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**Instructions:** Complete title must be double spaced in ALL CAPITALS, not bold. Center title between the left and right margins. Succeeding lines of title must be shorter than the

preceding line and double spaced. Top of first row of letters

is 1 inch from top of paper. [DELETE]

ALL margins must measure 1 inch.

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**template with which to compare notes. Delete all RED or GREEN**

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**HELPFUL HINTS IN THE APPENDICES**

A Dissertation

by

YOUR NAME

**Instructions:** Author’s name must be in all upper case. [DELETE]

**EDUCATIONAL LEADERSHIP**

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Submitted to the Office of Graduate Studies and Research

of Texas A&M University-Commerce

in partial fulfillment of the requirements

for the degree of

DOCTOR OF EDUCATION

Insert Month YEAR of graduation with no comma between (December 2012)

Month and year should be on last line of the page. [DELETE]

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**Instructions:** Use same title format as Title Page. Center title between left and right

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Use a ruler to confirm; do not rely on formatting. [DELETE]

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A Dissertation

by

YOUR NAME

Approved by:

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Committee: Karl Marx

 B. F. Skinner

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Head of Department: Lee “Rusty” Waller

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PLACE iii AT TOP RIGHT OF PAGE

ABSTRACT

**Instructions:** The word ABSTRACT is centered and begins 2 ½ inches from the top of the page. Begin “TITLE OF DISSERTATION” one double space below “ABSTRACT”. [DELETE]

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**Instructions:** The title is single-spaced here, with each line shorter than the preceding line. Begin “Your Name” one double space below last line of “TITLE”. [DELETE]

Your Name, EdD(Centered)

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**Instructions:** If for a dissertation, use your specific degree (EdD) after Your Name and the YEAR your degree is conferred after Texas A&M University-Commerce. If for a proposal, use (with NO degree) month and year of defense. Begin “Advisor” one double space below YEAR. [DELETE]

Advisor: Name of Your Advisor, Degree [EdD or PhD] **(At left margin, not centered)**

**Instructions:** Begin abstract text TWO DOUBLE spaces below Advisor name. [DELETE]

**Instructions:** Proposal abstract should include purpose and procedures, with results and conclusions being added for final dissertation; though you may present the information in whatever format you choose. If your abstract extends to two pages, the second page is numbered at the top right as are all pages throughout the proposal or dissertation. An abstract shall not exceed 350 words and must be doubled-spaced as is the remainder of the dissertation. Any term (or numeral) with a space on either side is counted as one word. [DELETE]

Abstract Continued ….

ACKNOWLEDGEMENTS

Include this page in Proposal, even if you do not fill it out.

For Example: This dissertation would not have been possible without the support of my family, friends, and colleagues providing humor, suggestions, encouragement, and scholarly advice. Thanks to major adviser and committee members by name with specifics.

Be sure to mention family and friends who were tolerant of your single-mindedness and actually said they understood your obsession with APA format and pagination. Yes, we all suffered from these nightmares. [DELETE]

TABLE OF CONTENTS

LIST OF TABLES #

LIST OF FIGURES #

CHAPTER

1. INTRODUCTION (4 to 5 pages minimum) #

Statement of the Problem #

Purpose of the Study #

Research Questions (generally for Qualitative Research) #

Hypotheses (generally for Quantitative Research) #

Significance of the Study (8 to 10 pages minimum) #

Method of Procedure #

Step 1 (for example) #

Step 2 (for example) #

Collection of Data #

Treatment of the Data #

Definitions of Terms #

Limitations #

Delimitations #

Assumptions #

Organization of Dissertation Chapters #

2. REVIEW OF THE LITERATURE #

**Instruction:** Usually organized by subtopics #

CHAPTER

3. METHOD OF PROCEDURE #

Design of the Study #

Instrumentation #

Sample Selection #

Data Gathering #

Treatment of Data #

4. PRESENTATION OF FINDINGS (or DATA) #

**Instruction:** Usually organized by hypotheses or by research questions

5. SUMMARY OF THE STUDY AND THE FINDINGS, CONCLUSIONS, IMPLICATIONS, AND RECOMMENDATIONS FOR FUTURE RESEARCH #

REFERENCES #

APPENDICES #

Appendix

A. Hints: Typing the Toc in MSWORD 2007 Or 2010 #

B. Hints: Placement and Labeling of Tables and Figures #

C. As Needed #

VITA #

**SUPERVISION, CURRICULUM, AND INSTRUCTION - HIGHER EDUCATION DOCTORAL STUDENTS:** INCLUDE ALL PRELIMINARY PAGES, CHAPTER ONE, REFERENCES, APPENDICES, AND VITA PAGE IN PROPOSAL AND IN TABLE OF CONTENTS [DELETE].

**EDUCATIONAL ADMINISTRATION** **DOCTORAL STUDENTS:** ADD CHAPTERS TWO AND THREE TO ABOVE REQUIREMENTS [DELETE].

LIST OF TABLES

TABLE

1. If a table title has 2 or more lines, the entry in the List of Tables should always be

double spaced like this #

1. Include this page in proposal, even if you have no tables at that time #
2. But, remove words in red #
3. #
4. #

LIST OF FIGURES

FIGURE

1. If a figure title has 2 or more lines, the entry in the List of Figures should always be

double spaced like this #

1. Include this page in proposal, even if you have no tables at that time #
2. But, remove words in red #
3. #
4. #

Chapter 1

INTRODUCTION (Level 5 heading)

Throughout ALL text in ALL chapters, two spaces are required after any end punctuation in a sentence. The extra space will assist the reader.

Begin the details of the INTRODUCTION. The portion of the introduction that appears before the Statement of the Problem should consist of a minimum of 4 to 5 pages. Each chapter must be formatted in the same way with ALL pages numbered at the top right with Arabic numerals beginning on THIS page. All pages previous to THIS page are in lower case Roman Numerals.

**Instructions for submission of Final Document to Department Head.**

After your proposal or dissertation is defended, corrected, and approved by your major advisor and committee, it must then be submitted electronically (in MS WORD) to Jane\_Clark@tamu-commerce.edu in the Educational Leadership office no later than five (5) calendar weeks prior to the Graduate School’s “Final Submission Deadline.” Go to <http://web.tamuc.edu/admissions/registrar/academicCalendars/> for submission deadlines. This will allow the department a MINIMUM of four weeks for corrections or approval prior to the Graduate School’s “Final Submission Deadline.”

You must use Office 2007 or 2010 and submit your work as a single document in WORD format, with correct pagination, labeled: LASTNAME DISS (or PROP) and 6 digit date of submission. EXAMPLE: **CLARK DISS 090112**. Be ready to complete each set of corrections when sent to you, and resubmit quickly as you will not receive departmental approval until both APA format and content are judged to be satisfactory. The more closely you adhere to this template, the fewer recommendations for corrections you will receive. Keep in mind that your proposal or dissertation is not the only one being read. The sooner it is received, the sooner it will be completed. All signature pages should be on file in the department office or with your advisor. If documents are received after department deadline, your graduation may be delayed until the following semester.

Statement of the Problem (Level 1 heading)

This section should consist of a minimum of 1-2 paragraphs discussing information sought (i.e., a research problem or problems). Use NO action verbs (including infinitives).

Purpose of the Study

This section should provide a minimum of 1-2 paragraphs addressing the purpose and justification for completing the Study.

Hypotheses

The hypothesis is “the researcher’s prediction, derived from a theory or from speculation, about how two or more variables will be related to each other” (Gall, Gall, & Borg, 2007, p. 642). Hypotheses are REQUIRED if you are doing a quantitative study. Hypotheses are FORBIDDEN in pure qualitative studies.

1. Begin numbered lists at the ½ inch indent and continue the sentences aligned under the first letter of the list.
2. “Hypotheses can be stated in two forms, directional and null” (Gall et al., 2007, p. 50).

Research Questions

Research questions are used if you are conducting either a qualitative or quantitative study or for a combination of both qualitative and quantitative methods.

1. Be inclusive and exhaustive when defining your research questions. They will define your study.
2. “The reader needs to know why the researcher framed the question . . . and how research findings relating to it are likely to advance knowledge and improve educational practice” (Gall et al., p. 52).

Significance of the Study (Level 1 heading)

The Significance of the Study MUST include a minimum of 8-10 pages and should accomplish three tasks.

1. Describe the gap in the literature.
2. Describe how this study will (at least partially) fill that gap.
3. Demonstrate that the researcher is competent to conduct this study.

These tasks require a reasonably thorough review of the literature to demonstrate knowledge of the subject to be studied. The literature review in the Significance section of the proposal, while extensive, is not nearly as in-depth as that of Chapter 2 in the dissertation, which requires a detailed comprehensive examination of at least four or five related studies. Most of a more extensive literature review in the “Significance” can be moved later into Chapter 2. Some of the literature reviewed for Chapter 2 is contained in the “Significance” section of the proposal.

Method of Procedure

This section describes in detail what you intend to do with the data, once you have collected them. You may refer to any edition of Gall, Gall, and Borg’s *Educational Research: An Introduction*, for an overview of several different approaches. Below are examples of how to separate and identify the appropriate subsections (Level 2 headings are not used in APA dissertations).

*Step 1 (for example) Selection of Sample* (Level 3 heading, APA 5th, p. 113)

*Step 2 (for example) Collection of Data*

*Step 3 (for example) Treatment of the Data*

*If you have 2 or more sub-subheadings under a level 3 heading* (Level 4 Heading), *it is Indented ½ inch, italicized, and in lowercase ending with a period.*

If you have only one sub-subheading, incorporate it into text and do NOT use a level 4 subheading.

Definitions of Terms

 *Dissertation.* The dissertation is“A substantial paper that is submitted to the faculty . . . for an advanced degree that is typically based on independent research and . . . gives evidence of the candidate’s mastery of subject and scholarly method” (Gove, P. B., 1964, p. 656).

 *Proposal.* “The purpose of a research proposal is to describe the problem you wish to study and how you plan to study it” (Gall et al., p. 41).

Limitations and Delimitations

Check with your advisor to determine if your study will allow for limitations and delimitations to be combined. If not, then list them in two separate sections with limitations appearing before delimitations.

Assumptions

Create a numbered list of assumptions as you determine them to be appropriate for your study.

Organization of Dissertation Chapters

Examine other recent dissertations from the department and follow the guidelines from your proposal writing course and your advisor.

Chapter 2

LITERATURE REVIEW

Each main chapter begins on a new page. Continue your dissertation through chapter 5 as instructed. Pagination will always be at the top right on each page throughout the proposal or dissertation to your Vita, which is located on the last page. There are no exceptions!

REFERENCES

All references should be double-spaced using the hanging indent. Below are examples of APA 5th format for referencing several types of documents. [DELETE]

THE HANGING INDENT must be used and can be accessed by selecting text, right-click, and go to paragraph. At Indentation section, click on drop box under “special” and select “hanging”. [DELETE]

Barrow, R., & Milburn, G. (1990). *A critical dictionary of educational concepts: An appraisal of selected ideas and issues in educational theory and practice* (2nd ed.). New York: Teachers College Press. (Book with two authors)

Berg, B. L. (1989). *Qualitative research methods for the social sciences* (3rd ed.). Boston: Allyn & Bacon. (Book with one author, 3rd edition)

Colorado State University. (n.d.). *Writing guides: Content analysis.* Retrieved September 23, 2009, from http://writing.colostate.edu/guides/research/content/

Gall, M. D., Gall, J. P., & Borg, W. R. (2007). *Educational Research: An Introduction.* Boston: Pearson-Allyn & Bacon.

Gove, P. B. (Ed.). (1964). *Webster’s Third New International Dictionary.* Springfield, MA: G. & C. Merriam. (Dictionary or Encyclopedia)

Holsti, O. R. (1969). *Content analysis for the social sciences and humanities.* Reading, MA: Addison-Wesley.

Kozeracki, C. A., & Brooks, J. B. (2006). Emerging institutional support for developmental education. In B. K. Townsend & K. J. Dougherty (Eds.), *Community college missions in the 21st century* (New Directions for Community Colleges No. 136) (pp. 63-73). San Francisco: Jossey-Bass.

McDonald, T. P., Poertner, J., & Jennings, M. A. (2007). Permanency for children in foster care: A competing risks analysis. *The Journal of Social Science Research, 33*(4), 45-56.

Ratcliff, J. L. (1997). What is a curriculum and what should it be? In J. Gaff & J. Ratcliff (Eds.), *Handbook of the undergraduate curriculum: A comprehensive guide to purposes, structures, practices, and change* (pp. 14-35). San Francisco: Jossey-Bass. (Chapter in an edited book)

Wartman, K. L., & Savage, M. (2008). *Parental involvement in higher education: Understanding the relationship among students, parents, and the institution* (ASHE Higher Education Report, Vol. 33, No. 6). San Francisco: Jossey-Bass.

Waugh, K. (2006). Computer literacy teaching objectives for secondary school as stated in periodical literature: 1980-2004 (Doctoral dissertation, Texas A&M University-Commerce). *Dissertation Abstracts International, 67* (11), 4138A. (UMI No. 3240549)

NOTE: As in text, widows and orphans in references are not acceptable. A new reference with only one line at the bottom of the page should be moved entirely to the next page. Similarly, the last line of a reference should not be left to stand alone at the top of a page. Instead, move an additional line of text to accompany that line.

A three line reference is sometime difficult because you cannot leave one line on a page. At least two lines must be on each page so you may have to move the entire reference to the next page, leaving a blank line or two at the bottom of the previous page.

APPENDICES

CENTERED between top and bottom & right and left margins. [DELETE]

Appendices are **optional** and used for supplementary material. If you have more than one appendix, an additional APPENDICES cover page is needed. Each appendix must have a title or cover page. Place the appendices after the reference section. All appendix pages need to be numbered. Page numbers are continued from the last page of the references and before vita. All material must be within prescribed margins and be readable in size and legibility (7 pt. or larger). Appendix headings/titles must be on a separate title/cover page before the actual Appendix material.

Appendix headings (Appendix designations and titles) should be all capital letters. Titles more than one line in length must be double spaced, as are chapter titles. Appendix designations (APPENDIX A, for example) are centered. Appendix TITLES are centered with ALL CAPITAL LETTERS and at least one double space below designation.

If an appendix is used, each one requires a title or cover page. Center the title under the appendix identification (APPENDIX A) in the middle of the page, and continue the page numbering sequentially. [DELETE]

APPENDIX A

TYPING THE TABLE OF CONTENTS IN MSWORD 2007-2010

CENTERED between top and bottom & right and left margins. [DELETE]

Appendices are **optional** and used for supplementary material. Each appendix must have a title or cover page (THIS is the title or cover page for Appendix A).

You will use the Actual Document that you have labeled as Appendix A (Consent Form, for example). Do NOT put the words APPENDIX A on this page, only put the title of the document, CONSENT FORM, for example.

Hints for TABLE OF CONTENTS

To Set Up the TOC Format in Word 2007 or 2010, 1

Go to far left side of top ruler and click box until ‘right’ tab marker appears, 2

Set the Tab by clicking at your right margin on ruler, 3

On Home Tab, click on Paragraph drop arrow, 4

Click on ‘Tabs’ button at bottom left of dialog box, 5

Select ‘right align’ for Tabs, 6

Select your preferred Leader type; click Set, and OK, 7

Type your Heading, Hit Tab, and type the page number on which it appears, 8

Each time you hit return, the next line will be automatically formatted as well,

even if the line is extra long, 9

You can also format subheading indents as required, 10

 Subheadings can be added using a new ‘left’ align tab, 11

 Further subheadings can be created also, 12

Before you know it, you’ll have a completed Table of Contents 13

APPENDIX B

PLACEMENT AND LABELING OF TABLES AND FIGURES

CENTERED between top and bottom & right and left. [DELETE]

You will use the Actual Document that has been labeled as Appendix B [DELETE]

PLACEMENT AND LABELING OF TABLES AND FIGURES: Placement at the top of the next page following the first mention in text will assist the reader. If a table must be converted to landscape format to make it fit on the page, the table should face the right margin.

Table Titles (above the table) and horizontal rules (or border lines) are used to designate tables. Tables should be numbered (Arabic Numerals) consecutively throughout the text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Table 1 |  |  |  |  |  |  |
| *The Effects of Gamma Rays on the Growth and Propagation Percentages of Man in the Moon Marigolds* |
| Picometer Reading |  | Age in days at First Exposure |  | Age in daysat Second Exposure |  | Viability Percentage |
| None |  |  |  |  |  | 39% |
| .05 |  | 14 |  | 21 |  | 93% |
| .05 |  | 21 |  | 28 |  | 47% |
| .10 |  | 14 |  | 21 |  | 78% |
| .10 |  | 21 |  | 28 |  | 65% |
| Note: Control group received no exposure to Gamma Rays. |

**BORDERS are for visual clarification ONLY. Do not use borders in your tables or figures!**

*Figures* require captions (placed under the figure). Figures should be numbered (Arabic Numerals) consecutively throughout the text and separately from table numbers.

*Figure 1.* Webb University Faculty Athletic Representative Stages of Concern, fall 2008 through spring 2009.

VITA

 Begin the details. Double spaced [DELETE]. Vita is the last page of the dissertation and is limited to one page.

* The font and point size need to be the same as the text and double spaced.
* Vita must include your name, a permanent address, and educational background.
* Because the dissertation will be available on the Internet and there are increasing privacy concerns, it is recommended that the student not include personal information such as date of birth, parents’ names, and personal address in the Vita.
* Wording of name needs to agree with name on first three pages of dissertation.
* Need a permanent address, good for two years. Professional address or A&M-Commerce department address is recommended (rather than a personal address) due to availability of dissertation worldwide on the Internet.
* Needs to include educational background for all previous degrees, bachelor’s level and above. Include degree, major subject, university and date of graduation, should include current degree.
* Other information is optional but encouraged: professional experience, publications, business or academic information. (Because the dissertation will be available on the Internet, the student should avoid including personal information) [DELETE]

Permanent address of your choosing:

Email: Single spaced at bottom of page [DELETE