



**Guide to the Dissertation Process**

**A Manual for Planning and Writing a  
Doctoral Dissertation at Argosy University**

**College of Education  
College of Business  
College of Psychology and Behavioral Sciences**

**Fall 2009**

**Guide to the Dissertation Process: A Manual  
for Planning and Writing a Doctoral Dissertation  
at Argosy University**

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## **Overview: Guide to Building a Dissertation**

### **Purpose and Organization of the Dissertation Guide**

The Dissertation Guide provides candidates and their committees a foundation for their work together. This Guide is for reference and guidance to assist the candidate and their committee members with decisions regarding the various steps for completing the dissertation. Authority for decisions regarding the dissertation resides with the Dissertation Chair and Committee and, ultimately, the Program Chair of the Department.

This guide is organized into five main sections. The first section provides a general overview of the dissertation. The second, third, and fourth sections address the dissertation committee structure, process, and components, and are much more specific, including descriptions of the various sections of the dissertation. The final section covers writing and formatting issues. The Guide ends with a list of Appendices that include examples of the various sections of the dissertation.

The extent to which candidates use this guide, other resources available, the input of the committee, and their own abilities, skills and motivation, will determine the success of the dissertation process. Argosy University has prepared this guide to assist candidates in this very important journey.

### **The Dissertation**

The dissertation is a scholarly written record of an original, research investigation submitted in support of candidature for a degree. The dissertation is the culmination of the student's academic study at Argosy University (AU) and reflects the highest levels of intellectual rigor and quality in higher education. The dissertation is a major undertaking. Candidates should expect research-related expenses such as (a) postage, (b) printing and binding, (c) costs associated with use of test instruments or surveys, (d) purchase of specific software packages such as SPSS or NVivo, (e) service of research assistants, and (f) professional copy editing services.

Depending on the area of study, dissertations vary in their structure. They normally report on a research project of some kind and the structure reflects this by a) introducing the research topic, with an explanation of why the subject was chosen for study, b) reviewing relevant literature and showing how this has informed the research issue, c) explaining how the research has been designed and why the research methods being used have been chosen, d) outlining the findings, e) analyzing the findings and discussing them in the context of the literature review, and f) developing conclusions and future recommendations.

The dissertation is developed in phases.

- Candidates begin with a prospectus. The prospectus is a short document (usually less than fifteen pages) describing the research interest of the candidate and the proposed approach to conducting the research.
- After the prospectus is approved by the program chair or designee, the committee is formed, the proposal is written, and must be successfully defended by all doctoral candidates.
- The Institutional Review Board (IRB) application is then submitted for approval (see the IRB guide for details of the process).
- Once approved by the IRB, the candidate conducts the research, documents the findings, and defends the study. After the final defense, candidates should expect their dissertations to undergo revisions as per the committees' suggestions.
- The final copy of the revised dissertation is then edited, bound, and submitted to the Program Chair or the Chair's designee as record of successful completion. (Please note that the University may move to digital dissertations and that bound copies will be at the discretion of the student).

The dissertation committee, with the Program Chair or the Chair's designee, is the final arbiter of whether candidates have successfully completed the dissertation requirements at Argosy University. The selection of, and working relationship with, the committee is crucial to the successful outcome of the dissertation process.

### **The Dissertation Calendar**

The timeline to complete the dissertation process, from the time of the committee assignment to the final signatures for the document, is designed to take four semesters. In rare circumstances, the process may be accomplished in a shorter amount of time, and in some cases, the process may take longer. The dissertation must be completed within the 7-year time limit from which the candidate started course work at Argosy<sup>1</sup>.

The student must register for and complete 12- semester credit hours of dissertation to complete the program. On successful completion of required coursework and comprehensive examinations, students enrolled prior to Fall 1 2009, will register for the 7935 series dissertation courses and will continue taking the 7935 courses (B7935, E7935, C7935, TH7935, or L7935) until the completion of their dissertation. Students needing time beyond four semesters will register for additional dissertation credits continuously until the dissertation is completed (check entering catalog for additional dissertation hour requirements).

Students entering after Fall 2009 will enroll in one of two dissertation tracks, the 9000 or the 9500 series. All courses in the 9000 series commence at the beginning of the semester, and are offered in 15-week semesters only. The 9500 series commences in session II of each semester, and comprises five courses with the first and last courses in 7.5 weeks and the remaining three in 15-week semesters.

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<sup>1</sup> The start date may be adjusted if the candidate was on an approved leave of absence during the program of study.

Dissertation topics naturally vary in the pace to completion. Candidates either negotiate with the Dissertation Chair<sup>2</sup> specific deliverables and timelines associated with the individual modules, or default to table 1.

Table 1

*Dissertation Courses and Durations*

<b>Track One</b>		<b>Track Two</b>	
<b>Course #</b>	<b>Session Length</b>	<b>Course #</b>	<b>Session Length</b>
9001	15 Weeks	9501	7.5 Weeks
9002	15 Weeks	9502	15 Weeks
9003	15 Weeks	9503	15 Weeks
9004	15 Weeks	9504	15 Weeks
		9505	7.5 Weeks

Students earn dissertation credit on successful completion of the negotiated/established objectives distributed through four or five dissertation courses. These courses divide the total number of credits required to complete the dissertation process. Unless otherwise negotiated, the 9001 dissertation track objectives are as outlined here:

**D9001**

As a result of their satisfactory completion of 9001, candidates will:

1. Define a topic for a dissertation or research project that addresses an issue, concept, problem, course of action, or question relevant to their program outcomes and/or their profession.
2. Develop a prospectus
3. Submit a prospectus for approval
4. Form a dissertation or research project committee
5. Develop the initial sections of a proposal that include: a concise statement of the issue, concept, problem, course of action, or question to be addressed; key terms and operational definitions; research questions, hypotheses, goals and objectives; and the rationale or purpose of the proposed research.
6. Research the background of the selected topic area so that findings can be evaluated in the context of the wider body of knowledge and practice
7. Critically evaluate prior research that serves as a foundation for the proposed research
8. Conduct a review of literature and information sources related to the proposed research
9. Compile a reference list related to the proposed research
10. Complete a working draft of an introduction to the dissertation or research project

<sup>2</sup> In some cases, the Program Chair or designee may provide permissions or approvals during the dissertation process

**D9002**

As a result of their satisfactory completion of 9002, candidates will:

1. Continue working on the proposal and complete a working draft of a literature or information source review
2. Describe the design of the dissertation or research project
3. Complete a working draft of a methodology or approach to organizational improvement and problem resolution
4. Revise and refine the proposal
5. Prepare for the proposal defense
6. Successfully defend the proposal
7. Complete and submit an IRB application
8. Prepare to conduct research

**D9003**

As a result of their satisfactory completion of 9003, candidates will:

1. Conduct the research after receiving IRB approval
2. Analyze data
3. Interpret data and draw conclusions based on results
4. Write results

**D9004**

As a result of their satisfactory completion of 9004, candidates will:

1. Write discussion, conclusions, implications and recommendations
2. Complete the final dissertation or research project document, including appendices, reference list, acknowledgements, dedication, and table of contents
3. Submit document to *Turnitin*®
4. Prepare for the oral defense
5. Successfully defend the dissertation or research project
6. Revise the document, per the committee's recommendations
7. Submit the document for the final editing process
8. Submit the final version for approval
9. Secure all necessary signatures and approvals

Unless otherwise negotiated, the 9501 dissertation track objectives are as outlined below:

**D9501**

As a result of their satisfactory completion of 9501 candidates will:

1. Define a topic for a dissertation/research project that addresses an issue, concept, problem, course of action, or question relevant to their program outcomes and their profession.
2. Develop a prospectus
3. Submit a prospectus for approval
4. Form a dissertation or research project committee
5. Develop a proposal that includes: a concise statement of the issue, concept, problem, course of action, or question to be addressed; key terms and operational

definitions; research questions, hypotheses, goals and objectives; and the rationale or purpose of the proposed research.

### **D9502**

As a result of their satisfactory completion of 9502 candidates will:

1. Research the background of the selected topic area so that findings can be evaluated in the context of the wider body of knowledge and practice
2. Critically evaluate prior research that serves as a foundation for the proposed research
3. Conduct a review of literature and information sources related to the proposed research
4. Compile a reference list related to the proposed research
5. Complete a working draft of an introduction to the dissertation/research project.
6. Complete a working draft of a literature or information source review
7. Describe the design of the dissertation or research project
8. Complete a working draft of a methodology or approach to organizational improvement and problem resolution
9. Revise and refine the proposal

### **D9503**

As a result of their satisfactory completion of 9503, candidates will:

1. Prepare for the proposal defense
2. Successfully defend the proposal
3. Complete and submit an IRB application
4. Prepare to conduct research
5. Conduct the research after receiving IRB approval

### **D9504**

As a result of their satisfactory completion of 9504, candidates will:

1. Analyze data
2. Interpret data and draw conclusions based on results
3. Write results
4. Write discussion, conclusions, implications and recommendations
5. Complete the final dissertation or research project document, including appendices, reference list, acknowledgements, dedication, and table of contents
6. Submit document to *Turnitin*®
7. Prepare for the oral defense
8. Successfully defend the dissertation or research project

### **D9505**

As a result of their satisfactory completion of 9505, candidates will:

1. Revise the document, per the committee's recommendations
2. Submit the document for the final editing process
3. Submit the final version for approval
4. Secure all necessary signatures and approvals

## **Dissertation Grading Protocol**

Students enrolled in their program prior to Fall 2009 will follow the grading scale as outlined in the academic catalog under which they entered. Students entering after Fall 2009 will receive at the end of each dissertation course (either 7.5 or 15 week), a grade of “PR” (Progressing), a grade of “NC” (No Credit), or a grade of “LP” (Limited Progress). A grade of PR indicates that the student is progressing toward completion of the dissertation; a grade of NC indicates that the student should receive no credit toward the dissertation that session; and a grade of LP indicates that a student has progressed at a slower rate, but has not met all course objectives. Each grade is described in further detail below:

### **Grade Definition:**

- PR = The Dissertation Chair will assign a grade of PR when the student completes all requirements, or if the Dissertation Chair and student feel confident that the student can finish the incomplete work in the first two weeks of the next dissertation course. Upon receiving the grade of PR, the student will continue to the next course. All PR grades will convert to a grade of CR upon completion of all dissertation requirements.
- NC = The Dissertation Chair will assign a grade of NC when more than seven weeks of work remains in the current dissertation course. Upon receiving the grade of NC in the extension course, the LP grade previously assigned to the core dissertation course will change to NC as well as that of the extension and the student will repeat the core course. A student may only receive two NC grades during the dissertation and remain in the program. Upon receiving the third NC, the student will be dismissed from the program.
- LP = The Dissertation Chair will assign a grade of LP when the Dissertation Chair and the student feel confident that no more than seven weeks of work remains in the current course. If an LP grade is assigned, the student enrolls in the extension dissertation course to complete the work. The student must complete 100% of the course objectives during the extension to continue to the next course. If the student does not complete all objectives, the LP grade assigned to the course will be changed to NC; the NC grade will be assigned to the extension course, and the student must re-take the course. If the student completes the extension successfully, the LP changes to PR. Regardless of how early or late in the extension period candidates complete the requirements of the course, they should continue working on their dissertation for the entire period of the extension (that is, beginning the work of the next course).

### **D9000 Series:**

- All courses in the 9000 series are offered in 15 week semesters only
- All extensions are offered in 15 week semesters only

**D9500 Series:**

- First and last courses are 7.5 week sessions only
- Extensions for D9501-D9504 are offered in 15 week semesters
- Extensions for D9505 are offered as a 7.5 week session
- If a student receives an initial LP in D9501, and receives a grade of NC in the extension, the previous LP changes to a grade of NC, and the student continues the dissertation process in the 9000 series sequence.

**The Dissertation Committee****Committee Selection Process**

Upon successful completion of all coursework, the comprehensive examination, and after meeting all current financial obligations to the University, the student begins the dissertation process. Students are now advanced to doctoral candidacy status and are considered ABD (All But Dissertation). The first step after the acceptance of the prospectus is to establish a dissertation committee (as shown in Appendices A & B). Students should discuss the committee formation process with their Program Chair or designee well before starting the dissertation process. Students should discuss the topic with faculty members to facilitate their decisions regarding who they wish to serve on their dissertation committee, while faculty members determine whether they may wish to serve. Students submit names for the Dissertation Chair and committee members to the Program Chair or designee for approval. If students desire to include a non-Argosy committee member, they must have the approval of their Program Chair (Appendix B). Students may not always have the Dissertation Chair or committee members they prefer due to faculty schedules and other circumstances. While finalizing individual committee members may not occur at the very beginning of coursework, selection of the Dissertation Chair should ideally be determined prior to the formal dissertation coursework.

The dissertation committee consists of the Dissertation Chair and at least two additional committee members, one of whom may be external to Argosy University. The committee members and Dissertation Chair are selected for their content, methodological, and analytical expertise.

Candidates should complete the Dissertation Approval Form (as shown in Appendix C) after forming their committee. After signatures are obtained related to committee formation, the form should be maintained at the program office on campus and brought for signatures to both the Proposal and the Final Defense of the Dissertation.

The dissertation committee, together with the Program Chair, is the final arbiter of whether candidates have successfully completed the dissertation requirements at Argosy University. Relationships among the committee members are important. The candidate and the committee must work well together creating a professional, collegiate

atmosphere. Therefore, the selection of, and working relationship with, the committee is crucial to the successful outcome of the dissertation process.

**Qualifications of the dissertation chair and committee members.** The Dissertation Chair must be affiliated with Argosy University (full-time, part-time, adjunct, or administrative), and an official transcript reflecting the terminal degree earned for that person must be on file with the University. The Dissertation Chair and committee members must have academic expertise in the field (business, education, leadership, or counseling), and must hold a dissertation-based doctoral degree. The committee may include faculty, administrators, researchers, or professors from Argosy University, and one non-Argosy content expert. In some cases, one or two committee members may have expertise primarily in a content area or vocation appropriate to the study. Committee members who have not already submitted documentary proof of relevant expertise to the university (i.e. CVs and transcripts) must do so prior to serving on the committee.

**Changing the committee membership.** Should a problem occur and the candidate finds the situation to be irresolvable, that candidate may submit a request to change the Dissertation Chair or members of the committee to the Program Chair. Changing the membership of a committee is a serious event and membership should be considered very carefully; it may result in additional time and cost for the candidate.

If the Program Chair agrees that a change is indicated, the candidate then completes the Dissertation approval form to submit a list of the new membership to the Program Chair for approval (as shown in Appendix C). If the new committee membership is approved, the candidate must submit the prospectus to the new committee individual(s).

### **Candidate and Committee Responsibilities**

The dissertation is the product of the candidate, but the process should be a collaborative effort engaging primarily the candidate and the dissertation committee. The candidate's fundamental responsibilities and the Dissertation Chair and committee members' supporting responsibilities are outlined below:

**Responsibilities of the candidate.** The candidate's responsibility in the dissertation process includes the following:

1. Proposing a viable project
2. Managing the dissertation process including initiation of and continuation of communications with the committee.
3. Meeting the deadlines included in the proposed timeline.
4. Conducting a well-thought out, ethical, and well-researched project.
5. Incorporating appropriately the advice and suggestions from the committee

6. Delivering a well written, error-free, professionally composed, final draft of the prospectus, proposal, and dissertation that meet the content and quality standards of the University.

The candidate is responsible for keeping the Dissertation Chair informed of all the developments as the research study is conceptualized, designed, and conducted, and the dissertation is written. Although securing additional assistance from resources outside of those found at Argosy University is permissible, the candidate must keep the Dissertation Chair fully informed when this is a consideration and when it occurs. A candidate may consult with a statistician, editor, or methodologist, but in no case should any person other than the candidate conduct the work of the dissertation.

In the event that the candidate is experiencing or expecting factors that affect the progress of the dissertation, the candidate must communicate with the Dissertation Chair to report on progress and obtain advice, service, or assistance. If significant modifications need to be made to the timeline, the candidate must seek approval from the committee.

**Responsibilities of the dissertation committee and chair.** The Dissertation Committee serves as the expert support structure in content and methodology providing guidance throughout the Dissertation process. Committee members provide advice from their individual expertise and as a group. Candidates must consider, and may adopt suggestions from the committee. The committee members are responsible for working with the candidate and each other in a collegial and professional manner.

The Dissertation Chair leads the support of the candidate in conducting the dissertation, relying on close collaboration with the candidate and the committee members. If conflicts exist among committee members, or the committee members and the candidate, the Chair serves as the mediator in moving the process to a beneficial solution for the candidate. If a conflict exists between the Chair and committee members, or if the Chair cannot mediate a conflict within the committee, then the Program Chair or campus chief academic officer or their designees serve as the arbitrator.

## **The Dissertation Process**

### **Selection of a Dissertation Topic**

Candidates often select dissertation topics based on professional activities or academic interests. Candidates are encouraged to consider their dissertation topics early in their academic program at Argosy University and may consult with their Program Chair, any Argosy University faculty member, or other outside scholars at any time regarding potential dissertation topics. The dissertation topic must be original. In selecting a dissertation topic, candidates may also wish to keep in mind the relevance of their question to their profession as well as the potential for publication of their dissertations as books, articles, or chapters within academic journals or other scholarly publications, or presentation to professional audiences. Dissertation topics are selected and approved in close cooperation with each individual candidate's Dissertation Chair, Program Chair, or the Program Chair's designee (see Formation of the Dissertation Committee).

Candidates should keep three primary things in mind in the topic selection process. First, the topic needs to be of interest to them to sustain their efforts to produce the best possible product. Second, the topic should be narrow enough to allow the candidate to become an expert in the topic or field that is selected and the research to be accomplished according to the dissertation calendar. Finally, the topic and research study should contribute to the content base of the profession.

### **The Prospectus**

The prospectus outlines the proposed investigation in a paper less than 15 pages that is used to explain the candidate's research to other students, potential committee members, and the Program Chair. A copy of the prospectus must be attached to the Dissertation Committee Petition. This enables the Program Chair or the Chair's designee to make recommendations about finalizing committee members. Prospectus meetings may be scheduled between the candidate and the committee to discuss the details of the prospectus development. Students should check with their program or dissertation chair for such meeting requirements.

The prospectus begins with a cover sheet (Appendix D) and should provide enough information to help prospective committee members decide if their interests and backgrounds would be appropriate for serving on the committee. The components of this narrative should include (a) the problem to be addressed, the significance of the problem, the purpose of the proposed study; (b) an initial review of the literature related to the selected research topic, sufficient to inform the candidate of what is, and is not, known about the topic; (c) an initial set of research question(s) and hypotheses as appropriate, (d) anticipated research methodology which includes population and sample, procedures and measures, hypotheses, level of significance, and statistical tests; (e) a short reference list of key articles, books, etc., related to the research area; (f) identification of possible databases and keywords to be used in the literature search; (g) the candidate's timeline

goals for completing the four dissertation courses. Questions regarding this prospectus should be addressed to the Program Chair or the Chair's designee.

### **The Dissertation Proposal**

A project with the scope of a doctoral dissertation requires detailed planning. The proposal serves as a test of the feasibility of the proposed dissertation project. The dissertation proposal must clearly convey the goals and the relevance of the dissertation project. The proposal contains the introduction to the research problem, the literature review, and the proposed methodology. In most cases, hypotheses and expected outcomes are included. While these components are not considered complete at this point, they must contain enough information for the committee to fully support and commit to the candidate's project.

The proposal begins with a cover signature sheet, an example of which is provided in Appendix D. The signature sheet is followed by the proposal's Table of Contents and the major components. The proposal concludes with a reference list including the references used in the proposal. Also included are any necessary appendices of essential material for the committee to consider in the proposal defense. These materials may include copies of testing instruments, workshop manuals, interview protocols, consent forms, approval letters, permission documents or other materials created specifically for this dissertation or study.

**The proposal defense.** Prior to the proposal defense, the candidate must submit the proposal document to *Turnitin*® and then submit the confirmation report from that process to the Dissertation Committee. The candidate provides the committee members and Program Chair with a final copy of the proposal at least 10 days prior to the proposal defense. Examples of the cover sheet (as shown in Appendix D) and of the Table of Contents (as shown in Appendix E) are included.

Candidates submit the proposal and may request scheduling of a proposal defense to the Dissertation Committee when they believe the research project is ready for execution. The committee will review and provide preliminary evaluation of the proposal. Based on this evaluation, the committee recommends either additional preparation or scheduling of the proposal defense.

The proposal defense is moderated by the Dissertation Chair and attended by the candidate and the committee members. The proposal defense will be open to the public unless the candidate provides a compelling reason for an exception.

At the proposal defense, candidates present a brief overview of their study and respond to a variety of questions from the committee to demonstrate mastery of the proposed study and the related literature that supports it. Candidates will also be asked to explain the dissertation methodology and plans for the implementation and completion of the study. Candidates are expected to answer questions posed by the committee, such as:

1. Does the design clearly relate to the Purpose of the Study?
2. Does the design adequately address the research questions?
3. What are the data sources? Are they useful, reliable, and sufficient?
4. Is the design feasible within the stated limitations and delimitations?
5. Though the IRB has the final say on this aspect of a dissertation, does the design attend to the protection of human subjects?
6. Is a realistic timeline established?
7. Is the sample clearly defined?
8. Is the methodology appropriate for the research questions, research hypotheses, or other key aspects of the study?
9. Is this the most appropriate design for the study and the subject area?
10. Does the study contribute to informed practice/literature in the field/ candidate's career?

The committee may also

1. Relay any concerns, including project scope, demonstrated writing competency, data collection, proposed methodology and analysis, and other issues.
2. Suggest additions that may be required or omissions that need to be reviewed.
3. Set a date for revision to be completed and the proposal returned to the Dissertation Chair.
4. Verify that permissions have been requested when appropriate.

The proposal defense is the critical stage in the dissertation process establishing the commitment between the student and the committee. The defense provides an opportunity to discuss issues that require clarification or decisions that need to be supported. Candidates are expected to demonstrate a mastery of their proposed study and the related literature that supports it. Students will receive narrative feedback from their Chair after the proposal defense explaining the committee's decision.

The proposal evaluation is one of the objectives in the dissertation courses described in the Overview section. Acceptance by the committee is a prerequisite to continuing in the dissertation process. Minor editorial revisions may be approved by the Dissertation Chair. Substantive additional work requires rescheduling of a proposal defense.

Subsequent to a successful proposal defense, the candidate will submit a copy of the approved proposal to the Dissertation Chair for signatures by the committee. The Dissertation Chair submits all proposal documentation to the program office.

### **Submission to the Institutional Review Board**

After the acceptance of the proposal, the candidate prepares the IRB application with the guidance from the Dissertation Chair. Prior to submitting the IRB application, all candidates must complete the Collaborative Institutional Training Initiative (CITI) and have a certificate of completion on record with Argosy University before their IRB

application will be considered. Candidates should complete the CITI training and submit the IRB application in a timely manner to keep the dissertation process on schedule.

A copy of the IRB Approval Forms and Procedures are available in the IRB Manual. Depending on the nature of the dissertation, the candidate requests an exempt, expedited, or a full review by the IRB, and an IRB representative determines the appropriate course of action.

Once IRB approval is obtained, no substantial deviations of research procedures may occur. If such deviations are determined to be necessary, the proposal must be revised and approved by the dissertation committee before resubmission of the IRB application.

Candidates may *not* collect any data prior to receipt of IRB approval. *Every candidate* must submit the IRB's application packet; even those who are doing theoretical papers or doing research entirely from archival sources (see the IRB Manual or Dissertation Chair for appropriate forms).

### **Conducting and Documenting the Research**

After the successful defense of the proposal and receipt of IRB certification, the candidate proceeds to implement the research as designed. The nature of the research question and chosen methodology determine the timeframe necessary for completion of data collection. Candidates should expect the unexpected delays associated with research projects and plan carefully, including contingency plans.

Throughout the data collection process, the candidate should be writing and revising the sections of the dissertation. The frequency of chapter and sections drafts reviewed by the committee will vary depending on the topic and preferences of the candidate and the committee. Students should expect to prepare multiple drafts of each section based on the research findings and the feedback provided.

Candidates should prepare and submit a complete dissertation draft to the committee for review and recommendations prior to requesting a final oral defense. As part of preparation for the oral defense, the candidate must submit the document to *Turnitin*® and subsequently submit the confirmation report to the dissertation committee.

### **The Dissertation Oral Defense**

The oral defense of the dissertation is a formal proceeding and should be approached with the seriousness and dignity of the culminating event of the candidate's formal scholastic program. The Dissertation Chair sets protocol at the beginning of the defense and moderates both the presentation of the research and the questions following.

After the candidate responds to all committee concerns in the dissertation draft, the candidate requests scheduling of the oral defense. If the committee approves the scheduling, a mutually acceptable date with at least two weeks' notice will be selected. The defense is open to the public and the campus community will be notified.

At the oral defense the candidate presents the dissertation in its entirety. During the defense, the candidate presents the key points which include:

1. The conceptualization of the study
2. A brief literature review
3. The research methodology
4. The data collection
5. The results
6. The summary, conclusions, implications, and recommendations.

The candidate is responsible for knowing and responding to any aspect of the research and is answerable to the committee for the procedures, accuracy, interpretation, and integrity of the results and conclusions. Questions may relate directly to the research or evaluation conducted, may involve theoretical probing, and the broader application of the research conducted.

Following the defense, the candidate and audience will be excused and the committee will confer before announcing the results of the defense. Dissertations will be assessed using evaluation criteria appropriate to the dissertation, and the committee will reach one of the following conclusions:

1. Pass: The Committee approves the dissertation. Candidates may need to make minor editing changes for final review and approval by the Dissertation Chair.
2. Pass with Content Revisions: The Committee approves the dissertation contingent upon specified revisions. Candidates make the required changes and resubmit the dissertation to the Committee for final review and approval.
3. Major Revisions Needed: The Committee does not approve the dissertations as written and presented. The committee gives specific feedback on the reasons for this decision. The candidate must meet with the Dissertation Committee to develop a revision plan to be completed before the resubmission of the dissertation and the scheduling of a second oral defense.
4. Fail: The Committee finds fatal flaws in the execution of the research as approved at the proposal defense. Examples include, but are not restricted to: Modifying the target population, changing the research instrumentation without committee approval, and incorrectly implementing or interpreting data analyses. In addition, a grade of Fail may be assigned for procedural violations, such as collecting data without IRB approval and plagiarism. Failure to defend the dissertation successfully means that the

candidate may not be conferred the degree, may not assume the title of “doctor” and may not disseminate or publish the research study as written.

The Dissertation Chair will provide the Program Chair with written notification of the results of the candidate’s defense.

The successful dissertation defense marks the conclusion of the work of the committee, and committee members will sign the approval sheet (as shown in Appendix C) to indicate their work is completed. The work of the Dissertation Chair and the candidate is not completed until the signed, bound copy of the document, the electronic copy of the document, and a “Statement of Copyright Release” (as shown in Appendix F), are submitted to the Program office.

### **Final Submission of Dissertation**

After the successful final defense of the dissertation, the candidate makes all required revisions and resubmits to the Dissertation Chair for approval. The dissertation is then submitted to the Program Chair or designee.

Candidates must work with their Dissertation Chair and Program Chair to meet any quality control or editing requirements identified. In some cases instruments used in the study may be removed before final publication. In other cases permissions to publish may need to be obtained. All concerns must be addressed prior to submitting the dissertation for binding.

Argosy University requires that students submit their dissertations to ProQuest UMI Dissertation Publishing. This makes the candidate’s research more widely available to others who are themselves conducting research. Candidates should have their dissertations submitted to Dissertation Abstracts and if they so desire, ProQuest UMI Dissertation Publishing can register their copyright for an additional fee.

## Components of the Dissertation

A common but non-mandatory structure of the dissertation is presented below. Variations will occur. For example, for certain types of qualitative research, there may not be any hypotheses. The organization of the dissertation is type dependent and may be divided into the following sections:

1. Abstract
2. Introduction - The Topic to be Studied, Definitions, Significance of the Study, Overview of the Sections of the Dissertation
3. Review of Literature
4. Methodology
5. Data Analysis and Results (may include more than one chapter)
6. Discussion, Conclusions, and Recommendations
7. Reference List
8. Appendices (e.g., Survey Instruments, Interview Guides, Consent Forms)

The list above is not necessarily exhaustive. While there is no specific length requirement for the dissertation, all dissertations must be of appropriate length to cover the research question and the proposed study, and reflect the rigor and academic quality of the research study.

### The Abstract

The abstract should not exceed 120 words and it should consist of an accurate and complete summary of the dissertation. The abstract should be neither critical nor evaluative; it is a factual description of the study. The text of the abstract should include (a) a statement of the problem and purpose of the research, (b) the research methodology employed and a summary of the procedures, (c) the results and conclusions of the study, and (d) recommendations for further study. The Abstract should not include (a) discussion of , or reference to the literature review; (b) detailed elaboration on the purpose, methodology, procedures, or implications of the study.

### The Introduction

The introduction and statement of the problem sections present the problem or topic to be addressed by the dissertation research. This section should describe the nature and purpose of the study, present the guiding research question(s), provide the definitions of the terms, identify the limitations and delimitations, and explain the significance of and justification for conducting the study. The reader should be satisfied after reading the problem section that a case is made for the existence of a problem or appropriateness of the topic and it is clearly delineated, and the problem or topic has intellectual merit worthy of dissertation research.

## The Literature Review

The foundation of the dissertation begins with a review of theories, methodologies, and measurement considerations central to the research question. The review identifies gaps in the literature and how this research adds to the knowledge base. Whether the research question focuses on theory development, theory extension, or theory application determines the appropriateness of the sources used. For instance, the sources may include government documents, databases, books, professional journals, refereed academic publications and dissertations that form the rationale for the current undertaking. The literature must be evaluated and interpreted, properly referenced and presented to build an argument for the importance of the research and the appropriateness of the methods used in the dissertation.

The literature review must be a selective and analytical summary of the documents essential to the research, presented in a logical manner to support the candidate's claim as to the merit of the inquiry, and must provide all the substantiation necessary from the literature to proceed with the study. After completing the literature review section, the candidate should be confident that:

1. The essential literature supports the existence of the problem,
2. It includes contrary or controversial opinions fairly and objectively,
3. It is well organized and written to provide a framework for the proposed study,
4. It is analytical, and not just a presentation of what has been done by others,
5. It discusses how the investigation fills a void in the literature.

## Methodology

The candidate presents the design, procedures, and analysis employed for carrying out the study. Although there will be different headings for studies of varying approaches, the most common sections are (a) the research design, (b) the population and sampling procedures, (c) instrumentation, and (d) methodological assumptions and limitations

**Research design.** In this section, the candidate describes the specific design used in the study. The research design section and subsections should specify how each research question and research hypothesis will be studied. All constructs and variables of the study will be *operationally defined* in this section. In other words, each construct's or variable's meaning, the manner in which it will be measured, and the way the data will be obtained will be described.

**Population and sampling procedures.** The nature of the study determines what, if any, population and sampling procedure is appropriate. For example, an education study may be best served either surveying all teachers in one school or a sample of teachers from multiple schools or school districts, depending on the precise research question. Candidates provide a complete description of the target population, their demographics, selection procedures and criteria, and the representativeness of the sample

to broader populations.

**Instrumentation.** The candidate presents a complete description of the instruments, such as tests, surveys, questionnaires, interviews, and observational protocols used in the study. This includes information on their reliability, validity, origin, and appropriateness or rationale for uses in the study. If candidates create unique instruments, they must demonstrate reliability and validity for the population being tested. In addition, any permission granted for use in the research must be included. All instruments used in the study must be included in an appendix.

**Methodological assumptions and limitations.** Every methodological approach and subsequent research design is bound by its own assumptions and limitations. Consequently, the candidate should include a discussion of any fundamental assumptions or limitations critical to the study. Candidates must also address issues of generalizability relevant to the study.

### **Data Analysis and Results**

The analysis of the data depends on the research question, the design of the study, and type of data collected (e.g., use of SPSS, NVivo, coding manuals, statistical treatments for quantitative data, content analysis for qualitative data). The structure of the analysis should parallel the structure of the introduction and methodology sections, including hypotheses where employed.

Where multiple hypotheses are tested, the normal presentation is to provide the results concurrently with the data analysis. In most instances, a summary discussion of results would also be included. Analytic interpretation of the results is appropriate; however, discussion of importance and implications of the findings would be addressed in the final section of the dissertation.

### **Discussion, Conclusions, and Recommendations**

In the final section, the candidate persuades the reader of the importance of the work. Included is a discussion of the findings and overall analytical conclusions, but the emphasis should be implications for professional practice, recommendations for implementation, and areas for further research.

## Formatting and Writing

### Writing Style and the APA Manual

The fundamental guide for dissertation writing style is the university-approved edition of the *Publication Manual of the American Psychological Association*. This publication will hereafter be referred to as the “APA Manual,” or simply, “the Manual.” Where there are differences between the *Dissertation Guide* and the APA Manual, the *Dissertation Guide* will take precedence. Where there are questions, the Dissertation Committee will resolve the issues. The student is responsible for familiarity with the university-approved edition of the APA Manual, and for ensuring that anyone assisting in the typing or editing of the document is following the rules of the Manual. The APA Manual includes directions for the reporting of numbers (Sections 4.31-4.40), construction of tables and figures (see sections 5.07-5.30); Manuscript Structure and Content (see sections 2.01-2.13); Checklist for Manuscript Submission (see section 8.07), Levels of Headings (see sections 3.02-3.03); use of non gender biased language (see Section 3.12: Reducing Bias by Topic in the APA Manual see Section 3.12-3.17), the continuity in presentation of ideas (see Section 3.05: Writing Style in the APA Manual), and writing style suggestions (see sections 3.06-3.11).

The candidate typically completes multiple drafts of each chapter prior to approval by the Dissertation Chair and Committee. In some instances, candidates will be encouraged to seek assistance in writing clarity. Any cost of this assistance will be exclusively the candidate’s responsibility. Review of the dissertation chapters is time consuming. Candidates should allow at least 2 weeks for review, keeping in mind that committee members have multiple responsibilities. Examples are contained in the Appendices of many of the front pages. The Title page (as shown in Appendix G), a sample copyright page (as shown in Appendix H), and a sample signature sheet (as shown in Appendix I) are included.

Typing requirements and APA format must be particularly precise at this time, as the document nears completion. The tasks at this stage include, but are not limited to:

1. Revision of the Introduction section to ensure that it mirrors the content of subsequent chapters and that it is written as having been done.
2. Review of Literature Review section and the inclusion of any literature review material added subsequent to the completion of chapters and courses of work. Particular attention should be paid to ensure that the references are all correctly cited and that their corresponding citations are in the reference list.
3. Review and completion of Methodology section, including the addition of any conditions that affected the proposed implementation of the methodology after the defense of the proposal.
4. Review of Data Analysis and Results, including all tables and figures.

5. Review of Discussion of Findings, Conclusions, and Recommendations, making sure that all research hypotheses are addressed.
6. Preparation of the preliminary pages (as shown in Appendices G-Q). The preparation of all appendices and all other material must conform to the document requirements. Include an Abstract Cover Sheet (as shown in Appendix J) and an Abstract. Any reprints or copies that are included in the appendices section must be accompanied by the appropriate written permission. Carefully proofread and spell check the entire document.
7. Take a last look at the Title. The title should take into consideration: (a) the precise identification of the problem area, often including specification of independent and dependent variables and identification of the target population; (b) sufficient clarity and conciseness for indexing the title; (c) effective arrangement of the words in the title; and (d) no more than 15 words.

### **Formatting Aspects**

1. References in the reference list should begin with the first line flush left and any additional lines in a single reference indented with a hanging indent of .05 from the left margin (in MS Word® 1997-2003: format/paragraph/special/hanging; in MS Word ® 2007 Home tab/Paragraph/Special/Hanging).
2. All type for the dissertation will be 12 point in size. All text, tables, and figures will be printed in black and white. No color printing in any document of the dissertation process is acceptable, including appendices. Where use of color is essential to the dissertation, exceptions may be granted by the committee.
3. Any reprints or copies that are included in the Appendices must be accompanied by the appropriate permission in writing. These will not be bound into the dissertation but they must accompany it. Permission footnotes must also appear in the dissertation for the use of any test instruments requiring permission for use.
4. Use of seriation must follow APA requirements (see Section 3.04: Seriation in the APA Manual). Lowercase letters in parentheses are used within a paragraph or sentence to identify three or more elements in a series. To identify separate paragraphs in a list, Arabic numbers followed by a period are used. The numbers are lined up on the left margin, indented one tab, and text should line up under text.
5. For chapter number and titles, headings, and levels, the candidate should consult the APA Manual (Section 3.02-3.03: Levels of Headings). Chapter titles will be APA level one headings. Preliminary pages and ending matter will be level two headings, but set equivalently to chapter titles on the table of contents (they will

line up directly over or under chapter titles). Each chapter will begin on a new page. Chapter titles will be at the top margin or 1” down from the top of the page.

6. Careful attention must be paid to the levels of headings (see APA Manual). Heading placement is similar to outlining a document. Each level subsumes the level below it.
7. All dissertations must be reviewed by a professional copy editor prior to binding.
8. The final document must be printed with a laser printer. The paper used must be of a high-quality, white color, with a minimum standard similar in quality to 20-pound 25 % rag content paper.

### **AU Deviations from APA Style**

1. Block quotations, table titles, figure captions, notes to the tables and figures, and references in the reference list should be single-spaced, with an extra space dividing these individual items from text or entries above and below them. All other parts of the dissertation should be double-spaced.
2. Times Roman, a *serif* typeface and Ariel or Tahoma, *sans serif typefaces* are the only fonts acceptable for the document.
3. Tables and figures should not be divided between two pages. Label, title, figure or table, and citation and permission if needed should all be on the same page. Notes to tables and figures may be in a smaller font size where appropriate.
4. Margin requirements are:
  - a. 1.5 inches left margin
  - b. 1 inch right margin
  - c. 1 inch at the top and bottom
5. Tables of Contents will list Chapter Titles in bold. The rest of the headings on the Table of Contents will appear in unbolded, unitalicized type. There will be an extra space after preliminary pages, before each chapter title, and before the ending pages.

If there are **five levels** of headings, they should be placed, as illustrated (Level 1 is used for Chapter Headings). Chapter titles always begin on a new page.

### **Headings**

**Centered, Boldface, Uppercase, and Lowercase Heading (Level 1)**

**Flush Left, Boldface, Uppercase, and Lowercase** (Level 2)

**Indented, boldface, lowercase paragraph heading ending with a period.** Text follows immediately (Level 3)

*Indented, boldface, italicized, lowercase ending with a period.* Text follows immediately. (Level 4)

*Indented, italicized, all lowercase ending with period.* Text follows immediately (Level 5)

(Note: if a proper noun is to appear in the level 4 heading, it is capitalized.)

If there are only **four levels** of headings, they should be placed as follows:

**Centered, Boldface, Uppercase, and Lowercase Heading** (Level 1)

**Flush Left, Boldface, Uppercase, and Lowercase** (Level 2)

**Indented, boldface, lowercase paragraph heading ending with a period.** Text follows immediately (Level 3)

*Indented, boldface, italicized, lowercase ending with a period.* Text follows immediately. (Level 4)

If there are **three levels** of headings, they should be placed as follows:

**Centered, Boldface, Uppercase, and Lowercase Heading** (Level 1)

**Flush Left, Boldface, Uppercase, and Lowercase** (Level 2)

**Indented, boldface, lowercase paragraph heading ending with a period.** Text follows immediately (Level 3)

If there are **two levels** of headings, they should be placed as follows:

**Centered, Boldface, Uppercase, and Lowercase Heading** (Level 1)

**Flush Left, Boldface, Uppercase, and Lowercase** (Level 2)

A careful examination of the APA Manual for level placement needs to be made to ensure that all headings appear in the appropriate places in the document so that the document is easy to read and understand.

## Table of Contents

All APA level, one, two, three, and four headings, if used, must be included in the table of contents. A brief discussion of headings is included in the previous section of this document. All chapter titles are to be level one headings and will be bolded on the Table of Contents. The preliminary page headings and the reference list and appendix headings should be APA level two headings; however, these headings should appear to be at the same level as the chapter titles on the Table of Contents lining them up on the left margin (Also see section on AU Deviations from APA Style). Further information about headings can be found in the APA Manual. A sample table of contents is included in Appendix K of this document. This is only a guide. The organization of sections may vary based on the research topic and study. It is possible to construct a dynamic Table of Contents Using MS® Word. Directions for doing so are included in Appendix L.

When more than 4 tables or 4 figures are used, they should be listed in a Table of Tables (as shown in Appendix M), a Table of Figures (as shown in Appendix N), or the Table of Tables and the Table of Figures can both appear on a single page immediately following the Table of Contents.

## Tables and Figures

The candidate is responsible to include APA style tables and figures. This section is not intended to be exhaustive but highlights some useful tips.

**Tables.** Tables in APA style include three horizontal lines: one above the heading, one below the heading, and one at the bottom of the table. Exceptions to this include a table that extends over more than one page. In that case, see Table 5.15 for example pages. This table illustrates the beginning of a table that extends over more than one page. At the bottom of the page place a right justified (continued) note. At the top of the following page repeat the Table title followed by (continued).

Tables 2 and 3 illustrate correctly formatted Tables.

Table 2

*Commonly Used Statistical Symbols*

Abbreviation Symbol	Definition
<i>ANCOVA</i>	Analysis of Covariance
<i>ANOVA</i>	Analysis of variance (univariate)
<i>d</i>	Cohen's measure of effect size
<i>df</i>	degree of freedom
<i>f</i>	frequency
<i>M</i>	Mean (arithmetic average)
<i>MANOVA</i>	Multivariate analysis of variance
<i>n</i>	Number in subsample
<i>N</i>	Total number in sample
<i>p</i>	Probability
<i>r</i>	Pearson product-moment correlation
<i>r</i> <sup>2</sup>	Pearson product-moment correlation squared; coefficient of determination
<i>R</i>	Multiple correlation; also composite rank, a significance test
<i>R</i> <sup>2</sup>	Multiple correlation squared; measure of strength of relationship
<i>SD</i>	Standard deviation
<i>t</i>	Computed value of <i>t</i> test
<i>z</i>	standards score; difference between one value in a distribution and the mean of the distribution divided by the <i>SD</i>
<i>α</i>	Alpha; probability of a Type I error; Cronbach's index of internal consistency
<i>β</i>	Beta; probability of a Type II error; (1-β is statistical power); standardized multiple regression coefficient
<i>η</i> <sup>2</sup>	Eta squared; measure of strength of relationship
<i>χ</i> <sup>2</sup>	Computed value of a chi-square test

Table 3

*The Use of Fonts in APA Publication Figures*

	Figures		
	Journal Articles	Manuscripts	CRPs
Sans Serif	yes	no	yes
Serif	no	yes	no

*Note.* See APA Publication Manual for type and size of font to be used in these publication types. Fonts are referenced on pages 228-229.

**Figures.** Figures should be included to enhance the text, and they should concentrate information. The APA Manual defines types of figures and has examples illustrating correct APA format for differing figure types.

Remember that in dissertations or ARPs, figure requirements for these documents are covered in Chapter 5 in Section 5.20: Principles of Figure Use and Construction. The most critical information covered in this section is the direction to place your figure in the text, not at the end of the document. The figure can appear on the page where it is first mentioned or on the next page. Figures are numbers consecutively through your document.

When looking at the examples listed in the APA Manual, note that many of the figures have footnotes listing the reference for the source of the figure. Many of the examples are figures that were used in published material and are good examples of proper copyright permission footnotes.



*Figure 1.* Breakdown by quarter of East, West, and North divisions of the post-secondary education market.

### **Computer Software and Submission Requirements for the Dissertation**

Argosy University has adopted *Microsoft Word*® as the standard for its word processing operations. In addition to the printed forms for dissertation documents described in the following pages, candidates are also required to submit a copy of the final dissertation in an electronic format, in *Microsoft Word*®, along with the Statement of Copyright Release form granting permission for the university to reprint copies as needed (as shown in Appendix F). Candidates may also be requested to submit electronic copies of their raw data. Candidates should always submit well-written copies to their committee members for feedback, but reserve the submission on high quality paper for the final approved dissertation copies after a successful defense. The professionally edited final copies will be submitted to the bindery. Further information about the binding process needs to come from individual colleges, as the bindery is different at each campus.

## Pagination for Front Matter and Dissertation Pages

1. The title page is not paginated but is counted. Front matter information and samples can be found in the Appendices of this document. The Acknowledgements (as shown in Appendix O) and Dedication (as shown in Appendix P) samples are included. Front matter should be the same font and type size as the rest of the dissertation. Any material that follows the Table of Contents should be listed on the Table of Contents. Front matter preceding the Table of Content and the Table of Contents itself should not appear in the Table of Contents.
2. To change the numbering between the front pages and Chapter 1: In Word 1997-2003 go to insert/break/section break next page/ either at the very end of the dedication page or at the very beginning of Chapter 1. Then insert page numbers in the top of the page/right within the preliminary pages before inserting page numbers in the body of the document. Uncheck the box that says “show numbers on first page” in the preliminary pages. Recheck that box within the body of the document and click on the format button. Select start at page 1 within the body of the document. If you are using Word 2007, go to the Page Layout tab, click on breaks, and select a next page section break. Then go to the Insert Tab, find Page Number, and insert your page numbers in the top right of the page. Do this in the front pages first. Use the format page number option to select lower case roman numerals for the front pages. Then select header, edit header, and click on different first page. This allows your first page to be counted but not numbered. Next, move to the body of the document, under the Insert Tab, insert page numbers and select format page number so that you can choose 1, 2, 3 and start at page 1.

## Ending Matter

Following the dissertation text, the ending matter appears as shown here.

Reference List

Appendices Cover Sheet (as shown in Appendix Q)

Individual Appendices Cover Sheets (as shown in Appendix R)

## **Appendices**

**Appendix A**

**Petition for Establishing a Dissertation Committee**

## Petition for Establishing a Dissertation Committee Argosy University

**Student:** Please complete the following section and return it to the Program Chair. Questions about this form and selection of committee members should be addressed to the Program Chair. Please print clearly.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I have consulted with my Program Chair AND my proposed Dissertation Chair to discuss my tentative research topic. In addition, I have informed the faculty members whose names I have listed below, that I am nominating them to serve on my Dissertation committee. If I am nominating a non-Argosy committee member, Appendix B is attached to this Petition. A copy of the Prospectus has been forwarded to each nominee and a copy is attached to this Petition.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Nominee

Dissertation Chair \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Committee Member \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Committee Member \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

General Topic or Working Title of Proposed Study:

\_\_\_\_\_  
\_\_\_\_\_

This student has completed all of the requirements to begin work with the above-listed Dissertation committee.

\_\_\_\_\_  
Signature of Program Chair

cc: Student, Program Chair

\_\_\_\_\_  
Date

**Appendix B**

**Request for Non-Argosy Dissertation Committee Member Form**

**Request for Non-Argosy Dissertation Committee Member Form**

Instructions: Submit this form to Program Chair for approval.

Date of Request:

Student Name:

Name of School:

Name and Specialization Area of Proposed Dissertation Committee Member:

Has this person been contacted yet? \_\_\_\_\_

Rationale for non-Argosy University Chair: \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_ Not Approved

Explanation (optional)

\_\_\_\_\_  
Program Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

**Appendix C**

**Dissertation Approval Form**

## Dissertation Approval Form

## Argosy University Campus

Student Name: \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

Dissertation Committee (print name and terminal degree):

1. \_\_\_\_\_ Chair

2. \_\_\_\_\_ Member

3. \_\_\_\_\_ Member

## A. Committee Membership Approval

\_\_\_\_\_  
Program Chair Date

## B. Proposal Approval

\_\_\_\_\_  
Dissertation Chair (Name, Degree) Date\_\_\_\_\_  
Committee Member (Name, Degree)\_\_\_\_\_  
Committee Member (Name, Degree)\_\_\_\_\_  
Institutional Review Board Chair Date

## C. Dissertation Approval

\_\_\_\_\_  
Dissertation Chair (Name, Degree) Date\_\_\_\_\_  
Committee Member (Name, Degree)\_\_\_\_\_  
Committee Member (Name, Degree)

## D. Editing Completed

\_\_\_\_\_  
Editor(s) as designated by each campus Date

## E. Dissertation Approval, Bound Copy Accepted by Campus

\_\_\_\_\_  
Program Chair, (Name, Degree) Date

## F. Campus Approval, Student has Satisfied all Requirements and Obligations

\_\_\_\_\_  
Registrar Date

**Appendix D**

**Cover Sheet for Prospectus and Proposal**

**Title of Your Prospectus (or Proposal)**

**A Dissertation Prospectus (or Proposal)**

**Submitted to the  
Faculty of Argosy University Campus  
in Partial Fulfillment of  
the Requirements for the Degree of  
Doctor of Education  
Doctor of Business Administration  
(select one)**

**Your Full Name**

**Argosy University Your Campus**

**Month Year**

**Dissertation Committee Approval:**

---

**Type in Name of Dissertation Chair, Degree** **Date**

---

**Type in Name of Committee Member, Degree**

---

**Type in Name of Committee Member, Degree**

---

**Type in Name of Program Chair, Degree** **Date**

**Appendix E**

**Sample Proposal Table of Contents**

**Proposal  
Table of Contents**

	Page
Table of Appendices.....	v
<b>Chapter One .....</b>	<b>1</b>
The Problem.....	2
Problem Background .....	4
Purpose of the Study .....	9
Research Questions.....	18
Limitations and Delimitations.....	20
Definitions.....	22
Importance of the Study.....	26
<b>Chapter Two.....</b>	<b>27</b>
Literature Review.....	29
Heading of a Subsection .....	31
Heading of a Subsection .....	33
<b>Chapter Three .....</b>	<b>34</b>
Research Design.....	35
Selection of Subjects.....	36
Instrumentation .....	37
Assumptions.....	38
Procedures.....	39
Data Processing and Analysis.....	40
Table of Appendices	
(Use a Table of Appendices if the Dissertation includes more than 4 appendices)	
Appendix A: The Name of the First Appendix.....	48
Appendix B: The Name of the Second Appendix .....	56

**Appendix F**  
**Statement of Copyright Release**

## Statement of Copyright Release to Argosy University

I, \_\_\_\_\_ give to  
Typed name of candidate

Argosy University the right to make copies of this Dissertation/CRP at will.

\_\_\_\_\_  
Signature

**Appendix G**

**Dissertation Title Page**

**Title of dissertation here centered upper and lowercase**

**with every succeeding slightly**

**smaller than the**

**previous line**

**A Dissertation**

**Submitted to the**

**Faculty of Argosy University Campus**

**College of Education OR**

**College of Business OR**

**College of Psychology and Behavioral Science**

**In Partial Fulfillment of**

**The Requirements for the Degree of**

**Doctor of Education**

**Doctor of Business Administration**

**(select one)**

**by**

**Your Full Name**

**MonthYear**

**Appendix H**  
**Sample Copyright Page**

**Title of the Dissertation Goes Here**

©20XX

Your Name Goes Here, (Uppercase and Lowercase)

All rights reserved (upper and lower case)

**Appendix I**

**Signature Sheet for the Dissertation**

**Title of dissertation here  
all centered and upper  
and lowercase**

**A Dissertation**

**Submitted to the  
Faculty of Argosy University Campus  
in Partial Fulfillment of  
the Requirements for the Degree of  
Doctor of Education  
Doctor of Business Administration  
(select one)**

**by**

**Your Full Name**

**Argosy University**

**Month, Year**

**Dissertation Committee Approval:**

\_\_\_\_\_  
**Type Name of Dissertation Chair, Degree**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type Name of Committee Member, Degree**

\_\_\_\_\_  
**Type Name of Committee Member, Degree**

\_\_\_\_\_  
**Type Name of Program Chair, Degree**

**Appendix J**

**Sample Cover Sheet for the Abstract of the Dissertation**

**Title of dissertation here  
all centered and upper  
and lowercase**

**Abstract of Dissertation**

**Submitted to the  
Faculty of Argosy University Campus  
College of Education  
College of Business  
College of Psychology and Behavioral Sciences  
(select one)**

**in Partial Fulfillment of  
the Requirements for the Degree of  
Doctor of Education  
Doctor of Business Administration  
(select one)**

**by**

**Your Full Name**

**Argosy University**

**MonthYear**

**Type Name of Dissertation Chair, Degree**

**Type Name of Committee Member, Degree**

**Type Name of Committee Member, Degree**

**Department: College of Education OR  
College of Business OR  
College of Psychology and Behavioral Sciences**

**Appendix K**

**Sample Table of Contents for the Dissertation**

## Table of Contents

	Page
Table of Tables .....	vii
Table of Figures .....	viii
Table of Appendices.....	ix
<b>Chapter One: The Problem .....</b>	<b>1</b>
Problem Background .....	5
Purpose of the Study .....	23
Research Questions .....	27
Limitations and Delimitations .....	32
Definitions .....	33
Importance of the Study .....	36
<b>Chapter Two: Review of the Literature .....</b>	<b>37</b>
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Literature Review .....	38
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Subsection Heading .....	45
Next level (if there is one) .....	55
Subsection Heading .....	65
<b>Chapter Three: Methodology .....</b>	<b>68</b>
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Selection of Subjects .....	70
Instrumentation .....	74
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## **Appendix L**

### **How to Use Microsoft Word® to Construct A Table of Contents:**

## **How to Use Microsoft Word® to Construct A Table of Contents:**

### **For Word 1997-2003**

Under Insert/Reference/Index and Tables/Table of Contents, insert a Table of Contents which will change page numbers dynamically and add and subtract text on the Table of Contents. Highlight the Table of Contents page and reinsert it to update the page numbering.

To insert the Table of Contents each heading level must be set up in the document as a heading. Set this up before beginning the document, or go through a document that has been written, highlight the headings, and set the heading level. If a word processor does not have the correct levels of headings set up, they may be added under Tools/Style/New/Based on: (Select heading)/Apply

If the headings are set up and they are not the format needed for that heading level, Change it from the drop down menu that includes the headings. Double click in that drop down menu, on the heading level wanted after setting the heading to the format required. In other words, for a level 3 heading, left-justify it, bold it, and italicize it, go to Format/paragraph/line spacing/double, then click on the drop down for heading level 3 if there are 3 levels of headings in the document. Then modify the style in the window that pops up.

Using the Table of Contents tool produces a table of contents with equal right margins.

### **For Word 2007**

Using the References Tab, click on Table of Contents, Click on Insert Table of Contents. In the Dialog Box click on Show Levels: 5, or however many levels of headings used in the document. Click OK.

Set the document headings to APA heading levels. Highlight a chapter title, under the Home Tab, R click on Heading 1, click modify, set the font, type size, center the text, bold it, click on format, then font. Click on Paragraph, then on Line Spacing, select double. Click OK, OK.

Highlight the 1<sup>st</sup> level 1 heading, right click on Heading 1, click update heading to match selection (This adds the formatting to the heading). Then highlight and set all chapter titles to Heading 1.

Modify your APA headings levels 2, 3, &4 headings.

Then insert a page break where you want to insert your Table of Contents. Type Table of Contents, centered, above the page break. Between "Table of Contents" and the page break leave a space and click there. Insert your Table of Contents by following the

instructions on the top of the page. When you need to update the paging, click on the Update Table button also on the References tab.

### **MS®Word and APA**

APA headings levels 3-5 end in a period and text follows them immediately. Practically speaking, when you construct a dynamic Table of Contents in MS®Word the text on the same line causes MS® Word to import the text in the paragraph into the Table of Contents. To avoid doing that, identify only levels 1 & 2 headings as headings in MS® Word and manually add the rest of the headings to the Table of Contents after you are in the Quality Control process. If you update your dynamic Table of Contents, it will eliminate any manual additions you have previously made.

**Appendix M**  
**Sample Table of Tables**

**Table of Tables**

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**Note:** A Table of Tables is required only if there are four or more tables included in the text.

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Note: A Table of Figures is required only if there are four or more figures in the text.

**Appendix O**

**Sample Acknowledgements Page**

### **Acknowledgements**

The author would like to express sincere gratitude to committee members, Dr.XXXXXXXXXXX, Dr.XXXXXXXXXXX, and Dr.XXXXXXXXXXX for their invaluable support and guidance in the planning and implementation of this research project. The deepest appreciation is further offered to the managers and employees of ABC, DEF, GHI, and XYZ corporations or leaders or faculty at XYZ school or college for their participation in the research study. Without their contributions of time and resources, this study would not have been possible.

**Appendix P**  
**Sample Dedication Page**

## **Dedication**

To all the family members whose love and support  
have helped turn this once lifelong dream into a shared reality.

**Appendix Q**  
**Appendices Cover Sheet**

## Appendices

**Appendix R**

**Individual Appendix Cover Sheet**

**Appendix?****Name of Appendix**

A sheet that is page numbered corresponding to the table of contents, and contains the name in upper and lower case, bold face) and the title of each appendix (in upper and lower case letters), should precede each appendix. The name and title should be centered and placed eight spaces (four double spaces) from the top margin. Each page of each appendix should have a page number.