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Ed.D. DISSERTATION MANUAL

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Questions regarding this manual may be addressed to
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UNIVERSITY REGULATIONS

The CSUF dissertation publication process requires a bound copy and microfilm copy of the final approved original dissertation be deposited and catalogued in the Pollak Library and the abstract be published in the print bulletin and online database of University Microfilms International Publications (UMI).

The Educational Leadership Department also requires receipt of an approved copy of the dissertation as part of its graduation requirements.

University regulations apply to all dissertations. Each section of the dissertation will be checked by the University Thesis/Dissertation Reader for conformity to these requirements.

Any requests for deviations from our procedures and regulations should be made to the Graduate Studies Office.

Deadlines

Normally, the deadline for submission for review by the Thesis/Dissertation Reader is three weeks before the last day of classes. The dissertation **MUST** meet the following deadlines in order for the student to graduate in that semester:

- *For Students Planning to Graduate in January 2012 (Fall 2011 semester):*
 Submit to Graduate Studies Office no later than Friday, November 18, 2011
 Deposit in CSUF Bookstore no later than Friday, December 16, 2011

- *For Students Planning to Graduate in May 2012 (Spring 2012 semester):*
 Submit to Graduate Studies Office no later than Friday, April 20, 2012
 Deposit in CSUF Bookstore no later than Friday, May 18, 2012

- *For Students Planning to Graduate in August 2012 (Summer 2012 semester):*
 Submit to Graduate Studies Office no later than Friday, July 13, 2012
 Deposit in CSUF Bookstore no later than Friday, August 10, 2012

These dates are also listed on the Graduate Studies Office website, at <http://fullerton.edu/graduate/>. As you approach the end of your program, check the website, as adjustments in various university-wide policies may affect these dates.

You must allow adequate time for reading and approval by your committee members and the Thesis/Dissertation Reader. Therefore, we recommend you schedule your dissertation defense at least **six weeks prior** to the last day of classes of the appropriate semester.

Approval Signatures

When submitted to the Thesis/Dissertation Reader, the approval page of the completed dissertation must bear the signatures (**in black ink**) of all members of the student's committee. All students are advised to check the format for their signature page with the Reader before they obtain signatures.

Students should arrange for a minimum of three original title pages to be signed by the committee members. One original is submitted to the bookstore with the dissertation; other originals are used for the student's personal copy and the departmental copy. A fourth copy could be made for safekeeping in case an approval page is misplaced. The signature pages must be from the same paper stock as the final dissertation manuscript.

University Thesis/Dissertation Reader

We urge each candidate to obtain a preliminary review by the University Thesis/Dissertation Reader to check margins and general format after completing a chapter or two. This will save you reformatting headaches in the hectic days at the end of the semester. Call the Graduate Studies Office main number or request an appointment by email from the Reader, Debra Stewart, at dstewart@fullerton.edu.

Your dissertation is formally reviewed only after the committee has given approval (by signature) of the completed dissertation. No changes or additions in content will be allowed in your dissertation after the committee's signatures have been obtained.

Review Process

The student provides **one unbound**—no clips, no staples, no binding—**copy** of the dissertation, including one original approval page, to the Graduate Studies Office (MH 112) for proofreading purposes. This copy may be photocopied or printed on plain white paper and printed on an inkjet printer; however, the signed title/approval page that accompanies it must be on 8½ x 11 inch, 20- to 24-pound weight and 25- to 100-percent cotton rag paper, and printed on a laser printer. Use this same paper and printer to print the final, corrected copy of the entire dissertation.

With their dissertation, students also submit a completed copy of **the Dissertation Approval Form** (available in the Graduate Studies Office or online), filled out with personal contact and dissertation information. The dissertation is then processed and the Reader notified.

The Reader reviews it (and all dissertations and theses) in the order in which it was submitted—no exceptions—to verify adherence to the guidelines listed in this manual. After review, the student is notified of any corrections that need to be made. When the Reader is satisfied that all corrections have been made, the student is notified.

The student receives final departmental instructions, additional signature pages, and prints the appropriate number of copies of the dissertation in the manner described above.

The student then makes an appointment for a **final review** of the corrected dissertation with the Reader. The Reader will review the final packet and, when university regulations are met, will sign the official Dissertation Approval Form, which authorizes the student to deliver the dissertation to the University Bookstore for binding and microfilming. This final check usually takes no more than half an hour.

Student takes all printed copies (and the Dissertation Approval Form) to the Titan Bookstore (second floor—book publications desk), and signs, pays, and submits the necessary publication application forms. The bookstore will notify the Graduate Studies Office that the student has turned in his or her dissertation and paid the appropriate fees.

Note. Once you submit your dissertation to the bookstore and pay your fees, you may not withdraw the dissertation from the bookstore and/or library.

Summary of Review Process

A summary of the post-committee signature phase, as described above, is as follows:

1. Student brings the dissertation manuscript (with a signed signature page) to the Graduate Studies office, where it is processed.
2. Reader reads it, and contacts student with an itemized list of corrections, if any.
3. Student resubmits the corrected dissertation to the Reader, if necessary.
4. When Reader has finished reviewing the corrections, student and department are notified.
5. Student receives final departmental instructions and forms, and prints copies.
6. Student meets with the Reader for a final inspection of the dissertation and given the Dissertation Approval Form.
7. Student takes all materials to the Titan Bookstore for publication.

Copyright Information

Students often have questions about copyright—how to protect their own paper and how to avoid misuse of other authors' material. We advise students to consider a copyright of their dissertation, as their papers are now accessible worldwide. Since copyright law often changes or is misunderstood, we advise you to consult your

committee as well as the copyright information provided by University Manuscripts International on your own. More detailed information is available at <http://www.proquest.com/en-US/> and <http://www.copyright.gov>. Since UMI will publish your abstract and then (hopefully) profit from sales of copies of your dissertation to interested scholars, they will require permission letters from you if they deem permission necessary. UMI provides sample permission letters and links to more expert copyright information, so we urge you to read it if you have any questions.

Binding and Microfilming

Students are responsible for fees for dissertation binding and microfilming, and pay these at the University Bookstore. Students will also sign an agreement with University Microfilms International Publishing (UMI) authorizing them to both publish their abstract in the Dissertation Abstracts bulletin and database, and to archive their dissertation. A list of current fees is available at the Graduate Studies Office or the University Bookstore site at <http://www.titanbookstore.com/SiteText.aspx?id=8470>. Once UMI returns the dissertation to the Bookstore, the Bookstore will send it out for binding.

The original dissertation designated for the Pollak Library and the copy for the department must be bound by the professional bindery used by the bookstore. Students who desire additional bound copies (for committee members or family) are free to have those extra copies bound by the University Bookstore, by the Center for Oral and Public History (PLS 363), or by a local copy service.

Award of the Degree

The appropriate faculty reports the grade for the dissertation to the registrar in the usual manner. The University Bookstore notifies the Graduate Studies Office that the approved dissertation has been deposited, the fees paid, and the agreement for microfilming and publication of the abstract has been completed by the student.

After all these steps in the dissertation process have been completed, and assuming that an Application for Graduation Check for Doctoral Degree has been filed by the appropriate deadline; the Graduate Studies Office will review and determine if all other university requirements are completed. Only after these reviews and certifications are made is the student recommended for the award of the doctoral degree. This review occurs in the weeks following the end of the semester, and take from two to twelve weeks.

Deposit of the Dissertation in the Library

The University Bookstore deposits the bound copy in the library when the dissertation is returned by the bindery. One set of any CDs or separately mounted illustrative material is housed with the bound copy as well.

MANUSCRIPT PREPARATION GUIDELINES

Style Manual

The doctoral program in the Ed.D. program requires the use of the style manual of the American Psychological Association (APA). The University guidelines will govern such format elements as margins, page numbering and placement, and font. Although some of these requirements may differ from any departmental style manual, they do take precedence. Remember that you are producing the *final manuscript* of your book in this process, not *copy* for a journal article, and are preparing the manuscript for archiving on several different platforms.

Paper

Students may submit the initial review copy of the dissertation to the Reader on regular copy paper, although the signed approval page must be on rag-content paper. After you complete your corrections, you must print the final copy of the dissertation on 8 ½ x 11 inch white paper, 20- to 24-pound weight, with a 25-100% rag or cotton content. This archive-quality paper assures durability and permanence. (Paper containing rag or cotton content shows a watermark when held up to the light, and can be purchased in the campus bookstore and most office supply stores.) Oversized items such as maps or figures must be printed on archival (acid free) paper, also available in many office supply stores. Feel free to check with the Graduate Studies Office staff for assistance with oversize pages.

Formatting

Font

The final dissertation must be printed in 12-point size, Arial font. You may use a font size as small as 10-pt. if needed for captions or text within figures and tables but any text smaller than 10 pt. will *not* be accepted. Decorative or stylized fonts are not allowed. The typeface and font size must be consistent throughout the dissertation, including page numbers and approval page. Printing must be on one side of the paper only. The final copy must be free from marks between lines, smudges, or corrections with liquid correction fluid.

Margins

Margins must be set as follows:

- **Left margin** must be **1.5 inches**, with left justification.
- **Top, right, and bottom** margins must be **one inch**.
- **Front matter parts** and **each chapter** must start **two inches** from the top of page.

- **References** and **Appendices** start at **one inch** from the top of the page.
- **Pagination** should be placed at **.5 inch** within the header.

All text, footnotes, page numbers, appendices, and illustrations must fit within these margins. Landscape-orientation pages follow the same format as portrait orientation, including pagination.

Tip: The default margins on MS Word are not correct, so reset them before you begin your dissertation. Set the margins as above, and then click on Default. All new files, including all your appendices and text files, will then open with the correct margins.

Spacing

Double spacing must be used for text and between page numbers and text, except for places where conventional usage calls for single spacing, such as chapter titles and some table entries. Text should fill page as much as possible, with the exception of widow or orphan lines, including tables and figures.

Page Numbering

The pages that precede the chapters of your dissertation, such as the Title page, Signature page, Abstract, Table of Contents, and Acknowledgments, are called front matter. All front matter pages are numbered in lower-case Roman numerals centered one inch from the bottom of the page. The title page should not be numbered, though it will be counted as page i. Subsequent front matter pages are numbered consecutively from there.

The text and all subsequent pages, including the reference pages and appendices, are paginated consecutively in Arabic numerals beginning with 1 on the first page. The page numbers are positioned in the upper-right corner. No punctuation or other wording is allowed with your page numbers.

Headings and Subheadings

Students must use the heading schemes described in the APA style manual. Clear examples are given in the manual. Headings and subheadings listed in the Table of Contents should read exactly as the wording used in the body of the paper. To break a section, you must have at least two subsection headings.

Top Ten Formatting Errors

- Left margin must be 1.5 inches on **every** page.
- Use **left justification**, with a ragged right edge, not block style, throughout.
- Margins for tables, figures, and graphs are the same as for text.

- Be consistent in heading and subheading format; do not mix and match.
- Set your headers and footers at one inch—page number placement is **actually** at .5 inch.
- Dashes should look like this—with no space between the dash and the word.
- Ellipsis dots take a space before and after each . . . like this, and ... not like that. You can set this correctly in Tools, AutoCorrect, before you begin.
- Use Arabic numbers for 10 and above unless it is the start of a sentence. Use words for numbers nine and below, and at the start of sentences.
- “Commas and periods,” it is cautioned, “always go inside quotation marks.”
- Single quotes “stay ‘inside’ quotations.”

Special Cautions

Preparing such a lengthy document is complicated and can be frustrating. Consider these veteran tips:

- Make at least one backup copy of your documents after each session at the keyboard and store it separately from the original. Do not erase any of your files or discard any paper copies until the final copies have been approved and deposited in the bookstore.
- Resolve all computer glitches or questions early. Consult online tutorials or the Graduate Studies Office for help *before* looming due dates!

Order and Description of Parts

The dissertation is divided into parts that appear in the following order:

1. Title Page
2. Signature Page
3. Abstract
4. Table of Contents
5. List of Figures
6. List of Tables
7. Acknowledgments (if any)
8. Main body of the text
9. References
10. Appendix

Title and Signature Pages

The proper format for the title and approval page is shown in our sample pages and template. Note that titles of more than one line should be *single-spaced*, and displayed in inverted pyramid style.

All copies of the dissertation should include an original, signed title/approval page. The title and approval page must be printed on the correct paper stock, and the signatures must be original. Photocopied signatures are not acceptable for binding/microfilming. The signatures must be in black ink.

Abstract

Each dissertation must be accompanied by an abstract of no more than 350 words, which will be published online and in *Dissertation Abstracts*, the quarterly publication of University Microfilms International Publications. UMI prefers an abstract of this length for purposes of online publishing and will shorten longer abstracts themselves, for that purpose. The abstract should include a statement of the problem, procedures or methods, results, and conclusion—the equivalent of a short statement you might use in response to the question “What is your dissertation all about, anyway?”

The abstract must be set at a 2” top margin, double-spaced, with the beginning of each paragraph indented. The abstract should not contain footnotes or references. Do not include the title and your name as author of the dissertation. Since it is a preliminary page, use lower-case Roman numerals.

Table of Contents

The Table of Contents includes every part, heading, and subheading in your dissertation. Follow the template for exact spacing, dots, and tabs. Third-level headings are not necessary. Heading titles should not run into the page column, and carryover lines should indent another .5 inches. Headings and pagination in your text must match exactly with those in your Table of Contents.

Figures and Tables

The content of figures and tables should conform to the instructions in the departmental style manual. Any type of illustration other than a table is called a figure and includes charts, graphs, photographs, or diagrams.

All graphs, charts, tables, figures, computer printouts, and appendices must fit within the standard margins. Charts or graphs may be reduced to fit within the margin requirements—just make sure the reduction is legible enough to read and microfilm well. Text or numbers within a table/figure should thus be no smaller than 10 pt.—text that is smaller in the original will be unreadable when reduced in microfilm and will not be accepted. Examples are provided in the APA manual.

Graphs or line drawings in black ink present no problem in either microfilming or binding. Color illustrations, maps, and graphs are now commonplace in dissertations and are permissible. It is advisable that you provide a black and white copy of each color page to ensure that the tones in the microfilmed copy convey the intended meaning of your color figures. Figure and table titles should be typed in exactly the same words in the lists of figures and tables, but you need only list the first sentence of a multi-sentence caption.

Illustrative material that cannot be bound, such as illustrations, maps, or other oversized materials, must be supplied to the library in appropriate holders and adequately accounted for in the contents so as to inform any reader that they accompany the dissertation. Special problems with illustrations should be discussed with the student's dissertation committee and graduate program adviser or the Thesis/Dissertation Reader.

Chapters

See department regulations for chapter requirements.

References and Citations

Students must use the APA reference style.

Appendix

An appendix includes supplemental material or detailed information that would be distracting to read in the main body of your text. Content, for which references are normally within the text, can include lists, tests, protocols, survey questionnaires, letters of consent, additional documentation, etc., that would be useful to any reader. If there is more than one appendix, each should be entitled alphabetically as shown the sample pages. Appendices follow the same formatting guidelines as your text.

Research Subjects Approval

If you plan to use human participants in your dissertation, you may be required to obtain approval for their use from the CSUF Institutional Review Board (IRB). Their office is located in the Office of Grants and Contracts, College Park 205. This approval process is based on various federal regulations and university policy intended to protect you as well as your subjects. The process may take several weeks, so check with your committee chair and the IRB early on how to obtain this approval. The IRB provides valuable information and forms at <http://www.ogc.fullerton.edu> (see "Research Compliance").

Sample Pages

(Shown on the next pages)

(TWO INCH MARGIN FROM TOP OF PAGE, CENTERED)

California State University,

(SPACE)

Fullerton

(SPACE)

TITLE SHOULD BE IN ALL CAPS AND
BE SINGLE SPACED IN INVERTED
PYRAMID STYLE

(SPACE)

(SPACE)

(SPACE)

A Dissertation

(SPACE)

(SPACE)

(SPACE)

Submitted in partial fulfillment of the requirements

For the degree of

(SPACE)

(SPACE)

DOCTOR OF EDUCATION

(SPACE)

In

(SPACE)

EDUCATIONAL LEADERSHIP
(CONCENTRATION)

(SPACE)

(SPACE)

By

(SPACE)

Student Name *(TWO INCH INDENT)*

(SPACE)

Dissertation Committee: *(AT CENTER)*

Professor name, Chair

Professor name, College of Education

Expert Member, Name, Affiliation

(SPACE)

Year *(.5 INCH INDENT FROM CENTER)*

(TWO INCH MARGIN FROM TOP OF PAGE)

The dissertation of *Student Name* (INDENT ONE INCH) is approved and is acceptable in quality and form for publication on microfilm and in digital formats:

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Approved by:

(SPACE; NEXT LINE INDENT .5 INCHES; SIGNATURE LINE EXTENDED)

Expert Practitioner_____

(SPACE)

(SPACE)

Professor_____

(SPACE)

(SPACE)

Committee Chair_____

(13 SPACES)

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TABLE OF CONTENTS (2" from top)

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LIST OF FIGURES.....	X
LIST OF TABLES.....	X
ACKNOWLEDGMENTS (if any).....	X
CHAPTER 1: INTRODUCTION	X
Subheading	X
Subheading.....	X
CHAPTER 2: REVIEW OF THE LITERATURE.....	X
Subheading	X
Subheading.....	X
CHAPTER 3: METHODOLOGY	X
Subheading	X
Subheading.....	X
Subheading	X
Subheading	X
CHAPTER 4: FINDINGS	X
CHAPTER 5: DISCUSSION.....	X
REFERENCES.....	X
APPENDIX A: TITLE	X
APPENDIX B: TITLE (add as many as necessary)	X

LIST OF FIGURES (2" from top)

<u>Figure</u>	<u>Page</u>
1. Title.....	X
2. Title.....	X
3. Title.....	X

You can copy and paste this list if you need additional lists, such as for figures.
A second page of figures, if necessary, begins at the 1" top margin.

LIST OF TABLES (centered; 2" from top)

<u>Table</u>	<u>Page</u>
1. Title.....	x
2. Title.....	x
3. Title.....	x

You can copy and paste this list if you need additional lists, such as for figures.

CHAPTER 1

INTRODUCTION

This is how the first page of the body of your dissertation will look, using a chapter name and APA-style headings. Notice the 2" top margin; use a ruler if necessary. Start your heading double-spaced from the title, with the pagination beginning with 1 in the upper-right corner as discussed earlier in this manual.

Level 1 Headings

All headings should be worded in the Table of Contents exactly the same as in the text. Note that APA uses level 1 headings in bold type.

Level 2 headings. This level is also included in the Table of Contents. For further subheadings, consult the APA style manual.