



Cambridge
College

Doctor of Education (Ed.D.) in Educational Leadership
Dissertation Handbook:
Policies, Procedures & Formatting Requirements

School of Education
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<http://www.cambridgecollege.edu/edleadership/?q=handbooks>

TABLE OF CONTENTS

THE DISSERTATION: POLICIES & PROCEDURES	4
Stages of the Dissertation	4
Preliminary Research Proposal.....	5
Dissertation Advisement	5
Formation of Dissertation Committee.....	5
Use of Consultants	6
Formatting the Dissertation Proposal	6
Procedure for Submitting and Reviewing the Dissertation Proposal.....	6
Institutional Review Board.....	7
Admission to Candidacy.....	7
Dissertation Research, Data Collection & Analysis.....	8
Dissertation Drafts	8
Proofreading and Editing the Dissertation	9
Submission of Final Dissertation & Committee Review.....	9
Final Oral Review (Defense).....	9
Publishing and Archiving the Dissertation	10
Printing and Binding the Dissertation	11
Submitting the Final Bound Dissertation	11
FORMATTING THE DISSERTATION.....	12
Organization	12
Margins.....	12
Font and Size.....	12
Line Spacing.....	12
Paragraphs	13
Consistency	13
Preliminary Pages	13
<i>Contents and Order</i>	13
<i>Pagination of the Preliminary Pages</i>	13
<i>Headings for Preliminary Pages</i>	13
<i>Signature Page</i>	13
<i>Title Page</i>	14
<i>Abstract</i>	15
<i>Dedication and Acknowledgments</i>	15
<i>Table of Contents</i>	15
<i>List of Tables, List of Figures, and Other Lists</i>	16
Main Text	16
<i>Pagination of the Main Text</i>	16
<i>Headings and Subheadings in the Main Text</i>	17
<i>Alignment</i>	17
<i>Widows and Orphans</i>	17
<i>In-text Citations</i>	17
<i>Notes</i>	17

Cambridge College ▪ Dissertation Handbook

<i>Tables and Figures</i>	17
<i>Photographs and Graphics</i>	17
Supplemental Material.....	18
<i>Contents and Order</i>	18
<i>Reference List</i>	18
<i>Appendices</i>	18
<i>Biographical Sketch</i>	18
APPENDIX A: SIGNATURE PAGE.....	19
APPENDIX B: TITLE PAGE	21
APPENDIX C: SAMPLE TABLE OF CONTENTS	23

THE DISSERTATION: POLICIES & PROCEDURES

This handbook is published by the Department of Educational Leadership. All policies and procedures are approved by the Dean of the School of Education and doctoral faculty. The handbook is updated periodically and posted to the Department of Educational Leadership website. The version currently posted on the website supersedes all previous versions. Any student appeals to the policies and procedures in this handbook should be directed to the Assistant Dean of the School of Education.

The dissertation is based on the student's systematic inquiry into an area of educational leadership. A primary component for the timely completion of the dissertation is the development of the dissertation proposal that begins to take shape during the first summer research residency. This proposal, once approved by the dissertation advisor and dissertation committee, serves as the academic roadmap for research and writing through the subsequent semesters. Dissertation conceptualization, research, and writing are further supported by linking and integrating doctoral coursework to the student's particular academic focus.

Stages of the Dissertation

The following is a guideline for the dissertation process. The timing of each stage is customized to each student with the advice of the dissertation chair, and will vary based on research content and methodology.

Preparation Stage

1. Set up the research
 - a. Academic relations (university, department, advisor, peers)
 - b. Personal relations (work-related, home-related)
2. Focus the research
 - a. Conduct first and second round of literature review
 - b. Develop a methodological framework
 - c. Conduct informal pilot study
 - d. Complete preliminary write up for advisor (prospectus)
3. Prepare for the dissertation proposal
 - a. Focus methodology
 - b. Focus second and third round of literature review
 - c. Develop necessary research tools and instruments
 - d. Conduct formal pilot study
 - e. Formalize dissertation committee (using updated prospectus)
 - f. Create support networks
 - g. Create a timeline
4. Submit dissertation proposal
5. Upon approval of dissertation proposal, submit IRB proposal

Research Stage

6. Upon approval of IRB proposal, collect data
7. Ongoing research and support
 - a. Third and fourth round of literature review
 - b. Participate in support networks

8. Analyze data
 - a. Collect additional data if recursive design
9. Write first draft of dissertation
 - a. Develop comprehensive table of contents
 - b. Outline and draft chapters
 - c. Contact (if appropriate) committee members who can help with particular issues

Completion Stage

10. Write complete draft and submit to advisor for initial approval
11. Prepare for dissertation defense
 - a. Formalize dissertation defense date with committee and the department
 - b. Write final dissertation draft and submit to proofreader
 - c. Submit proofread draft to committee
12. Defend dissertation
13. Finish up
 - a. Write abstract
 - b. Finalize revisions
 - c. Submit final version (*electronic to UMI; hard copies to department*)

Preliminary Research Proposal

Upon acceptance to the doctoral program, the faculty will request from each student a brief statement of the research problem she is hoping to address in the dissertation. These statements are a starting point from which to develop the dissertation proposal. The faculty will also use them to help appropriately match students with dissertation advisors.

Dissertation Advisement

Each doctoral student is assigned a primary dissertation advisor who provides personalized and intensive guidance throughout the doctoral program, and chairs the student's dissertation committee. Advisement begins in the Year 2 summer research residency to facilitate the timely planning and implementation of student research activities. The dissertation advisor oversees the content and process of dissertation development from the proposal stage to the final submission and defense of the dissertation. Each student is required to communicate with his/her dissertation advisor on a regular basis, and to follow the guidelines in this handbook for completing the dissertation.

Formation of Dissertation Committee

The dissertation committee consists of:

1. Dissertation Chair (primary advisor), a Cambridge College doctoral faculty member
2. Second Reader, a Cambridge College doctoral faculty member
3. Third Reader, a Cambridge College faculty member with an earned doctorate and expertise in the appropriate research field
4. External Reader, an expert from outside of Cambridge College with an earned doctorate; chosen by the doctoral student and approved by the dissertation chair

Committee members are responsible for providing formal feedback and a recommendation to the dissertation chair on both the dissertation proposal and the final dissertation submission. Additionally, committee members are encouraged to support the student in any

capacity they see fit during the research, data-collection and drafting process. All members must be present at the student's dissertation defense (in person or by phone).

Honorary Committee Members

The doctoral program allows and welcomes honorary dissertation committee members. Such individuals represent an important linkage to the wider community who can contribute to and disseminate the important findings of our doctoral students' dissertations. An honorary member has full, non-voting privileges of a regular dissertation committee member. This includes receiving the doctoral student's dissertation proposal and final dissertation draft, offering advice and guidance to the doctoral student during research, and being present on the committee (in person or by phone) at the student's dissertation defense. Additionally, an honorary member will receive a bound copy of the student's dissertation. Nomination for being an honorary member is a rare and noteworthy occasion that is approved by the student's dissertation chair and by the dean of the School of Education or his/her designate.

Use of Consultants

Doctoral candidates may consult with experts on any aspect of their research as long as they are transparent about and document the use of consultants in the methodology section of the dissertation. Doctoral candidates are expected to understand, explain, and defend the work for which they received guidance.

Formatting the Dissertation Proposal

When preparing the dissertation proposal, students should follow the requirements for the full dissertation that are found in the formatting section of this handbook. An exception is that the proposal does not include chapter headings. For a sample outline of the content that may be included in a dissertation proposal, see Appendices D and E in this handbook.

Procedure for Submitting and Reviewing the Dissertation Proposal

1. The student will work with the dissertation chair throughout the summer research residency and for any additional length of time necessary to develop an acceptable dissertation proposal. Upon such adequate completion, the student will submit a final and revised dissertation proposal by email to the dissertation chair.
2. The chair will review the proposal to make sure it is complete and satisfies all requested revisions and email the proposal to the full committee and the department director.
3. The committee will then have twenty (20) days in which to review the dissertation proposal. At the end of that period, each member should submit his or her recommendation to the chair. There are four possible options for the dissertation proposal:
 - a. Pass without modifications. The student may immediately continue with the research process, which would include, if relevant, gaining the necessary IRB approval prior to commencing data collection.
 - b. Pass with minor modifications. The student may immediately continue the research process—which would include, if relevant, gaining the necessary IRB approval prior to commencing data collection—with the understanding that a modified dissertation proposal—based on feedback from the dissertation chair that is synthesized from the committee's feedback—should be submitted to the dissertation chair within fifteen (15) days.

- c. Pass with major modifications. The student must make the requested changes—based on feedback from the dissertation chair that is synthesized from the committee’s feedback—before being able to continue with the research process. It is the responsibility of the dissertation chair to make the decision as to when the modified dissertation proposal has adequately addressed the requested changes; upon approval, the student can continue with the research process, which would include, if relevant, gaining the necessary IRB approval prior to commencing data collection.
 - d. Fail. The student must make the requested changes before being able to continue with the research process. Specifically, the modified dissertation proposal must be resubmitted to the entire committee, at which point the committee will again review it within twenty (20) days and submit a decision to the dissertation chair. Upon receiving all of the recommendations, the chair will synthesize them and present a final decision in writing to the student.
4. If necessary, the chair will then work with the student to insure that the modified dissertation proposal meets the recommendations of the committee.

Approval of Dissertation Proposal

The proposal is approved, in writing, when the chair is satisfied with the revisions made by the student in response to the committee’s feedback. An approved proposal should be formally submitted to the dissertation chair and the department director for archival purposes.

Institutional Review Board

The Institutional Review Board (IRB) is charged with reviewing and approving all research involving human participants conducted by members of the Cambridge College community. The Board is composed of scientists and non-scientists, members of the Cambridge College community, and non-affiliated individuals. Moreover, the membership of the IRB reflects the multiplicity of Cambridge College’s gender, ethnic, and disciplinary composition. Cambridge College asserts that all research endeavors involving human participants conducted by members of the Cambridge College community should be conducted in accordance with the ethical principles outlined above and in the Belmont Report. However, not all research must necessarily be reviewed by the IRB. For information on the types of research requiring IRB review, as well as policies and procedures for the review process, please see the *Cambridge College IRB Handbook for Researchers*. Students may not commence research until completing the IRB review process outlined in the handbook. They are encouraged to submit their IRB proposals immediately upon passing the dissertation proposal.

Approval of IRB Proposal

Once the IRB Proposal is submitted, the IRB will notify in writing the student, chair and department director of its decision. Students should include the IRB approval letter as an appendix section in their final dissertation.

Admission to Candidacy

Students who satisfactorily complete EDL840, EDL850, EDL900, and EDL910 and have received written approval of their dissertation and IRB proposals will be admitted to

doctoral candidacy. This signifies that the student is a “doctoral candidate” who is actively pursuing the completion of his/her dissertation research.

Dissertation Research, Data Collection & Analysis

After the summer residency, students will research the literature on their topic and collect and analyze data while taking additional research methods courses (*EDL860: Qualitative Research* and *EDL870: Quantitative Research*). All such work should be guided by and aligned to the methodology as outlined and detailed in the approved dissertation proposal.

Dissertation Drafts

The chair sets deadlines for chapter submissions and final draft submission. The chair shall correspond with the student periodically, provide timely and detailed feedback on dissertation drafts, and keep track of general progress. The dissertation chair will also, on an as-needed basis, communicate with and update the dissertation committee on the progress of the dissertation research.

Scheduling the Dissertation Defense

The dissertation defense is the student’s opportunity to present his/her research to the full dissertation committee. It is the culminating event in the dissertation process and a significant accomplishment. The dissertation defense functions as the entrance point into the “community of scholars” and serves as the committee’s opportunity to question and comment on the student’s work to determine that it does in fact meet high academic standards.

All required coursework should be completed before or during the term in which the defense takes place. With the approval of the dissertation chair, students who are on track to submit the final dissertation may request to schedule the defense. If the student does not continue to make satisfactory progress after the defense is scheduled, the chair retains the right to postpone or cancel the defense. Such a right is based on the dissertation chair’s responsibility to make every effort to ensure that all students who enter the dissertation defense are prepared to pass the defense.

It is the responsibility of the doctoral candidate to confirm the availability of his or her committee members for the dissertation defense date and time before submitting the request to the department. Committee members may attend the defense via conference call. A minimum of three committee members must attend in person or by phone in order for the defense to occur. Once a date has been selected, the candidate should complete and submit the *Request to Defend the Dissertation* form to the Department of Educational Leadership.

The following timeline has been developed for the dissertation chair and full committee in order to insure adequate time for review of the dissertation and preparation for the dissertation defense:

1. The dissertation chair must be given the final dissertation draft a minimum of two weeks prior to its submission to the full committee. This allows any last-minute changes that the dissertation chair may request. This is also the point at which the dissertation chair must make the final decision about whether to move forward with the defense.

2. The dissertation committee must be given the final dissertation draft a minimum of four weeks prior to the dissertation defense.

Proofreading and Editing the Dissertation

Before submitting a final draft of the dissertation to the committee, students are required to employ the services of a professional proofreader and/or editor who will review the formatting of the dissertation using the Dissertation Formatting Guidelines in this handbook in addition to the latest edition of the *Publication Manual of the APA*. Students should look for a professional who will review the manuscript to identify and assist the student in correcting errors in the following:

- Documentation: quotation, citation, and works cited formatting
- Footnotes and endnotes
- All grammar issues, including run-on sentences, comma splices, fragments, verb tenses and agreements, etc
- Stylistic weaknesses, such as wordiness, passive voice, awkward constructions, etc.
- All punctuation, capitalization, and use of italics
- Appropriate tone and diction
- Optimum organization (unity, coherence, logic, etc.)
- Paragraph structure (order of thoughts, length, transitions, etc.)
- Sentence structure (clarity, syntax, subordination and coordination, parallelism, etc.)
- Redundancy or repetition

Submission of Final Dissertation & Committee Review

When the chair and student agree that the formatted and proofread dissertation, complete with all appendixes, charts and graphs, is ready for committee review, the student will email the final dissertation to the chair, who will forward it to the committee and the department director. The final dissertation must be formatted according to the latest edition of the APA Manual, as well as the guidelines listed in the "Formatting the Dissertation" section of this handbook. Guidelines in this handbook supersede guidelines in the APA Manual.

Final Oral Review (Defense)

The defense is a public event. An announcement must be posted a minimum of three (3) days prior to the scheduled date. Anyone may attend the event; however, only the student and dissertation committee members are permitted to speak during the defense. The doctoral candidate must arrive at the defense with a printed copy of the dissertation and one copy of the candidate's customized signature page per number of committee members (see Appendix A) to be signed at the end of the defense.

There are three components to the defense:

1. The doctoral candidate presents an overview of the dissertation (approx 15 min).
2. The dissertation committee questions the candidate.
3. The committee convenes privately to make a final decision about the defense. There are three potential outcomes: (a) pass (with or without minor modifications); (b) fail; (c) no consensus reached. Immediately after the private committee meeting, the chair reports the results of the dissertation defense to the student.
 - a. If the student passes the defense, the chair oversees the signing of all the copies of the signature pages and returns them to the student for inclusion in the final bound dissertations. If the committee requires any changes to the dissertation before final

- submission, the chair will submit these to the student in writing within one week of the defense.
- b. In the event that the dissertation committee does not find the defense acceptable, the student will be informed and a meeting scheduled with the chair to discuss the next steps. Students who do not pass the defense should review the dissertation extension policy in the Educational Leadership Handbook and discuss a strategy for completion with the chair. The second defense is the last attempt at passing. Any individual not successfully defending his/her dissertation on the second attempt will be asked to withdraw from the program.
 - c. In the event that the dissertation committee cannot come to an immediate consensus about the outcome of the dissertation defense, the committee will not sign the signature pages and will continue the discussion in the days immediately following. If consensus does not emerge within 10 days of the defense, the dissertation chair, in consultation with the dean of the school of education, will make the final decision of whether the dissertation passes or fails.

Publishing and Archiving the Dissertation

A final step in the degree conferral approval process is to submit an electronic version of the dissertation for publishing using the ProQuest/UMI dissertation online submission system. From the main page of the ETD Administrator site (<http://www.etdadmin.com>), click on the *Submit my dissertation/thesis* link. A new page will display with a list of all the schools that have ETD Administrator sites. Click on *Cambridge College School of Education*, and you will be prompted to create an account. After you enter and submit the basic information requested – name, email address – an account will be set up, and you will receive a verification email. After verifying the account, you will be able to begin your submission. This is a simple process that should take, on average, less than one hour to complete. Your submission will be reviewed by an administrator at Cambridge College; if modifications are needed, you will receive an email with details. Otherwise, you will receive an email from UMI letting you know when your manuscript has been accepted.

Selecting Publishing Options and Accepting the ProQuest/UMI Publishing Agreement

Student authors can select one of two options: Traditional Publishing or Open Access Publishing. Traditional Publishing is the option UMI Dissertation Publishing has always supported. Open Access Publishing is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the graduate work (Note that there is an additional fee for Open Access Publishing, on top of the standard publishing fee).

Filing for Copyright Registration

The UMI submission process gives students the opportunity to register a copyright on their graduate work with the U.S. Copyright Office. It is strictly optional, and there is an additional fee associated with the service. UMI will prepare the application and act as the student's agent throughout the copyright process. Students who plan to copyright their dissertation should follow these instructions:

1. Place the copyright symbol (©) on a separate page after the title page, with the year and author name centered between the margins.

2. Include the statement “All Rights Reserved” below the copyright line. This statement will afford additional protection under the Buenos Aires Convention, to which the United States and most Latin American nations belong. Example:

©20XX Author’s Full Name
All Rights Reserved

Inclusion of the Copyrighted Material of Others

Including material produced by other authors in the dissertation or thesis can serve a legitimate research purpose, but students must be careful to avoid copyright infringement in the process. Copyright law protects original works of authorship, and republishing someone else’s work, even in abbreviated form, requires permission from the author or copyright owner. Students who intend to include material covered under another copyright, must receive permission from the author(s) and include it as an appendix in their dissertation before UMI can publish it. UMI/ProQuest publishes a booklet, *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*, that contains valuable information regarding proper copyright clearances and permissions. The booklet is available free of charge by calling ProQuest at 1-800-521-0600, ext. 7020.

Printing and Binding the Dissertation

Once your electronic manuscript is accepted for publication in UMI/Proquest, you will receive notification by email, which serves as permission to submit your manuscript for binding. The official binder for Cambridge College dissertations is Smith-Shattuck Bookbinding (<http://www.thesisbookbinding.com/index.html>) in Princeton, New Jersey. Typical turnaround time is two weeks, though they offer rush services, if needed.

Students may either print copies of the dissertation and mail them to Smith-Shattuck for binding, or email a PDF file for Smith-Shattuck to print and bind. The latter option is recommended for ease and uniformity. Students who choose to print the dissertation copies themselves should use 24 lb, white, acid-free paper. Note: Students will either need to mail the original signature pages for inclusion or scan one copy of the signature page and send it through email. Contact information for Smith Shattuck Bookbinding:

George & Judie Shattuck, Proprietors
759 State Road, Rte 206 North
Princeton, NJ 08540
609-497-1445 or shattuckbook@att.net

Submitting the Final Bound Dissertation

Before the student can be cleared for graduation, two bound copies of the final, edited dissertation are to be submitted to the Department of Educational Leadership. One copy becomes the property of the dissertation chair. The second copy is part of the permanent department archives. Dissertation committee members may request copies of the bound dissertation; it is the decision of the student whether to provide additional copies. Each bound copy should include an original signature page. *Students will not be cleared for degree conferral until the bound copies are received.*

FORMATTING THE DISSERTATION

The requirements and guidelines listed in this handbook have been developed to comply with current publishing and archiving standards as indicated by UMI/ProQuest and consistent with peer institutions. Any formatting concerns that are not addressed in this handbook should be directed to the student's dissertation chair and/or the latest edition of the *Publication Manual of the American Psychological Association*.

Organization

Dissertations should be organized into three sections:

1. Preliminary pages (title and signature pages, acknowledgments, abstract, table of contents, list of tables and figures).
2. Main text (introduction and sections or chapters, with appropriate headings; footnotes or endnotes).
3. Supplemental material (notes, reference list, appendixes, and biographical sketch).

Margins

Every page of the document, including appendixes, must have margins of 1.5 inches on the left and 1 inch on the top, right, and bottom.

Font and Size

The preferred font is Times New Roman, 12 pt. This should be used throughout the document, including headings, page numbers, and tables. Students who wish to use a different font or size should consult with their dissertation advisors, and should take note that the following fonts and point sizes are recommended by UMI for easy screen readability:

Arial	10pt
Courier New	10pt
Georgia	11pt
Times New Roman	12pt
Trebuchet MS	10pt
Verdana	10pt

All fonts should be embedded. Manuscripts without embedded fonts can cause punctuation and formatting to disappear when the document is printed from a digital file, and causes delays in the publishing process. To ensure that fonts are embedded, students should use one of the TrueType fonts and point sizes listed above, and follow these instructions:

1. Open the document in Microsoft Word.
2. From the Tools menu at the top, click Options, and then click the Save tab.
3. Select the "Embed TrueType fonts" check box.
4. Save the document.

Line Spacing

All text should be double-spaced, except in instances where single-spacing improves readability, such as material in tables, appendixes, and block quotations. The optional dedication and biographical sketch may be single-spaced.

Paragraphs

The first line of every paragraph should be indented one-half inch, except for the abstract and block quotations.

Consistency

Formatting, use of terms, abbreviations, word order, capitalization, and punctuation (i.e., hyphenation, spacing) should follow APA format and be used consistently throughout the document.

Preliminary Pages

Contents and Order

The preliminary pages contain the following materials, in this order, each beginning on its own page:

- i. Signature page
- ii. Title page
- iii. Copyright page (optional)
- iv. Abstract
- v. Dedication (optional)
- vi. Acknowledgments (optional)
- vii. Table of contents
- viii. List of tables (if tables appear in document)
- ix. List of figures (if figures appear in document)
- x. Other lists (e.g., nomenclature, definitions, glossary of terms, etc.)
- xi. Preface (optional; must be less than 10 pages)

Pagination of the Preliminary Pages

The signature and title pages are counted as pages one and two, but the page numbers do not appear on them. All subsequent preliminary pages are paginated with lowercase Roman numerals. All page numbers should be centered between the left and right margins and placed $\frac{3}{4}$ -inch from the bottom edge of the page. Starting with “iii” or “iv” on the abstract, Roman numbering should continue consecutively on the subsequent pages up to the first page of the main text. The footer feature may be used to enter page numbers, but the author should ensure page numbers are the same font and size as the rest of the text.

Headings for Preliminary Pages

The headings for each preliminary page (except the dedication, which does not require a heading) are centered between the margins, in ALL CAPS, double-spaced, and begin on the first line after the 1-inch top margin. Boldface and italics may only be used for statistical or mathematical symbols.

Signature Page

See APPENDIX A for example. This page, once signed by the committee members after a successful defense, is an official record of the School’s acceptance of the dissertation. Therefore, students must have this page formatted as part of their dissertation before they defend and ensure that the correct page is signed at the defense. The title on this page should match the one on the title page exactly. If the title changes based on committee

recommendation after the defense, the student will need to submit revised title and signature pages with the final dissertation submission. The dissertation chair is authorized to sign on behalf of all committee members participating in the dissertation defense who are not present in person (such as by speakerphone or teleconference).

The signature page should be formatted as follows:

1. The title should be printed in ALL CAPS and double-spaced, centered between left and right margins.
2. On a new line (double-spaced and centered), the word “by” in lowercase letters should be typed. Some word-processing software will automatically capitalize the first letter of a new line, so students should manually check that both letters are in lowercase.
3. On a new line (double-spaced and centered), the doctoral candidate’s full name should be typed as it appears on his or her transcript.
4. On a new line, six spaces below, double-spaced and centered, the month and year of the dissertation defense should appear, with no comma in between.
5. On a new line, eight spaces below, left aligned, should be typed with the colon:

Approved:

6. Two spaces below that, four signature lines extending from left to right margins should be created, one for each member of the dissertation committee. These lines can be created by holding down the shift and dash keys at the same time.
7. The first line should begin with the label of “Chair” followed by a colon:

Chair: _____

8. Centered directly below each signature line should appear the name and title of the respective committee member:

John Doe, Ed.D.
9. Each signature line should appear three spaces below the name and title of the preceding committee member.

Title Page

See APPENDIX B for example. The title should accurately reflect the content and scope of the dissertation and be punctuated appropriately, using a colon if there is a subtitle. Abbreviations, acronyms, symbols and Greek letters should not be used. If the title changes based on committee recommendation after the defense, the student will be required to resubmit revised title and signature pages for an additional review before the dean’s signature can be obtained.

1. The title should be printed in ALL CAPS and double-spaced, centered between left and right margins.
2. On a new line (double-spaced and centered), the word “by” in lowercase letters should be typed. Some word-processing software will automatically capitalize the first letter of a new line, so students should manually check that both letters are in lowercase.
3. On a new line (double-spaced and centered), the doctoral candidate’s full name should be typed as it appears on his or her transcript.
4. At the center of the page, the following description should be typed, single spaced, with the exact wording and line breaks, as shown:

A Dissertation Presented in Partial Fulfillment
of the Requirements for the Degree
Doctor of Education in Educational Leadership

5. On a new line at the bottom of the page, centered, in ALL CAPS, type:

CAMBRIDGE COLLEGE

6. On a new line, double-spaced below the College name, the month and year of the date that the degree is conferred (this may not be the same as the defense month and year) should be typed, formatted as follows, with no comma between the month and year:
January 2009
7. The description lines should be centered between the title and “CAMBRIDGE COLLEGE” sections. The font and size for all text on the page should be consistent.
8. No page number should appear on the title page.

Abstract

The abstract is a succinct summary of the dissertation research and results. It will often be the first point of contact that people have with the dissertation, and is used by researchers to determine the relevance, reliability, and quality of the dissertation. Therefore, the abstract should be clear and concise, yet dense with key words and definitions, making it a self-contained document. If the abstract changes based on committee recommendation after the defense, the student will need to submit the revised abstract with the final dissertation submission.

Abstracts should comply with the following guidelines:

1. May not exceed 350 words.
2. Formulas, symbols, Greek letters, and abbreviations should be expressed in words.
3. All acronyms or abbreviated phrases should be written out fully at the first use and followed by the acronym/abbreviation in parentheses. Subsequent uses of the terms should be consistent with the indicated acronym/abbreviation.
4. Personal pronouns (“I” or “we”) and future tense references (“This dissertation will show . . .”) should be avoided.
5. No bold type should be used. Italics or underline may be used only for species, genera, book titles, musical compositions, or foreign words.
6. Roman numeral pagination begins on the abstract page.

Dedication and Acknowledgments

The dedication usually contains a personal note to family and friends, while the acknowledgments usually extend gratitude to those who provided professional and academic assistance. Often, writers make note of sponsorship or funding at the end of the acknowledgments. Both of these pages are optional, but most dissertations contain acknowledgments. The dedication and the acknowledgments should be on separate pages. They must maintain a professional tone. In addition to the preliminary material pagination and heading requirements, these pages must be double-spaced and should not exceed two pages each. The dedication does not require a heading, and the body of the text may be centered on the page. The heading for ACKNOWLEDGMENTS should be in ALL CAPS and centered between the margins. The text should be aligned with the left margin.

Table of Contents

See APPENDIX C for example. The table of contents is compiled by listing the headings in the document pages that follow it; therefore, it should not list headings for any pages preceding it (i.e., abstract, dedication, acknowledgments, etc.). The heading levels that are included should remain consistent; for example, listing the second-level subheadings from the first chapter, requires a listing of the second-level subheadings in all chapters. Each level of

subheading should be consistently indented a few spaces more than the preceding level. Students should double-check after any main text revisions that entries in the table of contents match the ones in the text in terms of exact wording and punctuation, and that the respective contents appear on the page numbers listed. The table of contents should be formatted as follows:

1. TABLE OF CONTENTS in ALL CAPS should be centered between left and right margins.
2. The preliminary page headings should be listed below the table of contents header in ALL CAPS.
3. Entries should be double-spaced, though two-line entries may be single-spaced.
4. For main text entries, headings should include “CHAPTER” aligned left and “Page” aligned right, and should appear on all pages of the table of contents.
5. All headings and subheadings up to three levels must be included in the table of contents. The wording, punctuation, and capitalization for each entry should be identical to the corresponding text. Lengthy entries may be abbreviated, but the wording should be identical up to the point of abbreviation.
6. Leader dots, the characters that fill the space used by a tab, should be used between all listings and their corresponding page numbers (Microsoft Word has this feature). To set tabs with leader characters:
 - a. On the Format menu, click Tabs.
 - b. Under Tab stop position, type the position for a new tab, or select an existing tab stop to which you want to add leader characters.
 - c. Under Alignment, select the alignment for text typed at the tab stop.
 - d. Under Leader, choose the dotted line as the leader option, and then click Set.

List of Tables, List of Figures, and Other Lists

If the document contains tables and figures, lists should be included to help readers to access relevant data. Both the “LIST OF TABLES” and “LIST OF FIGURES” follow essentially the same format as the table of contents. Instead of “CHAPTER”, “TABLES” or “FIGURES” should be used at the top left of the list. “Page” should be used at the top left of the list. Leader dots should be used in the tab between the name of each table or figure and its corresponding page number. Students should double-check after any main text revisions that entries in the lists match the ones in the text in terms of exact wording and punctuation, and that the actual contents appear on the page numbers listed.

Main Text

Pagination of the Main Text

Text should begin on a new page, and should be numbered consecutively with Arabic numerals in the top right corner, beginning with the number one (1), one inch from the right edge of the page and $\frac{3}{4}$ inches from the top of the page. The header feature may be used for creating page numbers, but the author should be sure to adjust the page numbers to the same font and size to match the rest of the text. Numbering should continue through the supplemental material to the final page of the document, except for the optional biography page.

Headings and Subheadings in the Main Text

Headings and subheadings appear in the same font and size as the rest of the text. However, capitalization, italics, and indentation may be applied in a logical and consistent sequence as specified by APA.

Alignment

Left alignment is recommended. Justifying the margins may add spaces between words to stretch out a line, leaving awkward gaps in the text.

Widows and Orphans

“Widow” lines occur when the last line of a paragraph appears alone at the top of a page. “Orphan” lines occur when the first line of a paragraph appears alone at the bottom of a page. Most word-processing programs have a feature to prevent or fix this error, but if not, a “widow” or “orphan” line can be fixed by moving a line from the previous page to accompany it or moving the line onto the next page. In these instances, it is acceptable for the bottom margin to be greater than one inch.

In-text Citations

All sources for concepts, ideas, quotations, or paraphrased text that are used in the document must be cited in parentheses, using APA guidelines.

Notes

According to APA, notes are generally placed at the bottom of their corresponding page (footnotes). All notes should be indicated in the text with corresponding superscript numbers, so that they are distinct from the text. Notes should be single-spaced within each entry, and double-spaced between each entry. Numbering and formatting of notes should follow APA style.

Tables and Figures

Formatting of tables (including borders), table titles, and figure captions, including placement, typeface, alignment, and wording should follow APA style. Students may reduce the size of a table or figure, either xerographically or by using a smaller size type within the table or figure, to meet the margin requirements, while maintaining readability. The fonts of table titles and figure captions should remain the same size as the regular text, even if the actual tables or figures are reduced.

Photographs and Graphics

Each photograph or graphic must be assigned a number and caption. A “LIST OF PHOTOGRAPHS” or “LIST OF ILLUSTRATIONS” should also be included in the preliminary pages with the other lists. Photographs or illustrations may either be scanned into the document or reproduced xerographically (if the resolution is clear enough), and must fall within margin requirements. Black and white photographs (or ink-jet-printed or photocopied versions of them) are preferred. Laser printing is required for color photographs in order to maintain lasting color in the archival copy of the dissertation.

Supplemental Material

Contents and Order

Supplemental Material may consist of the following pages, in this order:

1. References (“Reference List” or “Works Cited”)
2. Appendices
3. Biographical sketch (optional)

Reference List

Before submitting the final dissertation, students should ensure that the information within it is accurate and not plagiarized. The reference list should begin on a new page. The word “References” should be typed, centered, at the top of the page. The first line of each reference is aligned left, with each subsequent line indented. Students should consult the *APA Manual* for specific formatting and organization of their comprehensive list of references. They should verify that each in-text citation is matched with a reference in the reference list and vice-versa (that all references in the reference list are indeed in the dissertation).

Appendices

Appendices generally include material such as questionnaires, raw data, informed consent forms, and data collection instruments (with copyright permission). Any IRB approvals and copyright permissions should be included as appendixes. If more than one appendix is used, they should each be labeled with a letter, consecutively beginning with “A.” Each appendix should also have a descriptive title. The titles should be listed in the table of contents. A separate cover page should be provided for each appendix with the appendix label and descriptive title as the header in ALL CAPS (example: APPENDIX A: SURVEYS). In-text references to the appendixes should refer to specific appendixes by label (example: see Appendix A for the original survey).

Biographical Sketch

Students may choose to include one, single-spaced, paragraph with biographical information as the last page of the document. The biography should not be paginated (or included in a total page count), and should not be listed in the table of contents. It should maintain a professional tone.

APPENDIX A: SIGNATURE PAGE

DISSERTATION TITLE:
DISSERTATION SUBTITLE
by
AUTHOR'S FULL NAME

MONTH YEAR (of defense)

Approved:

Chair: _____
(Name and Credential of CHAIR – Example: Jane Doe, Ed.D.)

(Name and Credential of SECOND READER)

(Name and Credential of THIRD READER)

(Name and Credential of EXTERNAL READER)

APPENDIX B: TITLE PAGE

DISSERTATION TITLE:

DISSERTATION SUBTITLE

by

AUTHOR'S FULL NAME

A Dissertation Presented in Partial Fulfillment
of the Requirements for the Degree
Doctor of Education in Educational Leadership

CAMBRIDGE COLLEGE

Month Year (of degree conferral)

APPENDIX C: SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS*

	Page
LIST OF FIGURES	v
LIST OF TABLES	vi
CHAPTER	
1 INTRODUCTION	1
Statement of the problem	15
2 LITERATURE REVIEW	45
Theoretical framework.....	60
Summary and implications	75
3 METHODOLOGY	90
Research design	105
Ethical considerations	120
4 FINDINGS.....	135
Data analysis	150
5 DISCUSSION, CONCLUSIONS AND IMPLICATIONS	180
Discussion of findings.....	195
Subsections for findings for each research question.....	210
REFERENCE LIST	225
APPENDICES	
A. IRB FORMS	230
B. INSTRUMENTATION.....	235

* This is a sample of *formatting only*; the actual contents will vary by dissertation.