

# SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES



## Big 10 Quality Checks



School Of Graduate & Professional Studies

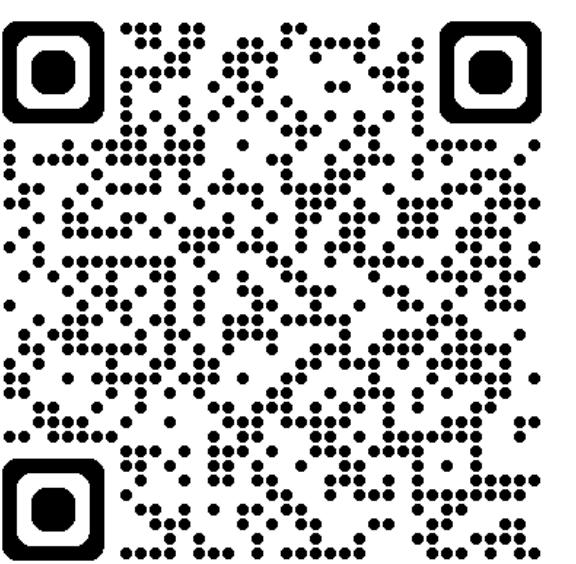
***“Expand Your Horizon”***

***IGNITE YOUR PATH:***

***Merging Research Skills with Career Success***



**Thesis, Dissertation, &  
Professional Seminars**



**MARK YOUR  
CALENDAR**

# THESIS/DISSERTATION GUIDANCE

**Thesis and Dissertation Writing Process**



Tennessee State University requires a dissertation for all doctoral candidates and a thesis for all thesis option master's candidates. The thesis or dissertation is a scholarly academic writing based on the student's original research under the supervision of the dissertation committee. The thesis or dissertation should be well-organized, appropriately referenced, and formatted according to writing style requirements by the discipline. The information below is intended to assist students in navigating the thesis/dissertation writing process. Information will be provided on the thesis/dissertation writing process, deadlines, IRS submission, formatting ETD submission, and completion of appropriate forms.

**QUICK LINKS**

**IMPORTANT DEADLINES for SPRING 2024**

Thesis and Dissertation Guideline Handbook  
Graduate School Calendar  
Electronic Thesis and Dissertation Checklist  
The 10 Checklist Items

March 8, 2024, is the last day to defend Thesis and Dissertations  
March 15, 2024, is the last day to apply for Spring graduation via myTSU.  
March 22, 2024 is the last day to submit Thesis/Dissertations into ETD ProQuest.

**STEP 1: Selection of Thesis or Dissertation Committee Chair**

- The student must select a thesis or dissertation chair who has full Graduate Faculty Status.
- Click here to review the listing for eligible faculty members with full Graduate Faculty Status.

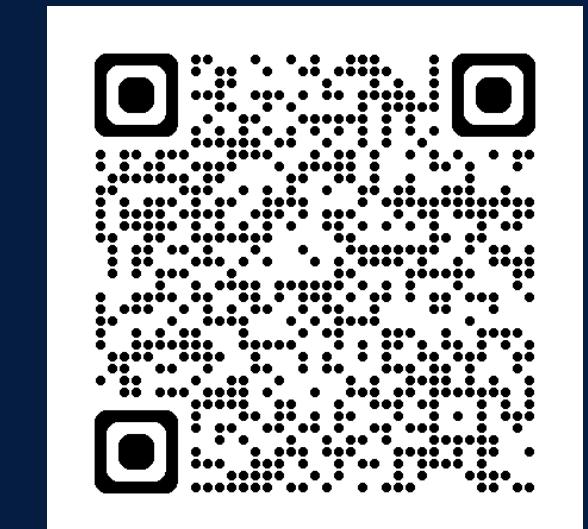
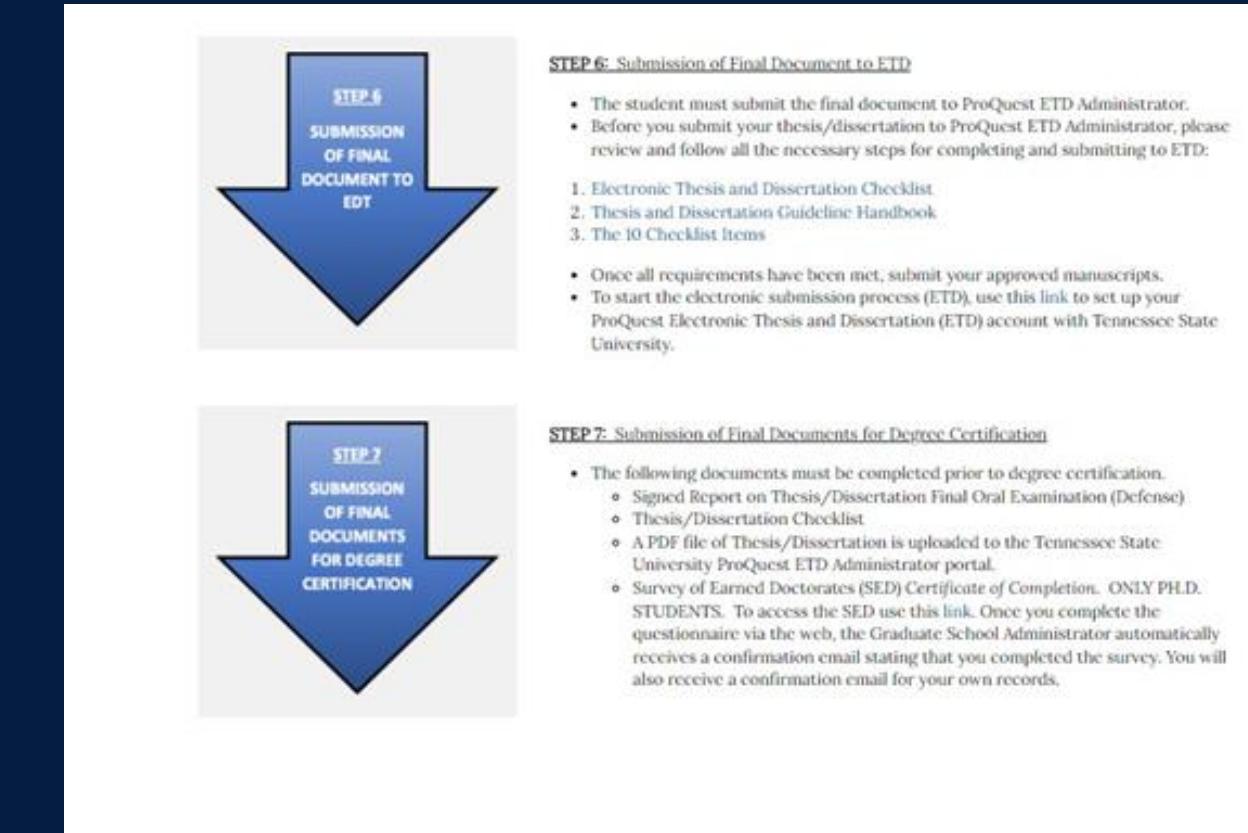
**STEP 2: Selection of Thesis or Committee Members**

- The chair and student must select thesis or dissertation committee members. The chair must complete the Thesis and Dissertation Committee Appointment Form.
- All committee members must have Graduate Faculty Status.
- Please review the listing for eligible faculty members with Graduate Faculty Status.
- If a committee member does not have Graduate Faculty Status, he/she must apply. Click here for Membership Application Forms.
- Once appropriate committee members have been identified, the dissertation chair must complete the Thesis/Dissertation Committee Appointment Form.

**STEP 3: Thesis/Dissertation Proposal**

- The student will complete the thesis/dissertation proposal under the supervision of the thesis/dissertation committee.
- While working on the thesis or dissertation, the student should utilize the Thesis and Dissertation Guideline Handbook for formatting purposes.
- Once the proposal is complete, the student will complete an oral thesis/dissertation presentation.
- The dissertation committee will evaluate the student's proposal.
- Once the dissertation committee has approved the thesis or dissertation proposal, the Report on Thesis/Dissertation Proposal Presentation form must be completed.

- Thesis and Dissertation Writing Process – Graduate School Website
- <https://www.tnstate.edu/graduate/Thesis%20and%20Dissertation%20Workshop.aspx>



# SPRING 2026 KEY DATES

Last day to defend Theses and  
Dissertations

March 15, 2026

Last day to apply for Spring  
graduation via myTSU

March 27, 2026

Last day to submit  
Theses/Dissertations into ETD ProQuest

April 10, 2026

Dissertation/Thesis  
Link





# TSU ELECTRONIC THESIS & DISSERTATION CHECKLIST

## ELECTRONIC THESIS & DISSERTATION CHECKLIST

This Checklist is used to simplify the review of your document by the Graduate School. It is to ensure that student has met all thesis/dissertation completion requirements. This form must be completed, signed by student and Chair of the Thesis/Dissertation Committee, and deposited to the Graduate School along with other documents specified in the Checklist. Do NOT submit your electronic thesis/dissertation if you have not met any requirements on this "Checklist."

### PRELIMINARY STEPS

<input type="checkbox"/>	Enrolled in thesis/dissertation credits this semester.
<input type="checkbox"/>	Successfully defended my thesis/dissertation.
<input type="checkbox"/>	Read and followed the " <i>Guidelines for the Preparation of Dissertations Projects, and Course Papers</i> " (visit: <a href="http://www.tnstate.edu/graduate/thesesdissertations.aspx">http://www.tnstate.edu/graduate/thesesdissertations.aspx</a> ).
<input type="checkbox"/>	Followed style manual of my discipline: American Psychological Association 7 <sup>th</sup> edition, MLA 9 <sup>th</sup> , ACS, IEEE
<input type="checkbox"/>	My thesis/dissertation consistently followed one of the above style manual
<input type="checkbox"/>	My thesis/dissertation meets the university's academic integrity standard <i>Graduate Catalog</i> .
<input type="checkbox"/>	Committee Chair has checked my thesis/dissertation with plagiarism using Grammarly.

### ORGANIZATION

<input type="checkbox"/>	Title Page
	a. Title Page is the first page in your document and is Page Number 1 (Required) 2 inches paper
	b. Title (Centered/No more than 12 words which means first letter is capitalized and letters lower case,
	c. Keywords: (italicized, no more than five)
	d. Running Head no more than 50 spaces
<input type="checkbox"/>	Copyright Page (Optional and included only if the \$75.00 fee is paid)

<input type="checkbox"/>	Committee Page (required)	a. Committee Members line up (right side) and signatures b. Graduate Dean Line
<input type="checkbox"/>	Dedication Page (Optional)	
<input type="checkbox"/>	Acknowledgments (Optional)	
<input type="checkbox"/>	Abstract (not to exceed 250 words)(Required)	
<input type="checkbox"/>	Contents (Required)	
<input type="checkbox"/>	List of Tables (Required if there are five or more)	
<input type="checkbox"/>	List of Figures, Charts, etc. (Required if there are five or more figures)	
<input type="checkbox"/>	List of Abbreviations (Optional)	
<input type="checkbox"/>	List of Symbols (Optional)	
<input type="checkbox"/>	Text is divided into chapters designated (Chapter 1: Introduction, Chapter 2: Literature, Chapter 3: Methodology, Chapter 4: Findings, Chapter 5: Conclusion)	
<input type="checkbox"/>	References conform to style manual of my discipline: APA 7 <sup>th</sup> edition, ACS, IEEE	
<input type="checkbox"/>	Appendices conform to style manual of my discipline	
<input type="checkbox"/>	Curriculum Vitae (optional)	
<input type="checkbox"/>	IRB Approval (if applicable)	
<input type="checkbox"/>	CITI Certificate (if applicable)	
<input type="checkbox"/>	Instruments (if applicable)	
<input type="checkbox"/>	Letters (if applicable)	
<b>SPACING</b>		
<input type="checkbox"/>	All text is double spaced with no extra before or after paragraphs.	
<input type="checkbox"/>	One space after period.	
<b>PAGINATION</b>		
<input type="checkbox"/>	Every page should be assigned a number	
<input type="checkbox"/>	The APA Style rules direct authors to start page numbering at the top right corner of the page, flush right (APA, 2020, p. 44). The continue in that position to the last page of the document. Dec 1 Dedication, Acknowledgements, Preface.	
<b>ITEMS TO SEND TO THE GRADUATE SCHOOL (After Electronic Submission)</b>		
<input type="checkbox"/>	Signed Report on Thesis/Dissertation Final Oral Examination (Defense)	
<input type="checkbox"/>	Degree Works approved by advisor to verify and validate programs of study.	
<input type="checkbox"/>	Survey of Earned Doctorates (SED) "Certificate of Completion" (Ph.D. candidates only). Open <a href="https://sed-ncses.org/login.aspx">https://sed-ncses.org/login.aspx</a> to access the SED and send to Graduate School.	
<b>MISCELLANEOUS</b>		
<input type="checkbox"/>	There are no widows or orphans. Move any widow or orphan lines to the next page.	
<input type="checkbox"/>	All page numbers in the Contents correspond with page numbers in the text.	
<input type="checkbox"/>	All citations in the text are included in the Reference section.	
<b>ELECTRONIC SUBMISSION</b>		
<input type="checkbox"/>	After a successful defense and after the requested changes are made to the thesis/dissertation, then convert the Word file to a PDF file at State University ETD ProQuest website: <a href="https://www.etsd.tnstate.edu/student/etd?siteId=52">https://www.etsd.tnstate.edu/student/etd?siteId=52</a>	
<input type="checkbox"/>	Included and typed names of committee members with each on the Committee Page as page ii (second page) of your manuscript.	
<b>I, the thesis/dissertation student have checked the manuscript for all of the above items.</b>		
Student's name (please print): _____		
Signature: _____ Date: _____ E-mail Address: _____		
<b>I, the thesis/dissertation chair have checked the manuscript for all of the above items. I understand that I am responsible for verifying that the manuscript meets the university's academic integrity standards and the Graduate School's format and style guidelines.</b>		
Thesis/Dissertation Chair's Name (please print): _____		
Signature: _____ Date: _____ E-mail Address: _____		

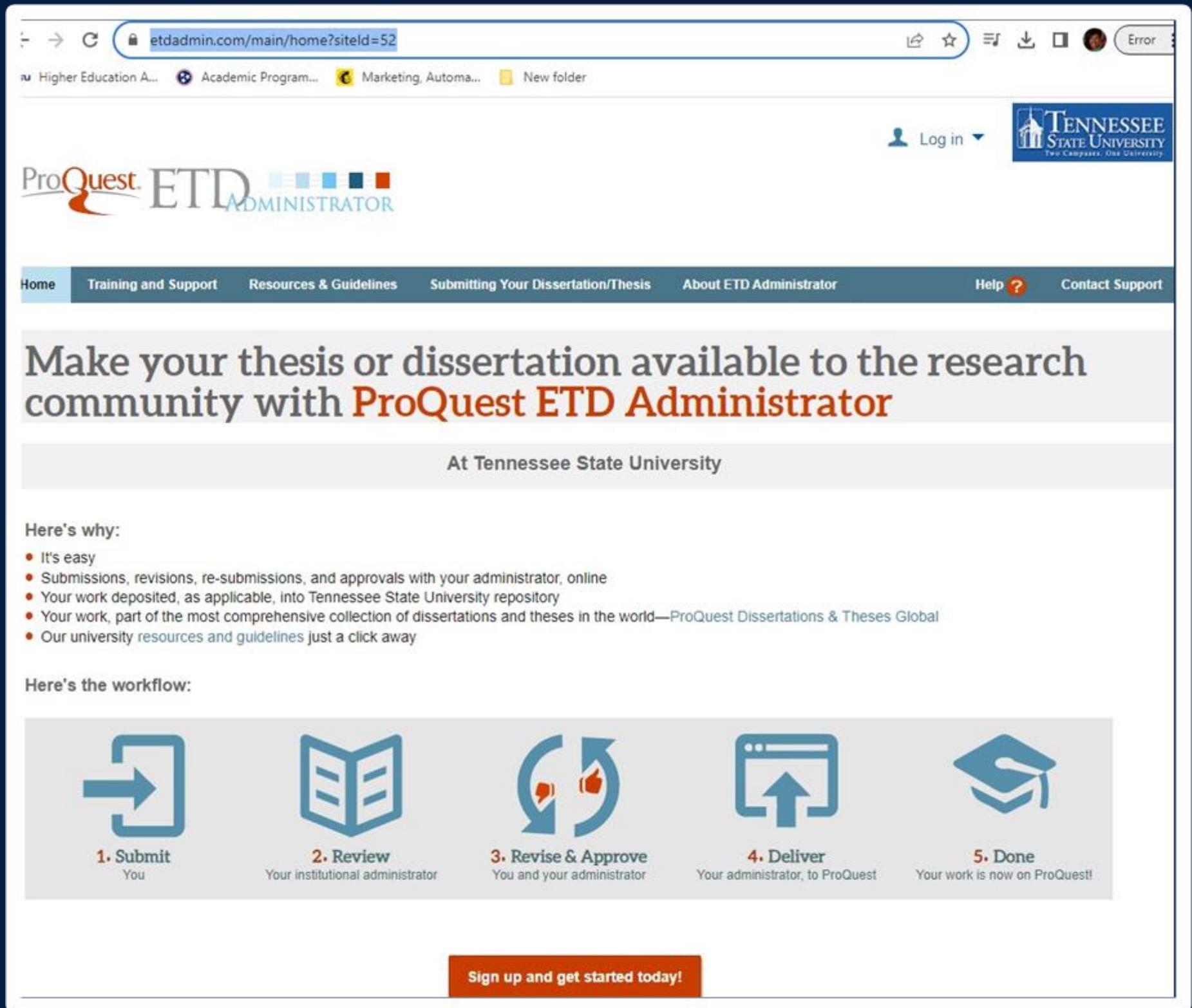
# Survey of Earned Doctorate

Overview of the SED: An annual census of all research doctorate recipients in the University States

- ❖ Eligible Research Doctoral Degrees: A research doctorate that requires the completion of a dissertation or an equivalent culminating project (such as a musical composition)
  - Doctor of Philosophy
  - Doctor of Engineering or Engineering Science
- ❖ SED Cycle July 1, 2024-June 30, 2025
- ❖ Information on the SED: 1) Detailed Educational History 2) Sources of financial support and student debt, 3) post graduation status and employment plans, and 4) demographic characteristics
- ❖ How the SED Data is Used
  - # of doctorates entering the workforce
  - Evaluate Graduate Education Programs
  - Make decisions about financial commitments that affect graduate education
  - Inform Governmental policies
  - Make labor force projections



# April 10<sup>th</sup> Last day to submit Theses/Dissertations into ETD ProQuest for Spring



The screenshot shows the ProQuest ETD Administrator homepage for Tennessee State University. The URL in the browser is [etdadmin.com/main/home?siteld=52](https://etdadmin.com/main/home?siteld=52). The page features the Tennessee State University logo and a navigation bar with links for Home, Training and Support, Resources & Guidelines, Submitting Your Dissertation/Thesis, About ETD Administrator, Help, and Contact Support. The main content area has a large heading: "Make your thesis or dissertation available to the research community with ProQuest ETD Administrator" and a sub-section "At Tennessee State University". Below this, a section titled "Here's why:" lists several benefits, including "It's easy", "Submissions, revisions, re-submissions, and approvals with your administrator, online", "Your work deposited, as applicable, into Tennessee State University repository", "Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global", and "Our university resources and guidelines just a click away". Another section, "Here's the workflow:", shows a five-step process: 1. Submit (You), 2. Review (Your institutional administrator), 3. Revise & Approve (You and your administrator), 4. Deliver (Your administrator, to ProQuest), and 5. Done (Your work is now on ProQuest!). A "Sign up and get started today!" button is at the bottom.

<https://www.etdadmin.com/main/home?siteld=52>



## START WITH COMMITTEE CHAIR

➤ Responsible for assisting the student in establishing and conducting thesis/dissertation research,

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➤ Assisting student in identifying committee members (aligned to research)



# START WITH COMMITTEE CHAIR

- Collaborating with committee members about:
  - Assisting student with research proposal
    - Statement of the Problem
    - Review of Literature,
    - Significant of Study,
    - Formulation of Research Questions and/or Hypotheses,
  - Methodology
  - Submitting to IRB
  - Research findings, implications, and recommendations

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  - Coordinating and convening with committee members the student's proposal defense and oral defense,
  - Verifying originality of thesis/dissertation
  - Ensuring approved college/department writing format (APA, MLA, IEEE, ACS)
  - Adherence to Graduate School Writing Format

# APPROVED WRITING FORMATS

- American Psychological Association (APA 7TH EDITION)
- Modern Language Association (MLA 9TH EDITION)
- Institute for Electrical and Electronics Engineers (IEEE)
- American Chemical Society (ACS)  
\*

PLEASE CHECK WITH YOUR COLLEGE/DEPARTMENT FOR YOUR APPROVED FORMAT.





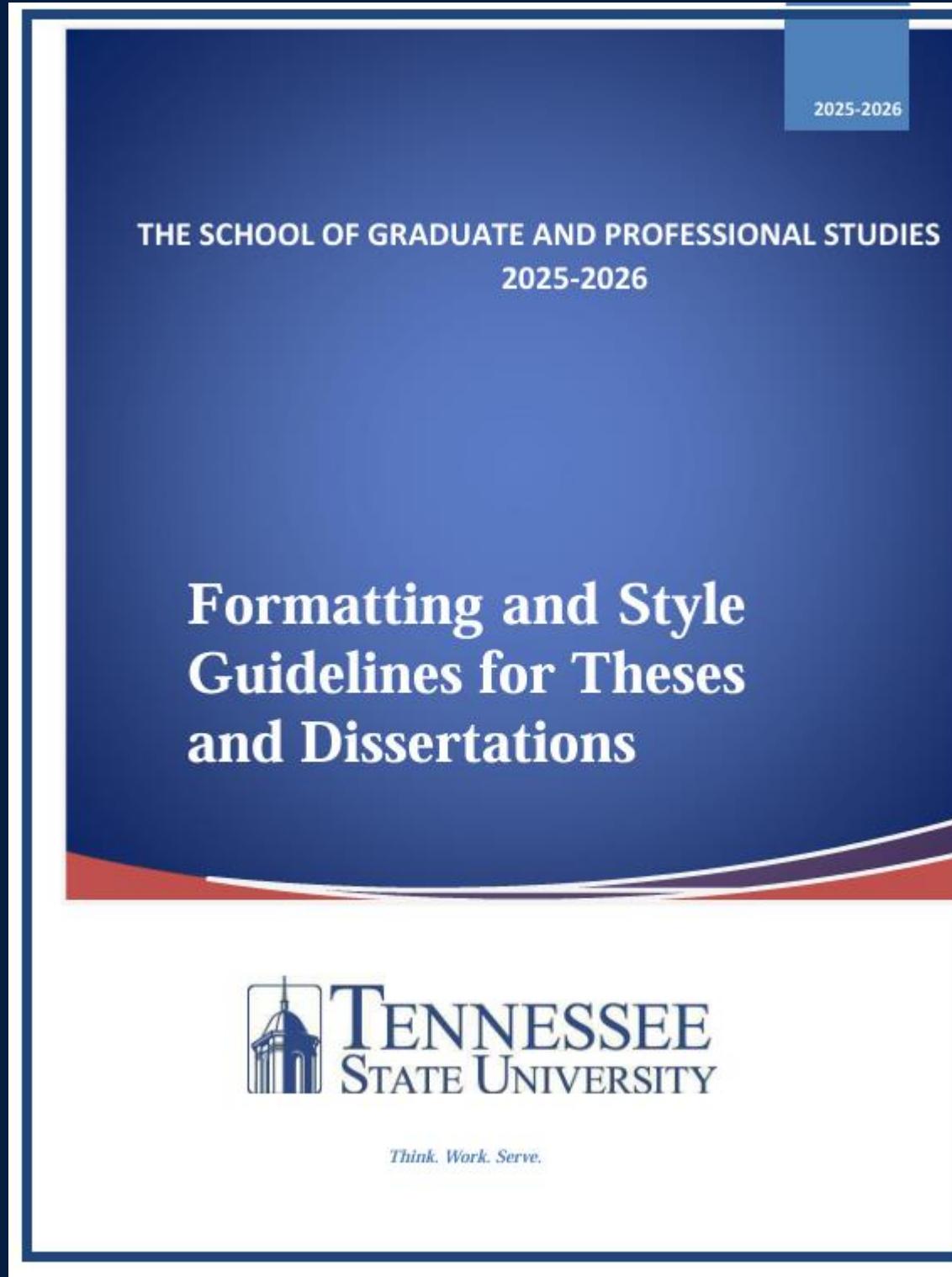
# COMMITTEE CHAIR: SUBMIT TO GRADUATE SCHOOL

## Thesis/Dissertation Oral Defense Form

- Signature of Committee Members
- Approval or denial (if denial to identify area(s) for improvements)
- Verification originality (TURNITIN, ETC)
- Adherence to *Graduate Formatting and Style Guidelines for thesis and dissertations*
- Signature of Department Chair
- Signature of College Dean
- Coordinate with you/the student any updates from the Graduate School regarding ProQuest publication and the chair resubmits to Graduate School

# BIG 10 QUALITY CHECKS

1. Title Page
2. Running Head
3. Page Numbers
4. Margins & spacing
5. Fonts
6. Abstract
7. Committee Page
8. Contents Page
9. Headings
10. Appendices



Graduate School Guidelines for Formatting of Thesis and Dissertation

Documents at TSU

A Dissertation

Submitted to

The School of Graduate and Professional Studies

Department of Graduate Studies

Tennessee State University

In Partial Fulfillment

of the Requirements for the Degree

Doctor of Philosophy

Trinetia Respress

December 2025

**Keywords:** Style, Formatting, Spacing, Thesis, Dissertation

# Quality Check #1: TITLE PAGE

Running Head (one inch from top)

## Title of Paper

- 2 inches from top of paper
- Title (Centered/No more than 12 words)
- \*Title Case: capitalize the first word, the last word, and all major words in between.
- Capitalize the first word and if it has at least 4 or more letters regardless of its value (When, What, Which, etc.)
- Place the word **Keywords** on the title page
- The word **Keywords** is bold and italicized
- The actual five words are not bold or italicized:
- no more than five words

## EXAMPLE:

**Keywords:** Phonology, Semantics, Aural Rehabilitation

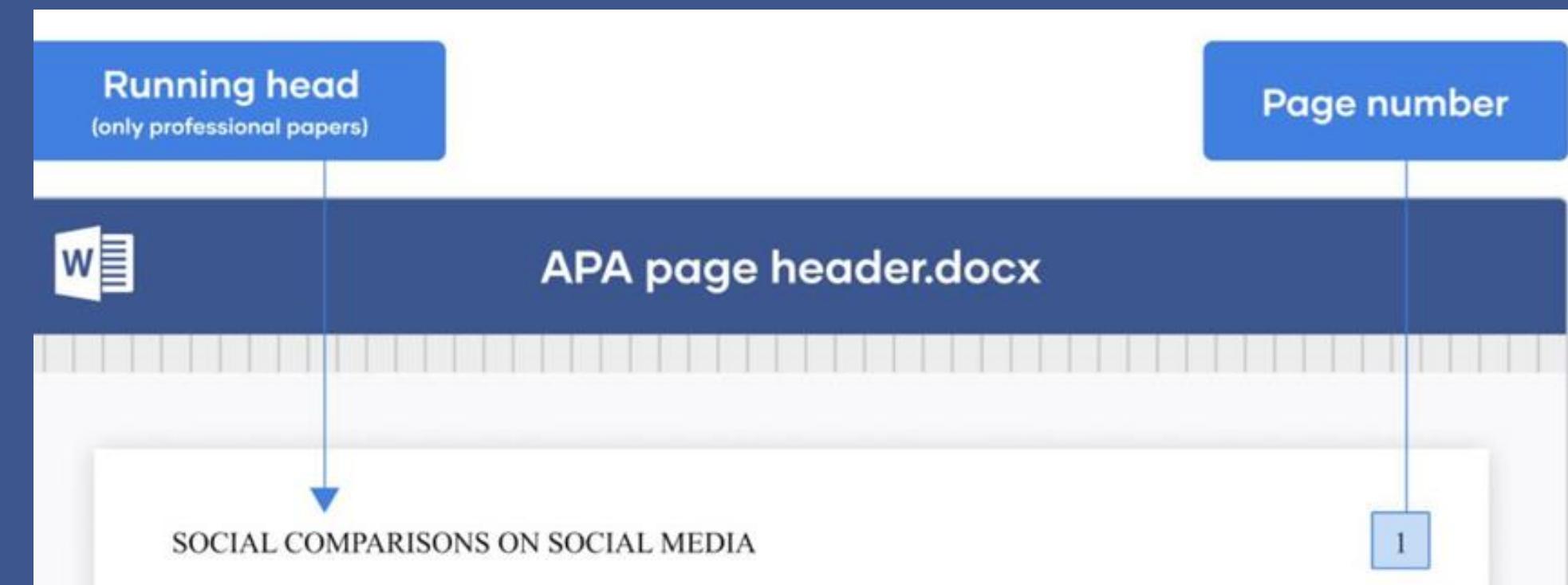
# Quality Check # 2.

## RUNNING HEAD

Thesis/Dissertation is considered a Professional Paper

**Running Head (under the 1 inch margin and flushed left)**

- An APA running head can be up to 50 characters (including spaces) and is written in **ALL CAPITAL LETTERS**.
- It's left-aligned and appears on all pages, including the **title page**.
- It's not necessary to put the label "Running head" in front of the title (as was the case in **APA 6**).



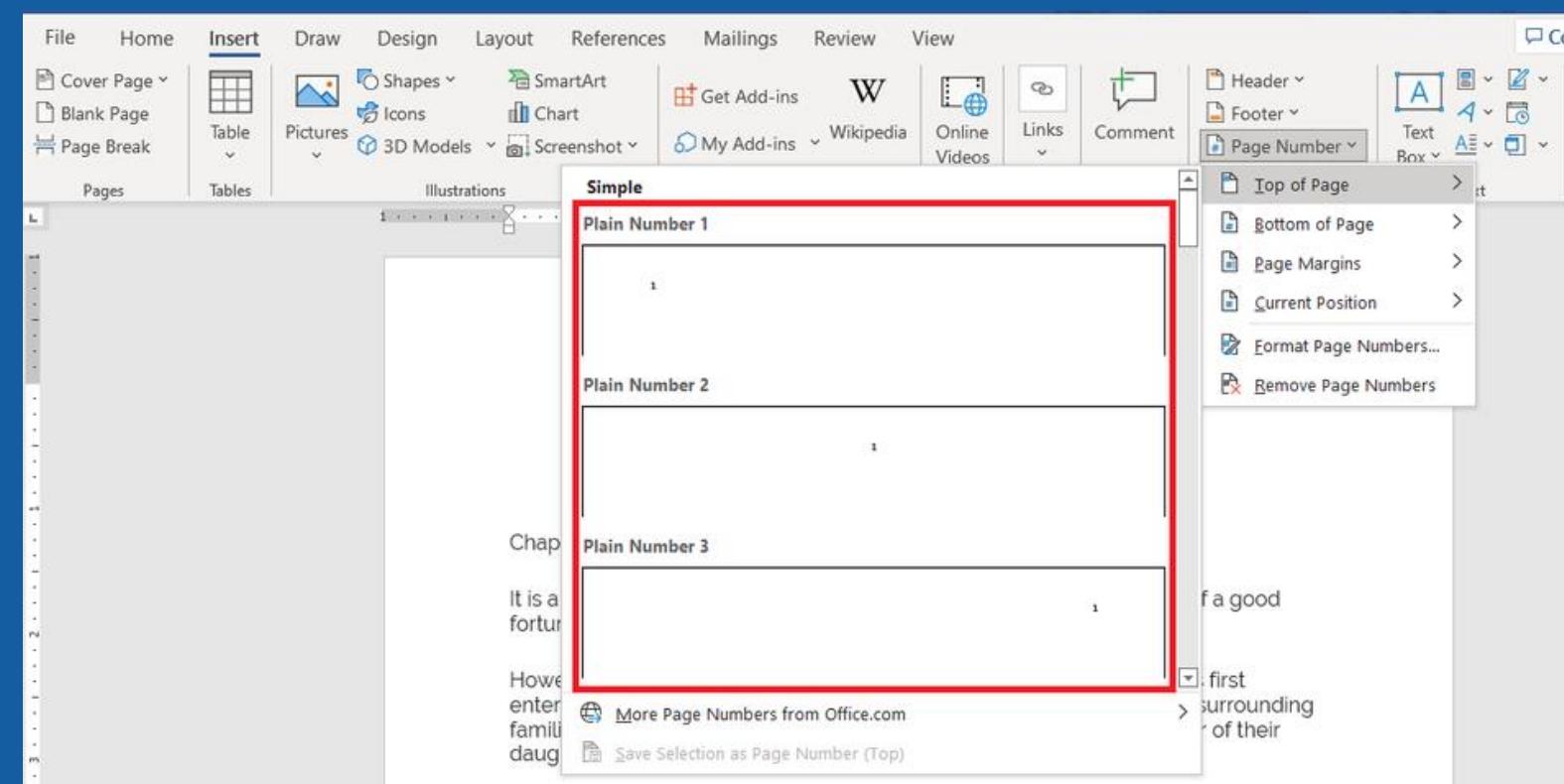
# Quality Check #3: PAGE NUMBERS

- NUMERIC PAGE NUMBERS (no Roman Numerals)
  - 1, 2, 3, 4 .....

ALL Pages including title pages

- Page Numbers

The APA Style rules direct authors to start page numbering at "1" on the title page in the top right corner of the page, flush right (APA, 2020, p. 44).



The page numbers should continue in that position to the last page of the document.

# Quality Check #4: MARGINS & SPACING

## Margins & Spacing

- Digital Copy: 1 inch top/bottom/left/right
- Bound Copy: 1.5 inches left, 1 inch top/bottom/right
- 1 space after punctuation marks.

\*\*Graduate School: (checking 5 times throughout page)

# Quality Check#5: FONTS

- Times New Roman 12pt
- Arial 11pt.
- Georgia 11 pt

# Quality Check#6

## ABSTRACT

(NO MORE THAN 250 WORDS)

PAST TENSE NOTING RESEARCH WAS COMPLETED.

- ❖ Your abstract page should already include the page header
- ❖ On the first line of the abstract page, center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks).
- ❖ Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.)
- ❖ Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions.
- ❖ You may also include possible implications of your research and future work you see connected with your findings.

### Abstract

This guide addressed the common challenges faced by graduate students in formatting theses and dissertations, specifically focusing on the inconsistency in adherence to institutional guidelines, as many students struggled with the complexities of formatting requirements, leading to delays in submission and potential rejections. To investigate this issue, a qualitative study was conducted involving surveys and interviews with 100 graduate students across various disciplines, and the findings revealed that 75% of participants reported confusion regarding formatting standards, particularly in citation styles and document structure. In response, this guide provided a comprehensive framework for formatting theses and dissertations, offering clear instructions on essential components such as title pages, acknowledgements, tables of contents, and reference lists, while emphasizing the importance of consistent style, font, margins, and pagination. Additionally, practical tips for organizing content, structuring chapters, and presenting data through tables and figures were included to ensure visual appeal and ease of navigation, with examples and templates illustrating best practices to make it easier for students to apply these concepts to their work. Ultimately, by following this formatting guide, students enhanced the readability and professionalism of their theses and dissertations, improving their chances of successful submission; this resource aimed not only to empower scholars to present their research effectively but also to foster a greater appreciation for the rigor and creativity inherent in the research process.

To the Graduate School:

We are submitting a dissertation by **Name of Student** entitled, (italic) ***Leadership***

***Awareness and Attitudes of Open Educational Resources (OER) for Educational Access and Affordability.*** We recommend that it be accepted in partial fulfillment of the requirements for the degree, **Doctor of Education in Educational Leadership with a concentration in Higher Education Leadership.**

NOTE: COMMITTEE NAMES MUST BE FLUSH TO THE RIGHT MARGIN

Professor Chair, Ph.D./Ed.D.  
Chairperson

Professor 1, Ph.D. /Ed.D.  
Committee Member

Professor 2, Ph.D. /Ed.D.  
Committee Member

Professor 3, Ph.D. /Ed.D.  
Committee Member

Accepted for the Graduate School:

**Trinetia Respress, Ed.D**  
Dean of the Graduate School

# Quality Check #7 COMMITTEE PAGE

- Committee Members line up (right side) and signatures
- Be mindful to include the correct degree (Ph.D., Ed.D., M.S., etc.) for your committee members
- Graduate Dean Line

# Quality Check # 8: CONTENTS PAGE

## Contents Page

- ❖ No word 'Table' only Contents (centered, bold)
- ❖ Headings and Subheadings
- ❖ Page Numbering
- ❖ Graduate School will conduct a (5) random check of page numbers verification with pages)
- ❖ You should have a 'Table Page' (if you have more than 5 tables)
- ❖ You should have a 'Figure Page' (if you have more than 5 figures)

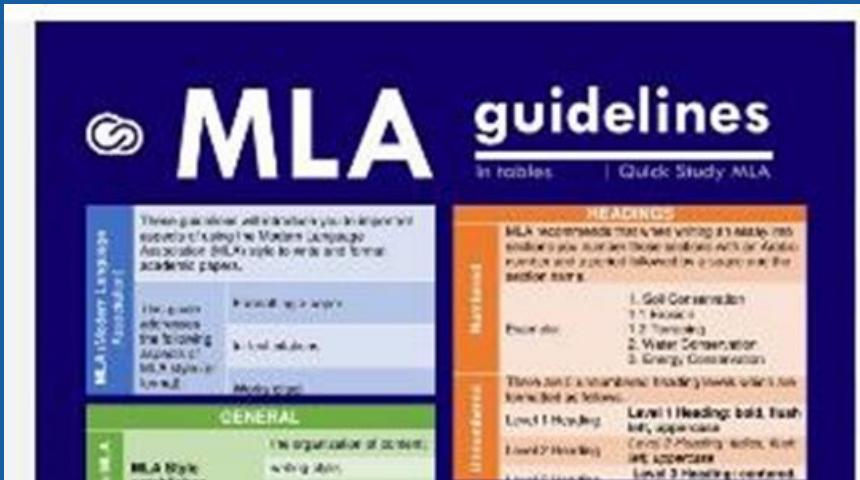
The diagram illustrates a Table of Contents structure. It features a 'Contents' box at the top right, with a 'Heading' line pointing to it. Below are three levels of headings: 'Level 1 heading' (Chapter 1-Basic of InDesin, page 4), 'Level 2 heading' (History of InDesign, page 6), and 'Level 3 heading' (InDesign in Ancient Greek, page 9). The 'Level 3 heading' is further expanded to show 'The Birth of InDesign' (page 20), 'The death of InDesign' (page 27), 'The Best Publishing Software' (page 36), 'What About Quark' (page 39), and 'What About Office' (page 48). A 'Page number' box with the number '1' is shown at the top right, with a line pointing to the page number '4' in the table.

Level 1 heading	Chapter 1-Basic of InDesin	4
Level 2 heading	History of InDesign	6
Level 3 heading	InDesign in Ancient Greek	9
	The Birth of InDesign	20
	The death of InDesign	27
	The Best Publishing Software	36
	What About Quark	39
	What About Office	48

# Quality Check # 9: HEADINGS

The Graduate School will be reviewing the headings for the appropriate format  
(which may vary)

- APA 7TH EDITION
  - American Psychological Association
- MLA 9TH EDITION
  - Modern Language Association
- IEEE
  - Institute for Electrical and Electronics Engineers
- ACS
  - American Chemical Society



APA Headings	
Level	Format
1	Centered, Boldface, Title Case Heading
2	Text starts a new paragraph.
3	Flush left, Boldface, Title Case Heading
4	Text starts a new paragraph.
5	Flush Left, Boldface Italic, Title Case Heading
	Text starts a new paragraph.
	Indented, Boldface Title Case Heading Ending With a Period. Paragraph text continues on the same line as the same paragraph.
	Indented, Boldface Italic, Title Case Heading Ending With a Period. Paragraph text continues on the same line as the same paragraph.

Level	IEEE Heading Format
1	CENTERED, SMALL CAPS, TITLE CASE Text begins on a new line (first line indented).
2	A. Left-Aligned, italicized, Title Case Text begins on a new line (first line indented).
3	B. Indented, italicized, sentence case: Text begins on the same line.
4	C. Indented further, italicized, sentence case: Text begins on the same line.
Component	CENTERED, SMALL CAPS, TITLE CASE Text begins on a new line (first line indented).

# REFERENCE PAGE

Random format check of 3 citations per page

## Reference List (APA Manual 2.12, chapter 9)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and a flush-right page number in the header. List sources alphabetically with no extra lines between sources.

References

Achterberg, J. (2005). *Imagery in healing*. Shambhala Publications.

American Psychological Association. (2017). *Stress in America: The state of our nation*. <https://www.apa.org/stress/stress-in-nation.pdf>

Beiter, L., Uebel, B., & Koen De Houwer, A. (2004). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 26(3), 340-347. <https://doi.org/10.1016/j.ygyno.2004.03.010>.

Bell, T. M., Shapiro, D. E., Moinuddin, C., & Weydert, J. A. (2000). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, 42(6), 532-536.

**Title (9.43):** Center the bolded word "References" in the same size and font as the title of your paper.

**Hanging Indent (9.43):** Set a ½-inch indent for citations that extend more than one line. Do not attempt to create this appearance manually by adding spaces, hard returns, and tabs. Instead, use your program's built-in process for hanging indents.

MLA Works Cited page.docx

Cardfield 35

Works Cited Title

Adlers, Amanda. *Citing Sources: How to Use a Book*. Academic Press, 2019.

Burnes, Betsy. "A Chapter in an Edited Collection." *A Book of Examples*, edited by John Smith, <https://AcademicPress.2019>, pp. 25-35.

Hanging Indent Double spaced

Dayton, Darlene, and Rob Matthew Williams. "Journal Article Title." *Journal of Academic Research*, vol. 32, no. 15, 2014, pp. 152-265, <https://doi.org/10.1080/06672018.1560449>.

Scribbr

**IEEE Citation Format**

Bracketed numbers have to be placed before the start of each entry.

The author's name should be listed as First Initial and Last Name. For example, Einar Jónas Halldórsson should be cited as O. Jónas Halldórsson and not as Jónas Einar Halldórsson.

[Number] First Name Initial(s) Last Name. "Page Title." Website Title. Web Address [accessed Month Day Year].

Articles have to be put in quotation marks.

Journal or book has to be in italics.

**Example in Bibliography:**

[8] D. Wilson. "Aeronautics Management and Psyche: Templates." Nevada Center Engineering Institute. <http://www.site.org> [accessed Feb. 14, 2018].

**ACS Citation Format**

**Books in Print:**

King, L. W. *Multidimensional 3D chemistry models: a general laboratory account*. [\[PDF\]](#) [\[DOI\]](#) [\[Ebook\]](#)

**Electronic Book:**

Dunnebier, K. W.; Farlington, C. *Quantum Theory & Chemical Relativity* [\[Online\]](#) [\[Ebook\]](#)

**Books in Print:** Liverpool, UK, 2017. p. 31. [https://doi.org/10.1007/978-3-030-02013-0\\_10](https://doi.org/10.1007/978-3-030-02013-0_10) [accessed Jan 26, 2019].

**Chemistry Encyclopedia:**

Quantum Crystals. *Encyclopedia of Industrial Chemistry*. [\[PDF\]](#) [\[DOI\]](#) [\[Ebook\]](#), Wiley, 2019. [\[DOI\]](#) [\[PDF\]](#)

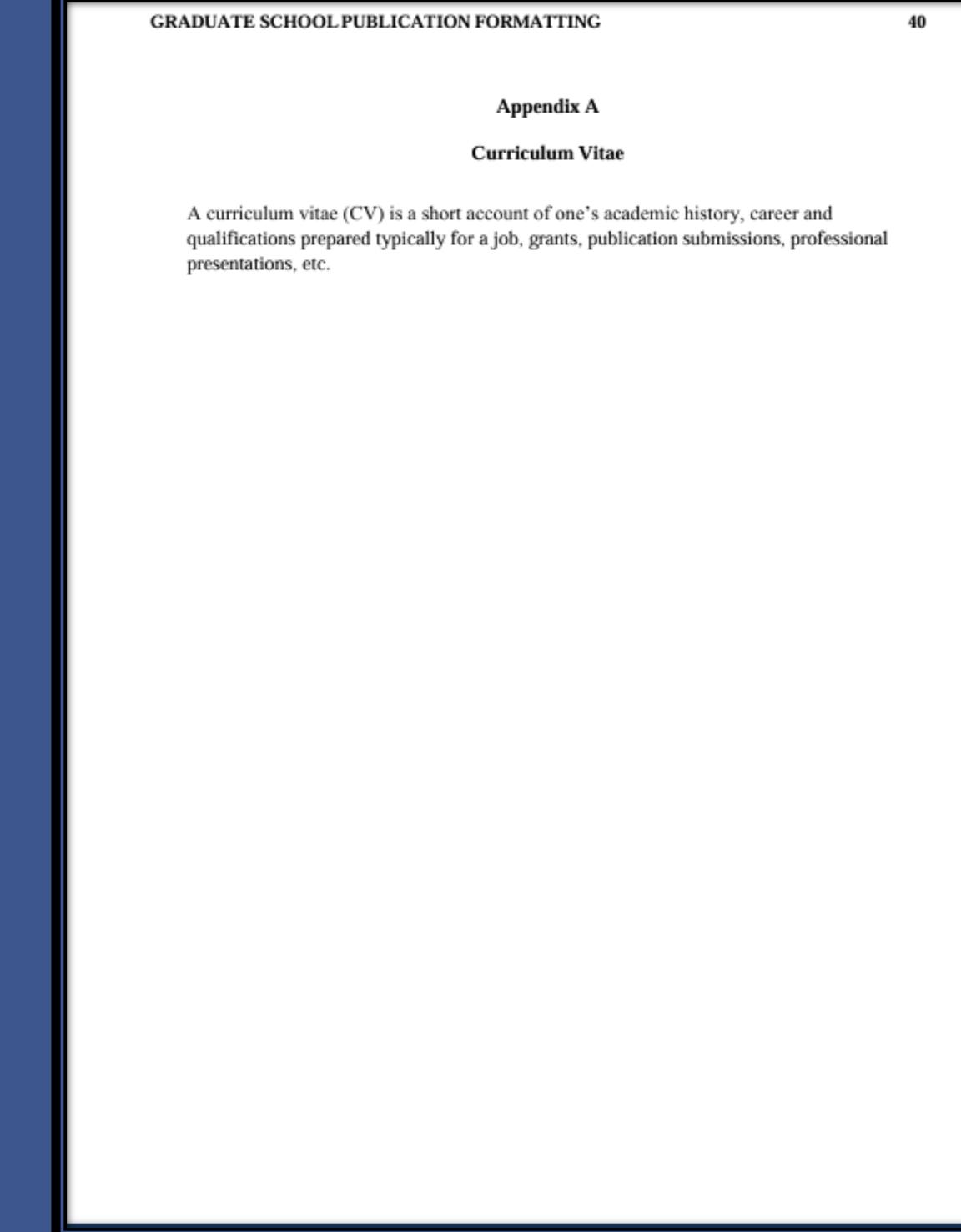
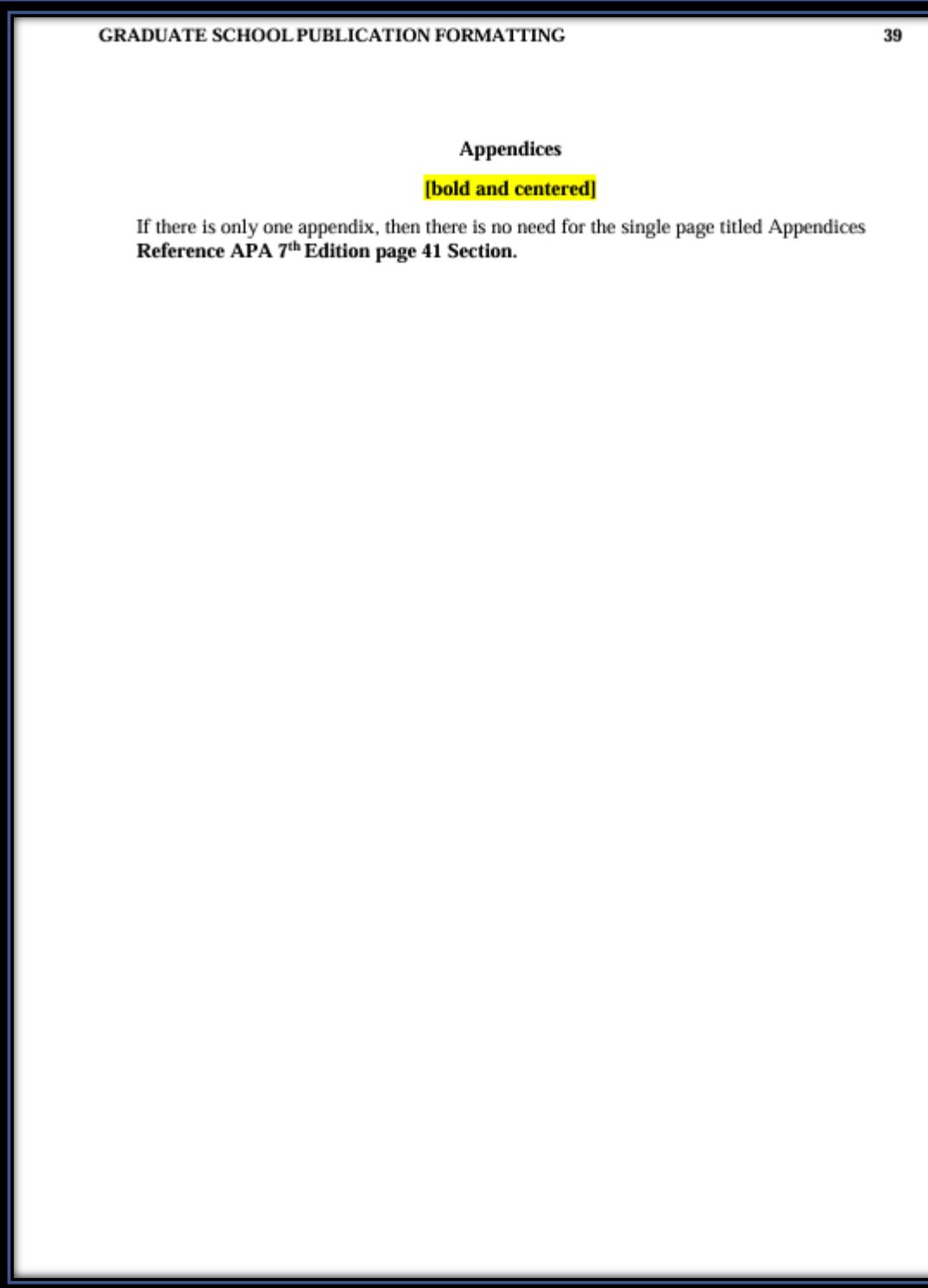
**Scientific journals:**

Yakamori, T.; Sakakihara, K.; Noda, T.; Horino, K.; Nakamura, T. *Defining The Novel: The Emergence Of Crystal Nucleus From Disorder*. *JOURNAL OF THE AMERICAN CHEMICAL SOCIETY* [\[PDF\]](#)

**Websites:**

Firsov, S. *Ten chemistry innovations that Japan says could change the world*. <https://www.chemistryworld.com/news/ten-chemistry-innovations-that-japan-says-could-change-the-world/4012745.article> [accessed Jan 26, 2019].

# Quality Check # 10: APPENDICES



# Quality Check # 10: APPENDICES CONT.

- IRB
  - Institutional Review Board
- CITI Certificate
  - Collaborative Institutional Training Initiative

\*Copy of Instrument/Survey

**CITI Certificate**

**CITI Collaborative Institutional Training Initiative**

**Basic Learner Instructions**

The following are basic learner instructions to logon to your CITI site for the first time.

- User should be instructed to go to [www.citiprogram.org](https://www.citiprogram.org) to register for CITI online training.
- Once there, they simply click on "New Users Register Here".
- Under "Select your institution or organization" page they should select your institution in the "Participating Institutions" drop down box.
- Next they should proceed to create their own username and password and select the Learner group.
- After going through registration process they should be ready and setup as CITI Learners under your Institution setup requirements.

The file: ([Steps to registering with CITI.ppt](#)) will also help you and the users of your institution to register with CITI for the first time.

Additionally, our [knowledgebase](#) is an excellent source of information.

Please contact [citsupport@med.miami.edu](mailto:citsupport@med.miami.edu) in case of any question.

## GRADUATE SCHOOL PUBLICATION FORMATTING

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### IRB Approval

**Step 1:** You MUST complete the on-line CITI Training. There is no cost to TSU students and faculty. Here is the link: <https://www.citiprogram.org>. Make sure you save your certificate on your computer.

**Step 2:** You'll need to determine whether to submit an EXEMPT or a non-EXEMPT application. See the checklist below to help you determine the type of review for your Application Packet. You'll need to have a clear understanding of the research activities and population involved before making this decision. If you're still not sure after completing the checklists, please contact IRB Administration at [irb@tnstate.edu](mailto:irb@tnstate.edu).

- [Checklist - Determination of Exemption from IRB Review](#)
- [Checklist - Determination of Expedited IRB Review](#)
- [Informed Consent Document](#)

**Step 3: Complete the IRB Application and Assemble the Application Packet.** Start your IRB Application by completing the survey located at the following address: [https://tnstateu.az1.qualtrics.com/jfe/form/SV\\_3ga0a2dKuFrRGHX](https://tnstateu.az1.qualtrics.com/jfe/form/SV_3ga0a2dKuFrRGHX). This will provide basic information regarding your protocol. An Application Packet must be assembled and must be submitted electronically for review ([irb@tnstate.edu](mailto:irb@tnstate.edu)). All instruments used to collect data, including list of interview questions and the actual surveys, should be included in the IRB Application Packet along with your training certificate. Letters of Cooperation and Letters of Permission should be typed on institutional letterhead and scanned to your computer. If your research involves collecting data at another institution or in partnership with another institution, you should include documentation.

- [IRB Application](#)

Your IRB Application Packet, when finished, should include one copy of each of the following:

- [Human Subjects Form \(2010\) - Standard or IRB Form - Exempt \(Non-Human Only\)](#)

# FIGURE EXAMPLE

## Figure Elements

Number

Figure 1

Title

*Participant Response Frequencies Regarding Priority of Graduate School Advising*

Image



Note  
(optional)

*Note.* The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

# TABLES

Number	Table 1		
Title	<i>Departments' Formal Requirements for Students to Learn About Graduate School in Psychology</i>		
Body (rows and columns)	Answer	%	n
	No formal requirements	47.9	78
	Completion of a psychology careers course or module	35.6	58
	Required meeting with a department advisor	25.2	41
	Other	4.9	7
	Required attendance at a presentation on psychology careers	4.3	4
	Required meeting with an advisor from outside the department	1.2	2
	Unsure	0.6	1

**Note  
(optional)** Note. The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

# COMPONENTS OF DISSERTATION

- Title
- Copy Right (optional)  
*\*Included only if the fee is paid \$75.) Committee Page (required)*
- Dedication Page (optional)  
Acknowledgements (optional)
- Abstract (required)
- Contents
- List of Tables (if more than 5)

- List of Figures (if more than 5)
- List of Illustrations (if more than 5)
- List of Abbreviation (if more than 5) List of Symbols (optional)
- Chapter 1: Introduction
- Chapter 2: Review of Literature
- Chapter 3: Methodology
- Chapter 4: Findings

- Chapter 5: Conclusion
- References
- Appendices Curriculum Vita
  - IRB Approval (if applicable)
  - CITI Certificate (if applicable)
  - Instrument (if applicable)
  - Letters (if applicable)



# ADDITIONAL RESOURCES

- [APA 7th Edition](#)
- [Literature Review APA 7th](#)
- [Section Headings APA 7th](#)
- [Citations APA 7th](#)
- [Purdue Online Writing Lab. \(n.d.\). APA Tables and Figures. Purdue Online Writing Lab.](#)
  - [APA 7th Edition](#)
  - [APA 7th Edition for Tables and Figures](#)
  - [ProQuest Submission](#)
  - [Survey of Earned Doctorates](#)

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