

**Eastern Michigan University**

**Graduate School**



**Dissertation Manual**

**Fall 2008**

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# What Is a Dissertation?

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A dissertation is the documentation of your original research or scholarship that serves as partial completion of graduation requirements for a doctoral degree. Typically, a dissertation completes the tasks identified below. However, each doctoral program may have its own criteria, and it is best to discuss requirements with your faculty advisor.

- 1) Introduce a problem and explain its background.
- 2) Ask (a) research question(s) or state (a) hypothesis(es).
- 3) State objectives of the research.
- 4) Explain what other scholars have written on the topic.
- 5) Design and describe a research method.
- 6) Collect and analyze data and explain findings.
- 7) Form conclusions and identify issues for further inquiry.

## Why Write a Dissertation?

The primary purpose for writing a dissertation is to explain new knowledge or develop new understanding about a specific topic. It is a piece of scholarship your dissertation committee will help you craft, refine, and polish. It is a wonderful opportunity to work with experienced researchers and faculty mentors. The work is then shared around the world by way of the Internet through inclusion in the EMU Halle Library online repository and submission to ProQuest, where dissertations abstracts have been listed for years in paper and now electronic format.

Your dissertation may serve many functions, including to

- add to the body of knowledge in your discipline
- provide a foundation for future research in your discipline
- become the basis for presentation of your research at professional and academic conferences
- be adapted for publication as an article or book
- attract interest from current or potential employers

# Dissertation Process

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This section will discuss

- the overall process for doctoral degree completion
- how to select a dissertation chair and committee
- how to select your dissertation topic.

## Overall Process for Degree Completion

- Complete course work.
- Complete comprehensive qualifying examination. If your exam is the dissertation proposal, then complete the next two steps first.
  - Select a dissertation chair and committee.
  - Prepare and submit a proposal to your committee for review and approval.
- Complete, submit, and receive approval for research using human subjects or animals **prior to gathering data** (University Human Subjects Review Committee).
- Begin research; gather, analyze, and integrate findings.
- Register for dissertation credits.
- Work with dissertation committee on the progress of the research itself.
- Receive chair's approval of dissertation prior to submission to the committee for defense.
- Defend dissertation. Committee members may provide editorial suggestions for the manuscript. Typically committee members (not the chair) sign the approval form at the defense meeting.
- Make editorial corrections and obtain document approval from the committee chair and department head or school director.
- Submit dissertation to the Graduate School for review of format, punctuation, spelling, and grammar. Revise document until it meets Graduate School standards and submit a clean version for final approval by the Dean of the Graduate School.
- Obtain a ProQuest brochure on how to publish your dissertation.
- Convert your dissertation into a PDF document on CD-ROM or diskette and submit the CD-ROM to the Graduate School with the *Digital/Electronic Submission and Binding* form.
- Bound copies of your dissertation are not required by the Graduate School or ProQuest. If it is determined that bound copies will be provided to your committee, family or friends, you are responsible for duplicating as many copies as are needed.
- **At the beginning of the semester** in which completion seems feasible, submit application for graduation. This form can be found in the front of the Course Schedule Book or online. Your dissertation chair or graduate advisor signs off on graduation audit and submits dissertation course grades to the Office of Records and Registration.
- Order cap, gown, and hood from bookstore or appropriate vendor.
- Attend graduation for special hooding ceremony.

## Chair and Committee Selection

### Dissertation Chair

Every student writing a dissertation needs a dissertation chair and a faculty member who serves as a mentor throughout the dissertation process. The responsibilities of a dissertation chair are to

- oversee your candidacy, the final phase of your doctoral program
- facilitate your dissertation committee
- help you develop a proposal
- guide your research
- assist with document editing
- determine with the rest of your committee when your work is ready for defense
- chair the dissertation defense meeting
- be on stage with you during your hooding ceremony at commencement.

Upon achieving candidacy, you will need to identify a committee chair on the basis of the following suggested guidelines:

- Try to choose a chair whose research interests match your own.
- Select someone from your academic department with whom you feel comfortable working. This is typically a faculty member from whom you have taken one or more courses.
- choose a chair who will have time to spend on your project. Be sure that he or she will not be away on sabbatical or leave of absence during the final stages of your dissertation.

### Dissertation Committee

After you choose your dissertation committee chair, you will need to establish your committee, which must have at least four and no more than six members, including the chair. At least half of your committee members must be from your academic department or school. The committee must also include one faculty member from outside your department, typically from your cognate field of study, and assigned by the Graduate School. Choose individuals who represent aspects of your research interest (e.g., the major theme, minor elements, the research design methodology). One member may be from off campus (e.g., faculty from another institution, alumni, community members, corporate partners, internship supervisors, emeritus faculty). Persons external to the University must have a master's degree but preferably a doctorate. Voting members must hold a doctorate.

The final committee members, as well as any subsequent changes in the committee roster, must be approved by the chair, the department head or school director, and the Dean of the Graduate School. (See Figure 1, *Dissertation Committee Approval Form*.)

## Topic Selection

The selection of a dissertation topic is an important process. You will be spending many months conducting research and writing about the findings; therefore, you should be passionate and excited about your topic. Your mentor will be able to help you select an appropriate topic, but here are some things to keep in mind:

- Your dissertation should present either new information on a subject or a fresh analysis of existing data
- The topic should be specific enough to be manageable but general enough to stimulate further research
- Don't embark on a project for which you lack the necessary time or resources

If your study requires equipment and supplies, make sure you have the monetary resources to be able to sustain the project. Check with your committee chair, the Dean of the Graduate School, or the Office of Research Development about applying for grant funding to support your research. You may also request funding from the Graduate Student Research Support Fund. (See the Graduate School Web site at <http://www.gradschool.emich.edu> for further information.) Grant writing workshops for graduate students are offered twice a year. Check with the Graduate School for date, time, and location of workshops.

## Dissertation Proposal

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After you have selected a topic, the next step will be to write a dissertation proposal. Your proposal is basically the research plan, clearly describing how you expect to accomplish the goals of your study. It should be thoughtful, well written, and scholarly.

### Proposal Format

Although academic programs may have specific format requirements, the outline below can be used as a general format for writing a proposal. Be sure to check with your dissertation chair for information on any discipline-specific format requirements. Proposals are typically 10 to 20 pages long and are the foundation for the first three chapters of your dissertation (e.g., Introduction, Literature Review, and Methodology). You should use the chosen style guide of your discipline/program in preparing the proposal. (See Table 1.)

### Title Page

Include the title of the dissertation, your name, the date of the proposal, and the names of your dissertation chair and committee members.

## **Introduction, Problem Statement, and Background**

Give a general introduction to the issue or research topic. State the problem and provide background information supported by literature review. Note how past research has addressed the problem, and identify similarities or differences in their methodology or findings that have drawn you to study the problem.

## **Purpose of the Study**

Briefly state what you hope to accomplish with your research.

## **Justification and Significance**

Give specific reasons why this proposed research is important and how it will contribute to the discipline. Again, include citations from relevant literature.

## **Research Question(s) or Hypothesis(es)**

From an understanding of the research problem, develop (a) concisely phrased research question(s) or hypothesis(es) that will be studied.

## **Methodology**

Describe the proposed research design and include the reasons for selecting each element of the methodology, identifying the advantages and disadvantages. Detail the following:

- a) study design
- b) study type (e.g., qualitative or quantitative methods)
- c) study population, sample, sampling frame, and sampling techniques
- d) data-gathering procedure(s) and instrumentation(s)
- e) measures to insure safety, confidentiality, and anonymity for human subjects (or animals)
- f) data analysis
- g) timeline

## **Definition of Terms**

Create a glossary to define the terms used in your study.

## **Limitations/Delimitations of the Study (optional)**

Specify aspects of the study and methodology or conditions imposed by the design itself that may limit findings and outcomes. Also identify delimitations or conditions imposed by the researcher that may limit findings or outcomes.

In many qualitative studies, the boundaries of the study may be integrated into the discussion of context and framing of the issues and need not constitute a special chapter or section of the dissertation.

## Proposal Guidelines

Once you have completed your proposal it must be approved by your committee. It is subsequently kept in your doctoral studies file in your department/college. See Figure 2 for a sample of the *Approval of the Dissertation Proposal* form. The approval form is sent to the Graduate School.

**EASTERN MICHIGAN UNIVERSITY**  
**Graduate School**  
**Dissertation Committee<sup>1</sup> Approval Form**

Student \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number \_\_\_\_\_ Department/College \_\_\_\_\_

Email address \_\_\_\_\_

Current position \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home) \_\_\_\_\_

Program/Research Area \_\_\_\_\_

Dissertation Topic/Tentative Title \_\_\_\_\_

Committee Chair \_\_\_\_\_

Proposed Member Appointed by the Graduate School \_\_\_\_\_

\_\_\_\_\_ Proposed appointee has agreed to serve

\_\_\_\_\_ (if left blank) Please appoint a member selected by the Graduate School

Additional Members:

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Approval of Committee Roster:

Department Head or School Director \_\_\_\_\_ Date \_\_\_\_\_

Graduate School and Research \_\_\_\_\_ Date \_\_\_\_\_

*Original to Graduate School student file. Copies to: committee chair and members; department/college*

<sup>1</sup>Graduate School policy requires that committee chairs be tenured or tenure-track full-time faculty with a completed doctorate in the student's specialty. In addition to the chair, committees must consist of from four to six members (normally faculty from within the degree-granting school). At least half of the committee members must be from the student's home school. At least one member must be from outside the student's home school and serves the committee as the Graduate School representative. One committee member may be from outside the pool of graduate faculty (e.g., faculty from other institutions, alumni, community members, corporate partners, internship supervisor, emeritus faculty). All committee members should be experts in at least some aspect of the student's dissertation topic area. The final committee roster, and any subsequent changes in committee membership, must be formally approved by the committee chair, department head or school director, and Dean of the Graduate School.

*Figure 1.* Dissertation committee approval form.

**EASTERN MICHIGAN UNIVERSITY**  
**Graduate School**  
**Approval of the Dissertation Proposal<sup>1</sup>**

Candidate \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_ Cognate \_\_\_\_\_

Dissertation Committee Chair \_\_\_\_\_

TENTATIVE TITLE OF PROPOSED DISSERTATION

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

COMMITTEE REPORT ON DISSERTATION PROPOSAL

After review of the dissertation proposal, the Doctoral Committee certifies that:

- The proposal is satisfactory and the candidate may proceed.
- The proposed research does not involve the use of human subjects OR
- The proposed research involves human subjects and will be sent to University Human Subjects Review Committee prior to data collection.
- The proposal is not satisfactory and the following deficiencies must be corrected:<sup>2</sup>

Description of deficiencies \_\_\_\_\_

COMMITTEE SIGNATURES

Chair \_\_\_\_\_

Member Representing the Graduate School \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

GRADUATE SCHOOL APPROVAL

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

*Signed original to Record's student file. Copies to: Graduate School, chair, and department/college file*

\_\_\_\_\_

<sup>1</sup>To be completed only after student has been officially notified of having passed the qualifying examination.

<sup>2</sup>After the deficiencies have been corrected a new form must be submitted indicating that the proposal is satisfactory and the candidate may proceed.

*Figure 2.* Approval of the dissertation proposal form.

## Permission to Conduct Research Involving Human or Animal Subjects

If you plan to use human subjects in any part of your research, you must first submit a *Request for Approval of Research Involving Human Subjects* along with your dissertation proposal to the University Human Subjects Review Committee (UHSRC) at the Graduate School.

The UHSRC is responsible for the protection of human subjects used in research studies. The committee will review your methodology to evaluate the research-related risk to human subjects, as well as to protect the confidentiality and anonymity of all participants. **You may not begin any research involving human subjects until you have received exemption or approval from the UHSRC.** Consult the Office of Research Development web site at [www.ord.emich.edu](http://www.ord.emich.edu) for information, forms, and development guidelines for the use of human or animal subjects.

If you will be using animal subjects in any part of your research, you must first submit an *Application to Use Vertebrate Animals* (the application can be downloaded from the Office of Research Development site, [www.ord.emich.edu](http://www.ord.emich.edu), along with the Instructions for Completing the Application,) and your full research proposal to the Institutional Animal Care and Use Committee (IACUC) at the Office of Research Development, Starkweather Hall, 2<sup>nd</sup> Floor.

NOTE: A copy of the Approval from the UHSRC or IACUC (not the Request for Approval form), if applicable to your research, must be submitted to the Graduate School along with your dissertation. The dissertation will not be accepted for editorial review until this form is on file at the Graduate School. It is the doctoral student's responsibility to make sure this is done.

## Registration for Dissertation Credits

Once your dissertation committee approves your proposal, the academic department/school will issue permission to register for dissertation credits, and then you may register online.

If more than one semester is required to complete your dissertation, it is not necessary to request an extension from the Graduate School. An I-grade for incomplete is carried forward until final sign-off is achieved. The dissertation chair will submit change of grade forms when all work and editing are finished.

## When to Conduct the Research

By the time your proposal is approved, much of the groundwork for your research will have been completed. Data gathering may begin only **after** you have received human or animal subjects approval (if necessary).

You must follow your proposed and approved research methods unless they prove to be unsatisfactory, at which point you must develop an alternate methodology with your committee's approval. If substantial changes in methods have been made, another human subjects (or animal care) approval may be necessary. Consult your committee chair.

# Organization of the Dissertation Manuscript

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This section will explain the different parts of the dissertation manuscript and how it is organized.

**Preliminary Pages** include the title page, dedication, acknowledgements, abstract, table of contents, and lists of tables and figures.

**Text Pages** include the actual dissertation, including the dissertation problem, literature review, methodology, results, discussion, and conclusion.

**Supplementary Pages** include the list of references and appendices.

## Preliminary Pages

The preliminary pages, which appear before the main body of the text, must be in the following order:

- Blank Page
- Title Page
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- List of Tables (required if there are 2 or more tables)
- List of Figures (required if there are 2 or more figures)

With the exception of the Blank Page and the Title Page, all preliminary pages must be numbered with lower-case Roman numerals. Each preliminary page is described below.

### Blank Page

Required as an end leaf at the front and back of the document. Do not number.

### Title Page

Required although counted as page i, the number is not printed on the actual page. Include the following information, centered on the page:

- Name of the author
- Full name of the department to which it is submitted
- Full name of the University
- The phrase “in partial fulfillment of the requirements for the degree of DOCTOR OF PHILOSOPHY” (or “OF EDUCATION” as appropriate)

- Field of study for which the degree is granted (e.g., Psychology, Educational Leadership, Technology)
- Area of concentration (for example, a Psychology degree candidate may have a concentration in Clinical Psychology)
- Names of committee chair and members
- Date of submission
- City and state in which the campus is located

See a sample title page (Figure 3).

### **Dedication**

Optional.

### **Acknowledgements**

Optional.

### **Abstract**

Required. Double-spaced and limited to 350 words, the abstract of the dissertation should briefly state the following:

1. Research problem, research questions or hypotheses, and study's objective
2. Methods and procedures
3. Results
4. Conclusions

See sample dissertation abstract (Figure 4).

A Study of Effective Change Efforts In  
Michigan Public School Districts

by

Ellen Hoffman

Dissertation

Submitted to the Department of Leadership and Counseling

Eastern Michigan University

in partial fulfillment of the requirements for the degree of

DOCTOR OF EDUCATION

Dissertation Committee:

Beverly Geltner, PhD, Chair

Jaclynn Tracy, PhD

Carol Haddad, PhD

Bert Greene, PhD

February 12, 2001

Ypsilanti, Michigan

*Figure 3.* Sample title page.

(Note: This page is in 12-point font and nothing is to be in boldface type.)

## ABSTRACT

The primary purpose of this research effort was to describe the leadership attitudes and behaviors of effective school superintendents. The research design paralleled the one used by Fisher, Tack, and Wheeler (1988) in their study of effective college presidents.

In the first phase of the research, peers and qualified observers were asked to nominate individuals considered to be “most effective” in their roles as school superintendents. The nominators included 451 school superintendents. In the second phase of the study, 87% of the superintendents completed the Fisher-Tack Effective Leadership Inventory designed to measure attitudes and behaviors of leaders.

The data indicated that no statistically significant relationships existed between leadership effectiveness (defined as frequency of nomination) and school district enrollment or between leadership effectiveness and the attitude and behavior scales measured on the inventory. Statistically significant relationships were found between leadership effectiveness and scholarly productivity as well as between leadership effectiveness and work experience. Statistically significant, although low, correlations were found for 12 of the 40 items on the questionnaire. The school superintendents nominated most frequently as being effective leaders indicated, to some extent, a preference for behaving in a more open and collegial manner than their colleagues. They also showed a slight trend toward being more energetic risk-takers who believe in rewarding superior performance. The generalization of these correlations, given the low internal consistency of the instrument, is questionable.

*Figure 4.* Sample abstract.

***Original APA-style abstract:***

A large-scale experiment is described in which kindergarten students and teachers were randomly assigned to small and large classes within each participating school. Students remained in these classes for 2 years. At the end of each grade they were measured in reading and mathematics by standardized and curriculum-based tests. The results are definitive; (a) a significant benefit accrues to students in reduced-size classes in both subject areas and (b) there is evidence that minority students in particular benefit from the smaller class environment, especially when curriculum-based tests are used as the learning criteria. A longitudinal analysis of a portion of the sample indicated that students in small classes outperform their peers in kindergarten classes of regular size and also gain more in reading outcomes during the second year. The question of why these effects are realized remains largely unanswered, but in light of these findings, is particularly important to pursue. (Finn & Achilles, 1990).

***Structured abstract:***

*Background:* Class size reduction continues to attract attention as a school reform measure. Prior research on the effects of class size has been inconclusive, leading to ongoing controversy and debate about the magnitude, if any, of a “class-size effect” on learning outcomes for children.

*Purpose:* To assess the effects of a statewide experiment where class size was substantially reduced in kindergarten and first-grade classes.

*Setting:* 76 public elementary schools drawn from inner-city, urban, suburban, and rural locations in Tennessee. A total of 328 kindergarten classes and 347 first-grade classes participated in the study.

*Subjects:* 6,570 students enrolled in kindergarten in the 1985-1986 school year.

*Intervention:* Students were randomly assigned by project staff to one of the three class types: small (13-17 pupils), regular (22-25 pupils), or regular with a teacher aide (22-25 pupils). Students assigned to small classes stayed in small classes for kindergarten and first grade.

*Research Design:* Randomized-controlled field trial.

*Data Collection and Analysis:* The Stanford Achievement Tests in reading and mathematics were administered in the spring of each school year, and a set of Tennessee curriculum-referenced tests were administered at the beginning of first grade. Means on each outcome measure were calculated for each class, then separately for White and minority students in each classroom. Two analyses were conducted using multivariate analysis of variance: a cross-sectional analysis of the entire first-grade sample and a longitudinal analysis of a subset of pupils (n=2291) who were in the study for both kindergarten and first grade and had complete SAT achievement test data.

*Findings:* Significant benefits of class size reduction were seen across all academic measures. The cross-sectional analysis of first graders yielded an overall difference of about one fourth of a standard deviation among students in small classes vs. regular classes. Minority students benefited in particular, averaging a difference of a third of a standard deviation over their regular class counterparts on five of the six academic measures. In the longitudinal analysis, students in small classes had a highly statistically significant advantage in reading and mathematics over regular classes in both kindergarten and first grade.

*Conclusions:* This study demonstrates that small classes have an advantage over larger classes in reading and mathematics in the early primary grades. The analysis also strongly suggests that small classes especially benefit the academic performance of minority students.

*Figure 5.* Comparison of a paragraph-style narrative summary and a structured abstract for an original study that appeared in the Fall 1990 *American Educational Research Journal*.

***Structured abstract:***

*Background/Context:* Description of prior research on the subject and/or its intellectual context and/or its policy context.

*Purpose/Objective/Research Question/Focus of Study:* Description of what the research focused on and/or why.

*Setting:* Specific description of where the research took place.

*Population/Participants/Subjects:* Description of the participants in the study: who (or what), how many, key features.

*Intervention/Program/Practice:* Specific description of the intervention, including what it was, how it was administered, and its duration.

*Research Design:* Description of the research design (e.g., qualitative case study, quasi-experiment, secondary analysis, analytic essay, randomized-controlled field trial).

*Data Collection and Analysis:* Description of plan for collecting and analyzing data, including description of data.

*Findings/Results:* Description of main findings with specific details.

*Conclusions/Recommendations:* Description of conclusions and recommendations of author(s) based on findings and overall study.

*Figure 6.* Proposed template for a structured abstract.

## **Table of Contents**

Required. Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. However, the following rules apply:

- The wording of headings in the Table of Contents must correspond exactly to the wording of those headings in the text.
- Include a listing of the preliminary pages with page number references (except for the title page and the Table of Contents pages themselves).
- Ellipsis marks (also called “dot leaders”) to page number references are required.

See sample Levels of Headings and Tables of Contents (Figures 7 and 8).

## **List of Tables and List of Figures**

If your dissertation contains two or more tables, you must create a List of Tables. Likewise, if you have two or more figures, create a List of Figures. Format these lists as you would a Table of Contents. All lists should be referenced in the Table of Contents in the preliminary pages section. Double check all titles to make sure they are identical from text to table.

See sample List of Figures and List of Tables (Figures 9 and 10).

## **Creating the Table of Contents, List of Tables, and List of Figures**

Your Table of Contents, List of Figures, and List of Tables should be created systematically. If not done properly, they can be troublesome. Consult the owner’s manual for your word-processing software to follow their suggested procedure. There are short-cut techniques unique to each system that insures that page numbers will align along the right side of the page.

## LEVEL OF HEADINGS

### **Three levels:**

Centered Uppercase and Lowercase Heading

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*

### **Four levels:**

Centered Uppercase and Lowercase Heading

*Centered, Italicized, Uppercase and Lowercase Heading*

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*

### **Five levels:**

CENTERED UPPER CASE HEADING

Centered Uppercase and Lowercase Heading

*Centered, Italicized, Uppercase and Lowercase Headings*

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*

*Figure 7. Sample levels of headings.*

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*Figure 10.* Sample list of figures.

## Text Pages

The dissertation is usually divided into chapters, sections, or other basic units of organization. The standard method of developing a dissertation is to follow each of the steps below, devoting an entire chapter or section to each. The research paradigm may dictate a different format. For example, a historical or qualitative study could have more than six chapters. Consult your dissertation chair.

### **1. Introduction**

#### **Problem Statement, Background, Justification, and Significance**

Provide a general introduction to the issue or research topic. State the problem and provide background information. Explain why the problem is significant. Include a literature review that highlights how past research has addressed the problem and note similarities or differences in methodology or findings that have drawn you to study or research the problem. Give specific reasons why this proposed research is important and how it will contribute to the discipline.

#### **Purpose and Objective(s) of the Study**

Clearly state the purpose and objective(s) of your research.

#### **Research Question(s) or Hypothesis(es)**

From an understanding of the research problem and related literature, develop (a) concisely phrased research question(s) or hypothesis(es) that will be tested or studied.

#### **Theoretical Framework**

Some departments require a dissertation to be grounded in discipline-specific theory or theories. Explain why the theoretical framework selected or created for your study is appropriate and how it will be used.

### **2. Review of Literature**

Drawing on literature in the discipline and related disciplines, discuss the work of previous scholars that supports, offers a counter position, and provides a context for your study. Literature should be cited regarding all research variables to be explored in the study.

An effective literature review is not a mindless set of citations strung together (“Smith said,” “Jones noted”). Instead, it frames and contextualizes the topic. In qualitative studies, the researcher may return to relevant literature in later chapters in order to expand the interpretive analysis of key themes.

### **3. Methods**

Describe your research methods, providing enough detail so that other researchers can replicate or evaluate your work. Provide the same information that was previously suggested in this manual for the proposal.

### **4. Results**

Present data and findings from your research. Explain tables and figures; don't assume your readers will interpret them the way you do.

### **5. Discussion**

Provide a systematic analysis of the results of your study. State how the results relate to your research question(s) or hypothesis(es).

### **6. Conclusion(s)**

Summarize how your findings compare to the literature and prior research. Where appropriate, identify additional limitations of the study that were unexpected and encountered during the research process. Discuss the implications of your study and possibilities for further research.

NOTE: Your committee may have you combine chapters 4 and 5. However, many qualitative and historical dissertations are longer than the traditional five chapters.

## **Footnotes or Other Sources of Documentation**

The format and style of documentation of sources vary from discipline to discipline. Consult your discipline's style manual (see Table 1) and your dissertation chair for the appropriate format. Use the chosen format consistently throughout the dissertation.

## **Tables and Figures**

Tables and figures may be included within the text or on separate pages. Detailed guidelines are given in the discipline-specific style guides. Refer to them for exact requirements for the presentation of tables and figures in the text.

- Give each table or figure a specific and informative title.
- All tables and figures should be self-explanatory; any abbreviations should be explained in a legend, caption, or footnote beneath the table or figure according to the method and format prescribed in the style guide you are using.
- Refer to each table or figure in the main text. Insert the table or figure shortly after the reference. If tables or figures appear on separate pages, place them as near as possible to the text that refers to them, rather than at the end of the section.
- The order of both the tables and figures must follow the sequence of your textual references. (Label tables and figures as described in your style guide.)

If you plan to have several tables or figures, you may want to link the files to your document, rather than inserting them in the text. This can make your text easier to store and manage. (See your word-processing software manual.)

## Supplementary Pages

The supplementary pages are the sections that follow the body text, which include

- References (or Works Cited)
- Bibliography (or Works Consulted)
- Appendix or Appendices
- Index
- Curriculum Vitae

Of these sections, the References (or Works Cited) and Appendix are required.

### **References (or Works Cited)**

Required. Your References section should include *all* the sources cited for which you have footnotes within the text, and *only* those sources. Follow your style manual for the correct format.

### **Bibliography (or Works Consulted)**

Optional. A bibliography is a list of all the books, articles, Web sites, and so on that you read as part of your research, even if they are not cited in your dissertation. Follow your style manual for the correct format.

### **Appendix or Appendices**

Required. Appendices are documents that support information in the text but don't need to be included in the body of the text, either because the documents are too large or they serve merely as references. Here are some examples of what might be included in an appendix:

- data-gathering instruments or questionnaires
- supplemental data or information from a secondary source
- letter approving use of human or animal subjects
- any pertinent correspondence, such as permission letters.

**IMPORTANT:** Make sure these supplementary pages are properly written and formatted before they are used in your research (e.g., check spelling).

## **Format for Appendix/Appendices**

The Appendix section follows the list of references.

- If there is more than one appendix, the first page of the Appendix section should be a cover sheet on which the word “APPENDIX” or “APPENDICES” is centered.
- Appendices are labeled with all-cap letters, rather than with numbers (e.g., Appendix A, Appendix B, etc.)
- Each appendix must have a specific title (e.g., Appendix B: Survey Form).

## **Index**

Optional. Use an index if your dissertation contains specific concepts or key words that a researcher may wish to go to directly. Check your word-processing software manual for instructions on how to create an index.

## **Curriculum Vitae**

Optional. Some departments want the student to include a detailed resumé or curriculum vitae.

## **Blank Page**

Required. The last page of the dissertation is a blank page or end leaf (unnumbered).

## **Plagiarism and Fair Use**

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ProQuest checks all dissertations to ensure that graduate students have not used previously published material without authorization. However, one “fair use” clause in copyright law allows students to use others’ work under certain conditions. ProQuest has developed a set of guidelines for determining whether dissertations fall within the category of “fair use.” Some of these guidelines are listed below.

1. Avoid quoting throughout your manuscript more than a total of one and one-half pages, single-spaced, from any one published source.
2. Avoid photocopying significant amounts of text pages from published materials. Even if you created the original material, you may not own the right to distribute the work.
3. You may photocopy only one page of graphics from any single published source.

*Copyright Law & Graduate Research* by Kenneth D. Crews is a helpful guide available either at the Graduate School or from ProQuest at 800.521.0600. Additional information about “fair use” may be obtained from the following Web site: <http://www.copyright.iupui.edu>

If any portion of your research might exceed any of the “fair use” guidelines, seek permission from the publisher of the original material. A sample permission letter is available through the ProQuest Web site: [http://www.umi.com/products\\_umi/dissertations/copyright/AppxA.html](http://www.umi.com/products_umi/dissertations/copyright/AppxA.html)

## Use of First Person

In many qualitative dissertations, where the researcher is the primary “instrument” and makes ethnographic observations, conducts interviews, or locates his/her position as action researcher or participant observer, it is appropriate to use the first-person voice. Discussing and analyzing the researcher’s role in the study is often a necessary part of a “subjectivity audit.” Students using the APA style guide have its full sanction for this practice. Others should consult their own style guide and, when in doubt, their dissertation committee chair.

## Style Guides

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Professional or scholarly style guides provide rules and guidelines for writing and formatting academic manuscripts. They deal with such questions as:

- How should the dissertation be organized?
- What is the proper way to cite and list sources?
- When must numbers be spelled out?
- How are table and figure captions formatted?

Every student who writes a dissertation must adhere to a style guide. See Table 1 for frequently used style guides. Upon submitting the dissertation to the Graduate School, you must identify the style guide the Graduate School reader will use to check for compliance. Ask your dissertation chair which style guide is appropriate for your discipline and has been approved by your academic department or program.

Even if you write well, there are specific formatting rules required by the style guide, which may be unfamiliar to you. Obtain a copy of the style guide and refer to it frequently during the writing process. Not conforming to these guidelines will require you to rework the dissertation, which may delay graduation.

Reasonable exceptions to the style guide requirements may be made to a document’s format to accommodate later submission to a journal, insertion of interview quotations, photographs, and so on. Consult your committee chairperson or the Graduate School reader.

In general, style guides are good sources when you have questions about grammar. They help you write in a concise manner. More important, the consistent use of a style guide will make your dissertation more professional and credible to the academic community and put your document in proper format for publication.

In addition to your style guide, another good reference for grammar questions can be found at the following Web site: <http://grammar.ccc.commnet.edu/grammar/index2.htm>

NOTE: The style guide you indicate that you have used is the guide the dissertation reader will use to check your work.

Table 1

*Style Guides*

<b>Title (and Abbreviation)</b>	<b>Author</b>	<b>ISBN #</b>
<i>Publication Manual of the American Psychological Association, 5<sup>th</sup> Edition (APA)</i>	American Psychological Association	1557987912
<i>The Chicago Manual of Style (Chicago)</i>	University of Chicago Press	0226104036
<i>A Manual for Writers of Term Papers, Theses and Dissertations (Turabian)</i>	Turabian, Kate	0226816273
<i>The ACS Style Guide, 2<sup>nd</sup> Edition (ACS)</i>	Dodd, Janet S., ed.	0841234620

# Physical Specifications of the Manuscript

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The physical specifications of a dissertation include every aspect of the document, from its appearance including required margins, spacing, and font size to all formatting details. The requirements in this section are specific to all dissertations submitted to the Eastern Michigan University Graduate School.

NOTE: If a conflict arises, the rules in this section override approved style guides (e.g., APA, Chicago).

Table 2

## *Format and Requirement for EMU Dissertations*

<b>Page Size</b>	8.5 x 11 inches
<b>Left Margin</b>	At least 1.25 inches
<b>Right, Top, and Bottom Margins</b>	At least 1.0 inches
<b>Font Style</b>	Serif fonts (e.g., Times, Garamond, bookman, etc.) are preferred. Font must be consistent throughout document.
<b>Font Size</b>	12-point
<b>Spacing</b>	Double space. Follow your style manual for spacing within block quotations, footnotes, reference entries, titles, captions, and notes.

With electronic submission, a dissertation may include graphics, photography, movie clips, and so on. The document may run in a landscaped format with two columns of text. It may be created for easy conversion to a publishable manuscript.

## Pagination

Because the dissertation document resembles a published book, the pagination can be tricky.

- The title page is page one, but it is not numbered.
- Preliminary pages (after the title page and up to and including the List of Tables and/or List of Figures pages) are numbered in lower-case Roman numerals.
- The body of the text and supplementary pages are numbered with Arabic numerals. The first page of text is p.1, but it is not numbered.
- All chapters or major sections should begin on a new page.
- A subsection heading should not be the last line at the bottom of a page. Review “orphan control” from your computer help menu.

## Tables, Graphs, Photographs, and Other Graphics

Tables, graphs, photographs, and charts are important tools for presenting data. All graphics should be easy to read. They must adhere to the same margin requirements as the text. Keep in mind that if your images are too small or don't provide enough contrast, they may become hard to read when the document is duplicated. Consult your style guide for format.

### **Tables**

Tables should be simple and clear. Use cell borders to separate information and thicker lines to delineate the headings for rows and columns. Headings should clearly describe the data in the row or column. If you must abbreviate, explain the abbreviation below the caption.

### **Graphs**

Color graphics are fine for digital/electronic submission, but you may not wish to make color paper copies for bound documents. Rather than using different colors to distinguish data, use different line styles for line graphs and fill patterns for bar graphs or pie charts.

### **Photographs**

When possible, photos should be printed directly on 8.5" X 11" photographic paper. Otherwise, you may mount photos using pressure-sensitive, double-adhesive mounting paper, or scan the photos and insert them into the text. Photos must carry a caption and be included in the List of Figures.

### **Color Graphics**

You can use color plates and images, but you will need to reproduce enough for all the copies you want bound. Color may be used for digital/electronic submission. Black and white graphics provide sharper, cleaner reproduction.

Graphics consume a lot of computer memory. If your dissertation requires numerous graphics, create links for them rather than inserting them in the text. You can also link other text documents, tables, Excel files, and databases in the same manner. Check your word-processing software manual for instructions to create links.

Note: Each style guide has its own requirements regarding the placement, labeling, and design of tables, figures, and other graphics in the text. Adhere to those specifications.

## Useful Links

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### APA

The APA-Style Helper 2.0: This downloadable software automatically formats your paper in APA style: <http://www.apa.org/software/>

FAQs about the Publication Manual of the APA (5<sup>th</sup> ed.): <http://www.apa.org/journals/faq.html>

### MLA

The Official Web site on MLA style: <http://www.mla.org/style>

A Guide for Writing Research Papers (based on MLA): This site discusses how to avoid unintentional plagiarism: <http://grammar.ccc.commnet.edu/grammar/index2.htm>

### Turabian/Chicago Manual of Style

The Chicago Manual of Style FAQ (and not so FAQ):  
<http://www.chicagomanualof style.org/home.html>

Turabian style guide: <http://library.concordia.ca/help/howto/citations.html#tur>

### General English Usage Sites

The Able Writer: A Rhetoric and Handbook: This is an actual book written by a professor from Old Dominion University in Norfolk, VA. Some of the chapters are available as pdfs, others are formatted in html: <http://www.odu.edu/al/jbroder/ablewriter.html>

## Writing Support

The following Web sites may be helpful:

Purdue's Writing Lab: <http://owl.english.purdue.edu/>

Metropolitan State University/Writing Center:

<http://www.metrostate.edu/writingcenter/index.html>

University of Wisconsin Madison/Writing Handbook:

<http://www.wisc.edu/writing/Handbook/index.html>

# Dissertation Approval Process, Defense, and Revision

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The following section describes the steps in (a) the dissertation approval process from your department, (b) the dissertation defense, and (c) editorial revisions.

1. Your committee chair will determine when your work is complete and ready to defend.
2. Schedule a date and location for the defense meeting. Complete Oral Defense of the Dissertation Approval Form (see Figure 11). Inform committee members of meeting logistics and submit copies of the dissertation to committee members for their review at least two weeks prior to the defense date. Either you or your committee chair (depending on department or program practice) will announce the defense date to the public and invite administrators and guests.
3. Create an approval form for your dissertation (see Figure 12). The approval form must include
  - the title of the study
  - the author's name
  - names and titles of all committee members, the department head or school director, and the Dean of the Graduate School
  - lines for the dated signatures of all committee members, the department head or school director, and the Dean of the Graduate School.
4. Defend your dissertation. The full dissertation committee must be present for the defense. Check with your committee chair for format and procedures for the dissertation defense meeting. The meeting typically involves the committee chair introducing you and you giving a 20-30 minute formal presentation on your dissertation, followed by a question-and-answer period with committee members (total time approximately two hours). You are then asked to leave the room while the committee discusses your defense. Approval of the defense requires a unanimous vote of the committee. You return for their decision and for any additional questions and comments.
5. After the defense, rework the dissertation in response to editorial comments from committee members. Your committee has been charged with helping to bring your dissertation to a level of excellence appropriate for viewing by scholars around the world, so you want it to be as polished as possible.
6. Resubmit your dissertation to your committee for approval and sign-off. (Check department/school procedures—sometimes the committee members sign off following the defense and the chair signs off after the document has been reworked.) The department head or school director will also have to approve and sign off on the document before it is submitted to the Graduate School.

7. Submit an original print of the edited version of your dissertation to the Graduate School for review and editing by the Graduate School reader. This copy is not to be in a notebook, bound in any way or duplicated on special paper. Complete the *Dissertation Information Sheet* (see Figure 13) and submit it with the dissertation. Be sure all the required information is provided on the form so that a dissertation reader can contact you. Retain one copy of the form for your records. Also submit the original signed approval form.
8. Complete the *Survey of Earned Doctorates*. This will be given to you by the graduate school when you turn in your final dissertation. It is to be completed and returned to the graduate school.

NOTE: Review and editing by the Graduate School reader will not begin until the Approval Form, Information Sheet, and evidence of human or animal subject approval (if required) have been submitted.

## Dissertation Checklist

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Complete these steps before submitting dissertation to the Graduate School for approval:

- Check the spelling on the title page.
- Have you listed your degree properly?
- Is the approval form signed by your dissertation chair, all committee members, and your department head or school director?
- Does the approval form list the committee members' names and titles beside or below the signatures?
- Does the approval form have original signatures?
- Does the abstract have no more than 350 words?
- Is there a 1.25" left-hand margin and at least 1" margins on the right, top, and bottom of each page?
- Have you run a spell-check?
- Are the levels of headings correct?
- Do all headings in the table of contents match those in the text exactly?
- Are all sources listed in the references list (or works cited) mentioned in the text?
- Are all citations in the text listed in the reference list (or works cited)? Double check alphabetization.
- If the dissertation involved research using human or animal subjects, did you include a copy of your approval letter?
- Did you receive authorization for use of published material that is not covered under fair use?
- Is there a blank page at both the front and back of the dissertation?

NOTE: Theses are not to be bound in any way: no holes punched, no staples, no notebooks. Writing must be on one side of the page only.

## **Procedures for the Oral Defense of the Dissertation**

A public oral defense of the dissertation is required of all doctoral candidates. This final step in the doctoral program focuses on the candidate's research and how it is reported in the dissertation.

### **Preliminary Review**

When the dissertation is completed to the satisfaction of the committee chair, the candidate will submit copies to committee members for their review. Review by committee members will note any errors, with particular focus on the content of the dissertation. The committee chair will arbitrate any disputes over what changes are necessary and will determine its defensibility.

### **Announcement of the Defense**

At least two weeks in advance of the defense, the chair will inform the graduate dean by memorandum, and the University academic community by an announcement in the appropriate media, of the date, time, and place of the oral defense, including an invitation to members of the public. If arrangements for the defense must be changed, the chair will in like manner notify the graduate dean, the candidate, members of the dissertation committee, and the academic community.

### **The Defense**

The chair and all members of the dissertation committee must be present at the defense (in person or by conference call). The defense will be open to the public. The chair presides over the defense and is responsible for the conduct of the oral presentation. The format of the defense must include an opportunity for each committee member, including the chair, to question the candidate. Each committee member must be satisfied that the research problem is of appropriate significance, that the research is appropriately exhaustive, that the research methodology constitutes good practice, and that the conclusions drawn from it are accurate, reliable, and defensible. After completion of questioning by the committee, the chair will invite questions from the audience. If, during the defense, any inappropriate incident occurs, or if any serious controversy develops among members of the committee, or if inappropriate informality is evident, the chair shall intervene, excuse the candidate, resolve the issue, and secure assent as to procedure before recalling the candidate and resuming the presentation. If the issue cannot be resolved satisfactorily, the presentation will be recessed or postponed, and the problem will be resolved in consultation with the department head/school director, college dean, and graduate dean. The student must be informed that the decision has been made to defer, and that resolution of the problem will be communicated within thirty days.

### **Approval of the Defense and Dissertation**

Committee deliberations regarding the quality of the oral defense are in "executive session." After the committee is satisfied that all its questions, and those of the audience, have been answered, the candidate and audience are asked to leave the room. The chair will poll each committee member individually whether the dissertation has been successfully defended. The candidate will not be passed if there are any negative votes. Abstentions will be considered negative votes. The Committee will report its decision by signing the Oral Defense and Dissertation Approval Form, which is then forwarded to the dean of the Graduate School. After the committee has made its determination, the candidate will then be recalled and the chair will present the committee's report. If the candidate has failed, the chair will indicate to the candidate and to the Graduate School (under the "Recommendations" section) what additional work the candidate must do before a second presentation is held. The second presentation may not be held until at least one full semester has elapsed, but must be held within one calendar year following the first presentation. The second presentation is final. After a successful defense, the candidate may be required by the chair to make final revisions to the dissertation before submission to the Graduate School for final edit. The Graduate School editor's responsibility is to insure that the manuscript conforms to the guidelines of the Dissertation Manual, the applicable style guide as determined by the chair, and the formal requirements of publication, and will provide suggestions for correcting any stylistic, or mechanical errors. The doctoral degree is formally awarded when the dean of the Graduate School has signed the Oral Defense and Dissertation Approval Form and the dissertation approval page. Committee chair will send Change of Grade Forms for dissertation credits to the Office of Records and Registration.

Rev. 9/07

# Oral Defense of the Dissertation Approval Form

Candidate \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_

Dissertation Title \_\_\_\_\_

## ORAL DEFENSE

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

After review of the dissertation, and on the basis of the oral defense of the work presented in the dissertation, the doctoral committee certifies that the candidate:

- Satisfactorily passed the oral defense of the dissertation
- Did not satisfactorily pass the oral defense of the dissertation

Recommendations \_\_\_\_\_

## Committee Signatures

Chair: \_\_\_\_\_

Members: \_\_\_\_\_  
\_\_\_\_\_

Member approved by the Graduate School: \_\_\_\_\_

## DISSERTATION

I have read and approve the content of this dissertation, and hereby declare the candidate has completed the written requirements of the degree.

Chair: \_\_\_\_\_

Members: \_\_\_\_\_  
\_\_\_\_\_

Member approved by the Graduate School: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Original goes to Records and Registration, copies go to committee chair and Graduate School student file.*

APPROVAL

A Study of Effective Change Efforts  
in Michigan Public School Districts

Ellen Hoffman

APPROVED:

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Beverley Geltner, PhD  
Dissertation Chair

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Date

---

Jaclynn Tracy, PhD  
Committee Member

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Date

---

Carol Haddad, PhD  
Committee Member

---

Date

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Bert Greene, PhD  
Graduate School Representative

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Date

---

James Berry, PhD  
Department Head

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Date

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Deborah de Laski-Smith, PhD  
Interim Dean of the Graduate School

---

Date

*Figure 12.* Sample approval form. Submit to the Graduate School with completed dissertation.

## DISSERTATION INFORMATION SHEET

NAME \_\_\_\_\_ STUDENT # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL \_\_\_\_\_

Dept/School \_\_\_\_\_ Committee Chair \_\_\_\_\_

Title of Dissertation \_\_\_\_\_

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

Signature \_\_\_\_\_

Style Guide Used (check one):

\_\_\_\_\_ APA \_\_\_\_\_ Chicago \_\_\_\_\_ Turabian

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For office use only--Graduate School staff must complete the following:

Is Approval Form signed by all committee members and the department head/school director?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If the research involved the use of human or animal subjects, is evidence of approval from the UHSRC or IACUC submitted with the dissertation? \_\_\_\_\_ Yes \_\_\_\_\_ No

1. If the answers to both the above questions are “yes,” you may accept the dissertation from the student. If not, return it to the student for compliance with the above requirements.
2. Date stamp below. Name of staff person accepting dissertation \_\_\_\_\_
3. Make two copies of this form. One copy goes to student and the other to the reader. **DATE STAMP HERE**
4. Enter in database and Banner and file original in binder.

*Figure 13.* Dissertation information sheet.

# Graduate School Approval of Dissertations

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The final approval of dissertations is the responsibility of the Graduate School, which assumes the role of final proofreader. The Graduate School holds students to high standards because the dissertation process is a crucial component of graduate studies. And because your dissertation is made available to the international academic community, it serves as an example of the quality of scholarship produced at Eastern Michigan University.

## Dissertation Reader

Although the dissertation committee members are responsible for evaluating the validity of the content and its editing, the Graduate School reader will check for correct use of grammar, spelling, and punctuation, as well as adherence to style and formatting requirements.

Dissertations are read in the order they are received at the Graduate School. The first review typically takes two weeks but may take longer if submitted on or near the semester deadline date along with many other dissertations (see deadlines on the next page).

Once the reader has finished reviewing your dissertation, you will receive an e-mail to let you know that your manuscript is ready for pick-up to make the necessary changes. The review-and-revision process involves a minimum of two cycles, depending on the quality of the original work and the revisions.

## Proofreading Symbols

Please familiarize yourself with standard proofreading symbols so that you will understand your reader's instructions. You can find common symbols at:  
[www.phschool.com/iText/wag/bronze/backmatter/SR\\_index.html](http://www.phschool.com/iText/wag/bronze/backmatter/SR_index.html)

If you choose, you may telephone or meet with the reader to review/clarify the proposed edits. It will be necessary to correct any errors in formatting, spelling, punctuation, and grammar. However, if your reader makes stylistic suggestions, it is your choice whether to incorporate those changes into your thesis.

You may review the requested changes with your dissertation chair and committee members. If your chair or committee contests any of the changes, notify the dissertation reader. Otherwise, revise the document and reprint the affected pages. You may drop them off or mail them.

You are required to return the marked-up copy of the manuscript along with your revised document, so don't remove any post-it notes the reader may have placed on the pages. If you make any changes the reader did not suggest, make a note of that in the margin of the first draft. You may drop off the documents or mail them to your reader.

NOTE: If you need to make changes that involve pagination, don't forget to revise your Table of Contents.

Once you have made all revisions and have printed and submitted a clean final copy, the reader will give your dissertation to the Dean of the Graduate Studies and Research for final approval and signature. You will receive a call or e-mail notifying you of the final approval.

**IMPORTANT NOTE:** If you are not able to submit your dissertation in acceptable form to the Graduate School by the deadlines below, you may not be able to graduate until the following term.

**December Graduation ..... November 1**  
**April Graduation ..... March 1**  
**June Graduation ..... May 15**  
**August Graduation ..... July 1**

### Proofread Carefully

You should have your dissertation proofread by at least one person who is not on your committee. The fewer errors your dissertation has, the faster it will be approved. Editing a dissertation again and again due to careless mistakes is time-consuming and may delay your graduation. Use of professional editing services prior to submission to the Graduate School is recommended.

## Submission and Binding Guidelines

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EMU has adopted a policy requiring students to submit their thesis/dissertation in a digital/electronic format. Electronic versions allow for unique publication format, the inclusion of video clips, color graphics, sound, and motion. They also may provide links to related Web sites and may enable electronic searching and navigation of the overall document.

These documents, upon approval from the student, will be posted to the EMU Library's **EagleSpace** digital web site ([www.eaglespace.emich.edu](http://www.eaglespace.emich.edu)). Students have found their work receives higher acclaim and exposure when available electronically. What better way to do that than to provide ready access to scholars worldwide rather than the limited access of a bound version in a library. (Note: The student may delay full availability of the thesis/dissertation for one year, if necessary.)

**The following steps will complete the final phase of your thesis/dissertation submission:**

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### ***Final Submission of Dissertation (required)***

Once your thesis/dissertation has received final approval from the Dean of the Graduate School, pick up the signature sheet and manuscript from the Graduate School. Convert your document to PDF format and copy to a CD-ROM.

Deliver the digital/electronic version, the Rights and Permission Form for Electronic Thesis, Dissertation or Capstone Project and the Electronic Format Information Sheet (Figure 9) to the Graduate School. They will then send it to the Library.

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***Bindery Copies (optional)***

If you decide to have copies bound for yourself, your committee, or family members, you should:

- Determine how many copies to duplicate for binding.
- Complete the Thesis Binding Payment Form (Figure 10).
- The binding fee per copy is \$14. This fee is paid at the Cashier's Office, room 201 Pierce Hall. The Cashier will note payment on the Thesis Binding Payment Form and will give you two receipts.
- Take the binding form cashier receipts, and all copies to Client Services Office, room 116 Halle Library. The copies will be sent out to be bound. The binding is black for theses and blue for dissertations, with your name and the title embossed on the cover and the spine.
- Client Services will contact you when the books are ready for pick up.

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***ProQuest (optional)***

Review the ProQuest materials regarding submission and copyright procedures. ProQuest will include your abstract in their monthly publication Thesis Abstracts International (TAI) and post it to their Web site, [www.bellhowell.infolearning.com](http://www.bellhowell.infolearning.com).

Complete the ProQuest form given to you at the Graduate School. You will send this form and the abstract to ProQuest. Attached to the form will be your check for \$55 to cover microfilming and \$45 (optional) for copyright. Make the check payable to ProQuest Information and Learning and mail to 6216 Paysphere Circle, Chicago, IL 60674. If you have any questions, please contact ProQuest at 1-800-521-0600, ext. 3548.

## **Completion of Dissertation from Out of State**

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If you leave Michigan before finishing the dissertation revision process, the Graduate School will communicate with you by phone and email. You are strongly advised to designate a contact person on campus, either a faculty member or friend, who can pick up your dissertation, pay binding, and get the dissertation copies made and delivered with disk or CD-ROM to the Halle Library. The Graduate School staff cannot accomplish these tasks for you, nor do they have the funds to mail your documents back to you. Self-addressed stamped envelopes for returned manuscripts are helpful. Prepaying overnight charges works as well. Do not electronically attach revised versions to email. Many times these are hard to open, and printing them for editing becomes time-consuming and costly for the Graduate School. Also, different software versions can distort formatting.

**EASTERN MICHIGAN UNIVERSITY**

**Rights and Permission Form for Electronic**

**Thesis or Dissertation**

**Placement in EagleSpace Online Digital Archive**

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1. \_\_\_\_\_Release the entire work immediately for access worldwide.
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The undersigned agrees to abide by the statements above, and agrees that this approval form updates any and all previous approval forms submitted heretofore.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Dean, Graduate School)

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**Name:** \_\_\_\_\_  
(The official form of your name used for publication purposes)

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**Key words or phrases, subject headings, or descriptors:**

\_\_\_\_\_  
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**Formats:** (What formats did you use? – Circle all that apply)

Te  
MS Word  
RTF  
PDF

Video  
Apple Quick Time (.mov)  
MS Audio Video Interleaved (.avi)  
MPEG (.mpg)

Audio  
AIF (.aif)  
CD-DA  
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MPEG-2  
SND (.snd)  
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\_\_\_\_\_

**NOTE:**

- ✓ Your document must be transferred to a CD-ROM (ISO 96-60) for submission.
- ✓ Make sure your name is on the disk.

*Figure 14.* Rights and Permission Form for Electronic Thesis or Dissertation Project (ETD).

**Eastern Michigan University  
Thesis/Dissertation Binding Payment Form**

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Thesis/Dissertation Title: \_\_\_\_\_

**Department/School:** \_\_\_\_\_ **Committee Chair:** \_\_\_\_\_

Permanent mailing address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Procedures:**

1. Have this form signed by the Graduate School\*.
2. Take this form to the Cashier's Office, 201 Pierce Hall, to pay for binding.  
Calculate how much you owe: Number of copies to be bound \_\_\_\_\_ @ \$14.00 each= \_\_\_\_\_
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5. Check all copies thoroughly for accuracy. The document is bound as submitted.
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*Figure 15.* Dissertation binding payment form.

## **Dissertation Deadlines**

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**IMPORTANT NOTE:** If your dissertation is not submitted in acceptable form to the Graduate School by the deadline listed below, you may not be able to graduate until the following enrollment period. The oral defense should have been completed, all editorial suggestions from your committee members should have been incorporated, and the Approval Form should be signed by all your committee members and the department head before you submit the dissertation to the Graduate School.

**December Graduation.....November 1**

**April Graduation.....March 1**

**June Graduation.....May 15**

**August Graduation.....July 1**

