

**GUIDELINES FOR PREPARATION OF
DISSERTATIONS, THESES, PROJECTS,
AND COURSE PAPERS**



**TENNESSEE
STATE UNIVERSITY**

**SCHOOL OF GRADUATE
AND PROFESSIONAL STUDIES**

**SUITE B-400
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WWW.TNSTATE.EDU/GRADUATE**

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INTRODUCTION

The Graduate School has prepared this document referred to as **Guidelines** to assist students in the mechanical details of writing a dissertation, thesis, project, or course paper. The term "paper" is used throughout **Guidelines** to refer to each of type of paper except in matters that relate specifically to one of them.

A **paper** submitted to the Graduate School as partial fulfillment of the requirements for a degree must report accurate and original research done by the student. It reflects credit to the student, the chairperson of the student's committee, the committee, the department, and Tennessee State University. The quality of the research and the manner in which the research is presented to the Graduate School are the responsibility of the **student**, the **major advisor (committee chair)**, and the **committee**.

The aim of **Guidelines** is to assist students develop a format that is consistently, attractively, logically, and mechanically correct. Although **Guidelines** covers most of the general areas in the preparation of a **paper**, it is by no means complete. It makes no attempt to answer all the specific questions that a student might ask about the preparation of a **paper**. The student should consult other documents which have been approved by the Graduate School and department in which the student is enrolled.

TYPES OF PAPERS PRESENTED AS PARTIAL REQUIREMENTS FOR ADVANCED DEGREES

Guidelines assist students in the mechanical details of writing a dissertation, thesis, project, creative project, and course paper. All of the papers are presented as partial requirements for fulfillment of advanced degrees.

DISSERTATION

Description

A dissertation is a written report based on original research which is required to achieve the doctoral degree. It should represent a significant and independent contribution to the field of knowledge, have a unified theme, show mastery of the literature and research tools and techniques, and be worthy of publication. The written dissertation and subsequent oral defense should demonstrate the student's ability to conduct independent research and to interpret in a logical manner the facts and phenomena revealed by the investigation (Poje & Franceschetti, 1997; Painter, 1997).

Preliminaries

All doctoral dissertations are to be prepared in accordance with the guidelines and regulations set forth by the Graduate School. After the first enrollment in dissertation credit, students shall continue to enroll in dissertation credit every semester until the dissertation is complete and accepted by the Graduate School. The number of dissertation hours required for the degree is stipulated in the departmental sections of the current edition of the Graduate Catalog. When the student has accumulated the maximum number of dissertation credit hours allowed for a given program, the student shall register for "Dissertation Continuation" at a reduced fee. Students who fail to register each semester will be considered to have terminated their program and must reapply for admission. Registration and verification of registration are the responsibilities of the student and his or her academic advisor.

Preliminary steps for the dissertation include:

1. Successfully completing the Comprehensive/Preliminary Examination. Enrollment in dissertation credits is permitted only after the student has been admitted to candidacy for the doctoral degree.
1. Forming a thesis/dissertation committee by completing the Thesis/Dissertation Committee Appointment Form (www.tnstate.edu/graduate). The committee must include a chair, and three members. At least three members (chair included) must be members of the department graduate faculty. The other member may be either a graduate faculty member from a closely related discipline or a specialist in the field of the student's minor concentration.
2. Writing a dissertation proposal.

3. Obtaining Research Compliance approval (human subjects, animal care, radiation safety, hazardous materials) according to procedures established by the Office of Research and Sponsored Programs before initiating data collection.
4. Presenting the proposal at a meeting of the candidate's committee.
5. Gaining approval of the proposal by the committee, which gives candidate the permission to pursue the study described in the proposal.
6. Transmitting a copy of the approved proposal to the Graduate School.
7. Presenting orally and defending dissertation.
8. Submitting electronically the final revised manuscript to the TSU ProQuest ETD site (<http://dissertations.umi.com/tnstate/>) after approval by the dissertation committee.

Dissertation Credits

The candidate must enroll in Dissertation Research continuously until the dissertation is completed and accepted by the Graduate School.

Dissertation Defense

The dissertation defense is required of all candidates for the doctoral degree. The outcome of the defense should be acceptable to the voting members of the candidate's committee.

THESIS

Description

A thesis is a written scholarly presentation of independent research or study that is submitted as a partial fulfillment of requirements for an advanced degree (Painter, 1997). It's the result of a substantial piece of research and scholarly writing executed with a high level of autonomy under the guidance of chair and a committee (Blair, 2016).

Preliminaries

A thesis must be prepared in accordance with the rules and regulations set forth by the Graduate School in the current edition of *Guidelines for Preparing Dissertation, Theses, Projects, and Course Papers*.

Before writing the master's thesis, the student:

1. Must be admitted to candidacy.
2. Select a Guidance Committee. The committee must include a chair, and two members. At least two members (chair included) must be members of the department graduate faculty. The other member may be either a graduate faculty member from a closely

related discipline or a specialist in the field of the student's minor concentration. This committee shall give general supervision to the candidate's research and thesis writing.

3. Enroll in Thesis Writing. After the first enrollment, the candidate must continue to enroll in Thesis Writing until the thesis is completed and accepted by the Graduate School.
4. If applicable, obtain research compliance approval (human subjects, animal care, radiation safety, hazardous materials) according to procedures established by the Office of Sponsored Research Website, before initiating data collection.
5. Write a thesis proposal. A proposal for the thesis is a formal process which involves a hearing before the advisory committee and which results in filing the appropriate proposal form with the graduate school. The proposal form must be signed by all members of the advisory committee.
6. A reduction in fees for thesis registration occurs the second time a student registers, at which time the student registers for the "Thesis Continuation" section. A break in registration will result in "I" grades for Thesis hours becoming grades of "F".
7. Present orally and defend thesis.
9. Upon approval of the content of the thesis by the committee, submit electronically the final revised manuscript to the TSU ProQuest ETD site (<http://dissertations.umi.com/tnstate/>).

TERMINAL PROJECT

Description

A terminal project is a presentation embodying the knowledge and skills acquired from course work completed for the master's degree (Thesis and Terminal Project). It is the culmination of a studies which reflect what students should have learned in the program.

Preliminaries

Before writing the terminal project, the student:

1. Must be admitted to candidacy
2. Select a Guidance Committee
3. Enroll in Project Writing until the project is completed and accepted by the Graduate School.

Divisions

There are usually three main divisions of the project:

1. Preliminary Section

2. Text
3. Bibliography.

The content of each division may vary with the nature of the study. Thus, the candidate should work closely with the major advisor and the committee. Generally, the three main divisions contain the following information:

Preliminary Section

1. Window-title sheet
2. Title page (signature page) must conform exactly with the sample in the appendices
3. Acknowledgments (if desired)
4. Table of Contents

Text

- i. Introduction
 - a. Statement of the problem, including any limitations
 - b. Definition of terms
 - c. Methods and procedures employed in gathering information (If subdivisions are needed, the scheme must be consistent throughout the project.)
- ii. Review of Related Literature
- iii. Presentation and Interpretation of Information (This section addresses the action or descriptive research as applied to a local problem or situation, but does not preclude sophisticated statistical treatments.)
- iv. Summary and/or Conclusion (This may include recommendations, depending upon the type of information gathered.)

Bibliography

Use APA style manual or approved manual by the Graduate School and your department.

CREATIVE PROJECT FOR THE MASTER'S DEGREE

In disciplines approved by the Graduate Council (e.g. Music Education), a student may elect the creative project as partial fulfillment for the degree requirement.

Preliminaries

Before writing the project, the student must:

1. Admitted to candidacy

2. Show evidence to the faculty committee that he/she possesses the talent and understanding necessary to compose the literary work (or the musical composition)
3. Receive the unanimous approval of the committee
4. Obtain the agreement that one of the committee will guide the creative project Enroll in the appropriate course until the creative project is completed and accepted by the Graduate School.
5. Submit three copies of the creative project outline to the Graduate School for the approval of the Graduate Dean.

Description

The creative project for the master's degree is an original or a musical composition written specifically for satisfying the degree requirement. It contains at least five parts:

1. Title page
2. Signature page
3. Introduction
4. Creative project
5. Evaluation that includes values derived by the author in insight and skill. Other parts may be included with approval of the major advisor, committee and head of the department.

COURSE PAPERS

Preliminaries

Before writing the course paper, the student must obtain permission to write it from the professor of the course and get the agreement from the professor that he/she will be chief advisor for the paper. The student must be enrolled in the appropriate course during the period in which the completed series is approved. Since the course papers are department projects, the student should be familiar with both department and Graduate School Guidelines particularly those department guidelines that are in conflict with Graduate School guidelines. The student is advised to make notes of the differences before he or she begins to write the first course paper.

Description

Course papers are three 15 to 20 page scholarly papers written as partial fulfillment of the requirements for the master's degree in disciplines approved by the Graduate Council. The subjects of these papers are taken from three of the courses that the student takes for the degree program. The papers are written in addition to the course requirements. One hour of credit is given for these papers.

Each course paper contains at least three parts:

1. Title page (signature page)
2. Text, and
3. Bibliography

Unlike the second and third course papers, the first paper has four parts:

1. Window-title sheet
2. Title page (signature page)
3. Text, and
4. Bibliography.

ROLES, RESPONSIBILITIES, AND EXPECTATIONS OF COMMITTEE CHAIR, COMMITTEE, STUDENT, DEPARTMENT CHAIR AND ACADEMIC DEAN

Thesis/dissertation committees play an important role in guiding and directing graduate student research. The quality of the research and the manner in which the research is presented to the Graduate School are the responsibility of the student, the major advisor (chair), and the committee.

THESIS/DISSERTATION CHAIR

1. The Chair is the point of contact for all phases of the thesis/dissertation writing beginning with the development of ideas for a topic; guiding candidate in the selection of committee members; determining the role of each committee member; guiding candidate in setting realistic timeline for thesis/dissertation completion; approval of drafts for review by the Committee; and the gatekeeper for the online submission of the final manuscript to the TSU ETD ADMINISTRATOR (system).
2. The Chair shall organize and preside over all committee meetings including meetings to assess candidate's progress at each phase of the thesis/dissertation writing process and the final thesis/dissertation defense.
3. The Chair is expected to be familiar with all program, department, Graduate School, and University policies and procedures governing thesis/dissertation research and ensure that they are followed by the student and the entire committee.
4. Guide candidate in the IRB approval process.
5. The chair works with committee members to remove any roadblocks that impede candidate's progress including any conflicts that may arise among committee members (chair should be an advocate for student).
6. Ensure that each committee member receives a copy of the candidate's work in advance and that the turnaround time for providing feedback in no more than three weeks from the time candidate submits document.
7. Certify that the final document approved by the committee meets discipline scholarly standards, Graduate School thesis/dissertation guidelines, University academic integrity standards (including IRB approval of research, if applicable).
8. Schedule oral defense for both the thesis/dissertation proposal and the final manuscript.
9. Assign final grade for thesis/dissertation with input from the entire Committee.

COMMITTEE MEMBERS (Chair included)

1. The committee as a whole is responsible for the overall quality of the thesis/dissertation.
2. Determine if the proposed thesis/dissertation topic is feasible.
3. Review thesis/dissertation drafts and provide timely feedback to candidate.
4. Guide candidate in the course of the thesis/dissertation writing and provide periodic feedback on progress.
5. Understand Graduate School policies and procedures governing thesis/dissertation outlined in the Graduate Catalog, Guidelines for Preparation of Thesis/Dissertation, and Graduate School website.
6. Ensure that the manuscript meets TSU academic integrity standards.

STUDENT

1. Carefully read the “Guidelines for Preparation of Theses, Dissertations, Projects, and Course Papers.
2. Follow and comply with Institutional Review Board (IRB) rules and regulations.
3. Adhere to scholarly methods and ethical standards both within specific discipline and the University as a whole (see Graduate School Academic Integrity Statement published in the Graduate Catalog). Check manuscript for potential plagiarism using Turnitin or similar a tool.
4. Form a thesis/dissertation committee upon admission to candidacy. Candidate must consult his/her academic advisor in the selection of the advisory (guidance) committee and an appropriate topic for investigation.
5. Maintain continuous enrollment in thesis or dissertation credits until the semester of graduation.
6. As author of the manuscript, student is responsible for crafting and executing of the project through all of its phases including the completion of the final manuscript. The manuscript must be properly edited and follow all of the expected conventions described in the **Guidelines**.
7. Share draft of the manuscript with the entire committee at least two weeks prior to the defense date.
8. Revise or correct manuscript as required by members of the thesis or dissertation committee.
9. Complete the Electronic Thesis/Dissertation Checklist and upload approved manuscript into the ProQuest ETD Administrator.

10. Meet thesis/dissertation defense and submission deadlines.

DEPARTMENT CHAIR AND ACADEMIC DEAN

1. Ensure that all committee members (including external members) are certified graduate faculty and qualified to assume their respective roles and responsibilities.
2. Signed and validate candidate's program of study (forwarded to the Graduate School).
3. Ensure that candidate applied for graduation during the semester of thesis/dissertation defense and/or graduation.
4. Ensure that candidate is registered for thesis/dissertation course continuously until the semester of graduation.

STYLE AND FORMATTING REQUIREMENTS

When preparing a dissertation, thesis, terminal project, creative project, or course paper for partial fulfillment of the requirements for a graduate degree at Tennessee State University, the student must adhere to the following general style and format requirements:

Page Size and Specifications

Page size must be standard U.S. letter size, i.e. 8.5 x 11 inches or 216 x 279 millimeters page size. Other standard page sizes such as A4 are not allowed.

Font

Times New Roman font is acceptable at 12 point. Smaller font size may be used for materials other than the main text such as footnotes.

Margins

The first page of the text and all first pages of each chapter must have margin of two inches at the top. All other pages must have one and one-half inch margins at the top. The left margin must be one and one-half inches on all pages. The right margin must be one inch throughout document. The bottom margin must be one inch throughout document.

Spacing

The entire text, with the exception of block quotations, footnotes, and data within tables, must be double-spaced. The first line of each paragraph should be indented

Pagination

Small Roman numerals (i, ii, iii, iv, etc.) should be used to number preliminary pages. Some of the preliminaries will be unnumbered. Numbering begins with the title page, which is the first numbered preliminary page; however, it bears no number. Arabic numbers (1, 2, 3, 4, etc.) should be used to number pages of the text. The first page of the text and the beginning page of each chapter should be left unnumbered. All page numbers should be placed in the upper right hand corner of the margin line at the right and one inch from the top of the sheet.

Tables

Format and label tables correctly. Tables should be numbered consecutively using Arabic numerals (1, 2, 3, 4, etc.) in the order they appear in the text.

Figures

Format and label figures correctly. Figures should be numbered consecutively using Arabic numerals (1, 2, 3, 4, etc.) in the order they appear in the text.

References

The bibliography is a reference to the whole paper. It follows the text and is a separate section labeled BIBLIOGRAPHY (or, depending on the approved manual, it may have another heading, such as REFERENCES or WORKS CITED). This section is paged continuously with the text. Arabic numbers are used to designate the pages. If the bibliography is extremely long, a division page usually precedes it, which is unnumbered. The student should consult the approved manual for the form to be used and the placement of the bibliography in the TABLE OF CONTENTS. In writing the entries the student should observe carefully the forms of the different kinds of entries.

Appendix

The appendix generally follows the bibliography. However, the placement, before or after the bibliography, depends upon the nature of the paper. For consistency of appearance, if a division sheet precedes the bibliography, one should precede the appendix. The appendix is related to the paper in the same way as content footnotes in that it provides spaces for material that is not absolutely necessary to the text. If subdivisions are necessary, they are labeled in this manner: APPENDIX A, APPENDIX B, etc. For more detailed information on what to include in the appendices, the student should consult the manual approved by the department.

ORDER AND COMPONENTS OF DISSERTATION OR THESIS

The manuscript must follow the order below regardless of any optional parts that may be omitted. It must include parts A to C as outlined below (i.e. preliminary pages, chapters, and reference section). If applicable, part D (appendices) must be included. Part E (Curriculum Vitae) is optional.

A. PRELIMINARY PAGES (i – xii)

<p>The preliminary pages must follow the order below beginning with the title page. Roman numerals must be used for pagination. The page count or numbers for the preliminary pages must be adjusted as appropriate if some of the optional parts are not included in the document. Page numbers must be placed on the upper right corner of each page (if applicable).</p>	
<p>i. TITLE PAGE (required)</p>	<p>The title of the thesis/dissertation is CAPITALIZED and must be concise and brief.</p> <p>PAGINATION: The title page is counted as page (i), however, do not type the page number (i) on it.</p> <p>GRADUATION DATE: The title page should include the graduation month and year (December, 20 --, May, 20 --, or August, 20 --).</p> <p>See Sample, Page 23</p>
<p>ii. COPYRIGHT PAGE (optional)</p>	<p>PAGINATION: Use Small Roman numeral, if applicable</p> <p>Previously published articles or accepted for publication require permission from the copyright holder in order to be included as thesis/dissertation chapter(s).</p> <p>The copyright should be numbered as page “ii” (if applicable)</p> <p>See Sample, Page 24</p>
<p>iii. COMMITTEE PAGE (required)</p>	<p>The Committee Page must conform exactly to the Sample Page on 23.</p> <p>PAGINATION: The Committee Page is numbered “iii” (if there is a copyright page) or “ii” if there is no copyright page.</p>
<p>iv. DEDICATION (optional)</p>	<p>PAGINATION: This page is number “iv” if applicable or “iii” if the Copyright page is omitted.</p> <p>Sample, Page 26</p>
<p>v. ACKNOWLEDGEMENTS (optional)</p>	<p>PAGINATION: This page is number “iv” if applicable or adjust page number as appropriate.</p>

	See Sample Page, 27
vi. ABSTRACT (required)	<p>The ABSTRACT (capitalized) must be brief and concise summary of your research (all articles). Its purpose is to recap the most important findings and methods of the study. It should provide readers with a clear overview of the problem of the study, methods, results, and conclusions. It should not exceed 350 words.</p> <p>The ABSTRACT page is numbered as “iii” or “iv” depending on previous count.</p> <p>See Sample, Page 28</p>
vii. PREFACE (optional)	<p>Type number (s) on page(s); maybe one or more pages</p> <p>See Sample, Page 29</p>
viii. TABLE OF CONTENTS (required)	<p>Titles must be worded exactly as they are in the text although capitalization may be different.</p> <p>The Tables of Contents should cover the entire manuscript.</p> <p>Type page number(s) in small Roman numeral placed on upper right corner of page.</p> <p>See Sample Page, 30</p>
ix. LIST OF TABLES (required if there are 5 or more tables)	<p>Titles must be worded exactly as they are in the text.</p> <p>Page number(s) in small Roman numeral(s), placed on upper right corner of page.</p> <p>Tables listed should cover entire manuscript (all chapters)</p> <p>Sample, Page 32</p>
x. LIST OF FIGURES, CHARTS, etc. (required if 5 or more figures)	<p>Page number(s) in small Roman numeral, placed on upper right corner of page</p> <p>Figures listed should cover all applicable chapters</p> <p>See Sample page 33</p>
xi. SYMBOLS (optional)	<p>Student should consult with the major advisor before including a list of symbols. If the symbols are unfamiliar, they should be explained.</p>
xii. LIST OF ABBREVIATIONS	<p>The abbreviations should be listed in alphabetical order and include all abbreviations used in the text.</p>

B. TEXT (CHAPTERS I – V)

The text must be divided into chapters (I – VI/ V). Roman numerals should be used to designate chapters.	
CHAPTER I (required)	<p>INTRODUCTION: This is the first chapter of the thesis/dissertation. It should describe the purpose of the study, statement of the problem, its significance, research questions, and provide an overview of the basic components of the research in a coherent manner. It should also include an overview of the theoretical foundations, methods, and a brief explanation of the contents of the remaining chapters.</p> <p>PAGINATION: Arabic numerals should be used throughout remaining sections of the document (chapters, references, appendices, and curriculum vitae).</p> <p>The first page of Chapter I is not numbered but it's included in the page count as page "1." Similarly, the beginning page of the remaining chapters (I, II, III, IV, V) are included in the page count, but page numbers should not typed.</p> <p>See Sample, Page 34</p>
CHAPTER II (required)	<p>LITERATURE REVIEW</p> <p>Divide chapter into subheadings/sections – e.g., Introduction, Review of Literature, Conceptual Framework, summary (or as subheadings appear in chapter).</p> <p>Sample, Page 35</p>
CHAPTER III (required)	<p>METHODOLOGY</p> <p>Divide chapter into subheadings/sections – e.g., Research Purpose, Rationale, and Design, Data Collection Methods, Data Analysis, Limitations and Delimitations.</p> <p>Sample, Page 36</p>
CHAPTER IV (required)	<p>RESULTS</p> <p>This chapter reports the study results. The findings should be organized on the basis of the research questions. Tables may be used to summarize information and detailed information presented in as an appendix.</p> <p>Sample, Page 37</p>
CHAPTER V (required)	<p>CONCLUSION: This chapter concludes the study. It covers integrated findings, implications, and future directions that result from the entire study. The chapter underscores the</p>

	<p>study's major findings, contributions, recommendations, limitations, and raises new questions and directions for future research.</p> <p>Sample, Page 38</p>
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C. REFERENCES

References for all papers should conform to the APA style manual except for manuscripts written by students in Chemistry and Engineering (follow discipline/department style)	
REFERENCES (required)	<p>References for the entire manuscript and any supplementary materials should be included in this section and should conform to the APA style manual or the same style and format as the articles.</p> <p>PAGINATION: Continue page numbering from CHAPTER V (or IV for thesis)</p>

D. APPENDICES

<p>The appendices should conform to the APA style manual except for theses/dissertations submitted by students in Chemistry and Engineering (as dictated by discipline/department).</p> <p>All research instruments used and other related items as required by the student's committee. Each item should be given a letter and listed in the Table of Contents.</p> <p>PAGINATION: Continue page numbering from REFERENCES section</p>	
APPENDICES (required, if applicable)	Continue page numbering from REFERENCES

E. CURRICULUM VITAE (C.V.)

CURRICULUM VITAE	Continue page numbering from APPENDICES
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ELECTRONIC THESIS DISSERTATION SUBMISSION STEPS

1. [Create a PDF file](#) of your dissertation/thesis or convert document (manuscript) to PDF. This must be a single file. Some items to have at hand before beginning the electronic submission include:

- Abstract (in “Word” or other word processor)
- If applicable, Supplementary files (e.g. images, data, etc.) that are an integral part of the thesis/dissertation, but not part of the full text
- Names of Committee Chair and Committee Members

2. [Create an account](#) with the ETD system, and a system-generated password is e-mailed to you to confirm your email address.

3. Next, [log in](#) your account and begin the submission process.

4. Choose Publishing Option: [Traditional](#) or [Open Access](#).

5. You agree to the [ProQuest/UMI publishing agreement](#). No signature is needed, but you must accept the agreement online in order to continue.

6. Next, enter your [contact information](#) (name, permanent email, T-Number, present and permanent address, country).

7. Next, enter the [details of the submission](#) (title, abstract, year manuscript completed, degree date, degree type, department, primary subject, key words, names of committee chair and members). It’s strongly recommended that you copy and paste the title, abstract, and names of committee members to avoid making error(s).

8. Upload [your thesis or dissertation](#). If applicable, you have the option to enter [supplementary or associated files, and notes to ETD administrator](#).

9. [Submit \(upload\)](#) any copyright permission documents if applicable. [Register](#) your thesis or dissertation by submitting an application to the U.S. Office of Copyright (if applicable). Order manuscript copies if desired (payment required).

10. Confirmation email is sent to you with reminders about how to contact ProQuest/UMI with questions.

SAMPLE PAGES

(Two inch top margin)

TITLE OF PAPER – *IF MORE THAN ONE LINE,*

USE INVERTED PYRAMID FORM

(Twelve single spaces)

A Thesis or Dissertation

Submitted to

The School of Graduate and Professional Studies

Department of Your Department Name

Tennessee State University

In Partial Fulfillment

of the Requirements for the Degree

Your Degree Name

Your Name

Graduation Month Year

Keywords: add five keywords here that you would use in a Web search to find this document

COPYRIGHT

(If applicable)

TITLE OF PAPER – IF MORE THAN ONE LINE,
USE INVERTED PYRAMID FORM

Graduation Month Year

Your Name

© Year
All rights reserved

APPROVED DEGREE STATEMENTS FOR THE COMMITTEE PAGE

Substitute the statement that applies to your degree program.

Master's Degree

...for the degree, Master of Arts in _____.

...for the Master of Arts in Education degree in _____.

...for the Master of Education in _____.

...for the degree, Master of Science in _____.

...for the degree, Master of Science in _____ with concentration in _____.

...for the degree, Master of Engineering

...for the degree, Master of Criminal Justice

Doctor of Education

...for the degree, Doctor of Education in _____.

...for the degree, Doctor of Education in _____ with concentration in _____.

Doctor of Philosophy

...for the degree, Doctor of Philosophy in _____.

To the Graduate School:

We are submitting a by entitled “”. We recommend that it be accepted in partial fulfillment of the requirements for the degree, of in .

Jane Doe, Ph.D./Ed.D.

Chairperson

John Doe, Ph.D. /Ed.D.

Committee Member

Type Name

Committee Member

Type Name

Committee Member

Accepted for the Graduate School:

Type Name, Ph.D.

Dean of the Graduate School

DEDICATION

The dedication is a brief statement or note dedicating the thesis or dissertation to someone in token of affection or esteem. Usually, dissertators thank their families (nuclear and extended), their spiritual traditions, spouses, parents, etc. Since it is usually a no more than two or three lines, center the word **DEDICATION** (as above) in all capital letters three spaces above the middle of the page. Using the paragraph indentation as the rest of the text begin the statement three spaces below the word **DEDICATION**. This page is optional.

ACKNOWLEDGEMENT

In this section, acknowledge those who have been helpful during your matriculation and thesis or dissertation research process. Before deciding to include this section, determine your specific indebtedness to others for information and assistance. The signatures usually adequately recognize the committee members and the major advisor on the approval page. However, if they have given more than the required assistance, they should be tactfully and specifically acknowledged. The acknowledgments should be brief. Type the word **ACKNOWLEDGEMENTS** in capital letters. Start the content of acknowledgements three spaces below the title. The Acknowledgments section is optional (for single author thesis/dissertation) and required if there are coauthors.

PREFACE
(Optional)

The Preface Page, if included should acknowledge individuals who assisted with project.

TABLE OF CONTENTS

(Required)

Titles must be worded exactly as they are in the text although the capitalization may be different. Student should follow the example below or consult with major advisor and follow the directions in manual approved for the discipline (Engineering & Chemistry).

ABSTRACT	Page number (Roman Numeral)
PREFACE	Page number (Roman Numeral)
ACKNOWLEDGMENTS	Page number (Roman Numeral)
LIST OF TABLES.....	Page number (Roman Numeral)
LIST OF FIGURES	Page number (Roman Numeral)
CHAPTER I (INTRODUCTION).....	Page number (Arabic Numeral, counted but not hidden)
Level 1 Heading	Page number
Level 2 Heading	
Level 2 Heading	
CHAPTER II (TITLE FOR MANUSCRIPT 1).....	Page number (counted but not hidden)
Level 1 Heading	
Level 2 Heading	
Level 2 Heading	
CHAPTER III (TITLE FOR MANUSCRIPT 2)	Page number (counted but not hidden)
Level 1 Heading	
Level 2 Heading	
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CHAPTER 4 (TITLE FOR MANUSCRIPT 3)	Page number (counted but not hidden)

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CHAPTER 5 (CONCLUSION) Page number (counted but not hidden)

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REFERENCES

APPENDIX A: TITLE OF APPENDIX A

APPENDIX B: TITLE OF APPENDIX B

LIST OF TABLES

Table 1. Caption for Table 1 Page number

Table 2. Caption for Table 2 Page number

Table 3. Caption for Table 3 Page number

Table 4. Caption for Table 4 Page number

Table 5. Caption for Table 5 Page number

LIST OF FIGURES

Figure 1. Caption for Figure 1.....	Page number
Figure 2. Caption for Figure 2.....	Page number
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CHAPTER III

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Second Level Subheading

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Third level subheading.

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