

# Eastern Michigan University Graduate School



## Dissertation Manual 2017

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## **Introduction: What Is a Dissertation?**

A dissertation is the documentation of your original research or scholarship that serves as partial completion of graduation requirements for a doctoral degree. Typically, a dissertation completes the tasks identified below. However, each doctoral program may have its own criteria, and it is best to discuss requirements with your faculty advisor.

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

## **Why Write a Dissertation?**

The primary purpose for writing a dissertation is to explain new knowledge or develop new understanding about a specific topic. It is a piece of scholarship your dissertation committee will help you craft, refine, and polish. It is a wonderful opportunity to work with experienced researchers and faculty mentors. The work is then shared around the world by way of the Internet through inclusion in the EMU Halle Library online repository, Digital Commons, and submission to ProQuest, where dissertations abstracts and full text have been listed for years in paper and now electronic format.

Your dissertation may serve many functions, including:

- add to the body of knowledge in your discipline,
- provide a foundation for future research in your discipline,
- become the basis for presentation of your research at professional and academic conferences,
- be adapted for publication as an article or book, and
- attract interest from current or potential employers.

## **Part One: Initial Dissertation Process**

The following list delineates what you need to do before you begin writing. More detailed information about this process is explained following this list.

- Select a dissertation chair and committee.
- Prepare and submit a proposal to your committee for review and approval.
- Prepare for conducting research with human subjects by completing the CITI training at [www.citiprogram.org/](http://www.citiprogram.org/). Create a log-in/password and affiliate with EMU. Select training to complete; confer with your faculty mentor. The training is free of charge.
- Complete, submit, and receive approval for research using human subjects or animals **prior to gathering data** (University Human Subjects Review Committee). See Office of Research Development, Regulatory Compliance website, <http://ord.emich.edu/>.

- Begin research; gather, analyze, and integrate findings.
- Register for dissertation credits.
- Work with dissertation committee on the progress of the research itself.

## Chair and Committee Selection

**Dissertation chair.** Every student writing a dissertation needs a dissertation chair, a faculty member who serves as a mentor throughout the dissertation process. Emeritus faculty may serve as co-chairs. The responsibilities of a dissertation chair are to:

- oversee your candidacy, the final phase of your doctoral program;
- facilitate your dissertation committee;
- help you develop a proposal;
- guide your research;
- assist with document editing;
- determine with the rest of your committee when your work is ready for defense;
- chair the dissertation defense meeting; and
- be on stage with you during your hooding ceremony at commencement.

Identify a committee chair based on the following suggested guidelines.

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

**Dissertation committee.** After you choose your dissertation committee chair, you will need to establish your committee. The committee must have a minimum of four members, including the chair. At least half of your committee members must be from your academic program or department or school. The committee must also include one faculty member from outside your department, typically from your cognate field of study, and approved by the Graduate School. Choose individuals who represent aspects of your research interest (e.g., the major theme, minor elements, the research design methods). One member may be from off campus (e.g., faculty from another institution, alumni, community members, corporate partners, internship supervisors, emeritus faculty). Persons external to the University must have a doctorate or terminal degree in their field. Voting members must hold a doctorate.

The final committee members, as well as any subsequent changes in the committee roster, must be approved by the chair, the department head or school director, and the Graduate School. (*See Figure 6, Doctoral Dissertation Committee Approval Form.*)

## Topic Selection

The selection of a dissertation topic is an important process. You will be spending many months conducting research and writing about the findings; therefore, you should be passionate and excited about your topic. Your mentor will be able to help you select an appropriate topic, but here are some things to keep in mind.

- Your dissertation should present either new information on a subject or a fresh analysis of existing data.
- The topic should be specific enough to be manageable but general enough to stimulate further research.
- Don't embark on a project for which you lack the necessary time or resources.

If your study requires equipment and supplies, make sure you have the monetary resources to be able to sustain the project. Check with your committee chair, the Graduate School, or the Office of Research Development about applying for grant funding to support your research. You may also request funding from the Graduate Student Research Support Fund. Resources for Grant Writing may be found on the Graduate School Web site at <http://www.emich.edu/graduate>.

## Dissertation Proposal

After you have selected a topic, the next step will be to write a dissertation proposal. Your proposal is the research plan, clearly describing how you expect to accomplish the goals of your study. It should be thoughtful, well written, and scholarly.

**Proposal format.** Although academic programs may have specific format requirements, the outline below can be used as a general format for writing a proposal. Be sure to check with your dissertation chair for information on any discipline-specific format requirements. Proposals are typically between 10-40 pages, dependent on specific doctoral program requirements, and are the foundation for the first three chapters of your dissertation (e.g., Introduction, Literature Review, and Methods). You should use the chosen style guide of your discipline/program in preparing the proposal.

**Title page.** (Include the title of the dissertation, your name, the date of the proposal, and the names of your dissertation chair and committee members.

**Introduction, problem statement, and background.** (Give a general introduction to the issue or research topic. State the problem and provide background information supported by literature review. Note how past research has addressed the problem, and identify similarities or differences in their methods or findings that have drawn you to study the problem.

**Purpose of the study.** Briefly state what you hope to accomplish with your research.

**Justification and significance.** Give specific reasons why this proposed research is important and how it will contribute to the discipline. Again, include citations from relevant literature.

**Research question(s) or hypothesis(es).** From an understanding of the research problem, develop (a) concisely phrased research question(s) or hypothesis(es) that will be studied.

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

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

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

**Limitations/Delimitations of the study (optional).** Specify aspects of the study and methods or conditions imposed by the design itself that may limit findings and outcomes. Also identify delimitations or conditions imposed by the researcher that may limit findings or outcomes.

In many qualitative studies, the boundaries of the study may be integrated into the discussion of context, methodology, and/or framing of the issues and need not constitute a special chapter or section of the dissertation.

## **Proposal Guidelines**

Once you have completed your proposal, your committee must approve it. It is then kept in your doctoral studies file in your department/college. (*See Figure 7, Doctoral Dissertation Proposal Approval Form.*) This form is sent to the Graduate School. The following are a few reminders regarding the proposal.

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

## **Permission to Conduct Research Involving Human or Animal Subjects**

If you plan to use human subjects in any part of your research, you must first submit a *Request for Approval of Research Involving Human Subjects* along with your dissertation proposal to the University Human Subjects Review Committee (UHSRC).

The UHSRC is responsible for the protection of human subjects used in research studies. The committee will review your methods to evaluate the research-related risk to human subjects, as well as to protect the confidentiality or anonymity of all participants. **You may not begin any research involving human subjects until you have received exemption or approval from the UHSRC.** Consult the Research Compliance web site at <http://www.emich.edu/research/compliance/human-subjects/index.php>. See the Regulatory Compliance section for information, forms, and submission procedure for Human Subjects approval.

If you will be using animal subjects in any part of your research, you must first submit an *Application to Use Vertebrate Animals* (the application can be downloaded from the Research Compliance web site, <http://www.emich.edu/research/compliance/animal-care/index.php>, along with the Instructions for Completing the Application) and your full research proposal to the Institutional Animal Care and Use Committee (IACUC) at the Office of Research Development.

NOTE: A copy of the approval letter from the UHSRC or IACUC, if applicable to your research, must be submitted to the Graduate School along with your dissertation. The dissertation will not be accepted for editorial review until this letter is presented with the document. It is the doctoral student's responsibility to make sure this is done.

## **Registration for Dissertation Credits**

Once your dissertation committee approves your proposal, the academic department/school will issue permission to register for dissertation credits and you may register online. If more than one semester is required to complete your dissertation, it is not necessary to request an extension from the Graduate School.

## **When to Conduct the Research**

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

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

## Part Two: Writing the Dissertation Manuscript

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

- Receive chair's approval of dissertation prior to submission to the committee for defense.
- Defend dissertation. Committee members may request revisions of the manuscript. Typically, committee members (not the chair) sign the approval form at the defense meeting. Approval must be unanimous.
- Make content or editorial corrections suggested by committee members. You may choose to hire an editor to prepare the document for online posting and worldwide access.
- Obtain signed document approval from the committee chair and signed acknowledgement of completion from the program director/coordinator and signed acknowledgement of completion from the department head/school director/dean. (See *Doctoral Dissertation Document Approval Form*.)

### Preliminary Pages

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

- Title Page
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- List of Tables (required if there are 2 or more tables)
- List of Figures (required if there are 2 or more figures)

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

**Dedication.** Optional.

**Acknowledgements.** Optional.

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

- research problem, research questions or hypotheses, and study's objective;
- methods and procedures;
- results; and
- conclusions.

**Table of Contents.** Required. Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. The following rules apply:

- The wording of headings in the Table of Contents must correspond **exactly** to the wording of those headings in the text.
- Preliminary pages with page number references must be listed (except for the title page and the Table of Contents pages themselves).
- “Dot leaders” to page number references are required. Use your computer’s tab format settings; do not type a row of periods.
- Do not list individual tables or figures in the Table of Contents.
- Make sure that the levels of headings match in the Table of Contents and the text itself. See *Levels of Headings (Figure 4)* and *Sample Table of Contents (Figure 5)*.

**List of Tables and List of Figures.** If your dissertation contains two or more tables, you must create a List of Tables. Likewise, if you have two or more figures, create a List of Figures. Format these lists as you would a Table of Contents. Include these lists in the preliminary pages section of the Table of Contents. Make sure titles are identical from text to table. See p. iii of this manual for a sample List of Figures.

Your Table of Contents, List of Figures, and List of Tables should be created systematically. Consult the owner’s manual for your word-processing software and follow their suggested procedure. This will facilitate future changes that may have to be made.

## **Text Pages**

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

The standard method of developing a dissertation is to follow each of the steps below, devoting an entire chapter or section to each. The research paradigm may dictate a different format and/or different chapter headings. For example, a historical or qualitative study could have more than five chapters and may comprise seven or eight chapters. A manuscript format may also be used. Consult your dissertation chair.

**Introduction.** Problem statement, background, justification, and significance introduce the issue or research topic. State the problem and provide background information. Explain why the problem is significant. Include a literature review that highlights how past research has addressed the problem and note similarities or differences in methods or findings. Give specific reasons why this proposed research is important and how it will contribute to the discipline.

***Purpose and objective(s) of the study.*** Clearly state the purpose and objective(s) of your research.

**Research question(s) or hypothesis(es).** From an understanding of the research problem and related literature, develop (a) concisely phrased research question(s) or hypothesis(es) that will be investigated.

**Theoretical framework.** Some departments require a dissertation to be grounded in discipline-specific theory or theories. Explain why the theoretical framework selected or created for your study is appropriate and how it will be used.

**Review of Literature.** Drawing on literature in the discipline and related disciplines, discuss the work of previous scholars that supports, offers a counter position, and provides a context for your study. Literature should be cited regarding all research variables or dimensions to be explored in the study. An effective literature review is not a mindless set of citations strung together (“Smith said,” “Jones noted”). Instead, it frames and contextualizes the topic. In qualitative studies, the researcher may return to relevant literature in later chapters in order to expand the interpretive analysis of key themes.

**Methods.** Describe your research methods, providing enough detail so that other researchers can replicate or evaluate your work. Provide the same information that was previously suggested in this manual for the proposal.

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

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

**Conclusion(s).** Summarize how your findings compare to the literature and prior research. Where appropriate, identify additional limitations of the study that were unexpected and encountered during the research process. Discuss the implications of your study and possibilities for further research.

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

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

The purpose of including the article(s) prepared for publication is to disseminate findings, add to the knowledge base in the discipline, and prepare the graduate student for advancement in academe. By preparing an article for publication, the student joins his/her colleagues in staying

abreast of developments in the field, promotes the exchange of ideas, and describes emerging techniques for future research. Publication of the article upon graduation assures dissemination of the information before the graduate becomes immersed in the responsibilities of a developing career. The published article becomes a key element in the professional portfolio, resume, or curriculum vitae and may be presented at a professional conference.

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

Approval process for an article in a dissertation:

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

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

**Footnotes or other sources of documentation.** The format and style of documentation of sources vary from discipline to discipline. Consult your discipline's style manual and your dissertation chair for the appropriate format. Use the chosen format consistently throughout the dissertation.

**Tables and figures.** Tables and figures may be included within the text or on separate pages. Detailed guidelines are given in the discipline-specific style guides. Refer to them for exact requirements for the presentation of tables and figures in the text. Table headings go above the table; figure captions go below.

### **Supplementary Pages**

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

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

Of these sections, the References and Appendix are required.

**References.** (Required.) Your References section should include *all* the sources cited for which you have footnotes within the text, and *only* those sources. Follow your style manual for the correct format.

**Bibliography.** (Optional.) A bibliography is a list of all the books, articles, Web sites, and so on that you read as part of your research, even if they are not cited in your dissertation. Follow your style manual for the correct format.

**Appendix or appendices.** (Required.) These are documents that support information in the text. An appendix might include

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

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

- If there is more than one appendix, the first page of the Appendix section should be a cover sheet on which the word “APPENDIX” or “APPENDICES” is centered.
- Appendices are labeled with all-cap letters, not numbers (e.g., Appendix A)
- Each appendix must have a specific title (e.g., Appendix B: Survey Form).

**Index.** (Optional.) Use an index if your dissertation contains specific concepts or key words that a researcher may wish to go to directly. Check your word-processing software manual for instructions on how to create an index.

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

### **Plagiarism and Fair Use**

ProQuest checks all dissertations to ensure that graduate students have not used previously published material without authorization. However, one “fair use” clause in copyright law allows students to use others’ work under certain conditions. ProQuest has developed a set of guidelines for determining whether dissertations fall within the category of “fair use.” Some of these guidelines are listed below.

- Avoid quoting throughout your manuscript more than a total of one and one-half pages, single-spaced, from any one published source.
- Avoid photocopying significant amounts of text pages from published materials. Even if you created the original material, you may not own the right to distribute the work.

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

**Remember:** It is VERY easy for a faculty member or the Graduate School dissertation reader to enter a phrase into an online search engine (e.g., Google) and find a quote that you have not properly cited. Always give credit for data or an idea even if it's not a direct quote. Plagiarism is grounds for **failing degree completion or having the doctorate withdrawn.**

### **Use of First Person**

In many qualitative dissertations, where the researcher is the primary “instrument” and makes ethnographic observations, conducts interviews, or locates his/her position as action researcher or participant observer, it is appropriate to use the first-person voice. Discussing and analyzing the researcher’s role in the study is often a necessary part of a “subjectivity audit.” Students using the APA style guide have its full sanction for this practice. Others should consult their own style guide and, when in doubt, their dissertation committee chair.

### **Style Guides**

Professional or scholarly style guides provide rules and guidelines for writing and formatting academic manuscripts. They deal with such questions as:

- How should the dissertation be organized?
- What is the proper way to cite and list sources?
- When must numbers be spelled out?
- How are table and figure captions formatted?

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

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

### **Physical Specifications of the Manuscript**

The physical specifications of a dissertation include every aspect of the document, from its appearance—including required margins, spacing, and font size—to all formatting details. The requirements in this section are specific to all dissertations submitted to the Eastern Michigan University Graduate School.

**Note:** If a conflict arises, the rules in this section override approved style guides (e.g., APA, Chicago).

Table 1

*Format and Requirement for EMU Dissertations*

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

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**Pagination**

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

- The title page is p. i, but it is not numbered.
- Preliminary pages (after the title page and up to and including the List of Tables (and/or List of Figures pages) are numbered in lower-case Roman numerals.
- The body of the text and supplementary pages are numbered with Arabic numerals. (The first page of text is p. 1, but it is not numbered.
- All chapters or major sections should begin on a new page.
- A subsection or table heading should not be the last line at the bottom of a page.

**Part Three: Approval Process, Defense, and Revision**

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

1. Your committee chair will determine when your work is complete and ready to defend.
2. Schedule a date and location for the defense meeting. Complete *Oral Defense of the Doctoral Dissertation Approval Form* (see Figure 8). Inform committee members of meeting logistics and submit copies of the dissertation to committee members for their review at least **two weeks prior to the defense date**. Either you or your committee chair (depending on department or program practice) will announce the defense date to the public and invite administrators and guests.
3. Fill out the first part of the *Doctoral Dissertation Document Approval Form* (see Figure 9). Take this form to the defense for the committee members to sign.

4. Defend your dissertation. A full dissertation committee must be present (in person or electronically by phone or computer) for the defense. Check with your committee chair for format and procedures for the dissertation defense meeting. The meeting typically involves the committee chair introducing you and you giving a 20- to 30-minute formal presentation on your dissertation, followed by a question-and-answer period with committee members and then audience members (total time approximately two hours). You are then asked to leave the room (or the committee leaves the room) while they discuss your defense. **Approval of the defense requires a unanimous vote of the committee.** You or they return to give their decision and for any additional questions and comments. There is more information about the oral defense explained later in this manual.
5. After the defense, rework the dissertation in response to editorial comments from committee members. Your committee has been charged with helping to bring your dissertation to a level of excellence appropriate for viewing online by scholars around the world, so you want it to be as polished as possible.
6. Resubmit your revised dissertation to your committee or only the chair for approval and sign-off. (Check department/school procedures.) The department head or school director (COT dean for technology doctoral students) or dean will also have to approve and sign off on the document before it is submitted to the Graduate School.

### **Dissertation Checklist**

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

- Carefully check the spelling of every word and name on the title page.
- Have you stated the name of your department properly?
- Is the approval form signed by your dissertation chair, all committee members, and your (department head or school director/COT dean, and your college dean)?
- Does the abstract have no more than 350 words?
- Have you run a spell- and grammar-check? This does not take the place of careful editing, but it will catch some obvious mistakes.
- Are the levels of headings correct, according to your style guide?
- Do all headings and page numbers in the table of contents match those in the text exactly?
- Are all sources listed in the references list (or works cited) mentioned in the text?
- Are all citations in the text listed in the reference list (or works cited)? Double check alphabetization.
- If the dissertation involved research using human or animal subjects, did you include a copy of your approval letter?
- Did you use 12-point Times New Roman or other serif fonts? Sans-serif fonts and fonts smaller than 12-point will not be accepted for review.
- Is only the left margin justified? DO NOT justify the right margin; the document will not be accepted for review.

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

#### **Part Four: Final Submission of Dissertation/Deadlines**

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

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

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

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

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

**IMPORTANT NOTE:** If you are not able to submit your dissertation in acceptable form to the Graduate School by the deadlines below, you *may not* be able to graduate until the following term, and you *will not* be able to participate in the then-current term's commencement ceremony.

Submission **before** these deadlines is preferred. The oral defense should have been completed, all editorial suggestions from your committee members should have been incorporated, and the *Dissertation Document Approval* form should be signed by all your committee members and the appropriate academic administrator BEFORE you submit the dissertation to the Graduate School. Graduate School sign-off will occur when all editing corrections have been made.

**December Graduation ..... November 1**

**April Graduation ..... March 1**

**August Graduation ..... July 1**

### **Completion of Dissertation from Out of State**

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

### **Part Five: After Graduate School Approval**

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

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

- Once your document has received final approval, the dissertation reader will send you information about the final steps. PhD students **MUST** complete the NSF Survey of Earned Doctorates; the reader will send you a link.
- You **MUST** submit the dissertation to ProQuest (formerly University Microfilm Incorporated or UMI) for copyright and Dissertation Abstract International. See the Graduate School website for tutorial regarding the submission process; the reader will send you a link.
- Upon ProQuest submission, the document will be shared with EMU-Digital Commons, Halle Library.
- You may pick up a copy of the approval form and your dissertation from the Graduate School, 200 Boone Hall, or provide a self-addressed-stamped envelope for return mail. Paper copies are kept at the Graduate School for three months unless picked up sooner. After three months, they are discarded.
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A Comparative Study of Environmentally Responsible Design Adoption by Architects, Facility  
Managers, and Interior Designers

by

Amanda Gale

Dissertation

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

DOCTOR OF PHILOSOPHY

in

Technology

Concentration in Interior Design

Dissertation Committee:

Shinming Shyu, PhD, Co-Chair

Louise Jones, ArchD, Co-Chair

Deb de Laski-Smith, PhD

Benedict Ilozor, PhD

June 15, 2011

Ypsilanti, Michigan

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

## **Abstract**

A large-scale experiment is described in which kindergarten students and teachers were randomly assigned to small and large classes within each participating school. Students remained in these classes for two years. At the end of each grade they were measured in reading and mathematics by standardized and curriculum-based tests. The results are definitive; (a) a significant benefit accrues to students in reduced-size classes in both subject areas and (b) there is evidence that minority students in particular benefit from the smaller class environment, especially when curriculum-based tests are used as the learning criteria. A longitudinal analysis of a portion of the sample indicated that students in small classes outperform their peers in kindergarten classes of regular size and also gain more in reading outcomes during the second year. The question of why these effects are realized remains largely unanswered, but in light of these findings, is particularly important to pursue (Finn & Achilles, 1990).

*Figure 2.* Sample abstract, paragraph style.

## Abstract

*Background:* Class size reduction continues to attract attention as a school reform measure. Prior research on the effects of class size has been inconclusive, leading to ongoing controversy and debate about the magnitude, if any, of a “class-size effect” on learning outcomes for children.

*Purpose:* To assess the effects of a statewide experiment where class size was substantially reduced in kindergarten and first-grade classes.

*Setting:* 76 public elementary schools drawn from inner-city, urban, suburban, and rural locations in Tennessee. A total of 328 kindergarten classes and 347 first-grade classes participated in the study.

*Subjects:* 6,570 students enrolled in kindergarten in the 1985-1986 school year.

*Intervention:* Students were randomly assigned by project staff to one of the three class types: small (13-17 pupils), regular (22-25 pupils), or regular with a teacher aide (22-25 pupils). Students assigned to small classes stayed in small classes for kindergarten and first grade.

*Research Design:* Randomized-controlled field trial.

*Data Collection and Analysis:* The Stanford Achievement Tests in reading and mathematics were administered in the spring of each school year, and a set of Tennessee curriculum-referenced tests were administered at the beginning of first grade. Means on each outcome measure were calculated for each class, then separately for White and minority students in each classroom. Two analyses were conducted using multivariate analysis of variance: a cross-sectional analysis of the entire first-grade sample and a longitudinal analysis of a subset of pupils (n=2291) who were in the study for both kindergarten and first grade and had complete SAT achievement test data.

*Findings:* Significant benefits of class size reduction were seen across all academic measures. The cross-sectional analysis of first graders yielded an overall difference of about one fourth of a standard deviation among students in small classes vs. regular classes. Minority students benefited in particular, averaging a difference of a third of a standard deviation over their regular class counterparts on five of the six academic measures. In the longitudinal analysis, students in small classes had a highly statistically significant advantage in reading and mathematics over regular classes in both kindergarten and first grade.

*Conclusions:* This study demonstrates that small classes have an advantage in reading and mathematics in the early primary grades. The analysis also strongly suggests that small classes especially benefit the academic performance of minority students.

*Figure 3.* Sample structured abstract.

## LEVELS OF HEADINGS

---

- 1                    **Centered, Boldface, Uppercase and Lowercase Heading**  
Then your paragraph begins below, indented like a regular paragraph.
  - 2    **Flush Left, Boldface, Uppercase and Lowercase Heading**  
Then your paragraph begins below, indented like a regular paragraph.
  - 3            **Indented, boldface, lowercase paragraph heading ending with a period.** Your paragraph begins right here, in line with the heading.
  - 4            *Indented, boldface, italicized, lowercase paragraph heading ending with a period.* Your paragraph begins right here, in line with the heading.
  - 5            *Indented, italicized, lowercase paragraph heading ending with a period.* Your paragraph begins right here, in line with the heading.
- 

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

*Figure 4.* Levels of headings, APA, 6th edition.

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

**EASTERN MICHIGAN UNIVERSITY**  
**Graduate School**  
**Doctoral Dissertation COMMITTEE<sup>1</sup> Approval Form**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program of Study \_\_\_\_\_ ID # \_\_\_\_\_

Email address \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home/cell) \_\_\_\_\_

Dissertation Topic/Tentative Title  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED COMMITTEE MEMBERSHIP**  
**PLEASE PRINT/TYPE NAMES**

Committee Chair \_\_\_\_\_

Proposed Member Representing the Graduate School

\_\_\_\_\_  
(Attach vitae/resume of any off-campus appointee.)

Committee Members:

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**APPROVALS**

Date \_\_\_\_\_ Program Director/Coordinator/Dept. Head \_\_\_\_\_

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

*Signed original to Record's student file. Copies/PDF to: Graduate School, chair, and department/college file*

<sup>1</sup>Graduate School policy requires that committee chairs be tenured or tenure-track full-time faculty with a completed doctorate in the student's specialty. The committee must have at least four members (including the chair), and at least half of the committee members must be from the student's home school. At least one member must be from outside the student's home school and serves the committee as the Graduate School representative. One committee member may be from outside the pool of graduate faculty (e.g., faculty from other institutions, alumni, community members, corporate partners, internship supervisor, and emeritus faculty). All committee members should be experts in at least some aspect of the student's dissertation topic area. The final committee roster and any subsequent changes in committee membership must be formally approved by the committee chair, department head or school director, and the Graduate School.

*Figure 6. Doctoral Dissertation Committee Approval Form.*

**EASTERN MICHIGAN UNIVERSITY**  
**Graduate School**  
**Doctoral Dissertation PROPOSAL<sup>1</sup> Approval Form**

Student Name \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_

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

**TENTATIVE TITLE OF PROPOSED DISSERTATION**

---

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**COMMITTEE REPORT ON DISSERTATION PROPOSAL**

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

The proposal is satisfactory and the candidate may proceed.

The proposed research does NOT involve the use of human or animal subjects

The proposed research involves human subjects and will be sent to University Human Subjects Review Committee prior to data collection.

The proposal is not satisfactory and the following deficiencies must be corrected:

Description of deficiencies \_\_\_\_\_

---

**COMMITTEE SIGNATURES**

Chair \_\_\_\_\_

External Member Representing the Graduate School \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

**ACKNOWLEDGEMENT OF PROPOSAL APPROVAL**

Date \_\_\_\_\_ Director of Clinical Training/Dept. Head \_\_\_\_\_

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

*Signed original to Record's student file. Copies to: Graduate School, chair, and department/college file.*

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

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

*Figure 7. Doctoral Dissertation Proposal Approval Form.*

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

Student Name \_\_\_\_\_ ID# E \_\_\_\_\_  
Program of Study \_\_\_\_\_

**TITLE OF DISSERTATION**

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

**ORAL DEFENSE**

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

After review of the dissertation and on the basis of the oral defense of the work presented in the dissertation, the doctoral committee certifies that the candidate:

- Satisfactorily passed the oral defense of the dissertation  
 Did not satisfactorily pass the oral defense of the dissertation

Recommendations \_\_\_\_\_  
\_\_\_\_\_

**COMMITTEE SIGNATURES**

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

Chair: \_\_\_\_\_

Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member representing the Graduate School: \_\_\_\_\_

**ACKNOWLEDGEMENT OF PASSING THE ORAL DEFENSE**

Date \_\_\_\_\_ Program Director/Coordinator/Dept. Head \_\_\_\_\_

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

*Signed original to Record's student file. Copies/PDF to: Graduate School, chair, and department/college file*

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

**EASTERN MICHIGAN UNIVERSITY**  
**Graduate School**  
**DOCTORAL DISSERTATION**  
**Document Approval Form**

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

Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_

Academic Department/School \_\_\_\_\_

College \_\_\_\_\_

**TITLE OF DISSERTATION**

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

**DOCUMENT APPROVAL  
COMMITTEE SIGNATURES**

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

Members \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Member representing the Graduate School \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF COMPLETED DISSERTATION**

Date \_\_\_\_\_ Program Director/Coordinator \_\_\_\_\_

Date \_\_\_\_\_ Dept. Head/School Director/Dean \_\_\_\_\_

**GRADUATE SCHOOL**

DOCUMENT HAS BEEN SUBMITTED AND EDITED – DEGREE MAY BE CONFERRED

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

*Signed original goes to Record's student file. Copies/pdf to: Graduate School, chair, and department/college file*

*Figure 9. Doctoral Dissertation Document Approval Form.*

# DISSERTATION INFORMATION SHEET

NAME \_\_\_\_\_ STUDENT # \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL \_\_\_\_\_

Dept/School \_\_\_\_\_ Committee Chair \_\_\_\_\_

Title of Dissertation

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

Signature \_\_\_\_\_

Style Guide Used (check one): APA \_\_\_\_\_ Chicago \_\_\_\_\_ Turabian \_\_\_\_\_

=====  
For office use only--Graduate School staff must complete the following:

Is Approval Form signed by all committee members and the department head/school director?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the research involved the use of human or animal subjects, is evidence of approval from the UHSRC or IACUC submitted with the dissertation?

Yes \_\_\_\_\_ No \_\_\_\_\_

1. If the answers to both the above questions are "yes," you may accept the dissertation from the student.  
If not, return it to the student for compliance with the above requirements.
2. Date stamp below. Name of staff person accepting dissertation \_\_\_\_\_
3. Make two copies of this form. One copy goes to student and \_\_\_\_\_  
the other to the reader. **DATE STAMP HERE**
4. Enter in database and Banner and file original in binder.

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E-mail Address: \_\_\_\_\_ Phone: (Wk) \_\_\_\_\_ (H) \_\_\_\_\_

Dept./School: \_\_\_\_\_

Document Type: \_\_\_\_\_ Master's Thesis \_\_\_\_\_ Capstone Project \_\_\_\_\_ Doctoral Dissertation

Document Title: \_\_\_\_\_

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

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

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

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