TITLE OF DISSERTATION: MAke sure the top line

is longer Than the second line

A Dissertation

by

YOUR NAME

Submitted to the Graduate School

of Texas A&M University-Commerce

in partial fulfillment of the requirements

for the degree of

DOCTOR OF EDUCATION

December 2020

TITLE OF DISSERTATION: MAKE SURE THE TOP LINE

IS LONGER THAN THE SECOND LINE

A Dissertation

by

YOUR NAME

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ABSTRACT

TITLE OF DISSERTATION: MAKE SURE THE TOP LINE IS LONGER

THAN THE SECOND LINE

Your Name, EdD

Texas A&M University-Commerce, 2020

Advisor: Name of Your Advisor, EdD or PhD

**Instructions:** Yourproposal abstract should include the purpose and procedures with results and conclusions being added in your final dissertation, though you may present the information in whatever format you choose. The abstract should be written to serve as an Executive Summary of the dissertation. If your abstract extends to two pages, the second page is numbered at the top right as are all pages throughout the proposal or dissertation. An abstract shall not exceed 350 words and must be doubled-spaced as is the remainder of the dissertation. Any term (or numeral) with a space on either side is counted as one word.

ACKNOWLEDGEMENTS

Include this page in your proposal even if you do not fill it out. As an example: “This dissertation would not have been possible without the support of my family, friends, and colleagues providing humor, suggestions, encouragement, and scholarly advice.” You may choose to thank your major adviser and committee members (by name) with specifics. Keep your acknowledgements to one page.

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**(**Usually organized by hypotheses or by research questions)

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LIST OF TABLES

TABLE

1. If a table title is 2 or more lines, the entry in the List of Tables should always be

double spaced and aligned like this #

1. Include this page in proposal, even if you have no tables at that time #
2. But, remove words in red #
3. #
4. #

LIST OF FIGURES

FIGURE

1. If a figure title is 2 or more lines, the entry in the List of Figures should always be double spaced and aligned like this #
2. Include this page in proposal, even if you have no tables at that time #
3. But, remove words in red #
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Chapter 1

INTRODUCTION

Begin the details of the INTRODUCTION. Each chapter must be formatted in the same way with ALL pages numbered at the top right with Arabic numerals beginning on THIS page. All pages before THIS page are in lower case Roman Numerals.

**Statement of the Problem**

This section should consist of a minimum of 1-2 paragraphs discussing the statement of the problem as it relates to your research. References to scholarly literature that outline the problem and illustrate the need for further research are desirable.

**Purpose of the Study**

This section should provide a minimum of 1-2 paragraphs addressing the purpose and justification for completing the study. Part of justifying the study is discussing relevant scholarly literature. You do not need to provide an exhaustive summary here, but maybe briefly mention researchers who have studied your problem/topic and state that the research will be discussed in more detail in the literature review.

**Significance of the Study**

The significance of the study should accomplish three tasks:

1. Describe the gap in the literature.
2. Describe how this study proposes (at least partially) to fill that gap.
3. Demonstrate that the researcher is competent to conduct this study.

These tasks will require a reasonably thorough review of the literature to demonstrate knowledge of the subject to be studied. The literature review in this section of the proposal (Significance of the Study), while extensive, is not nearly as in-depth as that of Chapter 2 in the dissertation, which requires a detailed comprehensive examination of at least four or five related studies. However, some of the literature reviewed in Chapter 2 is always contained in this section of the proposal as well.

REVIEW OF THE LITERATURE

Continue your dissertation through Chapter 3 as instructed. Pagination will always be at the top right on each page throughout the proposal or dissertation through your Vita, which is located on the last page. There are no exceptions!

Again, it is important to mention that you are not required to use these exact section headings. For instance, some disciplines prefer to combine the introduction and the literature review into a single chapter. Be sure to communicate with your advisor to determine which headings will best serve the purpose of the paper.

**Subtopic 1**

Depending on your dissertation topic, it may be helpful to you and the reader if the material is organized by topics and subtopics. Use of different levels of heading can help the reader comprehend the material more easily and it can help you, as the author, keep the information flowing smoothly.

**Subtopic 1a**

Again, if your style manual does not specify how to format your levels of heading, you may format in any way you choose, as long it is consistently maintained.

**Subtopic 1a.1.** Indentation, bold text, italicized text, and varied punctuation can help you to differentiate easily between different levels of heading.

**Subtopic 1a.2.** Something to consider, however, is if you only use one subheading within a specific section, then perhaps the subheading is not needed.

**Subtopic 1b**

Beware of widows and orphans. Section headings should not be alone at the bottom of the page. If a page break separates the heading from its content, push the heading onto the next page.

As you write your dissertation, consider what organization and information would make sense to the reader. If your style manual offers little guidance on how to format tables, figures, or the body of your manuscript, make sure your formatting choices make it easy for the reader to read and understand the material.

**Organization of Dissertation Chapters**

Examine other recent dissertations from your department and follow the guidelines from your proposal writing course and your advisor. Offer an example of what material will be covered by each chapter.

Chapter 2

METHOD OF PROCEDURE

**Research Questions**

Research questions are used if you are conducting either a qualitative or quantitative study or a combination thereof. Again, always provide an introduction for numbered lists:

1. Be inclusive and exhaustive when delineating your research questions. They will define your study.
2. In addition, remember, “The reader needs to know why the researcher framed the question . . . and how research findings relating to it are likely to advance knowledge and improve educational practice” (Gall et al., 2007, p. 52).

**Hypotheses**

The hypothesis is “the researcher’s prediction, derived from a theory or from speculation, about how two or more variables will be related to each other” (Gall, Gall, & Borg, 2007, p. 642). Hypotheses are REQUIRED if you are doing a quantitative study. Hypotheses are FORBIDDEN in pure qualitative studies. Always provide an introduction for numbered lists:

1. Begin numbered lists at the ½-inch indent and continue the sentences aligned under the first letter of the list.
2. In addition, “hypotheses can be stated in two forms, directional and null” (Gall et al., 2007, p. 50).

**Design of the Study**

**Procedure**

**Instrumentation**

**Sample Selection**

**Data Gathering**

**Treatment of Data**

Chapter 3

PRESENTATION OF FINDINGS (or DATA)

All tables and figures must be mentioned no further than 1½ pages before the table or figure appears in the document. Also, insert at least three single-spaced lines before and after tables and figures that are placed within text to set them off from surrounding text. If a table must be converted to landscape format to make it fit on the page, the table should face the right margin (see the Thesis and Dissertation Guide for instructions).

Table titles appear above the table. Horizontal rules (or border lines) are used to designate tables. Tables are numbered consecutively with Arabic numerals throughout the text.

Table 1

*Years of Experience as Principal*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | On Current Campus | |  | Career Total | |
| Number of Years | Frequency | % of Sample |  | Frequency | % of Sample |
| 1-2 years | 2 | 20% |  | 1 | 10% |
| 3-5 years | 4 | 40% |  | 2 | 20% |
| 6-10 years | 2 | 20% |  | 3 | 30% |
| 11-15 years | 1 | 10% |  | 3 | 30% |
| 16+ years | 1 | 10% |  | 1 | 10% |

Figure captions appear below the figure. Figures are numbered consecutively with Arabic numerals throughout the text. Figures should not have an outside borders.

*Figure 1.* Webb University faculty athletic representative stages of concern, fall 2008 through spring 2009.

You must be careful not to violate the copyright laws of the United States. The inclusion of an entire work (e.g., a survey instrument, a text, a model, a figure, or data) by another author requires that written permission from the copyright holder be included in the appendix. Information regarding source and copyright holder must be on the item with the statement “Reprinted with permission.”

FINDINGS AND CONCLUSIONS

IMPLICATIONS AND RECOMMENDATIONS FOR FUTURE RESEARCH

REFERENCES

All references should be double-spaced using the hanging indent. The hanging indent must be used and can be accessed by selecting text, right clicking, and going to “paragraph.” At the “Indentation” section, click on drop box under “special” and select “hanging.”

NOTE: As in text, widows and orphans in references are not acceptable. A new reference with only one line at the bottom of the page should be moved entirely to the next page. Similarly, the last line of a reference should not be left to stand alone at the top of a page. Instead, move an additional line of text to accompany that line.

A three-line reference is sometimes difficult because you cannot leave one line on a page. At least two lines must be on each page so you may have to move the entire reference to the next page, leaving a blank line or two at the bottom of the previous page.

Lastly, use your style guide (APA, MLA, ACS, etc.) for instructions on how to format your references.

APPENDICES

Appendices are **optional** and used for supplementary material. Each appendix must have a title or cover page. Place the appendices after the reference section. All appendix pages need to be numbered. Page numbers are continued from the last page of the references through the vita. All material must be within prescribed margins and be readable in size and legibility (7 pt. or larger). Appendix headings/titles must be on a separate title/cover page before the actual Appendix material.

APPENDIX A

TITLE OF APPENDIX A

APPENDIX B

PLACEMENT AND LABELING OF TABLES AND FIGURES

VITA

Your Vita should include the following information about yourself: your educational background for all previous degrees, beginning with your bachelor’s degree and ending with the current degree you are obtaining from A&M-Commerce. You may also choose to include professional experience, publications, or business or academic information.

You also need to include a permanent address (at the bottom of the page) that is good for two years. **A professional/work address or A&M-Commerce department address are recommended (rather than a personal address) in order to protect your privacy. Moreover, because your dissertation will be available on the Internet, it is recommended that you omit personal information such as date of birth, parents’ names, or your personal address**. Lastly, please ensure the name you include in your Vita matches the name you have used on your title page.

Though many students already have a resume-style vita, the Graduate School requires students to publish a *paragraph-style* vita instead. If you have difficulty drafting your vita, please contact [TDS@tamuc.edu](mailto:TDS@tamuc.edu) for a sample vita.

Permanent address of your choosing:

Email: Single-spaced at bottom of page

Tips for Writing Your Dissertation

(**Do not include this page in your proposal or dissertation**)

* Use direct quotations sparingly. The purpose of the dissertation is for you to demonstrate your knowledge and expertise in your subject; relying on the words of other researchers is counterproductive. (NOTE: this is in reference to the introduction and literature review. If you are analyzing literature or conducting interviews, inclusion of quotes from the book or the transcript is encouraged in the final chapters.)
* Do not use contractions in your dissertation.
* Make sure you maintain an appropriate tone. At no point in the paper should you come across as combative, persuasive, coercive, or argumentative.
* Use the Oxford comma (also known as a serial comma). Many style manuals (including APA, MLA, and ACS) explicitly state that authors should use it.
* Avoid statements of opinion or belief. Similarly, avoid words like *should*, *must*, *obviously*, *necessary*, *ideal*, *always*, or other like terms that suggest an absolute.
* Determine from the beginning whether you will refer to yourself in the first person or third person. Do not switch between the two.
* Use American English spelling for words (e.g., use “color” instead of “colour”).
* Check your manual for rules regarding expression. For example, APA and ACS have phrases authors are encouraged to avoid (e.g., “based on the fact that,” “at the present time,” “for the purpose of,” etc.) because they are viewed as excessively wordy.
* Ask questions if you are unsure of anything regarding your department’s or the Graduate School’s requirements for your proposal or final dissertation.

TDS has several style manuals on reserve at the library for use by students enrolled in 718. If you wish to use one of our manuals, then the workers at the front desk of the library should be able to help you. The manuals are currently available for library-use only, so you will not be permitted to leave the library with them. If you or your advisor would like to request TDS to add a specific manual to its current collection, please let us know.

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