

Eastern Michigan University Graduate School



Dissertation Manual

Last updated & approved: 2020

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Introduction: What Is a Dissertation?

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.

- Introduce a problem and explain its background.
- Ask one or more research questions or state one or more hypotheses.
- State objectives of the research.
- Explain what other scholars have written on the topic.
- Design and describe a research method.
- Collect and analyze data and explain findings.
- Form conclusions and identify issues for further inquiry.

Why Write a Dissertation?

The primary purpose for writing a dissertation is to create new knowledge or develop new understanding about a specific topic, however the parameters of a dissertation differ within disciplinary academic traditions. Writing a dissertation is the culmination of a graduate student's academic experience. Selecting a topic of interest, researching and then writing about the findings of an academic investigation becomes the basis of your academic resume indicating your professional proficiency in your area of specialization.

The dissertation is a piece of scholarship your dissertation committee will help you create, refine, and polish. It is a wonderful opportunity to work with experienced researchers and faculty mentors. Through inclusion in the EMU Halle Library online repository, Digital Commons, and by submitting it to ProQuest's collection of dissertations and abstracts, your work is available to scholars around the world, while many doctoral candidates will also have the opportunity to publish or otherwise disseminate their dissertation within their discipline.

Your dissertation may serve many functions, including:

- adding to the body of knowledge in your discipline,
- providing a foundation for future research in your discipline,
- becoming the basis for presentation of your research at professional and academic conferences,
- adapting it for publication as an article or book, and
- attracting interest from current or potential employers.

Part One: First Steps in Developing a Dissertation

As mentioned above, aspects of the dissertation process and final product are discipline-specific. However, there are steps and stages to the dissertation process which are common across disciplines. The following list delineates common tasks associated with the writing process. We explain in more detail the process following this list.

- Select a dissertation chairperson and committee.
- Prepare for conducting research with human subjects by completing our online human subjects protection training.
- Submit your Dissertation Committee Approval Form to the Graduate School, taking care to include the CVs for any proposed committee members from outside of EMU. You may not propose until your committee has been approved.
- Prepare and submit a proposal to your committee for review and approval, following the conventions in your program. This process can be quite lengthy, sometimes spanning multiple semesters. Be sure to pay attention to how long committee members have to review the document, how they are expected to deliver feedback on the concept, how long meetings should be scheduled for, and how you are expected to conduct the proposal meeting itself. Please take care to bring all required forms to the proposal meeting for committee signatures if the proposal is approved.
- 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.

Chairperson and Committee Selection

Dissertation Chairperson. As a student writing a dissertation, you will need a dissertation chairperson, a faculty member who serves as a mentor throughout the dissertation process. Emeritus faculty may serve as co-chairs. The responsibilities of a dissertation chairperson 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 proposal and defense meetings, and
- be on stage with you during your hooding ceremony at commencement.

Identify a committee chairperson based on the following suggested guidelines:

- Try to choose a chairperson whose research interests match your own.
- Select someone from your academic department with whom you feel comfortable working, typically a faculty member from whom you have taken one or more courses.
- Choose a chairperson who will have time to spend on your project and not away on sabbatical or leave of absence during the final stages of your dissertation.

Dissertation committee. After you choose your dissertation committee chairperson, you will need to establish your committee. The committee must have a minimum of four voting members,

including the chairperson. Voting members must hold a doctorate. At least half of your committee members must be from your academic program, department, or school. The committee must also include one faculty member from outside your department, typically from your cognate field of study, and approved by the Graduate School. Choose individuals who represent aspects of your research interest (e.g., the major theme, minor elements, and the research design methods). 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 doctorate or terminal degree in their field.

The final committee members, as well as any subsequent changes in the committee roster, must be approved by the chairperson, the department head (or school director), and the Graduate School prior to the project being proposed. Please note that you must submit a current CV for any committee members recruited from outside of EMU for approval. (*See Figure 6, Doctoral Dissertation Committee Approval Form.*)

A new form must be submitted if the composition of the dissertation committee changes.

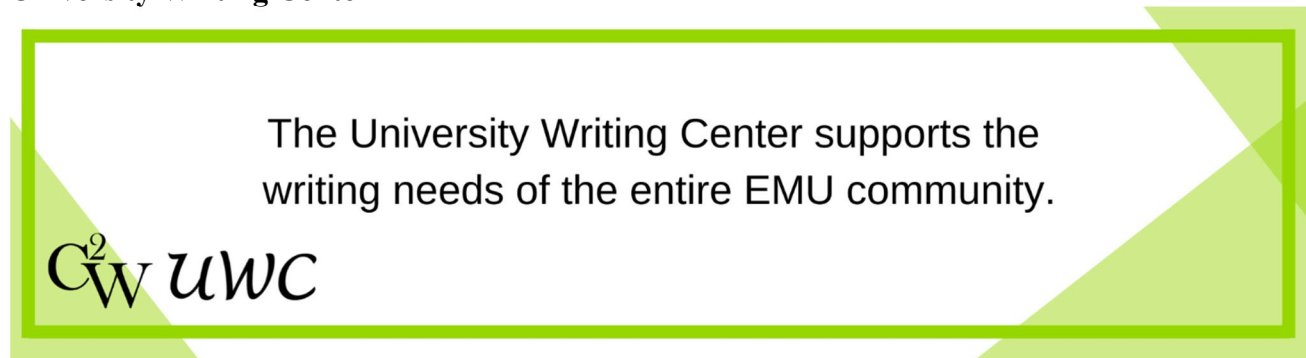
Topic Selection

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.
- Do not 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 chairperson, 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. You may find resources for Grant Writing on the Graduate School Web site at <http://www.emich.edu/graduate>.

University Writing Center



The University Writing Center (UWC) provides writing support through multiple means to all members of the EMU community—undergraduate and graduate students, international students, post-baccalaureate students, and faculty.

One-to-One Consulting

Students and faculty can receive one-on-one support at the main UWC location in 115 Halle Library or at one of the satellite locations. One-on-one support is also available in the Academic Projects Center (APC) in 116 Halle Library and at our satellite locations in Marshall, Owen, Pray-Harrold and Mark Jefferson.

For information on how to contact The University Writing Center, visit their site <https://www.emich.edu/ccw/writing-center/contact.php>.

Dissertation Proposal

After you have selected a topic, the next step will be to write a dissertation proposal. Your

proposal is 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, use the outline below as a general format for writing a proposal. Be sure to check with your dissertation chairperson for information on any discipline-specific format requirements. Proposals are typically between 10 to 40 pages but in some disciplines they are substantially more. They usually serve as the foundation for the first chapters of your dissertation. You should use the chosen style guide of your discipline/program in preparing the proposal.

Title page. Include the title of the dissertation, your name, the date of the proposal, and the names of your dissertation chairperson 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 methods 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) you will study.

Methodology. Describe the proposed research design and include the rationale for your choice of methodology identifying the advantages and disadvantages. Detail the following:

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

Definition of terms (optional). Create a glossary to define the terms used in your study.

Limitations/Delimitations of the study (optional). Specify aspects of the study and methods 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, you may integrate the boundaries of the study into the discussion of context, methodology, and/or framing of the issues and need not constitute a special chapter or section of the dissertation.

Proposal Guidelines

Once you have completed your proposal, your committee must approve it and keep it in your doctoral studies file in your department/college. (See Figure 7, *Doctoral Dissertation Proposal Approval Form*.) The Graduate School receives this form. The following are a few reminders regarding the proposal.

- Support important points by citing important research and theory.
- Include references to classic texts as well as current sources published within the past five to 10 years (dependent on your topic and disciplinary area). Literature should represent all aspects of the topic.
- Avoid secondary citations or sources since they are not appropriate in most instances. If the writer cannot find and verify the primary source of an original quote or passage, the citation may not be used.
- Popular magazines, such as *US News and World Report*, *Newsweek*, and *Time*, and popular websites, such as Wikipedia and CliffsNotes, are inappropriate sources to cite.

Most programs have a Proposal Meeting but these have a variety of both names and procedures so please check with your department. At this meeting, your dissertation team will likely recommend several changes to your initial plan to ensure your success and to help you create an excellent document that can be shared broadly with your academic community. When a form signed by all members of your dissertation team is received by the Graduate School, you will be considered to be a Candidate for a doctorate.

Registration for Dissertation Credits

Once your dissertation committee approves your proposal, the academic department/school will issue permission for you to register for dissertation credits. If more than one semester is required to complete your dissertation, it is not necessary to request an extension from the Graduate School. Please note that in some departments, you may register for dissertation credits even when you are in the process of preparing your proposal. Please check with your department.

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 an initial application through the Cayuse system (<https://www.emich.edu/research/compliance/human-subjects/cayuse.php>) along with your dissertation proposal to the University Human Subjects Review Committee (UHSRC).

The UHSRC is responsible for the protection of human subjects used in research studies. The committee will review your methods to evaluate the research-related risk to human subjects and to protect the confidentiality or 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 Research Compliance website <https://www.emich.edu/research/compliance/human-subjects/index.php>. See the Research Compliance section for information, forms, and submission procedure for Human Subjects approval.

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 Research Compliance web site, <http://www.emich.edu/research/compliance/animal-care/index.php>, 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 Compliance.

NOTE: You must submit a copy of the approval letter from the UHSRC or IACUC, if applicable to your research, to the Graduate School along with your dissertation. The Graduate School will not accept your dissertation for editorial review until this letter is presented with the document. It is your responsibility to make sure you have done this.

When to Conduct the Research

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

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

Part Two: Preparing to Defend Your Dissertation

This section will explain the process of writing the different parts of the dissertation manuscript and how it is organized. Note: In the end, you will submit your document to ProQuest and they will send it to the EMU digital library that is Internet searchable. Consult ProQuest resource material and copyright information. Log into www.etsdadmin.com/emich, create an account, and explore the Resources and Guidelines section. You will later return to submit the final, approved document once the Graduate School signs off.

- Receive chairperson's approval of dissertation prior to submission to the committee for defense.
- Defend dissertation. Committee members may request revisions of the manuscript. Approval **must** be unanimous.
- Make content or editorial corrections suggested by committee members. You may choose to hire an editor to prepare the document for online posting and worldwide access.
- Obtain signed document approval from the committee chairperson and signed acknowledgement of completion from the program director/coordinator and signed acknowledgement of completion from the department head/school director/dean. (See *Doctoral Dissertation Document Approval Form*.)

Preliminary Pages

Number the preliminary pages, which appear before the main body of the text, with lower case Roman numerals, except the first page, which is not numbered. They must be in the following order:

- 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)

Title Page. (Required. *(See Figure 1, Sample Title Page.)*)

Dedication. Optional.

Acknowledgements. Optional.

Abstract. Required. *(See Figures 2 and 3, Sample Abstracts.)* Double-spaced and limited to 350 words, the abstract of the dissertation should briefly state

- research problem, research questions or hypotheses, and the objective of the study,
- methods and procedures,
- results, and
- conclusions or implications.

Table of Contents. Required. Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. 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.
- You must list the preliminary pages with page number references (except for the title page and the Table of Contents pages themselves).
- “Dot leaders” to page number references are required. Use your computer’s tab format settings; do not type a row of periods.
- Do not list individual tables or figures in the Table of Contents.
- Make sure that the levels of headings match in the Table of Contents and the text itself.

See Levels of Headings (Figure 4) and Sample Table of Contents (Figure 5).

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. Include these lists in the preliminary pages section of the Table of Contents. Make sure titles are identical from text to table. See p. iii of this manual for a sample List of Figures.

You should systematically create your Table of Contents, List of Figures, and List of Tables. Consult your word-processing software and follow their suggested procedure. This will facilitate future changes that you may have to make.

Text Pages

These include the actual dissertation, including the problem, literature review, methods, results, discussion, and conclusion. Usually it is divided into chapters, sections, or other basic units of organization. These are numbered with Arabic numerals, except the first page of text, which is not numbered.

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 or different chapter headings. We recommend that you seek out exemplars from your program for guidance in how to structure your dissertation.

Introduction. Problem statement, background, justification, and significance introduce 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 methods or findings. 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 investigated.

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.

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 or dimensions 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.

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.

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

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

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.

Manuscript/Alternative format. Two alternate approaches to dissertations are permitted. In addition to the current approach of five or more chapters, two options are offered. Consult your dissertation chairperson regarding practices within your discipline.

1. A dissertation might include the first several sections noted above (through Results) followed by a chapter in the form of an article disseminating your research that is fully prepared for publication in the required format/style guide required of that journal.
2. You may submit three articles eligible for publication as the dissertation: The articles are prepared for submission to peer-reviewed journals in the style guide required by each journal. Articles can be unrelated to each other or they can be address three aspects of a body of research.

The purpose of including the article(s) prepared for publication is to disseminate findings, add to the knowledge base in the discipline, and prepare the graduate student for advancement in academe. By preparing an article for publication, the student joins his/her colleagues in staying abreast of developments in the field, promotes the exchange of ideas, and describes emerging techniques for future research. Before you immerse yourself in the responsibilities of a developing

career, publication of the article upon graduation assures dissemination of the information. The published article becomes a key element in your professional portfolio, résumé, or curriculum vitae and you may present it at a professional conference.

The dissertation article must carefully adhere to the guidelines of the professional publication(s) in the academic discipline. You will be required to submit the formal guidelines of the publication with the completed dissertation. The elements of the article will include an abstract, title, text, tables, charts and graphs, conclusions, appendices, and references/bibliography, again as required by the journal.

Approval process for an article in a dissertation:

- Choose a professional publication appropriate for your research. Copy guidelines for yourself and your dissertation chairperson.
- Generate a title and abstract.
- Submit the title, abstract, rough draft of content, and publication guidelines to committee chairperson for approval.
- As with any other dissertation, the committee will approve the overall document including article(s) before submission to the Graduate School.

Numerous steps are involved in writing publishable articles, including brainstorming and the initial writing, text development and editing, revisions after evaluative feedback from faculty, and final editing. Follow the publication guidelines completely for a successful article submission. Once the dissertation is approved, we encourage immediate publication submission. Your discipline cannot flourish unless you share or disseminate your research.

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 and your dissertation chairperson 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. Table headings go above the table; figure captions go below.

Supplementary Pages

The supplementary pages are the sections that follow the body text. They are numbered with Arabic numerals, continuing from the text, and may include

- References
- Bibliography
- Appendix or Appendices
- Index
- Curriculum Vitae

Of these sections, the References and Appendix are required.

References. (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. (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.) These are documents that support information in the text. An appendix might include

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

IMPORTANT: Make sure the spelling, punctuation, and grammar of the supplementary pages are correct **before** you use them in your research. An incorrect word in a questionnaire can skew the results.

- If there is more than one appendix, the first page of the Appendix section should be a cover sheet on which you have centered the word “APPENDIX” or “APPENDICES.”
- Appendices are labeled with all-cap letters, not numbers (e.g., Appendix A)
- 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 visit directly. Check your word-processing software for instructions on how to create an index.

Curriculum Vitae. (Optional.) Some departments want the student to include a detailed résumé or curriculum vitae.

Plagiarism and Fair Use

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.

- Avoid quoting throughout your manuscript more than a total of one and one-half pages, single-spaced, from any one published source.
- 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.

- You may photocopy only one page of graphics from any single published source.

Remember: It is VERY easy for a faculty member or the Graduate School dissertation reader to enter a phrase into a search engine and find a quote that you have not properly cited. Always give credit for data or an idea even if it is not a direct quote. Plagiarism is grounds for **failing degree completion or having the doctorate withdrawn. Allegations of plagiarism will also trigger Research Misconduct proceedings.**

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 chairperson.

Style Guides

Every student who writes a dissertation must adhere to a style guide. Upon submitting the dissertation to the Graduate School, you MUST identify on the Dissertation Information Sheet the style guide you used; the Graduate School reader will use that to check for compliance. Ask your dissertation chairperson which style guide is appropriate and has been approved by your academic department or program.

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?

Exceptions to the style guide requirements may be made to a document’s format to accommodate submission to a journal or other publication. In such cases, you must supply the dissertation reader with a copy of the style guide you used or a link to it online.

Physical Specifications of the Manuscript

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 1

Format and Requirement for EMU Dissertations

Page Size	8.5 x 11 inches
Left Margin	1.25 inches or 1.0 inch if document will not be bound
Top, Bottom, Right Margins	1.0 inch
Font Style	Times New Roman or other serif font
Font Size	12-point
Spacing	Double

Pagination

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

- The title page is p. i, 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 or table heading should not be the last line at the bottom of a page.

Part Three: Approval Process, Defense, and Revision

The following section describes the steps in the dissertation approval process from your department/college, the oral defense, and editorial revisions.

1. Your committee chairperson will communicate when your work is complete and ready to share with the dissertation committee.
2. Schedule a date and location for the defense meeting. Complete *Oral Defense of the Doctoral Dissertation Approval Form* (see Figure 8). 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 chairperson (depending on department or program practice) will announce the defense date to the public and invite administrators and guests. Please be aware that if your defense is not publically advertised, the meeting will be considered invalid and may have to be held again.
3. Fill out the first part of the *Doctoral Dissertation Document Approval Form* (see Figure 9).

Take this form to the defense for the committee members to sign.

4. Defend your dissertation. A full dissertation committee must be present (in person or electronically by phone or computer) for the defense. Check with your committee chairperson for format and procedures for the dissertation defense meeting. The meeting typically involves the committee chairperson introducing you and you giving a 20- to 30-minute formal presentation on your dissertation, followed by a question-and-answer period with committee members and then audience members (total time approximately two hours). You are then asked to leave the room (or the committee leaves the room) while they discuss your defense. **Approval of the defense requires a unanimous vote of the committee.** You or they return to give their decision and for any additional questions and comments. There is more information about the oral defense explained later in this manual.

In the case that you do not pass, please consult your program for next steps.

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 online by scholars around the world, so you want it to be as polished as possible.
6. Resubmit your revised dissertation to your committee or only the chairperson for approval and sign-off. (Check department/school procedures.) The department head or school director or dean will also have to approve and sign off on the document before it is submitted to the Graduate School.

Dissertation Checklist

Complete these steps and check for common errors **before** submitting the dissertation to the Graduate School for approval.

- Carefully check the spelling of every word and name on the title page.
- Have you stated the name of your department properly?
- Is the approval form signed by your dissertation chairperson, all committee members, and your department head or school director or dean (this varies among colleges) dean?
- Does the abstract have no more than 350 words?
- Have you run a spell- and grammar-check?
- Are the levels of headings correct, according to your style guide?
- Do all headings and page numbers 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? Double check alphabetization.
- If the dissertation involved research using human or animal subjects, did you include a copy of your approval letter?
- Did you use 12-point Times New Roman or other serif fonts? Sans-serif fonts and fonts smaller than 12-point will not be accepted for review.
- Is only the left margin justified? DO NOT justify the right margin; the document will not be accepted for review.

- Are preliminary pages numbered with lower case Roman numerals, except for the title page?
- Is the abstract before the Table of Contents?
- Are single quotation marks used ONLY within double quotation marks?
- Is each table and figure on one page (not spread over two) whenever possible?
- Has permission been sought for items taken directly from a source? Use Internet sources to seek permission for long quotes, illustrations/models, data tables, and so on, or cite them in your document without copying them directly.

Part Four: Final Submission of Dissertation/Deadlines

Submit an electronic version of your approved dissertation to the Graduate School (dissertation_submission@emich.edu) for review of format, including Table of Contents, headings, figures and tables, and references. Include committee-signed *Document Approval Form* and *Dissertation Information Sheet* (see Figures 9 and 10). The scanned document is acceptable. Also, submit proof of human subjects approval (if it was required).

The Graduate School editor will check adherence to guidelines. It is VERY important that your dissertation chairperson or an editor has helped to catch and fix grammar and spelling errors before the document reaches the Graduate School. The Graduate School may send the document back for further editing if it does not meet Graduate School requirements. You may choose to hire someone to proofread and edit the document. Remember, the final document will be available worldwide, so do all you can to avoid writing errors.

The Graduate School will email you about any changes that need to be made. Make the necessary changes and email the Graduate School a new copy of the document (dissertation_submission@emich.edu). Also, complete and send to the Graduate School the *Rights and Permission Form* (see Figure 11). The permission form allows for online posting and offers a one- or two-year delay in Internet posting of your work if publication or patent is pending. The Graduate School will email you this form.

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

The Graduate School reads dissertations in the order they are received. The first review typically takes only a day or two but may take longer if submitted on or near the semester deadline date along with many other theses and dissertations (see deadlines below).

IMPORTANT NOTE: IMPORTANT NOTE:

If you are not able to submit your dissertation in acceptable form to the Graduate School by the commencement deadlines below, you *will not* be permitted to participate in the doctoral hooding exercise for that semester's commencement ceremony. The oral defense must be completed, all editorial suggestions from your committee members must be incorporated, and the *Dissertation Document Approval* form must be signed by all your committee members and the appropriate academic administrator BEFORE you submit the dissertation to the Graduate School.

Degrees are awarded in the same semester during which all degree requirements are confirmed to have been completed and the student submits a formal [application to graduate](#). Therefore, students who do not wish to participate in commencement exercises may submit their dissertation at any time. However, to graduate in your intended semester, we strongly recommend that you submit your manuscript no later than two weeks after the listed deadlines. This will guarantee enough time for the Graduate School’s document approval process and Record and Registration’s degree audit. If your graduation is delayed for any reason, you will need to update your graduation date in writing with the Office of Records and Registration.

December Graduation and Commencement	November 1
April Graduation and Commencement	March 1
August Graduation (December Commencement)	July 1

Completion of Dissertation from Out of State

If you leave Michigan before finishing the dissertation revision process, the Graduate School will communicate with you by email or phone. However, it remains your responsibility to make certain that all required forms are signed and emailed to the Graduate School.

Part Five: After Graduate School Approval

The Graduate School will contact you when your document has been granted final approval. The Graduate School will send you an email with a link to the *Survey of Earned Doctorates* and information about submitting to ProQuest. DO NOT submit anything to ProQuest before being given permission by the Graduate School. Once you submit to ProQuest, they send the document to the EMU library for posting to the Halle Library’s website, Digital Commons. Your document is then searchable on the Internet.

REQUIRED: During the ProQuest submission process, you will be asked about immediate or delayed posting online – the embargo process. This means you can delay posting while you wait for a patent approval, journal publication, and so on.

- Once your document has received final approval, the dissertation reader will send you information about the final steps. PhD students MUST complete the NSF Survey of Earned Doctorates; the reader will send you a link.
- You MUST submit the dissertation to ProQuest for copyright and Dissertation Abstract International. See the Graduate School website for a tutorial regarding the submission process; the reader will send you a link.
- Upon ProQuest submission, the document will be shared with EMU-Digital Commons, Halle Library.
- You may pick up a copy of the approval form and your dissertation from the Graduate School, 200 Boone Hall, or provide a self-addressed-stamped envelope for return mail. Paper copies are discarded after three months.
- The University no longer requires bound copies for the Library. Check with your chairperson to see if your department requires one. If so, you need to make your own arrangements to have that done.

A Comparative Study of Environmentally Responsible Design Adoption by Architects, Facility
Managers, and Interior Designers

by Amanda Gale Dissertation

Submitted to the College of Technology Eastern Michigan University
in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY
in Technology
Concentration in Interior Design

Dissertation Committee:
Shinming Shyu, PhD, Co-Chair
Louise Jones, ArchD,
Co-Chair Deb de Laski-Smith,
PhD Benedict Ilozor, PhD

June 15, 2011

Ypsilanti, Michigan

Figure 1. Sample title page. (Note: This page is in 12-point font and nothing is to be in boldface type. Fit your information to center, using 1.5- or double-spacing.)

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 two 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).

Figure 2. Sample abstract, paragraph style.

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 classtypes: 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 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 3. Sample structured abstract.

LEVELS OF HEADINGS

- 1 **Centered, Bold, Uppercase and Lowercase Heading**
Your text begins below, indented like a regular paragraph.
- 2 **Flush Left, Bold, Uppercase and Lowercase Heading**
Your text begins below, indented like a regular paragraph.
- 3 ***Flush Left, Bold, Italicized, Uppercase and Lowercase Heading***
Your text begins below, indented like a regular paragraph.
- 4 **Indented, Bold, Uppercase and Lowercase Heading, Ends with a Period.** Your text begins in line with the heading.
- 5 ***Indented, Bold, Italicized, Uppercase and Lowercase Heading, Ends with a Period.***
Your text begins in line with the heading.

*For headings at Levels 3-5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase, except for proper nouns and the first word to follow a colon.

Figure 4. Levels of headings, APA, 7th edition.

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Figure 5. Sample table of contents for use with three or four levels of headings. (This must be double-spaced throughout, with no extra half-spaces. Do not include more than four levels of headings in your Table of Contents.)

EASTERN MICHIGAN UNIVERSITY
Graduate School
Doctoral Dissertation COMMITTEE¹ Approval Form

Student Name _____ Date _____

Program of Study _____ ID # _____

Email address _____

Phone (work) _____ (home/cell) _____

Dissertation Topic/Tentative Title

PROPOSED COMMITTEE MEMBERSHIP
PRINT/TYPE NAMES

Committee Chairperson _____

Proposed Member Representing the Graduate School (Attach vitae/résumé of any off-campus appointee.)

PRINT/TYPE COMMITTEE MEMBER NAME

Name _____

Name _____

Name _____

Name _____

APPROVALS

Date _____ Program Director/Coordinator/Dept. Head _____

Date _____ Graduate School _____

Please send completed document to dissertation_submission@emich.edu. The Graduate School will email the fully approved document with signatures to Records & Registration, chairperson, department/college file.

¹Graduate School policy requires that committee chairs be tenured or tenure-track full-time faculty with a completed doctorate in the student's specialty. The committee must have at least four members (including the chairperson), and 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, and 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 chairperson, department head or school director, and the Graduate School.

Figure 6. Doctoral Dissertation Committee Approval Form.

EASTERN MICHIGAN UNIVERSITY
Graduate School
Doctoral Dissertation PROPOSAL¹ Approval Form

Student Name _____ Date of Meeting _____

Program of Study _____ ID# E _____

Dissertation Committee Chairperson _____

TENTATIVE TITLE OF PROPOSED DISSERTATION

COMMITTEE REPORT ON DISSERTATION PROPOSAL

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

The proposed research involves the use of vertebrate subjects and requires IACUC review prior to data collection.

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.

Description of deficiencies _____

COMMITTEE MEMBER NAME PRINT OR TYPE/ COMMITTEE MEMBER SIGNATURE

Name/signature

Chairperson _____ / _____

External Member Representing the Graduate School _____ / _____

Member _____ / _____

Member _____ / _____

Member _____ / _____

Member _____ / _____

ACKNOWLEDGEMENT OF PROPOSAL APPROVAL

Date _____ Director of Clinical Training/Dept. Head _____

Date _____ Graduate School _____

Please send completed document to dissertation_submission@emich.edu. The Graduate School will email the fully approved document with signatures to Records & Registration, chairperson, department/college file.

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

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

Figure 7. Doctoral Dissertation Proposal Approval Form.

EASTERN MICHIGAN UNIVERSITY
Graduate School
ORAL DEFENSE of the Doctoral Dissertation Approval Form

Student Name _____ ID# E _____
Program of Study _____

TITLE OF DISSERTATION

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 MEMBER NAME PRINTED OR TYPED/COMMITTEE MEMBER SIGNATURE

I have read and approve the content of this dissertation. FINAL document approval of the written requirement will occur upon review of suggested edits with signatures on the *DOCTORAL DISSERTATION DOCUMENT APPROVAL FORM*.

name/signature

Chairperson: _____ / _____

Members: _____ / _____

_____ / _____

_____ / _____

_____ / _____

Member representing the Graduate School: _____

ACKNOWLEDGEMENT OF PASSING THE ORAL DEFENSE

Date _____ Program Director/Coordinator/Dept.Head _____

Date _____ Graduate School _____

Please send completed document to dissertation_submission@emich.edu. The Graduate School will email the fully approved document with signatures to Records & Registration, chairperson, department/college file.

Figure 8. Oral Defense of the Doctoral Dissertation Approval Form.

EASTERN MICHIGAN UNIVERSITY
Graduate School
DOCTORAL DISSERTATION
Document Approval Form

Student Name _____

Program of Study _____ ID# E _____

Academic Department/School _____ College _____

TITLE OF DISSERTATION

Style Guide Used (check one): APA _____ Chicago _____ Turabian _____ Other _____

ACKNOWLEDGEMENT OF ORIGINAL WORK

The above titled work has been examined using a plagiarism check service.

Chairperson Signature _____ Date _____

*Note – Another authorized individual, such as a program coordinator or program director, may sign in lieu of the chair

DOCUMENT APPROVAL

COMMITTEE MEMBER NAME PRINTED OR TYPED/COMMITTEE MEMBER SIGNATURE
name/signature

Chairperson _____ / _____ Date _____

Members _____ / _____ Date _____

_____ / _____ Date _____

_____ / _____ Date _____

_____ / _____ Date _____

External Member _____ / _____ Date _____

ACKNOWLEDGEMENT OF COMPLETED DISSERTATION

Date _____ Program Director/Coordinator _____

Date _____ Dept. Head/School Director/Dean _____

GRADUATE SCHOOL

DOCUMENT HAS BEEN SUBMITTED AND EDITED – DEGREE MAY BE CONFERRED

Date _____ Graduate School _____

Please send completed document to dissertation_submission@emich.edu. The Graduate School will email the fully approved document with signatures to Records & Registration, chairperson, department/college file.

Figure 9. Doctoral Dissertation Document Approval Form.

DISSERTATION INFORMATION SHEET

NAME _____ STUDENT # _____

PHONE (H) _____ (W) _____

EMAIL _____

Dept/School _____ Committee Chairperson _____

Title of Dissertation

Signature _____

Style Guide Used (check one): APA _____ Chicago _____ Turabian _____

=====
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 10. Dissertation Information Sheet.

EASTERN MICHIGAN UNIVERSITY

Rights and Permission Form for Electronic Thesis, Dissertation, or Capstone Project (ETD) Placement in Digital Commons @ EMU (<http://commons.emich.edu/>)

Student Name: _____ Student ID: _____

E-mail Address: _____ Phone: (W) _____ (H) _____

Dept./School: _____

Document Type: _____ Master's Thesis _____ Capstone Project _____ Doctoral Dissertation

Document Title: _____

Student Agreement:

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Restricted Access. I request that the EMU Library restrict access to the electronic full text of my work to the Eastern Michigan University campus community. I understand that this restriction will expire after 1 year and that I may request the restriction be extended for one additional year at that time. If I do not request an extension, I understand that the electronic full text of my work will default to open access. I understand that my work may be secured from view for a total of two years only.

I understand that any embargo or restricted access is at my discretion as the copyright holder and that I may request that the Eastern Michigan University Library lift this embargo or restricted access at any time.

I agree to abide by the statements above and agree that this approval form updates any and all previous approval forms submitted.

For a Capstone Project, I understand that the chain of emails to which this form is attached, from Graduate School to myself to faculty member back to Graduate School, indicates approval and permission on the part of all parties involved to post the document on Digital Commons @ EMU or any subsequent technology. Theses and dissertations are approved through ProQuest.

Figure 11. Rights and permission form for electronic thesis or dissertation project (ETD). (Do not fill out or submit; you will receive an electronic copy upon dissertation approval.)