral ii; otherwise, continue in sequence using lower-case Roman numeral).

A table of contents is required in all dissertations. Most word processing software allows you to mark each chapter heading and subscription in the text and then generate a table of contents automatically with correct page numbers retained.

You may single-space between chapter subheadings, but be sure to double-space between chapters or major sections. You may choose to use dot leaders or not as you wish. Most software-generated tables of contents would be acceptable.

Please note that the numbering of the entries in the table of contents must be **absolutely** consistent with any numbering system used in the text. Thus, if you number subheadings within Chapter 1 as 1.1, 1.2, and so on, this same numbering must be used in the table of contents, however, you need not number or label subheadings.

At the end of this section there is an example of the table of contents that is valid for the dissertation.

### ✦ APA List of Figures/List of Tables/List of Abbreviations

(Optional; number consecutively following the table of contents using lower-case Roman numerals). If you have at least one figure or one table, or more than one page of abbreviations, you must include the appropriate list.

A table includes written material or data, whereas a figure refers to non-textual illustrative material. The easiest way to generate these lists is to create a secondary table of contentS. Unless your style guide directs otherwise, use the table and figure captions from your text to identify these in the list.

Be sure all captions and numbering correspond exactly to those within the text. Check your style manual for the preferred order in your discipline. Remember to keep the required 1.5" left hand margin.

### ✦ APA Chapters

Begin each chapter on a new page and number the page consecutively. Do not use a secondary page numbering system for sections within chapters.

### ✦ APA Body

(Begin page numbering with Arabic numeral 1, and number all subsequent pages consecutively to the end.) The body of the dissertation should be typed continuously (except if your word processor is set to avoid "widows" and "orphans"). It should be double-spaced.

Each new chapter begins on a fresh page. The chapter title should be typed between 2" and 3" from the top of the paper. Each chapter heading should be typed at the same distance. Do you type some at 2" and others at 2.5" or 3" from the top. Chapter headings should be typed in Times New Roman not more than two or three points larger that Times New Roman 12.

Remember, all elements in the dissertation must be typed in Times Roman 12. You can type your headings at 12 point as well, if you prefer.

### ✦ APA Illustrations

In this guide, "illustration" is meant to cover all non-text elements of the dissertation, e.g., figures, tables, maps, plates, photographs, drawings, and so on.

Each illustration must be numbered consecutively. Consult your style manual for a consistent numbering and identification system.

Illustrations must be listed by category in the preliminary pages. All illustrations must conform to the minimum margin formats. If illustrations are larger, then use photographic reduction to achieve an appropriate size. Remember, page numbers and figure captions must be in the standard font and size, consistent with the body of the dissertation text.

### ✦ APA Plates/Photographs

Since dissertations and theses are accepted only electronically, all photographs, plates, and illustrations should be included in the electronic file, via scanning or other method of reproduction. Most word processing programs (MS Word, WordPerfect) have a feature that enables one to embed objects, such as images, into the text.

### ✦ APA Other Materials

Some few theses will include video audio tapes; films or slides, or computer or compact discs. These materials will need to be submitted in hard copy (preferable burned onto a CD/DVD) to the Office of Graduate Studies and Research. Please be sure to label these materials very carefully, using the full title of your dissertation, the year of the degree, the name of the degree, and your complete name as it appears on the title page.

The formatting evaluation table and other materials, including sample tables and referencing format are inserted in the appendix.

### ✦ APA Headings, Seriations, and Bullets

APA Style uses five types of headings to organize the ideas within an article, thesis, or dissertation. An example of five level headings can be found in Appendix ___ APA allows the use of numbers (or seriation) to present ideas that follow one from the other. Authors may use numbers in a list format or within the paragraph itself.

The following charts regarding headings and lists are modified versions of those that can be found at apastyle.blog.

APA Five Level Headings

Sometimes formatting your work can seem overwhelming. For user-friendly conversations about preparing your dissertation according to APA style format, please see the APA style blog sponsored by the American Psychological Association. Find the blog at http://blog.apastyle.org.

There you will find columns and discussion posts about everything from abbreviations to YouTube. Although it is a Weblog, it is well-monitored and vetted. It offers time-saving "how-to" advice, and it may help you to feel part of a larger community of young scholars who are working towards excellence.

**Choosing the Format for a Series of Observations**

| What do you want to do with your series of items? | Lettered | Numbered | Bulleted |
|---|---|---|---|
| Clarify the elements without drawing undue attention to the list itself | √ | | |
| Visually separate the list from the surrounding text | | √ | √ |
| Show procedural steps | √ | √ | |
| Show a chronology | √ | √ | |

| | | | |
|---|---|---|---|
| Show how items have hierarchical importance | √ | √ | |
| Show a general list with no particular order or difference | √ | | |

## Reviewing APA Dissertation Formatting

The guidelines below are used to evaluate and review the dissertation for compliance

| LEVEL | FORMAT | FUNCTION |
|---|---|---|
| 1 | **Centered, Boldface, Uppercase and Lowercase Headings** | Sections receive level one headings. |
| 2 | **Left-aligned, Boldface, Uppercase and Lowercase Heading** | Subsections receive level two. |
| 3 | **Indented, boldface, lowercase heading with a period. Begin body text after the period.** | Subparts of subsections receive level three headings. |
| 4 | ***Indented, boldface, italicized, lowercase heading with a period.*** Begin body text after the period. | Subparts of subparts received level four headings. |
| 5 | *Indented, italicized, lowercase heading with a period.* Begin body text after the period. | Used to draw further distinctions in a subpart discussion. Not often used. Should only be used if there are at least two distinctions that need clarification. |

and for processing before approval for binding and publishing. The candidate will receive an evaluation based on these criteria after submitting to the Office of Graduate Studies and Research for Review Please adhere to the following guidelines

| Section | Comment |
|---|---|
| **Front Page(s)** | |
| **Abstract** | Order: Title, Author and Chair format. Single double space for title. Do not add additional space between lines of title. |
| **Title Page** | Order: Use double spacing for title; place after the Abstract. |
| **Acknowledgments** | Double space text. |

| Section | Comment |
|---|---|
| **Preface/Forward** | Same format as acknowledgments (if included in manuscript) |
| **Table of Contents** | Reflect exactly the same words and order as your text. Ensure the local and conceptual flow are appropriate. |
| **Chapter, References, and Appendix** | |
| **Chapter 1** | Left justify all section headings. No double, double spaces. Only single double spaces are accepted even between text and heading. |
| **Chapter 2** | Ensure page numbers are inside the 1" margin. |
| **Chapter 3** | Same as Chapter One. Make sure tables and figures are appropriately constructed and labeled. |
| **Chapter 4** | Page numbers are as in previous chapters. Tables: please format to avoid redundant columns. |
| **Chapter 5** | Make sure page numbers and margins are properly formatted. |
| **References** | Please be meticulous to include all references. Match all references. Check spelling, dates, and format. Please format reference section to e single space within reference and double space between references. Indentation is correct. |
| **Appendix** | Please number your appendices and reflect the same in your table of contents |
| **Order of Sections** | Please order your sections as shown in the left column of this table |
| **Page Margins** | Top, Bottom, and Right = 1" margins. Left = 1.5" margin. All tables, figures and text (including page numbers) must be within these margins. Please modify ALL your pages appropriately. |

## ✦ Other Writing Concerns

General Writing Style

- ✦ Spacing
  - ✦ Make all spacing in the body text double.
  - ✦ No extra spaces between the headings and text.
- ✦ Indentations, Paragraph Spacing and Headings
  - ✦ Always left justify your headings and sub headings except the chapter headings.
  - ✦ Keep all your page numbers inside the required margins for the page.
- ✦ Wording
  - ✦ Make sure statements are as clear, precise, and succinct as possible.
  - ✦ Avoid sweeping statements and expletives;
- ✦ Table of Contents
  - ✦ Please check table of contents and double space.
  - ✦ Also, check through the chapters to harmonize all in the same heading and indentation format.
- ✦ Illustrations

- Illustrate your views with figures/numbers, ratios or references and avoid making absolute statements.
- Please start List of Tables and List of Figures on separate pages.
- Modify tables to make them a little simpler to read.
- Some columns are repetitions and should be deleted.

## EXAMPLES OF APA IN TEXT REFERENCE CITATIONS

(Consult *Publication Manual of the American Psychological Association (*6th e., 2nd printing*)*

- Citing a work by one author; paraphrasing author's idea:

  Restructuring efforts should focus on providing high-quality education for at-risk students (Slavin, 1993).

- Citing a work by two authors; paraphrasing authors' idea:

  School success can be viewed as an accurate predictor of both self-esteem and self-concept (Gage & Berliner, 1989).

or

  Gage and Berliner (1989) noted that school success can be viewed as an accurate predictor of both self-esteem and self-concept.

- Citing a work by more than two authors:
  When the reference is to a work by three to five authors, cite all the authors the first time the reference appears. In a subsequent reference, use the first author's last name followed by et al. (*et alia,* meaning "and others").

  First reference:

  A survey of several community colleges in the state corroborated these findings (Douglas, Bradner, Torrington, & Williams, 1997).

  Subsequent reference:

Community colleges have long been beleaguered by convoluted internal politics ——and policies (Douglas et al., 1997).

- Citing a work by six or more authors:
  Cite only the surname of the first author, followed by et al. and the year.

  Ornstein et al. (1999) suggests that artful teaching relies to a great extent on talking, rather than telling.

- Citing a work by a group (e.g. corporation, association, government agency):
  If the group author is readily identified by an abbreviation or acronym, use the full name in the first citation, and the abbreviation in subsequent citations.

  First reference:
  (American Educational Research Association [AERA], 2000)

  Subsequent references:
  (AERA, 2000)

- Citing a specific page in a work (quotation under 40 words):

  He also observed that —the intermingling in the school of youth of different races, differing religions, and unlike customs creates for all a new and broader environmentl (Dewey, 1916, p. 21).

**or**

  Dewey (1916) observed that "the intermingling in the school of youth of different races, differing religions, and unlike customs creates for all a new and broader environment" (p. 21).

- Quotation of more than 40 words:
  Do not use quotation marks. Start the quote on a new line indented five spaces, and indents each subsequent line (block quote format) Example:

Neilsen (1998) states:

> As I prepared to begin my doctoral research, I clung to one truth that seemed enduring. Qualitative approaches to educational research, approaches that relied on observation, description, and analysis, especially through writing and talking, seemed most consistent with my increasingly complex perspective on literacy and learning, my need as a researcher to tap into deeper social and political forces than I had to date, and my ongoing love for writing as a mode of learning, researching, and creating connection among people (p. 57).

- Citing an indirect or secondary source:
  The APA Style web site states, "Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English. Give the secondary source in the reference list, in text, name the original work and give a citation for the secondary source."

> Andrew Douglas (as cited in Whalen, 1999) has examined the consequences of approaching adult education from a market-led perspective.

In another context, a primary source refers to a document or physical object which was created during the time under study. Some types of primary sources include original documents, diaries, speeches, official records, creative works, or artifacts. Secondary sources interpret and analyze primary sources.

- Citing personal communications (including email, interviews etc.)

> She felt that ―universities must better inform the public as to how taxpayers' dollars translate into future benefits for society‖ (M. Singer, personal communication, March 3, 1998).

- Citing web documents

With the abundance of online resources (podcasts, wikis, Weblogs, blog posts, social media, websites, online forums, E-mail, non periodical web documents, online lecture notes and presentation slides, online interviews, qualitative data, graphic data, data sets, and online bibliographies, online encyclopedias, dissertations from ProQuest, online book reviews, online book chapters, Kindle books, E-books, and others), it is important to consult the APA Publication Manual for the most accurate information regarding the in-text and bibliographic citing of these references. Please note, however, that the manual does not cover every type of source. The APA suggests that "you find the example that is most similar to your source and use that format" (p. 193).

## EXAMPLES OF APA REFERENCES

The following offers examples of reference list entries
(from Purdue University Online Writing Lab. http://owl.english.purdue.edu)

There are several software programs and apps to help with proper citation. You may find citation help in the World Catalog featured in the Thurgood Marshall Library website. It is, however, your responsibility to make sure that your citations are accurate and properly formatted. The following will help you double-check the soundness of your references.

BASIC FORMAT FOR BOOKS

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*.

Location: Publisher.

Note: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### ✦ Edited Book, No Author

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

### ✦ Edited Book with an Author or Authors

Plath, S. (2000). *The unabridged journals.* K. V. Kukil (Ed.). New York, NY: Anchor.

### ✦ A Translation

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814)

When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

### ✦ Edition Other Than the First

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

### ✦ Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

### ✦ Multivolume Work

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

## OTHER PRINT SOURCES

### ✦ An Entry in an Encyclopedia

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica.* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

### ✦ Dissertation Abstract

Yoshida, Y. (2001). Essays in urban transportation. *Dissertation Abstracts International, 62*, 7741A.

### ✦ Dissertation, Published

Lastname, F. N. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

### ✦ Dissertation, Unpublished

Lastname, F. N. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

### ✦ Government Document

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

### ✦ Report From a Private Organization

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

### ✦ Conference Proceedings

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

### ✦ Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English grammar* (pp. 1-2). Needham, MA: Allyn and Bacon.

### ✦ Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55*, 893-896.

### ✦ Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(3), 5-13.

### ✦ Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time, 135*, 28-31.

### ✦ Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

### ✦ Review

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology, 38*, 466-467.

## CITATIONS - AUTHOR CONCERNS

### ✦ Single Author

Last name first, followed by author initials.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science, 11*, 7-10.

### ✦ Two Authors

List by their last names and initials. Use the ampersand instead of "and."

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology, 66*, 1034-1048.

### ✦ Three to Seven Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of

stability of self-esteem. *Journal of Personality and Social Psychology, 65*, 1190-1204.

### ✦ More Than Seven Authors

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipses in place of the author names. Then provide the final author name. There should be no more than seven names.

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication, 57*, 323-335.

### ✦ Organization as Author

American Psychological Association. (2003).

### ✦ Unknown Author

*Merriam-Webster's collegiate dictionary* (10th ed.).(1993). Springfield, MA: Merriam-Webster.

When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (*Merriam-Webster's*, 1993).

### ✦ Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first).

Berndt, T. J. (1981).

Berndt, T. J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist, 34*, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development, 66*, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law, 6*, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology, 24*, 25-43.

### ✦ Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims…"

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology, 17*, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development, 52*, 636-643.

ELECTRONIC REFERENCES

### ✦ Article From an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number*(issue number if available). Retrieved from http://www.someaddress.com/full/url/

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites, 149*. Retrieved from http://www.alistapart.com/articles/writeliving

### ✦ Online Scholarly Journal Article: Citing DOIs

In August of 2011 the formatting recommendations for DOIs changed. DOIs are now rendered as an alpha-numeric string which acts as an active link. According to *The APA Style Guide to Electronic References, 6th edition*, you should use the DOI format with which the article appears. So, if it is using the older numeric string, use that as the DOI. If, however, it is presented as the newer alpha-numeric string, use that as the DOI.

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

Note that some online bibliographies provide an article's DOI but may "hide" the code under a button which may read "Article" or may be an abbreviation of a vendor's name like "CrossRef" or "PubMed." This button will usually lead the user to the full article which will include the DOI. Find DOI's from print publications or ones that go to dead links with CrossRef.org's "DOI Resolver," which is displayed in a central location on their home page.

### ✦ Article From an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number,* page range. doi:0000000/000000000000 or http://dx.doi.org/10.0000/0000

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing, 41*, 1245-1283. doi: 10.1108/03090560710821161

Wooldridge, M.B., & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. *Journal of Applied Developmental Psychology, 33*(5), 211-218. http://dx.doi.org/10.1016/j.appdev.2012.05.005

### ✦ Article From an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. Retrieved from http://www.journalhomepage.com/full/url/

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*. Retrieved from http://www.cac.psu.edu/jbe/twocont.html

### ✦ Article from a Database

APA states that including database information in citations is not necessary because databases change over time (p. 192). When referencing a print article obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work). By providing this information, you allow people to retrieve the print version if they do not have access to the database from which you retrieved the article. You can

also include the item number or accession number or database URL at the end, but the APA manual says that this is not required.

If you are citing a database article that is available in other places, such as a journal or magazine, include the homepage's URL. You may have to do a web search of the article's title, author, etc. to find the URL.

For articles that are easily located, do not provide database information. If the article is difficult to locate, then you can provide database information. Only use retrieval dates if the source could change, such as Wikis. For more about citing articles retrieved from electronic databases, see pages 187-192 of the *Publication Manual.*

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number,* page range. Retrieved from http://www.someaddress.com/full/url/

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating, 8*(3), 120-125. Retrieved from http://www.articlehomepage.com/full/url/

### ✦ Abstract

If you only cite an abstract but the full text of the article is also available, cite the online abstract as any other online citations, adding "[Abstract]" after the article or source name. However, if the full text is not available, you may use an abstract that is available through an abstracts database as a secondary source.

Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody?: Two prison case studies [Abstract]. *British Journal of Learning Disabilities, 36*(1), 54-58.

Hendricks, J., Applebaum, R., & Kunkel, S. (2010). A world apart? Bridging the gap between theory and applied social gerontology. *Gerontologist, 50*(3), 284-293. Abstract retrieved from Abstracts in Social Gerontology database. (Accession No. 50360869)

### ✦ Newspaper Article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from

http://www.someaddress.com/full/url/

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New*

*York Times*. Retrieved from http://well.blogs.nytimes.com

### ✦ Electronic Books

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is *only* provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use "Available from," rather than "Retrieved from," and point readers to where they can find it. For books available in print form and electronic form, include the publish date in parentheses after the author's name. For references to e-book editions, be sure to include the type and version of e-book you are referencing (e.g., "[Kindle DX version]"). If DOIs are available, provide them at the end of the reference.

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from

http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from http://

www.powells.com/cgi-bin/biblio? inkey=1-9780931686108-0

### ✦ Kindle Books

To cite Kindle (or other e-book formats) you must include the following information: The author, date of publication, title, e-book version, and either the Digital Object Identifer (DOI) number, or the place where you downloaded the book. Please note that the DOI/place of download is used in-place of publisher information.

Stoker, B. (1897). *Dracula* [Kindle DX version]. Retrieved from Amazon.com

### ✦ Chapter/Section of a Web Document or Online Book Chapter

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from http://www.someaddress.com/full/url/

Engelshcall, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server version 1.3 documentation* (Apache modules). Retrieved from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Peckinpaugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A century of growth in America*. Retrieved from GoldStar database.

Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

### ✦ Dissertation/Thesis from a Database

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*. Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

### ✦ Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Feminism. (n.d.). In *Encyclopædia Britannica online*. Retrieved from http://www.britannica.com/EBchecked/topic/724633/feminism

### ✦ Online Bibliographies and Annotated Bibliographies

Jürgens, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf

### ✦ Data Sets

Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

### ✦ Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. Retrieved from http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_ spectra.ion

### ✦ Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: http:// www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm

### ✦ Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site: http://www.econ.iastate.edu/classes/econ501/Hallam/index.html

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from http://siri.uvm.edu/ppt/40hrenv/index.html

### ✦ Nonperiodical Web Document or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like http://www.somesite.com/somepage.htm, and somepage.htm doesn't have the information you're looking for, move up the URL to http://www.somesite.com/):

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from http://Web address

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). *General format.* Retrieved from http://owl.english.purdue.edu/owl/resource/560/01/

When an Internet document is more than one page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

To cite a *YouTube* video, the APA recommends following the above format.

### ✦ Computer Software/Downloaded Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software. Software that is downloaded from a Web site should provide the software's version and year when available.

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

Hayes, B., Tesar, B., & Zuraw, K. (2003). OTSoft: Optimality Theory Software (Version 2.1) [Software]. Available from http://www.linguistics.ucla.edu/people/hayes/otsoft/

### ✦ E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

### ✦ Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to http://groups.earthlink.com/forum/messages/00025.html

### ✦ Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.

J Dean. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from http://www.spring.org.uk/the1sttransport

Psychology Video Blog #3 [Video file]. Retrieved from http://www.youtube.com/watch?

v=lqM90eQi5-M

### ✦ Wikis

Please note that the *APA Style Guide to Electronic References* warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries.

OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: http://

wiki.laptop. org/go/OLPC_Peru/Arahuay

### ✦ Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Bell, T., & Phillips, T. (2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast

retrieved from http://science.nasa.gov/podcast.htm

### ✦ Video Podcasts

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7].

*Adventures in Education*. Podcast retrieved from http://www.adveeducation.com

For more help with citing electronic sources, please consult APA style web site.

### ✦ Motion Picture

Basic reference list format:

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). *Title of*

*motion picture* [Motion picture]. Country of origin: Studio or distributor.

### ✦ Television Broadcast or Series Episode

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. In P. Producer (Producer). City, state of origin: Studio or distributor.

### ✦ A Television Series

Bellisario, D. L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood, CA: American Broadcasting Company.

### ✦ Single Episode of a Television Series

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. City, state of origin: Studio or distributor.

Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles, CA: Belarus Studios.

### ✦ Television Broadcast

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York, NY: Central Broadcasting Service.

### ✦ Music Recording

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London, England: Big Pig Music Limited.

For more about citing audiovisual media, see pages 209-210 of the APA P*ublication Manual* (6th ed., 2nd printing).

## APA STYLE EXAMPLES

*[Example 1 - This provides an example of how to use five level headings used in APA style. The examples is taken from apastyle.blog]*

### Method

#### Participants

Participants were 80 university students (35 men, 45 women) whose mean age was 20.25 years (*SD* = 1.68). Approximately 70% of participants were European American, 15% were African American, 9% were Hispanic American, and 6% were Asian American. They received course credit for their participation.

#### Procedure

**Recruitment.** We placed flyers about the study on bulletin boards around campus, and the study was included on the list of open studies on the Psychology Department website. To reduce bias in the sample, we described the study as a "personality study" rather than specifically mentioning our target traits of anxiety and rejection sensitivity.

**Session 1: Psychiatric diagnoses.** During the initial interview session, doctoral level psychology students assessed participants for psychiatric diagnoses. Eighteen percent of the sample met the criteria for generalized anxiety disorder according to the Structured Clinical Interview for *DSM–IV* Axis I Disorders (First, Gibbon, Spitzer, & Williams, 1996).

**Session 2: Assessments.** All participants attended a follow-up session to complete assessments. Participants were instructed to bring a friend with them who would complete the other-report measures.

***Self-report measures.*** We first administered several self-report measures, as follows.

*State and trait anxiety.* Participants took the State–Trait Anxiety Inventory for Adults (STAI–A; Spielberger, Gorsuch, Lushene, Vagg, & Jacobs, 1983), a 40-item self-report measure to assess anxiety.

*Rejection sensitivity.* Participants took the Rejection Sensitivity Questionnaire (RSQ; Downey & Feldman, 1996), an 18-item self-report measure that assesses rejection sensitivity.

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***Other-report measures.*** We also included other-report measures to obtain independent sources of information about participants' levels of anxiety and rejection sensitivity.

*State and trait anxiety.* We adapted the STAI–A so that questions referred to the target participant rather than the self.

*Rejection sensitivity.* We adapted the RSQ so that questions referred to the target participant rather than the self.

*[Example 2 - Tables ]*

Table #: Table Title

| Heading Category | Heading Category | Heading Category |
|---|---|---|
| Class or Level | | |
| Class or Level | | |
| Class or Level | | |
| Class or Level | | |
| Source: Adapted from . . . (if you culled/created it from some data, or you copied another table). Keys, legends, and statistical testing values, etc. | | |

OR

Table #: Table Title

| Heading Category | | Heading Category | | Heading Category | |
|---|---|---|---|---|---|
| | | Heading Sub-Category | Heading Sub-Category | Heading Sub-Category | Heading Sub-Category |
| Class or Level | SC or L | | | | |
| | SC or L | | | | |
| Class or Level | SC or L | | | | |
| | SC or L | | | | |
| Source: Adapted from . . . (if you culled/created it from some data, or you copied another table). Keys, legends, and statistical testing values, etc. SC or L stands in for Sub-Category or Level. | | | | | |

*[Example 3 - Your abstract should be one paragraph with no indentation. ABSTRACT begins as close to 2 inches from the top of the page as the font and page numbering will allow. Left margin is set at 1.5" ]*


Abstract

| | |
|---|---|
| Title of Dissertation | Full Title of Your Dissertation with Initial Caps and Using Single Space for between the Lines of the Title |
| Name: | Your Full Official University Name |
| Institution: | Bowie State University |
| Dissertation Chaired by | FirstName Last Name, Terminal degree<br>Department of _____ |

An abstract provides a succinct description of your study. The abstract is double-spaced. Traditionally, the abstract is 150 to 250 words, and it is often presented in a single paragraph. Although some abstracts are as long as 350 words, aim to restrict your abstract to one page. If the abstract is longer than 350 words, it will be cut arbitrarily at the word limit, and so published in *Dissertation Abstracts International*. There are four parts of the abstract. The first part sets out the purpose of your investigation. It outlines your primary objectives or the hypothesis of your inquiry. The second part presents your methodology. The third part offers an overview of your observations or a summary of your data collection. The conclusion reports the implications of your results, and it states if your study's hypothesis was correct or effective. Use the present tense to address results and conclusions. Use past tense for methods. Avoid the future tense. Present your work, do not comment on it.

*[Example 3 - APA style title pages are centered horizontally and vertically. It consists of the title of your paper your name, and institution. For dissertations, it should also include the degree you are submitting the dissertation for, the month, and the year. Left margin is set at 1.5" The page number is suppressed.]*

THE FULL TITLE OF YOUR DISSERTATION IN UPPER CASE LETTERS

A Dissertation Submitted to the Faculty of the Graduate School

of Bowie State University in Partial Fulfillment

of the Requirements for the Degree of

by

Johnetta Doe

YEAR

Dr. FirstName Middle Initial Last Name, Chair

Dr. Firstname Lastname of Committee Member

Dr. Firstname Lastname of Committee Member

*[Example 4 - APA Style - ACKNOWLEDGMENTS begins as close to 2 inches from the top of the page as the font and page numbering will allow. Note proper spelling of "acknowledgments." Left margin is 1.5"]*

## ACKNOWLEDGMENTS

I would like to acknowledge the efforts of those…

*Note.*

1. *The page number is a lower case Roman numeral*

*[Example 5 - APA Style - Approval Pages - Left margin is 1.5"]*

Sample Title Regarding an Investigation:
Implications for Educational Leaders

A Dissertation submitted to the Faculty of
Bowie State University Graduate School in
Partial Fulfillment of the Requirements for the
Degree of Doctor of Education in
Educational Leadership

By

First Middle Last Name

Dissertation Committee:

_____
Dr. ————————, Chair

_____
Dr. ————————-

_____
Dr. ————————

_____
Dr. ————————-, External Examiner

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*[Example 6 - APA Style - Table of Contents - Left margin is 1.5"]*

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Research Questions and Null Hypotheses....6
Limitations of the Study....8
Significance of the Study....8
Definitions of Terms....9
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*[Example 7 - APA Style - Table of Contents for a Part 1 and Part 2 Dissertation or Thesis Format - Left margin is 1.5"]*

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2. Pre- and Post-test right and Left Hand-grip Strength (n=10)

3. Pre- and Post-test Strength for the Biceps Curl, Leg Press, and Bench Press

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*[Example 8 - APA Style - List of Tables ]*

# LIST OF TABLES


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# CHAPTER 1

# THE PROBLEM

## Introduction

THE IMPACT OF PARENTAL INVOLVEMENT IN HOMEWORK OF THIRD GRADE STUDENTS: A CAUSAL-COMPARATIVE STUDY

*Note.*

*1. Arabic page numbering beginning with page 1.*

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# APPENDIX B:

# WRITING A DISSERTATION USING IEEE STYLE

✦ IEEE Style Format

The IEEE Style Format is used by the Department of Computer Science. *The IEEE Editorial Style Manual* is available online. For formatting not addressed in this manual, consult *The Chicago Manual of Style,* published by the University of Chicago.

## ✦ Font / Type Style

The font listed below is the approved font for dissertation publication. The same typeface must be used throughout the document, for all paged, page numbers, labels, captions, chapter headings, and so forth.

Script fonts are unacceptable, as are font sized below 12 point (Save for captions, etc.). Italics should only be used for emphasis, not as the default font.

The Font that will definitely be approved by the Graduate School is:

Times New Roman 12

LaTeX users: The Computer Modern fonts in LaTeX are in most cases an acceptable substitute for Times New Roman. Please keep in mind, however, that other defaults, including margins and headings in technical software such as LaTeX may not conform to Graduate School standards.

You must use the same typeface throughout the dissertation—for text, headings, page numbers, labels, captions, legends, tables, notes, and references.

You may create headings that are two or three points larger than your standard typeface. Thus, if you are using Times New Roman 12 for your text, your heading should not be larger than 14. Your headings may, if you choose, be the same size as your text.

For symbols, use Symbol 12 or a symbol font compatible with your base font. Most word processors include basic character fonts.

## ✦ Formal Elements for IEEE Dissertations

The Abstract, Title Page, Copyright Page, and Table of Contents must be formatted in the method described; other pages, as long as long as they adhere to the previously stipulated requirements (font, margins, justifications, etc.) may be designed as the author deems appropriate.

Below is the required order of the formal elements of the IEEE Dissertation

1. Title Page
2. Dissertation Committee Approval Page
3. Abstract
4. Acknowledgments
5. Dedication
6. Table of Contents
7. List of Tables
8. List of Figures
9. Body of Text (Chapters 1 through 5)
10. Appendices
11. Glossary (if any)
12. References
13. Index (if any)

Dissertations written in a language other than English must have a title page (but not the title itself), abstract, and if used, copyright page in English. You may also have an abstract in the foreign language, and you may include it in your thesis or dissertation as a separate page following the English version.

### ✦ IEEE Abstract

Your abstract provides a summary of the dissertation. Its purpose is to convey the essence of your work to those who may not wish to read the entire document.

Abstracts include a statement of the problem, a summary of methods or procedures, the results, and the conclusions.

Abstracts for doctoral Dissertations must not exceed 350 words (2450 characters). If the abstract is longer, it will be cut arbitrarily at the word limit, and so published in Dissertation Abstracts International (DAI) (Ann Arbor, Michigan: ProQuest, 1969-).

Note: DAI is issued in two sets: one for humanities and social sciences, and one for sciences. You may find these volumes in the McKeldin Library reference section, call number Z5055.UD5A53. Digital Dissertations is ProQuest's online resource and archive of Theses and Dissertations. It is available at www.proQuest.com. You may also find the ProQuest database in the Thurgood Marshall Library Research Port.

There is abstract format sample in Appendix A acceptable for the dissertation.

### ✦ IEEE Title Page

(Required; not numbered). The title page MUST include the following information:

1. The name of the University
2. Full title of your dissertation,
3. A standard degree statement listed below
4. Candidate's name
5. Month, Day, and Year of the Degree

Word your title very carefully. Electronic databases, citation indices, and bibliographies search using key words, so choose terms well to reflect accurately the content of your dissertation. Be sure that the title is exactly the same on the abstract, title page, and ProQuest agreement form.

### ✦ IEEE Standard Degree Statement

Use the following wording, inserting the correct degree title and the year (only the year) of your graduation, and typing in inverted pyramid style:

A Dissertation Submitted to the Graduate School

Bowie State University

in Partial Fulfillment

of the Requirements for the Degree of

DOCTOR OF SCIENCE

Department of Computer Science

There is a title page format sample in Appendix ___ acceptable for the dissertation.

### ✦ IEEE Approval Page

(Required; not numbered). The dissertation approval page which has the signatures of the committee members is the only part of the Dissertation that the Graduate School

requires in hard- copy. This document will be uploaded to ProQuest along with your entire document electronically.

There is an approval page format sample in Appendix _____ acceptable for the dissertation.

### ✦ Blank or Copyright Page

(Required; not numbered). Both master's degree and doctoral candidates may apply for a copyright. This can be done through the electronic submission process (via ProQuest) or through the Library of Congress. Follow the directions on the ProQuest website when you submit your document to apply for a copyright.

There is a sample copyright page for theses and dissertations at the end of this document.

### ✦ IEEE Preface of Forward/Dedication/Acknowledgments

According to *The Chicago Manual of Style*, a Foreword includes a statement about the work by someone other than the principal author. A Preface contains the author's own statement about a work, sometimes including acknowledgments and permissions. If all you want to do is acknowledge others' assistance and support, then label the page "Acknowledgements," not "Preface." Acknowledgements are made to recognize special assistance or unusual permissions granted. You may wish to dedicate the work to a special mentor, but avoid elaborate or fulsome language.

There is a sample acknowledgments page for dissertations at the end of this document.

### ✦ IEEE Table of Contents

A table of contents is required in all dissertations. Most word processing software allows you to mark each chapter heading and subscription in the text and then generate a table of contents automatically with correct page numbers retained.

Please note that the numbering of the entries in the table of contents must be **absolutely** consistent with any numbering system used in the text. Thus, if you number subheadings within Chapter 1 as 1.1, 1.2, and so on, this same numbering must be used in the table of contents, however, you need not number or label subheadings.

At the end of this section there is an example of the table of contents that is valid for the dissertation.

### ✦ IEEE List of Figures/List of Tables/List of Abbreviations

A table includes written material or data, whereas a figure refers to non-textual illustrative material. Unless your style guide directs otherwise, use the table and figure captions from your text to identify these in the list. Be sure all captions and numbering correspond exactly to those within the text. Check your style manual for the preferred order in your discipline. Remember to keep the required 1.5" left hand margin.

### ✦ IEEE Chapters

Begin each chapter on a new page and number the page consecutively. Do not use a secondary page numbering system for sections within chapters.

### ✦ IEEE Body

(Begin page numbering with Arabic numeral 1, and number all subsequent pages consecutively to the end.) The body of the dissertation should be typed continuously (except if your word processor is set to avoid "widows" and "orphans"). It should be double-spaced.

Each new chapter begins on a fresh page. The chapter title should be typed between 2" and 3" from the top of the paper. Each chapter heading should be typed at the same distance. Do you type some at 2" and others at 2.5" or 3" from the top. Chapter headings should be typed in Times New Roman not more than two or three points larger that Times New Roman 12.

Remember, all elements in the dissertation must be typed in Times Roman 12. You can type your headings at 12 point as well, if you prefer.

### ✦ IEEE Illustrations

In this guide, "illustration" is meant to cover all non-text elements of the dissertation, e.g., figures, tables, maps, plates, photographs, drawings, and so on.

Each illustration must be numbered consecutively. Consult your style manual for a consistent numbering and identification system.

Illustrations must be listed by category in the preliminary pages. All illustrations must conform to the minimum margin formats. If illustrations are larger, then use photographic reduction to achieve an appropriate size. Remember, page numbers and figure captions must be in the standard font and size, consistent with the body of the dissertation text.

### ✦ IEEE Headings

IEE Style uses five types of headings to organize the ideas within an article, thesis, or dissertation. IEEE allows the use of numbers (or seriation) to present ideas that

follow one from the other. Authors may use numbers in a list format or within the paragraph itself. IEEE level headings are as follows

| DOCUMENT SECTION | HEADING STYLE |
|---|---|
| BODY TEXT | **Normal Style** |
| TITLE PAGE | Normal style (manually change the line spacing for this text to single spacing and centered) |
| ABSTRACT | Heading 1 style |
| ACKNOWLEDGMENTS | Heading 1 style |
| DEDICATION | Heading 1 style |
| TABLE OF CONTENTS | Heading 1 style` |
| LIST OF FIGURES | Heading 1 style |
| LIST OF TABLES | Heading 1 style |
| CHAPTER HEADINGS | Heading 1 style |
| FIRST LEVEL SUBHEADING | Heading 2 style |
| SECOND LEVEL SUBHEADING | Heading 3 style |
| THIRD LEVEL SUBHEADING | Heading 4 style |
| FOURTH LEVEL SUBHEADING | Heading 5 style |
| APPENDIX | Heading 1 style |
| GLOSSARY | Heading 1 style |
| REFERENCES | Heading 1 style |

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**DEPARTMENT OF COMPUTER SCIENCE**

**DISSERTATION COMMITTEE:**

_____

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_____

<Insert Committee Member's Name>, Ph.D.

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<Insert Committee Member's Name>, Ph.D.

_____

<Insert Committee Member's Name>, Ph.D.

_____

<Insert External Examiner's Name>, Ph.D.

Candidate: <Your Name>

Date of Defense: Month Day, Year

*[IEEE Style - Abstract. 1. The page number is a lower case Roman Numeral. 2. ABSTRACT begins as close to 2 inches from the top of the pages as the font and page numbering will allow.]*

# ABSTRACT


Title of Dissertation: <Title of Dissertation>

<Your Name>

Dissertation Chaired By: Dr. <Chair Advisor's Name>
Department of Computer Science
Bowie State University

The purpose of this investigation is to study and pursue a user-defined approach in _____ while maintaining an acceptable level of _____ using _____

*[IEEE Style - Acknowledgments. 1.The page number is a lower case Roman numeral. 2.ACKNOWLEDGMENTS begin as close to 2 inches from the top of the page as the font and page numbering will allow.]*

## ACKNOWLEDGMENTS

I would like to acknowledge the efforts of those…

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*[IEEE Style - Dedication]*

# DEDICATION

<Optional>

http://online.flipbuilder.com/srmj/qzfo/mobile/index.html

*[IEEE Style - Table of Contents ]*

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1.1 This is an example section in chapter 1 - *Heading 2,h2* ..... 1

1.2 This is an example section in chapter 1 - *Heading 2,h2* ..... 1

<CHAPTER 2 LITERATURE REVIEW - *Heading 1,h1*> ..... 2

2.1 This is an example section in chapter2 - *Heading 2,h2* ..... 2

2.2 This is a second section in chapter2 - *Heading 2,h2* ..... 2

2.2.1 This is a third subheading in chapter 2 - *Heading 3,h3* ..... 2

<CHAPTER 3 METHODOLOGY - *Heading 1,h1*> .....

<CHAPTER 4 EXPERIMENTAL RESULTS - *Heading 1,h1*> .....

<CHAPTER 5 SUMMARY AND CONCLUSIONS - *Heading 1,h1*> .....

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# LIST OF TABLES

Table 1.1: Example .....

Table 2.1: Example .....

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*[IEEE Style - List of Figures]*

# LIST OF FIGURES

Figure 1.1: Example.....

Figure 2.1: Example.....

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# <Chapter 1: INTRODUCTION - *Heading 1,h1*>

<Body text to begin here. The following sample text and headings are for information only. Delete them after browsing.>

[*Text,t*: The first line of each paragraph is indented one-half inch, as shown, and the lines are justified, i.e., the right margin is even rather than ragged.

## 1.1 This is an example section in chapter 1 - *Heading 2,h2*

Paragraphs with the style *Heading 2,h2* applied can be extracted to appear in the table of contents as level 2 sub sections under the chapters.

### 1.1.1 A SUBSECTION UNDER SECTION 1.1 - *HEADING 3,H3*

Paragraphs with the style *Heading 3,h3* applied can be extracted to appear in the table of contents as level 1 subsections.

#### *1.1.1.1 A Subsection under Section 1.1.1 - Heading 4,h4*

#### *1.1.1.2 A Subsection under Section 1.1.1 - Heading 4,h4*

### 1.1.2 A SUBSECTION UNDER SECTION 1.1 - *HEADING 3,H3*

### 1.1.3 A SUBSECTION UNDER SECTION 1.1 - *HEADING 3,H3*

*[IEEE Style - Body]*

# <Chapter 2: Chapter Title - Heading 1,h1>

<Body text to begin here.>

## 2.1 This is an example section in chapter2 - *Heading 2,h2*

### 2.1.1 A Subsection under Section 2.1 - *Heading 3,h3*

**This is a Topic under section 2.1.1 - *Heading 4,h4***

***Another Topic under section 2.1.1 - Heading 5,h5***

### 2.1.2 A SECOND SUBSECTION UNDER SECTION 2.1 - *HEADING 3,H3*

## 2.2 This is a second section in chapter2 - *Heading 2,h2*

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# APPENDIX I

<OPTIONAL: If Appendix not used, delete the entire page including the following page break>

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*[EEE Style - Body]*

# GLOSSARY

*<Optional>*

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# REFERENCES

## IEEE Citation Reference

IEEE Publications uses *Webster's College Dictionary*, 4th Edition. For guidance on grammar and usage not included in this manual, please consult *The Chicago Manual of Style*, published by the University of Chicago Press.

Citation standards in this reference are provided for:

Books Online Sources Handbooks Patents, Standards, Theses, Unpublished Reports Periodicals
Conference Technical Articles References

### Books

*Basic Format:*

[1] J. K. Author, "Title of chapter in the book," in *Title of His Published Book, x*th ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. *x*, sec. *x*, pp. *xxx–xxx.*

**NOTE:** Use *et al.* when three or more names are given.

*Examples:*

[1] B. Klaus and P. Horn, *Robot Vision.* Cambridge, MA: MIT Press, 1986.
[2] L. Stein, "Random patterns," in *Computers and You,* J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
[3] R. L. Myer, "Parametric oscillators and nonlinear materials," in *Nonlinear Optics*, vol. 4, P. G. Harper and B. S. Wherret, Eds. San Francisco, CA: Academic, 1977, pp. 47-160.
[4] M. Abramowitz and I. A. Stegun, Eds., *Handbook of Mathematical Functions* (Applied Mathematics Series 55). Washington, DC: NBS, 1964, pp. 32-33.

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[5] E. F. Moore, "Gedanken-experiments on sequential machines," in *Automata Studies* (Ann. of Mathematical Studies, no. 1), C. E. Shannon and J. McCarthy, Eds. Princeton, NJ: Princeton Univ. Press, 1965, pp. 129-153.
[6] Westinghouse Electric Corporation (Staff of Technology and Science, Aerospace Div.), *Integrated Electronic Systems*. Englewood Cliffs, NJ: Prentice-Hall, 1970.
[7] M. Gorkii, "Optimal design," *Dokl. Akad. Nauk SSSR*, vol. 12, pp. 111-122, 1961 (Transl.: in L. Pontryagin, Ed., *The Mathematical Theory of Optimal Processes.* New York: Interscience, 1962, ch. 2, sec. 3, pp. 127-135).
[8] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics,* vol. 3, *Polymers of Hexadromicon*, J. Peters, Ed., 2nd ed. New York: McGraw-Hill, 1964, pp. 15-64.

***Handbooks***

*Basic Format:* [1] *Name of Manual/Handbook*, *x* ed., Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. *xx-xx.*

*Examples:*

[1] *Transmission Systems for Communications*, 3rd ed., Western Electric Co., Winston-Salem, NC, 1985, pp. 44–60.
[2] *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, 1989.
[3] *RCA Receiving Tube Manual*, Radio Corp. of America, Electronic Components and Devices, Harrison, NJ, Tech. Ser. RC-23, 1992

***Reports***

The general form for citing technical reports is to place the name and location of the company or institution after the author and title and to give the report number and date at the end of the reference.

*Basic Format:*

[1] J. K. Author, "Title of report," Abbrev. Name of Co., City of Co., Abbrev. State, Rep. *xxx*, year.

*Examples:*

[1] E. E. Reber *et al*., "Oxygen absorption in the earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.

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[2] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.

[3] R. E. Haskell and C. T. Case, "Transient signal propagation in lossless isotropic plasmas," USAF Cambridge Res. Labs., Cambridge, MA, Rep. ARCRL-66-234 (II), 1994, vol. 2.

[4] M. A. Brusberg and E. N. Clark, "Installation, operation, and data evaluation of an oblique-incidence ionosphere sounder system," in "Radio Propagation Characteristics of the Washington-Honolulu Path," Stanford Res. Inst., Stanford, CA, Contract NOBSR-87615, Final Rep., Feb. 1995, vol. 1.

[5] P. Diament and W. L. Lupatkin, "V-line surface-wave radiation and scanning," Dept. Elect. Eng., Columbia Univ., New York, Sci. Rep. 85, Aug. 1991.



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<Insert Committee Member's Name>, Ph.D.

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<Insert Committee Member's Name>, Ph.D.

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Candidate: <Your Name>

Date of Defense: Month Day, Year

# ABSTACT

Title of Dissertation: <Title of Dissertation>

<Your Name>

Dissertation Chaired By: Dr. <Chair Advisor's Name>
Department of Computer Science
Bowie State University

The abstract goes here….

**Note:**

1. The page number is a lower case Roman Numeral
2. ABSTRACT begins as close to 2 inches from the top of the pages as the font and page numbering will allow.

## ACKNOWLEDGMENTS

I would like to acknowledge the efforts of those…

**Note.**

1. The page number is a lower case Roman numeral.
2. ACKNOWLEDGMENTS begin as close to 2 inches from the top of the page as the font and page numbering will allow.

# DEDICATION

<Optional>

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1.1 This is an example section in chapter 1 - *Heading 2,h2* ..... 1

1.2 This is an example section in chapter 1 - *Heading 2,h2* ..... 1

<CHAPTER 2 LITERATURE REVIEW - *Heading 1,h1*> ..... 2

2.1 This is an example section in chapter2 - *Heading 2,h2* ..... 2

2.2 This is a second section in chapter2 - *Heading 2,h2* ..... 2

2.2.1 This is a third subheading in chapter 2 - *Heading 3,h3* ..... 2

<CHAPTER 3 METHODOLOGY - *Heading 1,h1*> .....

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# <CHAPTER 1: INTRODUCTION - *HEADING 1,H1*>

<Body text to begin here. The following sample text and headings are for information only. Delete them after browsing.>

[*Text,t*: The first line of each paragraph is indented one-half inch, as shown, and the lines are justified, i.e., the right margin is even rather than ragged.

## 1.1 This is an example section in chapter 1 - *Heading 2,h2*

Paragraphs with the style *Heading 2,h2* applied can be extracted to appear in the table of contents as level 2 sub sections under the chapters.

### 1.1.1 A SUBSECTION UNDER SECTION 1.1 - *HEADING 3,H3*

Paragraphs with the style *Heading 3,h3* applied can be extracted to appear in the table of contents as level 1 subsections.

#### *1.1.1.1 A Subsection under Section 1.1.1 - Heading 4,h4*

#### *1.1.1.2 A Subsection under Section 1.1.1 - Heading 4,h4*

### 1.1.2 A SUBSECTION UNDER SECTION 1.1 - *HEADING 3,H3*

### 1.1.3 A SUBSECTION UNDER SECTION 1.1 - *HEADING 3,H3*

# <CHAPTER 2: CHAPTER TITLE - HEADING 1,H1>

<Body text to begin here.>

## 2.1 This is an example section in chapter2 - *Heading 2,h2*

### 2.1.1 A Subsection under Section 2.1 - *Heading 3,h3*

**This is a Topic under section 2.1.1 - *Heading 4,h4***

***Another Topic under section 2.1.1 - Heading 5,h5***

### 2.1.2 A SECOND SUBSECTION UNDER SECTION 2.1 - *HEADING 3,H3*

## 2.2 This is a second section in chapter2 - *Heading 2,h2*

# APPENDIX I

<OPTIONAL: If Appendix not used, delete the entire page including the following page break>

# GLOSSARY

*<Optional>*

# APPENDIX C: WRITING A THESIS USING MLA STYLE

**The Thesis Itself**

**Font**

The standard MLA fonts are 12 pt. Times New Roman and Arial. Select one. Your body, endnotes, works cited, and works consulted pages should all be in the selected font and the same pt. size. For symbols, use "Symbol" 12 point or a symbol font that matches your chosen font.

**Margins**

Left margin - 1.5"

Right, top, and bottom margins - 1"

**Justification**

Full justification or ragged right margin.



**Line Spacing**

The text should be double-spaced.

**Page Numbers**

Page numbers may be located in **one** of four locations

centered no more than 1" from the top of the page
centered no more than 1" from the bottom of the page
top right corner - no more than 1" from the top edge of the paper and no more than 1" from the right edge of the paper
the bottom right corner of the page - no more than 1" from the bottom edge of the paper and no more than 1" from the right edge of the paper

These requirements are not arbitrary. They were developed to ensure that a manuscript's page numbers could be read after microfilming. Although theses are digitally published nowadays, this standard of page numbers still prevails.

Pagination should be consecutive.

**Widows and Orphans**

A "widow" denotes a short line of type, as one ending a paragraph, carried over to the top of the next page. An "orphan" denotes a line of type or header beginning a new paragraph at the bottom of a page. The standard in the field is to avoid widows and orphans. You can set your word processing software to prevent them automatically.

**Chapters**

Chapter headings may be no lower than 3" from the top of the page. Your chapter headings should not be larger than 15 point.

Subheadings (and text) begin one double space beneath numbering located at the top of the page and stops at least one double space above numbering located at the bottom of the page.

**Formal Elements**

The formal elements of the thesis SHOULD BE PLACED IN THE FOLLOWING ORDER:

1. **Abstract** (**required,** must be first and is not numbered)
2. **Title Page** (**required,** must follow Abstract, not numbered, but considered page Roman numeral "i".
   In other words, do not include a page number on your Title Page.)
3. **Approval Page** (**required,** must follow Title Page, paginate as Roman numeral "ii")
4. Dedication (if present, paginate with lower-case Roman numerals)
5. Acknowledgements (if present, paginate with lower-case Roman numerals)
6. **Table of Contents** (**required**, paginate with lower-case Roman numerals)
7. List of Tables (if present, paginate with lower-case Roman numerals)
8. List of Figures (if present, paginate with lower-case Roman numerals)
9. List of Illustrations (if present paginate with lower-case Roman numerals)
10. List of Abbreviations (optional, paginate with lower-case Roman numerals)
11. **Body of Text (required,** start pagination at Arabic numeral "1")
12. Appendices (if present, paginate with Arabic numerals)
13. **Works Cited** and **Works Consulted** (required, paginate with Arabic numerals)

You must organize your thesis using these formal elements.

**Abstract**

**(Required**, must be first, not numbered).
An abstract should summarize the thesis's central hypothesis, methodology, findings, and conclusions so that readers can determine if they wish to read the entire text. An abstract should not exceed 350 words, and ProQuest editors typically shorten those that do. The abstract should be as explicit as possible about major findings.

**Title Page**
(**Required,** must follow Abstract, not numbered, but considered page Roman numeral "i"). Your title should include words that identify unique or special aspects of your research and that distinguish it from other studies.

A **clear** title encourages others to want to read the research. Clear titling is also important for indexing and research purposes. Avoid the use of a title that is cute but not clear. Clarity and precision are critical elements of your thesis. **Make sure** that the title is exactly the same on the Abstract, Title Page, Approval Page, and ProQuest agreement form.

**The Title Page** must include the following information:

- The full title of your/thesis (just as it appears on your Abstract page),
- Your name as it appears in university records,
- A standardized degree statement as given below,
- The month and year of degree conferment
- Bowie State University as your degree granting institution
  *Standard Degree Statement:*
  A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree Master of Arts in English

**Approval Page**

**(Required, must follow Title Page, paginate as Roman numeral "ii"). The Approval Page, although similar to the title page, displays your committee members' full endorsement of your thesis. The Approval Page must** include the following information:

- The full title of your thesis (just as it appears on your Title Page),
- Your name as it appears in university records,
- The month and year when you successfully defended your thesis,
- Signature lines.
    - The signature lines should be in alphabetical order, but with the Chair's name first, list one committee member below each necessary signature line. Follow each committee members' names by a comma and then their highest (terminal) degree.
    - The chair of the committee is indicated at the end of the first signature line by the term "Chair." Where a student has two Chairs, both are listed as "Co-Chair."

**Dedication**

(If present, paginate with lower-case Roman numerals). If you want to bestow gratitude on a special mentor, include a Dedication page.

**Acknowledgments or Acknowledgements**

(If present, paginate with lower-case Roman numerals). If you want to recognize someone for providing distinctive assistance or granting unusual permission(s), include an Acknowledgements page.

**Table of Contents**

(**Required,** continue appropriate pagination sequence with lower-case Roman numerals). The Table of Contents lists all chapters and headings (including sub-headings) arranged exactly as those chapters (and sub-headings) appear in the body of the dissertation or thesis. In addition, the numbering of the entries in the

Table of Contents must be identical with the numbering system used within the text.

You may single-space between chapter subheadings, but you **must** double-space between chapters or major sections. You may choose to use dot leaders or not. *An example of a dot leader is*

Literature Review……. 23

No preliminary material preceding the Table of Contents is listed.

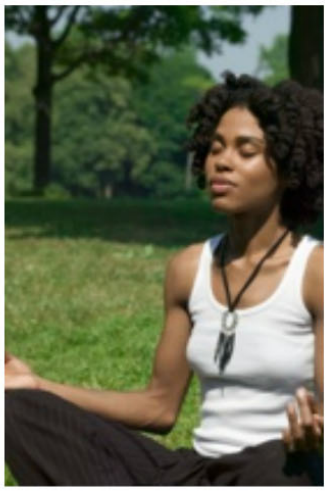
Any List of Tables, List of Figures, or List of Illustrations, however, should appear in the Table of Contents if tables, figures, or illustrations appear in the text.

If you have at least one figure or one table, you are required to create a list. Make sure that all captions and numbering correspond with those in your Body and Table of Contents.

Please meet with your committee members to discuss the use of tables and figures. You should also review style manuals reflective of your discipline or scholarly journals and books published in your discipline for guidance in the design and organization of tables and figures.

For those who conduct a quantitative study, managing your tables and figures is critically important. Tables and figures are numbered separately, and each, including any tables or figures found in the appendices, must bear a sequential number in its own series. Each table and figure must bear a caption. The numbers and captions for tables are located above the top line of the table, while the numbers and captions for figures are located below the last line of the figure.

Tables or figures may be inserted in the text following the first reference to it; or it may be grouped at the end of each chapter; or it may be grouped at the end of the



thesis. Oversize tables and figures that are printed sideways should be placed in the thesis so that the top of the table or figure is located at the left side of the page. The number and caption remain located at the top of the table or beneath the figure. The orientation of the page number never changes. Remember to keep the required 1.5" left hand margin.

We understand that sometimes you may feel overwhelmed by thesis production details. Take a breath, and be confident in the knowledge that you can handle all of these matters. To help you, examples of how the pages should look are provided at the end of this guide.

**List of Illustrations**

(Optional, paginate with lower-case Roman numerals). This list is placed immediately following your Table of Contents, or List of Tables or Figures if included.

**List of Abbreviations**

(Optional, paginate with lower-case Roman numerals). This list is placed immediately following your Table of Contents, or List of Tables or Figures or Illustrations if included. If you use a lot of texts (journals and books) in your study and you want to simplify matters, you may abbreviate those titles, but you must provide a list of abbreviations after your Table of Contents (or List of Tables or Figures if included).

**Body Chapters**

(**Required,** start pagination at Arabic numeral **1**, and number all subsequent pages consecutively to the end).

Generally, the chapters include: an introduction or preface and occasionally both, a clear statement of the research problem and/or research objectives, an appropriate review of prior scholarly research, a description of the materials and methods used to conduct the research, a record of the findings, discussion and/or analysis of the findings, and a summary and conclusion to the research.

The review of literature should be extensive and sufficient enough to guide your research and to assist other researchers who seek to replicate the research or delve more deeply into the thesis research topic.

**Appendices**

(if present, paginate with Arabic numerals). The margins within the Appendix do not change and labels should be center-spaced. Original survey or testing documents created in a different font style are acceptable. In addition, if you use scanned documents from other sources (and have received the required copyright permissions), they must be legible, free of
photocopying or scanning irregularities, and must maintain the same margins as the rest of your document.

**Works Cited and Works Consulted Pages**

(**Required,** paginate with Arabic numerals). Works Cited Pages list all resources material cited within the body of the thesis. Works Consulted Pages list all resources consulted during the course of your research.

**Writing a thesis is an exercise in consistency, patience, determination, and precision.** At the end, you will find yourself stronger, more confident, and clearer. about your career objectives.

We look forward to helping you discover what you can contribute to the field of English Studies.

*Abstract page example*

[Begin typing heading (centered all caps) about 2 to 2. inches from top of page]

ABSTRACT

Title of Thesis): YOUR TITLE, ALL CAPS,

*[Double Space for name]* Your Name , Master of Arts in English, December 2014

*[Double Space]*

Thesis Chair: Chair's Name, Highest Terminal Degree
[Academic department or program of Chair]

*[Space three lines]*

This purposes of this study is _____. It investigates the specific problems associated with _____ _____.

(discussion of overview of project)

This project also _____ _____

(discussion of methodology issues)

(discussion of the project's offerings, findings, or purposes)

*Aim for 350 words. The above offers sample phrasing.*

*Title Page example - no page number*

TITLE OF THESIS, CENTERED, ALL CAPS

DOUBLE SPACE, SECOND LINE OF TITLE (IF NEEDED)

by

Your Full Name as it appears in University records, but not in caps

A Thesis Submitted in Partial Fulfillment

of the Requirements for the Degree

Master of Arts in English

BOWIE STATE UNIVERSITY

Graduation Month, Year

*Approval Page Example*

TITLE OF THESIS, CENTERED, ALL CAPS

DOUBLE SPACE, SECOND LINE OF TITLE (IF NEEDED)

by

Your Full Name (as it appears in University records, but not in caps)

has been approved

Graduation Month, Graduation Year

THESIS COMMITTEE APPROVAL:

_____, Chair
Chair's Name, Ph.D.

_____
Committee Member's Name, Ph.D.

_____
Committee Member Name, Ph.D.

DEDICATION

This is dedicated to my parents who believed without ceasing.

ACKNOWLEDGMENTS

I am especially grateful and thankful for my chair, _____ for _____. Words cannot express my gratitude for _____ _____ I am deeply honored to have _____ as a committee member. _____. I truly appreciate _____.

I am blessed to have the love and support of my family. _____ _____ _____

Special thanks are extended to _____ _____ _____.

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*(Note: These are sample page numbers)*

Margins: Left = 1.5" throughout

Right, Top, and Bottom = 1' throughout

Your chapters should be consistent in your headings, subheadings, page number placement, and all other formatting issues.




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