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INTRODUCTION
This guide provides specific formatting requirements for the preparation and submission of official graduate prospectuses and/or dissertations in the College of Education at Georgia State University. These guidelines are intended to provide a uniform style to which graduate College of Education prospectus and dissertations must adhere. Students should conform to the convention of the discipline’s style manual and to the detailed editorial advice of the major advisor and Dissertation Advisory Committee.

This Guide for Preparation of Prospectuses and Dissertations may be reissued, and it is the student’s responsibility to obtain the most recent edition to be sure that his or her document follows the current acceptable format. The rules set forth in this guide take precedence over any previous editions issued by the College of Education. Please do not consult or rely on online dissertations or older bound copies of prospectuses or dissertations available in the department as the format requirements have changed.

Questions not adequately answered in these instructions should be directed to the advisors of The Office of Academic Assistance and Graduate Admissions at 404/413-8000. We will be happy to assist in any way.

THE PROSPECTUS AND ITS TIMELINE
The prospectus is a research proposal describing how the doctoral student intends to conduct an inquiry appropriate for dissertation research. The prospectus provides the student’s committee members an opportunity to provide input, recommendations, and directions before the study has commenced. Each student must orally present his or her prospectus to the Dissertation Advisory Committee. The purpose of this presentation is to allow the faculty to comment on the significance of the proposed inquiry and to judge the quality of the proposed study and the student’s ability to complete the investigation.

Please be advised the Dissertation Advisory Committee must be composed of four members for Ph.D students and three members for Ed.D students. For additional requirements regarding the composition of the Dissertation Advisory Committee, please review the appendices.
Although components of the prospectus may be incorporated into the student’s dissertation, the dissertation is a separate document. The specific format of the prospectus is determined by the needs of the student and the Dissertation Advisory Committee using the guidelines described in this guide.

Preparation of the prospectus generally begins as the student is completing his or her program course work and successful completion of the comprehensive exam. The steps outlined below are common steps in the completion of the prospectus requirement but they are provided as a guide, as the college’s faculty recognizes that deviations may be necessary for some students.

- The student prepares the prospectus report in conjunction with the Dissertation Advisory Committee. Please note: if the inquiry involves human participants, then a completed Protection of Human Subjects form must submitted to the Institutional Review Board (http://www.gsu.edu/research/human_subjects.html).

- The student submits an original signed Announcement of Prospectus Presentation to the Associate Dean for Graduate Studies and Research AND emails one copy of the prospectus to coedissertations@gsu.edu at least 15 calendar days prior to the presentation. Announcement instructions and form are available at http://education.gsu.edu/student-services/forms-policies-regulations/

- The student presents his or her prospectus to the Dissertation Advisory Committee and other invited faculty and guests.

- The student submits a completed Recommendation to Doctoral Candidacy form to the Office of Academic Assistance and Graduate Admissions upon successful presentation of the prospectus and all other requirements for doctoral candidacy. This form is available through the Forms link on the College of Education website.

**TIMELINE FOR DOCTORAL CANDIDATES**
The steps outlined below are common steps in the completion of the dissertation requirement. They are provided as a guide, and the college’s faculty recognize that deviations may be necessary for some students.

- After successful presentation of the prospectus, students may begin dissertation work.
- Prepare the dissertation. Questions about formatting guidelines should be addressed to The Office of Academic Assistance and Graduate Admissions (404/413-8000).

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• Submit a **complete draft** of the dissertation. All Dissertation Advisory Committee members must have an opportunity to read and comment on the dissertation text **before** a **complete electronic draft** is submitted to The Office of Academic Assistance and Graduate Admissions: coedissertations@gsu.edu. Check with the major advisor on his or her timeline needed for review.

• Submit an **Announcement of Dissertation Defense** form and a review copy to the Associate Dean of Graduate Studies and Research at least 15 calendar days prior to the defense.

• Defend the review copy of the dissertation before the Dissertation Advisory Committee and other invited faculty and guests.

• Make any additional corrections required by the Dissertation Advisory Committee or The Office of Academic Assistance and Graduate Admissions to produce the **final document**. The Dissertation Advisory Committee members must sign the student’s Acceptance Page using blue ink.

• Upload the final copy of as the dissertation as a pdf or word file to the GSU Institutional Repository as instructed on the GSU Scholarworks website: [http://scholarworks.gsu.edu](http://scholarworks.gsu.edu).

• Consult with the Dissertation Advisory Committee to determine if hard or bound copies will be needed for the department or the committee members.

• If the student’s department has requested copies, arrange for preparation of bound copies. If the student needs recommendations of binderies, please contact The Office of Academic Assistance and Graduate Admissions.

**SELECTING A DISSERTATION FORMAT**
The College of Education accepts dissertations in two formats: a traditional format or a review and research format. The student and advisory committee must agree on the dissertation format.

**Traditional Format**
The traditional format is designed to present empirical inquiry, qualitative investigations, or historical-philosophical scholarship in a professional manner in keeping with the college’s standards of significance and academic rigor. Each student who produces a dissertation adhering to this format must address specific areas and organize the dissertation so that the text demonstrates the author’s competence as a researcher and scholar. The five required areas for a traditional-format dissertation (which are typically presented as chapters) are:

- introduction of the problem, including a description of its significance;
 review of the literature;
 description of the research methodology;
 presentation of the results; and
 discussion and analysis of the results of the study in light of existing knowledge and of implications of the results on future research in the field.

The student may include additional chapters or divide one or more of the identified areas into multiple chapters in the manner that he or she and the Dissertation Advisory Committee believe best present the results of the dissertation inquiry.

Review and Research Format
Use of this format results in a comprehensive literature review manuscript (part one or chapter one) and a focused research manuscript. The literature review is a broadly conceived comprehensive review that is not limited by the more narrowly defined inquiry of the research manuscript. Some of the topics covered in the literature review manuscript will be referred to in the research manuscript to provide background for the original inquiry presented in the research manuscript. The review manuscript Table of Contents provided in the appendix provides guidance regarding content of the review.

The research manuscript is a research article written in a format appropriate for submission to a scholarly journal. It is recommended (although not required) that a scholarly journal to which the manuscript could be submitted be identified prior to completion of the dissertation. The organization of the research manuscript will follow the expectations of the field as represented by articles in scholarly journals. Before the student is admitted to candidacy, the Dissertation Advisory Committee must approve the use of the review and research format. At the discretion of the student’s committee, an introductory section or chapter can also be included in the review and research format dissertation. This section functions in the same way as the first chapter of a traditional format dissertation. In it, the student identifies an unmet need, describes the problem to be investigated, and indicates the method of inquiry. This chapter links the review manuscript to the research manuscript.
The committee may establish additional requirements. These requirements may change depending on the nature of the questions being investigated, the field of study, the nature of the student’s methodology, or the nature of the results of the investigations.

GENERAL FORMATTING REQUIREMENTS
Regardless of the style used, the final draft of the dissertation must comply with all the requirements described in this formatting guide. The student is responsible in the preparation of the dissertation for proofreading and editing the final version of the document, thus it is ultimately the responsibility of the student to present for approval a document of professional quality which is free of errors. The Office of Academic Assistance and Graduate Admissions does not prescribe a particular style of writing, but departments and committee members often do. Students must consult their committee chair to determine the internal arrangement within the text and reference sections, and on matters of style. The following sections specify the general format and organization that must be followed in preparing the final copy of the dissertation.

Page Size
All pages of a dissertation must be printable on the standard U.S. paper size: 8.5 x 11 inches.

Margins
Margins must be consistent throughout the document (they should be exactly the same on each page of the same type). Centering is always done relative to the text area (i.e., within the margins), not the page edge.

- **Side Margins**: The left and right margin must be set at 1 inch for all pages. EXCEPTION: If submitting a copy for binding, the student will need to change the left margin to 1.5 inches on the printed copy only. Please note, the minimum 1 inch side margin applies to the tables, figures and schemes as well.

- **Top Margin**: The top margin must be set at a minimum of 1 inch for all pages. The student may elect to use a 1.75 inch top margin on the preliminary pages as well as the first page of each chapter.
• **Bottom Margin:** The bottom margin must be set at **1 inch**. Text must not fall below the 1 inch bottom margin, including footnotes when they appear at the bottom of the page. EXCEPTION: Page numbers inserted into the footer may fall below the 1 inch margin.

**Justification**

The justification of the dissertation is left justified resulting in a “ragged-right,” with the type aligned on the left and unjustified on the right. Fully justified documents create additional spacing between words which can be excessive and often deters readability of the text.

**Page Numbering**

The acceptance page, author’s statement, notice to borrower’s, vita, abstract, title page, copyright notice and electronic approval page **should not** physically display a page number. The first page of the document that should physically display a page number should be the acknowledgments (it may also be the table of contents if there are no acknowledgments). This page will show a Roman numeral ii. Subsequent preliminary pages will be assigned consecutive roman numerals (iii, iv, v…). The first page of the introduction or first chapter will begin with an Arabic numeral 1. The subsequent text will then be assigned consecutive Arabic numerals (2, 3, 4…). For tips on how to accomplish this in Word, see Appendix C of this guide.

Placement of page numbers must be consistent throughout the document, whether they are roman numbers in the preliminary pages or Arabic numbers in the text. Page numbers can be inserted in the top right-hand corner of the header, or in the bottom center or right-hand corner of the footer. Do not insert page numbers in the left side of the header or footer. Regardless of placement of the page number chosen, the page number can be suppressed on the first page of sections and chapters.
Limit “White Space”
It is critical to limit “white space” when writing and formatting a dissertation as it is most often read online. All College of Education dissertations are uploaded in GSU’s Institutional Repository, Scholarworks. Unnecessary section breaks, line breaks, chapter spacing, and excessive space create readability issues in electronic texts.

Landscape-Oriented Pages
Page numbering for landscape-oriented pages must be set for the best on-screen readability, thus page numbers should appear in the correct position (consistent with the position of other page numbers) when the page is viewed on a screen. This is usually what word processing software does by default when pages are changed to landscape layout within a document. NOTE: Landscape pages are turned so that they are portrait-oriented in bound copies, thus if the department requires a bound copy, a change in the location of the page number may be warranted in a printed version only.

Line Spacing
The body of the thesis or dissertation, the abstract and the acknowledgments must be double-spaced. Single spacing is allowed only in the following text:
- the abstract index words,
- footnotes,
- block quotations,
- tables and figures and their captions,
- bibliography entries (if single spaced, double-space between entries).

Font
**Font Size:** The body of the dissertation, the abstract and the acknowledgments must be in 12 point font. No font size smaller or larger than 12 point is acceptable throughout the body of the dissertation. A smaller font size is permitted only in the following cases: footnotes, subscripts, tables, figures, documents reproduced illustratively and portions of the main text where the content absolutely requires a different font (e.g., computer code, different voices in a dialogue, etc).

**Font Type:** The entire dissertation, including figure and table captions and all page numbers, must be typed in Times New Roman. Non-typical or non-standard fonts may not survive the conversion into PDF format or may cause the document to be excessively large.
**Headings and Subheadings**
The Office of Academic Assistance and Graduate Admissions does not set specific style standards for the format of chapter headings and subheadings except for font size. Students should refer to the standards set by their department’s choice of style manual. Regardless of the formatting style chosen, The Office of Academic Assistance and Graduate Admissions **does require** that the style be applied consistently to all headings and subheadings throughout the document.

**Widows and Orphans**
No heading or subheading can appear at the bottom of a page with less than two lines of text underneath. If this occurs, the heading must be pushed to the top of the next page. In addition, the first or last line of a paragraph cannot be isolated by a page break.

**Tables and Figures**
All figures and tables must fit within the margins described earlier in the manual. Large tables and figures must be reduced in size in order to meet the margin requirements however, captions and page numbers should still appear at a normal size. Tables and figures may be rotated 90 degrees so that the bottom of the table or figure runs along the right edge of the page.

**Numbering:** Figures and tables must be uniquely numbered in one of the following two manners:

- consecutive numbering throughout the thesis/dissertation,
- associated chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, etc...

**Placement:** A table or figure may be in one of the following positions:

- embedded in the text (should not have excessive blank space above or below the figure/table)
- placed on a separate page immediately following the text where it is first cited (no extra space should be left at the bottom of the previous page; the text should run continuously),

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• at the end of its respective chapter.
• tables and figures should not be found entirely at the end of the document.

Table Captions: The number and caption of a table must be placed above the table. The table and the associated caption must appear in the same page as the table. Captions must be formatted in a consistent style throughout the document.

Figure Captions: The number and caption of a figure must be placed below the figure OR on a separate page preceding the figure. Captions must be formatted in a consistent style throughout the document.

References
Treat the title of this section the same as those of all other sections/chapters. Format the entries according to the department’s or discipline’s choice of style manual.

Appendices
Appendices should be placed after the bibliography. The appendices must fit within the required margins, even if they contain reproduced content or tables and figures. Appendices must be listed on the Table of Contents. If only one appendix is used, it should be titled “Appendix,” not “Appendix A.”

Journal Articles used as Chapters
In some departments, dissertations may include as chapters, articles that have been or will be submitted to scholarly journals. This is an acceptable style however, the student must be listed either as the sole author or the first co-author of each article used as a chapter. In addition, the general formatting requirements listed above also apply to articles used as chapters. The student MUST apply a consistent style in font, headings, subheadings, tables and figures throughout each article used as a chapter, as well as within the general introduction and conclusion.
ORGANIZATION OF THE DISSERTATION

A College of Education dissertation consists of three sections: the front matter, the dissertation text and the back matter. Listed below are the contents of each section, showing what pages should be included in the front matter and the order they should appear. This part of the guide describes the formatting requirements for each of these pages.

**Front Matter**
- Acceptance Page (required)
- Author’s Statement (required)
- Notice to Borrower’s (required)
- Curriculum Vitae (abbreviated to 2 pages)
- Abstract (required)
- Title Page (required)
- Copyright Page (required)
- Dedication (optional)
- Acknowledgments (optional, but *highly recommended*)
- Table of Contents (required)
- List of Tables (required if tables used)
- List of Figures (required if figures used)
- List of Abbreviations (optional)

**Text**
- Introduction (if appropriate)
- Main Text (divided into numbered chapters or sections)

**Back matter**
- Endnotes (unless footnotes are used)
- Bibliography
- Appendices

**FRONT MATTER**
Each dissertation must include preliminary pages as described in this section. Samples of the preliminary pages are provided in the appendices of this guide; the descriptions below refer to those sample pages.
Acceptance Page
The Acceptance Page is required in the dissertation but not in the prospectus. All text must fit on the front of a single page.

Top Margin: 1”
Bottom Margin: 1”
Left Margin: 1”
Right Margin: 1” (Text should be left justified only.)
Pagination: No page number.

The title of the dissertation and the author’s name are written in all capital letters. Do not capitalize “by” between the title and the author’s name. The Dissertation Advisory Committee must sign the acceptance page of the dissertation in blue ink, and the committee chair (major advisor) should indicate the date of acceptance. All names must be spelled correctly, and the student is responsible for obtaining the appropriate degree information (e.g., Ph.D., Ed.D.) for each member of the committee.

The student is responsible for obtaining the signature of the Department Chair and the Associate Dean for Graduate Studies and Research; the signatures must be in blue ink.

Author’s Statement
The Author’s Statement is required in the dissertation but not in the prospectus.

Top Margin: 1”
Bottom Margin: 1”
Left Margin: 1”
Right Margin: 1” (Text should be left justified only.)
Pagination: No page number.

Notice to Borrowers
The Notice to Borrowers is required in the dissertation but not in the prospectus.

Top Margin: 1”
Bottom Margin: 1”
Left Margin: 1”
Right Margin: 1” (Text should be left justified only.)
Pagination: No page number.
Curriculum Vitae

The Curriculum Vitae is required in the dissertation but not in the prospectus.

Length: No more than two pages  
Top Margin: 1”  
Bottom Margin: 1”  
Left Margin: 1”  
Right Margin: 1” (Text should be left justified only.)  
Pagination: No page number.

The purpose of including an abbreviated curriculum vitae is to provide evidence of the author’s credibility as a researcher and educational practitioner and to present some information on the author’s position as an expert in the topic area. Use the following guidelines to prepare the text of the student’s curriculum vitae:

**Education.** List all degrees earned in reverse chronological order, beginning with the Ph.D. the student will receive upon completion of the student’s dissertation defense (and any other requirements). List the institution which granted the degree along with the student’s major. Do not list other information (e.g., “cum laude” or the student’s grade-point average) on the student’s abbreviated curriculum vitae. Do not list institutions where the student completed course work but did not earn a degree or certificate.

**Professional Experience.** List recent full-time employment positions covering the past 10 years or the past 3 positions, whichever is longest. Part-time employment related to establishing credibility may also be included. Include the name of the student’s employer, its location, and the student’s current or last title held with the employer.

**Presentations and Publications.** List recent presentations and publications, however, list these presentations in reverse chronological order rather than alphabetical order so that the most recent is at the top of the list. The student do not have to identify which entries are publications and which entries are presentations as the format of the item will indicate its type.

**Professional Societies and Organizations.** List on-going and past memberships in professional societies and organizations, particularly those related to the student’s topic area.
Abstract
The abstract is a statement of the problem, the procedure or methods, and the results and conclusions. The abstract must also include a list of index words related to the topic and which can be used to find the document when searching the library’s database. The Abstract is required in both the dissertation and the prospectus. **The maximum word count for the abstract paragraph (not including the index words) is 350 words (not including the title and author’s name) for dissertations and it should be double-spaced.** No page number is assigned to the abstract. If the student are using the review and research dissertation format, the student must create a single abstract that summaries both of the student’s manuscripts.

- Length: No more than two pages
- Top Margin: 1”
- Bottom Margin: 1”
- Left Margin: 1”
- Right Margin: 1” (Text should be left justified only.)
- Pagination: No page number.

Title Page
The Title Page is required in both the dissertation and the prospectus. For the prospectus, replace “A Dissertation” with “A Prospectus” and use the year in which the prospectus presentation is made in place of the year the Ph.D. degree is to be conferred. The title page should not display a page number and MUST BE formatted precisely like the sample found in the appendices of this guide entitled “Sample Pages.” The year at the bottom of the title page is the graduation year, and the degree listed must be chosen from the following list of official degree titles (DO NOT abbreviate the degree or add a department name to the degree):

- Doctor of Philosophy
  - Counselor Education and Practice
  - Counseling Psychology
  - Early Childhood and Elementary Education
  - Education of Students with Exceptionalities
  - Educational Policy Studies
  - Educational Psychology
  - Instructional Technology
  - Kinesiology
  - School Psychology
  - Teaching and Learning

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Doctor of Education
   Curriculum and Instruction
   Educational Leadership

Educational Specialist
   Educational Leadership
   School Counseling
   School Psychology

The title should be in reverse pyramid format if it stretches over more than one line of text. In reverse pyramid format, the first line is longer than the second line; the second line is longer than the third line, if there is a third line; and the third line is longer than the fourth line, if there is a fourth line. A title that requires five lines is probably too wordy.

Top Margin: 1”
Bottom Margin: 1” (Date should appear as low on the page as possible.)
Left Margin: 1”
Right Margin: 1” (Text should be left justified only.)
Pagination: No page number.

Copyright Page
Required only in the dissertation. The copyright page should not display a page number and MUST BE formatted precisely like the sample found in the appendix of this guide entitled “Sample Pages.” The student automatically owns the copyright on the dissertation. It is not necessary to register the copyright with the Library of Congress in order to protect the student’s exclusive right to the material in the document, but one may be obtained for an additional fee. For more information on registering a Library of Congress copyright, please contact the Office of Academic Advisement and Graduate Admissions. As the dissertation will be immediately accessible to researchers and readers on the internet, the student must demonstrate ownership of the manuscript by including the Copyright page in the dissertation. By using this notice, the student establishes a common law copyright, which identifies the student as the owner of the rights to the document.
Every dissertation must have the standard notice immediately after the Title Page. The Copyright Page indicates the author’s legal name as owner of the copyright and the year in which the manuscript is being published.

Top Margin: 1”
Bottom Margin: 1” (Date should appear as low on the page as possible.)
Left Margin: 1”
Right Margin: 1”
Pagination: No page number. This is the first counted page, but no number appears on the page. Pagination appears (using lowercase Roman numerals) on the following page.

Acknowledgments
An Acknowledgments page is optional in the dissertation, and it does not appear in the prospectus. The Acknowledgments page should be single-spaced, and it should fit cleanly on the front of a single page.

Length: One page
Top Margin: 1”
Bottom Margin: 1”
Left Margin: 1”
Right Margin: 1” (Text should be left justified only.)
Pagination: Lowercase Roman numeral. This is page number ii.

Table of Contents
The Table of Contents is required in the prospectus and in the dissertation. The Table of Contents is the map to the student’s document. Each entry must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. A complete Table of Contents, including correct page numbers for each of the entries is required for format check. The Table of Contents should be formatted so that the page numbers for each of the entries align perfectly along the far right margin. This is best accomplished by inserting the table of contents using the Table of Contents tool in Word 2007. The Table of Contents should not appear as an entry on the Table of Contents. If the author has included an Acknowledgments page, then the numbering of the Table of Contents begins with iii; otherwise, it begins with ii.
The Table of Contents may be single-spaced; however, there should be a blank line before each chapter heading, between the listing of preliminary pages and the “Chapter” heading, and before “References.” Chapter titles should be listed in all-capital letters, just as they are in the body of the dissertation. Within each chapter, list the Level 1 headings in the Table of Contents.

Length: Varies
Top Margin: 1”
Bottom Margin: 1”
Left Margin: 1”
Right Margin: 1” (Page numbers should align smoothly at right margin.)
Pagination: Lowercase Roman numeral. This is page number ii or iii (see above).

Two sample Table of Contents are presented in the Appendices. The first uses the traditional format, and the second uses the review and research format. The samples are provided to show how the pages should be formatted; the content of the pages will match the dissertation content. A traditional format dissertation may have more than five chapters.

Page numbers within the Table of Contents must align precisely along the right margin of the page. In Microsoft Word, the student can use the Tabs feature (in the Paragraph menu) to set a right tab at 6” and indicate that it should have a period (…….) leader so that the numbers align correctly. Contact The Office of Academic Assistance and Graduate Admissions Doctoral Advisor if there are questions about aligning page numbers.

List of Tables
A list of tables in the prospectus is not required. If the dissertation contains any tables, a List of Tables page is required. The List of Tables must be formatted to match the Table of Contents. Each entry must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. The List of Tables should be listed in the Table of Contents. Page numbers follows sequentially from the last page of the Table of Contents. The List of Tables should be double-spaced between headings; individual table headings may be single-spaced (if they go over more than one line).
List of Figures
A list of figures in the student’s prospectus is not required. If the dissertation contains any figures, a List of Figures page is required. The List of Figures must be formatted to match the Table of Contents. Each entry must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. The List of Figures should be listed in the Table of Contents. The List of Figures should be double-spaced between figure titles; individual figure titles may be single-spaced (if they go over more than one line). The List of Figures should have the same presentation and style as the Table of Contents.

Length: Varies
Top Margin: 1”
Bottom Margin: 1”
Left Margin: 1”
Right Margin: 1” (Page numbers should align smoothly at right margin.)
Pagination: Lowercase Roman numeral

Abbreviations
If abbreviations are used extensively in the text of the prospectus or dissertation, then an Abbreviations page is required. The Abbreviations page appears after the List of Figures. Page numbering follows sequentially from the last page of the List of Figures. Excessive use of Abbreviations can confuse the reader. Items appearing on the Abbreviations page should be listed alphabetically by abbreviation. The list of items should be double-spaced, although individual items may be single-spaced. Do not include common abbreviations on the Abbreviations page. Common abbreviations include Latin abbreviations used in parenthetical expressions, “vs.”, “ANOVA,” and “U.S.”
Main Body

The text of a traditional format dissertation should be divided into titled chapters. (See the appendices for a sample Table of Contents.) Chapters run continuously: They are not separated by blank or title sheets. A review and research dissertation should be divided into two titled chapters. The first chapter is the review article manuscript, and the title of the chapter is the title of the manuscript. The second chapter is the research article manuscript, and the title of the chapter is the title of the manuscript. Pagination of the main body begins with page 1, using Arabic numerals, and continues through to the end of the dissertation (including the appendices). The page number appears in the upper right corner of each page.

References

All references cited in the text must be included in the references list or the bibliography. All references appearing in the references list must appear in the text. A review and research format dissertation will have two references lists, one for each manuscript.
Appendices

Materials such as charts and other addenda that are not necessary to the text can be grouped as an appendix or appendices. If an appendix appears, it should follow the last page of the references list or bibliography in a traditional format dissertation and the last page of the references list for the research manuscript in a review and research format dissertation (even if appendix items are related to the review manuscript.)

If there is more than one appendix, the first appendix should be labeled “APPENDIX A.” Each appendix should have a short title identifying the contents of the appendix. If the student has more than one appendix, each appendix must begin on its own page. Examples of items that might appear in the appendices are interview protocols, data collection sheets, informed consent documents, and letters of permission to reprint copyrighted materials.

SUBMISSION PROCEDURES & DEADLINES

Format Review

All students are required to provide one complete electronic copy of the dissertation to The Office of Academic Assistance and Graduate Admissions by the format review deadline. If it has been determined by The Office of Academic Assistance and Graduate Admissions that the student’s document requires formatting corrections, these corrections must be completed in time to upload to Scholarworks. The student may use one of two methods to submit the dissertation to The Office of Academic Assistance and Graduate Admissions for the initial format review-email or large file transfer:

- **Email**– If the dissertation file size is relatively small, and does not contain many images, the student can email it as a single Word or PDF document to The Office of Academic Assistance and Graduate Admissions general dissertation email account at coedissertations@gsu.edu. “DISSERTATION FOR REVIEW” should appear in the subject line and the email should contain the student’s intended semester and year of graduation. Any files emailed after 5 p.m. on the day of the deadline will be deleted from the account and the student’s graduation date will be moved to the next semester.

- **GSU Send A File or Dropbox**: Send A File or Dropbox

Revised April 24, 2014
Final Submission

All students are required to upload a Word doc or PDF of the final dissertation to the Scholarworks Archive by the final completion deadline (No paper copies are accepted in lieu of the electronic submission.) For tips on how to convert the student’s final document to a PDF, see Appendix B in this guide. The student’s final thesis/dissertation may be uploaded to Scholarworks archive only if:

1. All revisions have been completed,

2. All formatting corrections identified by the OAA have been made,

3. The student’s document has been successfully defended, and

4. The student’s official Acceptance signature page, containing all of the student’s original committee members’ signatures, has been submitted to Office of Academic Assistance and Graduate Admissions (a template for the signature page is available in the Appendix of this guide). NOTE: Do NOT include the signature page as a page in the dissertation; this is a separate document of its own, independent of the student’s project.

Once the dissertation format is approved and the original hard copy of the official signature page is received by OAA, the student will be e-mailed the directions and a password for uploading the document to Scholarworks. Please follow the instructions for performing the upload carefully. An automatic confirmation email will be sent after The Office of Academic Assistance and Graduate Admissions has reviewed the submission to ensure it was uploaded correctly and has automatically transferred to Scholarworks. PLEASE NOTE: Once the dissertation has been uploaded, it is part of the University record and no further changes may be made to it unless written approval from the student’s committee is obtained.

ADDITIONAL REQUIREMENTS FOR DOCTORAL CANDIDATES

Survey of Earned Doctorates: An emailed receipt that the student has completed the Survey of Earned Doctorates must be submitted to The Office of Academic Assistance and Graduate Admissions by the final completion deadline. This survey gathers data from all doctorate graduates each year and the responses become part of the Doctorate Records File, a virtually complete data bank on doctorate recipients from 1920 to the present. This data
serves policymakers at the federal, state, local and university levels. The survey data is reported only in aggregate form or in a manner that does not identify information about any individual.

Please complete the survey online https://survey.norc.org/doctorate/showRegister.do
Please provide a confirmation email to the Graduation Advisor in The Office of Academic Assistance and Graduate Admissions for clearance.

Restricting Access to Scholarworks

The Georgia State University library’s Institutional Repository, Scholarworks, publishes the student’s work to the internet, making it publicly available and affording the student a better chance of citation and use by the scholarly community. If the student wishes to restrict access to the distribution of their work electronically, approval by the Associate Dean for Graduate Studies and Research in the College of Education must be obtained before uploading it to the library server.

Obtaining Bound Copies of the Dissertation

Bound paper copies of the student’s dissertation are not required by The Office of Academic Assistance and Graduate Admissions, however, the student’s department or committee members may still require or request a bound version of the student’s manuscript. For recommendations on binderies, please contact OAA.
APPENDICES
The following appendices contain tips, hints and instructions for accomplishing some of the more difficult formatting requirements described in these guidelines. For answers to questions not addressed in these instructions, please contact The Office of Academic Assistance and Graduate Admissions: 404/413-8000 or coedissertations@gsu.edu

APPENDIX A
Sample Pages

This section contains samples/templates of the preliminary pages that are to be included in the dissertation. The spacing of the examples on each of the sample pages should be followed to the best of the student’s ability however, there is no need to use a ruler or count spaces in order to obtain a precise match. Please DO match the general structure and wording as closely as possible. There are templates available from The Office of Academic Assistance and Graduate Admissions that will allow students to drag and drop content into a formatted document. The student may write directly into the template if the writing process has not started.
ACCEPtANCE

This dissertation, MANUSCRIPT TITLE, by AUTHOR, was prepared under the direction of the candidate’s Dissertation Advisory Committee. It is accepted by the committee members in partial fulfillment of the requirements for the degree, Doctor of Philosophy, in the College of Education, Georgia State University.

The Dissertation Advisory Committee and the student’s Department Chairperson, as representatives of the faculty, certify that this dissertation has met all standards of excellence and scholarship as determined by the faculty. The Dean of the College of Education concurs.

________________________
First Name Last Name, degree
Committee Chair

________________________  __________________________
First Name Last Name, degree  First Name Last Name, degree
Committee Member            Committee Member

________________________  __________________________
First Name Last Name, degree  First Name Last Name, degree
Committee Member            Committee Member

________________________
Date

________________________
First Name Last Name, degree
Chairperson, Department of XXXXX

________________________
First Name Last Name, degree
Dean
College of Education
AUTHOR'S STATEMENT

By presenting this dissertation as a partial fulfillment of the requirements for the advanced degree from Georgia State University, I agree that the library of Georgia State University shall make it available for inspection and circulation in accordance with its regulations governing materials of this type. I agree that permission to quote, to copy from, or to publish this dissertation may be granted by the professor under whose direction it was written, by the College of Education’s Director of Graduate Studies, or by me. Such quoting, copying, or publishing must be solely for scholarly purposes and will not involve potential financial gain. It is understood that any copying from or publication of this dissertation which involves potential financial gain will not be allowed without my written permission.

Name

Revised April 24, 2014
Notice to Borrowers

NOTICE TO BORROWERS

All dissertations deposited in the Georgia State University library must be used in accordance with the stipulations prescribed by the author in the preceding statement. The author of this dissertation is:

First Name Middle Name Last Name
Home Address
City, ST Zip

The director of this dissertation is:

Name
Department of XXXXX
College of Education
Georgia State University
Atlanta, GA 30303

Revised April 24, 2014
Curriculum Vitae

CURRICULUM VITAE

Name

ADDRESS: 1234 Your Address
City, ST Zip

EDUCATION:

Ph.D.  201X  Georgia State University
Department
Masters Degree  20XX  University/College
Department or Major
Bachelors Degree  XXXX  University/College
Major

PROFESSIONAL EXPERIENCE:

Year-present  Title/position
Place of employment

Year-Year  Title/position
Place of employment

Year-Year  Title/position
Place of employment

PRESENTATIONS AND PUBLICATIONS:

Last name, First Initial. Middle Initial. (Year, Month). Title in italics.
For Papers presented at name conference/symposium, City, State.

Last name, First Initial. Middle Initial. (Month). Title of the journal article.
Journal name in italics with journal edition number; page numbers in regular font.

PROFESSIONAL SOCIETIES AND ORGANIZATIONS

Year  Society/Organization name
Year  Society/Organization name

Revised April 24, 2014
MANUSCRIPT TITLE

by

FIRST NAME LAST NAME

Under the Direction of Committee Chair’s Name

ABSTRACT

The abstract paragraph is mandatory. Start the abstract paragraph here. Double-space this paragraph. Limit the abstract of a dissertation to 350 words.

INDEX WORDS: Keywords
MANUSCRIPT TITLE

by

FIRST NAME LAST NAME

A Dissertation

Presented in Partial Fulfillment of Requirements for the
Degree of
Doctor of Philosophy
in
Major
in
Department
in
the College of Education
Georgia State University

Atlanta, GA
201X

Revised April 24, 2014
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Appendix B: Converting a File to a PDF *OPTIONAL*

Before uploading the student’s final dissertation to the library’s Scholarworks database, the student can convert the student’s file to PDF format. The Scholarworks archive Conversion can be undertaken in several ways. Most departmental computer labs in the University are equipped with Adobe Acrobat software, which works to provide options for converting any word processed files into .pdf format. Sometimes OCR (optical character recognition) scanning programs can offer the same function.

1. Click the Microsoft Office icon in the top left corner of the screen.
2. In the drop down menu, go to “Save As”. This will give the student another menu to the right, click “Adobe PDF”.
3. Once the file is saved, a PDF will generate and open in a new window. **Be careful to examine the .pdf version carefully to see that it conforms exactly to the approved document.**
Appendix C: Accomplishing Pagination Requirements in Word 2007

1. Remove any page numbers already inserted into the Word file.
2. Remove all page breaks and section breaks from the front matter. Use the space bar or return key to move the information to the next page.
3. Do not assign or show numbers on the abstract, title, copyright pages.
4. Place the cursor at the bottom of the electronic approval page. On the toolbar go to Page Layout, then Breaks, then click Next Page.
5. In the toolbar, go to Insert, then Page Number, Top of Page and click Plain Number 3.
6. When the header and footer toolbar appears, click on the icon “Link to Previous,” ensuring that it is grayed out and the section 2 header and footer no longer says “Same as Previous”.

7. In the toolbar, go to Page Number then click Format Page Numbers.

8. In the Page Number Format box, choose the desired number format (this will be lowercase roman numerals for the preliminary pages). Indicate the correct starting page number in the “Start at” field.
9. Once page numbers proceed correctly throughout the end of the preliminary pages, put the cursor on the bottom of the last of the preliminary pages (immediately preceding the first page of the first chapter).

10. Repeat instructions four through seven, only this time choose Arabic numbers and "start with page 1." AGAIN, BE CERTAIN THE LINK TO THE PREVIOUS SECTION IS TURNED OFF.

11. This should give the student a "1" on the first page of the text and carry the student through sequentially to the end.
Appendix E: Prospectus and Dissertation Committee Guidelines

Upon admission to a cohort, the student is assigned a major adviser. An additional faculty member will become a member of the student’s Doctoral Advisory Committee. Prior to the student’s defense of his or her dissertation, he or she must secure a minimum of one additional member of his or her Doctoral Advisory Committee. This additional member may be a university faculty member or a field-based practitioner who meets the university requirements for membership on a doctoral advisory committee. The major advisor and one of the two additional faculty members must hold graduate faculty status.

For Ed.D Students:

1. The major advisor serves as the chair of the Doctoral Advisory Committee, is a full time member of the College of Education faculty, holds primary appointment in the College of Education, has been a faculty member at Georgia State University for at least one academic year, is a member of the faculty, and holds an earned doctorate.

2. A second member of the Doctoral Advisory Committee must be a full time member of the College of Education faculty holding an earned doctorate.

3. A third member of the Doctoral Advisory Committee is an individual who can support the student’s dissertation research. The third member must also hold an earned doctorate.

4. Any Part Time Instructor in the College of Education or member outside of the College must be approved by the Associate Dean of Graduate Studies and Research.

After the Doctoral Advisory Committee has been established, the committee, the student, and the department chair must approve any subsequent change of membership.

For Ph.D Students:

1. The major advisor must be a full time member of the College of Education faculty, holds primary appointment in the College of Education, has been a faculty member at Georgia State University for at least one academic year, is a member of the faculty, and holds an earned doctorate.
2. Two additional members of the Prospectus/Dissertation Committee must be full time members of the College of Education faculty holding earned doctorates.

3. A fourth member of the Prospectus/Dissertation Committee is an individual who can support the student’s dissertation research. The fourth member must also hold an earned doctorate.

4. Any Part Time Instructor in the College of Education or member outside of the College must be approved by the Associate Dean of Graduate Studies and Research.

The Prospectus/Dissertation Committee should represent expertise in both the area of the research topic and the proposed research methodology and consist of no fewer than four members with earned doctorates, which mean that at least three Prospectus/Dissertation Committee members must be College of Education faculty who hold graduate faculty status. Any deviation from this standard must have prior approval from the Associate Dean of Graduate Studies and Research.

After the Committee has been established, the committee, the student, and the department chair must approve any subsequent change of membership.

To review current faculty who hold graduate faculty status in the College of Education, please visit: http://education.gsu.edu/files/2013/12/Graduate-Research-Faculty-Membership-List.pdf

http://education.gsu.edu/files/2013/12/Graduate-Professional-Faculty-Membership-List.pdf
Appendix F: Dissertation Checklist

To ensure a successful graduation in the intended semester:

- Make sure of compliance with the continuous enrollment policy.
- Check the College of Education website to be familiarized with the appropriate requirements and deadlines.
- Download the dissertation guide and all required paperwork for the degree.
- Examine the dissertation closely to ensure that it conforms to the formatting and organizational requirements listed in the dissertation guide.
- Submit an initial electronic draft of the document to The Office of Academic Assistance and Graduate Admissions by the appropriate deadline.
- Schedule the defense. Please be aware of the deadlines for the final submission of the document so there is enough time after the defense in case corrections are necessary.
- Complete the “Information for Commencement” web form for inclusion in the Commencement program
- Turn in the original hard copy of the acceptance sheet, signed by each committee member to The Office of Academic Assistance and Graduate Admissions.
- Complete the “Survey of Earned Doctorates” online and email the electronic submission receipt to The Office of Academic Assistance and Graduate Admissions.
- Upload the final dissertation to the GSU Scholarworks archive.