



DISSERTATION/THESIS FORMAT GUIDE

Revised: March 2013

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Overview

For a graduate student, the thesis or dissertation is the culmination of an intense period of professional growth and development, the completion of which requires a significant amount of planning and effort. The format in which the work is presented is of great importance to the University. Each department, school, or college may have additional requirements for the written presentation of student research, but those must not contradict this Guide. The signature page in a thesis or dissertation signifies approval of the final document by all committee members, as well as additional department, school, or college personnel. (This *Guide* document is not intended to be a template for formatting, except where noted. Your academic department may have a template in Word available for your use.)

Student Responsibilities

- Each student is responsible for the content, accuracy, and overall presentation and appearance of the document.
- Each student is responsible for learning what, if any, department-, school-, or college- specific requirements exist, and for satisfying those.
- Each student is responsible for the careful proofing and editing of the document prior to final submission to the advisory committee for signatures.
- Each student is responsible for acquiring all required signatures.
- Each student is expected to be consistent in the application of formatting guidelines.

Paper Type

- White, acid-free, 100% cotton, paper
- At least 20-lb weight, 8.5 in. x 11 in. Watermarks are acceptable.
- The paper may be ordered from outside vendors or from the University's printing services. Order enough paper of the same brand and shade so that all copies will look the same.

Printing

- Every page must be single-sided, typed in any standard (e.g., Times New Roman) 12- point font.
- The type should be uniform in size, face, and color throughout the document.
- High quality and legible printing is required.

Spacing

- Students should refer to the style manual (such as the *Publication Manual of the American Psychological Association* [APA]) adopted by his or her department for more information on the appropriateness of single-spacing within the thesis or dissertation.
- Double-spacing is required for most of the document.
- Single-spacing may be used for long tables, long quotations, appendices, or other acceptable areas in which readability would be improved.
- Each individual entry in the reference list should be single-spaced. Double-space between entries.
- Indent each paragraph one half inch. Indent consistently throughout the document.
- Do not add an extra line between paragraphs.
- Adhere to the department's style manual for the spacing between sentences.
- Do not begin new pages for subheadings and do not leave gaps on pages, except when required to correctly place a table on a page.
- Avoid excessive division of words at the end of a line. Do not divide words between pages.
- Do not center the text or use right justification.

Widows and Orphans

- A widow line occurs when the last line of a paragraph appears at the top of a page. Orphan lines occur when the first line of a paragraph appears at the bottom of a page.
- There should be at least two lines beginning a paragraph at the end of a page and a minimum of two lines in a concluding paragraph at the top of a page.

Margins and Pagination

- Margins must be uniform throughout the document and on all copies.
- The first page of each section (chapter, table of contents, abstract, list of figures, list of tables, acknowledgments, appendix, or references) must have a 2" margin at the top, 1.5" on the left, and 1" on the right and bottom.
- Subsequent pages must have a 1" margin at the top, right, and bottom, and a 1.5" margin on the left.
- Page numbers are placed at the margins set for each page.
- All visible page numbers in the front matter should be lowercase Roman numerals, centered, and at the bottom of the page, leaving a 1" margin below the number. There must be a double space between the page number and the last line of text.
- After the first page of each section in the body of the document (chapters, references, and appendices), the page number should be 1" from the top and right, leaving the 1" margin on the top and right. There must be a double space between the page number and the first line of text.

Color Images and Photographs

- The use of color is discouraged because, in some formats, reproductions of the document may not be true.
- If the use of color is necessary, and approved by the advisory committee, add the following statement to the methods section of the thesis or dissertation to alert the reader of a non-color copy that the images may not match the text:
 - *Images in this document are presented in color.*
- Duplicated copies must also be in color.
- Color images should be reproduced for all copies; photocopies are not acceptable.

About Tables

- Tables should be numbered consecutively throughout the body of the document and should appear as close to the first reference in the text as possible.
- Tables in the appendices should be numbered according to the appendix where they appear. For instance the first table in Appendix C would be Table C1, the second table would be Table C2, etc.
- It is generally best to complete the paragraph of text in which the reference occurs before inserting the table.
- If, after including the paragraph with reference to the table, the remaining space on the page cannot accommodate the entire table, the table should be placed on the next page, either by itself or with text following. In placing tables with text, it is preferable to leave three lines (triple space) above and three lines (triple space) below each table.
- Landscape pages must be positioned with the table heading at the binding edge. The page numbering (above and at the right of the table) and all material in the table must comply with the margin restrictions.
- Tables too long or too wide for a single page may be continued on the following page.
 - The heading should not repeat the title but should read “Table # - continued.”
- Each table should have a title or caption. Type titles single spaced in italics, above the table and place all notes immediately below the table, i.e., not as footnotes. Use superscript lowercase letters for table notes.

About Figures

- Figures should be numbered consecutively throughout the document and should appear as close to the first reference in the text as possible.
- Type the figure number and caption single-spaced below the figure.
 - The words ‘*Figure X*,’ followed by a period (in italics) should precede the caption of the figure.
 - In the text, refer to the figure as *Figure X* (in italics).
- If a legend is required, place the legend within the figure (see *APA*, 6th edition, pp. 158-159)
- In placing a figure with text, it is preferable to leave three lines (triple space) above and three lines (triple space) below the figure.

- Figures should conform to the standard margin requirements. If the figure occupies the full area of the page, the legend may be centered on the facing left-hand page.
 - The reverse side of this page is blank and is counted but does not contain a page number.
 - A wide image may be placed in landscape orientation on the page, with the top at the binding side. The page numbering (above and at the right of the figure) and all material in the figure must comply with the margin restrictions.

Levels of Headings and Subheadings

CENTERED ALL UPPERCASE headings should be used as Major headings for all of the following: DEDICATION, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF APPENDICES, ABSTRACT, CHAPTER TITLES, REFERENCES, and APPENDICES.

After the major heading, observe the following when using additional levels of subheadings in accordance with APA, 6th edition (see APA, 2010, p. 62):

- Do not use boldface font.
- If you use subheadings, at least two subheadings are required per section.
- Avoid putting headings together without text between them.
- Avoid using a heading for a single paragraph.
- Check with the individual department, school, or college for heading requirements if more than four additional levels of subheadings are needed.

A Major Heading and four levels of headings are shown below in the correct placement.

There is an example of the headings in a text document on the following page (p. 8):

MAJOR HEADING

Centered Uppercase and Lowercase (level 1)

Flush left, Uppercase and Lowercase (level 2)

Indented, lowercase paragraph ending with a period. The text begins after the period.

(level 3)

Indented, italicized, lowercase with period. The text begins after the period. (level 4)

(The chapter # and chapter title are treated like a single heading, but are typically given on 2 separate lines, as shown)

CHAPTER 2

REVIEW OF THE LITERATURE (Major heading)

After indenting, a brief introduction to the chapter would begin here. Most chapters should begin with an introduction, but there is no need to give that introduction its own heading. The introductory text would probably be no more than two or three paragraphs. Each paragraph should be indented, and contain at least three sentences.

The Origin of Burnout as a Psychological Construct (Level 1 heading)

After indenting, the text related to this first-level subheading would be typed here. This text might range from a few paragraphs to a few pages. Each paragraph should be indented and contain at least three sentences. At least two headings at this level are required.

The Term is Coined (Level 2 heading)

After indenting, the text related to this second-level subheading would be typed here. The text might range from a few paragraphs to a few pages. Each paragraph should be indented and contain at least three sentences. At least two headings at this level are required.

Definitions and Descriptions of Burnout. (Level 3 heading) After the period, the text related to this third level subheading would be typed here (see APA, 6th edition, p. 45 for an example). The text might range from a few paragraphs to a few pages. Each paragraph should be indented and contain at least three sentences. At least two headings at this level are required.

The final word on the definition. The text for this fourth level subheading should begin immediately after the heading. This text might range from a few paragraphs to a few pages. Each paragraph should be indented and contain at least three sentences. At least two headings at this level are required.

(Level 4 heading)

Sections of the Thesis or Dissertation

Front Matter	Instructions for section
(Title page to the Abstract)	The page numbers for the front matter are lowercase Roman numerals placed at the bottom center of the page, leaving an inch margin at the bottom.
Title Page (Page number counted, but not visible)	<ul style="list-style-type: none"> ✓ Doctoral candidates, use <i>dissertation</i> on the title page. All others, use <i>thesis</i>. ✓ Use your legal name and use it consistently in all cases. ✓ Type the title in CAPITAL LETTERS, centered 2" from the top of the page. ✓ Type your name in CAPITAL LETTERS. See sample in the appendices.
Copyright (optional) (Page number counted, but not visible)	<ul style="list-style-type: none"> ✓ Write <i>Copyright or © <YEAR></i> on the first line, <i><YOUR LEGAL NAME></i> on the second line, and <i>All Rights Reserved</i> on the third double spaced line so that the bottom line is two inches from the bottom of the page.
Approval Page (Page number counted, but not visible)	<ul style="list-style-type: none"> ✓ Approval pages for each <i>official</i> copy of the <i>thesis</i> or <i>dissertation</i> must contain original signatures. Check with the Chair of the Dissertation Committee or the Director of your program for the required number of copies. ✓ Signatures must all be on the same page. ✓ See samples in the appendices.
Dedication (optional) (Page number is visible)	<ul style="list-style-type: none"> ✓ Begins two inches from the top edge of the page.
Acknowledgments (optional) (Page number is visible)	<ul style="list-style-type: none"> ✓ Begins two inches from the top edge of the page.
Table of Contents (Page number is visible)	<ul style="list-style-type: none"> ✓ Begins two inches from the top edge of the page. ✓ Include all levels of subheadings in the document. ✓ Use exact wording, ✓ After the first page, type <i>TABLE OF CONTENTS (Continued)</i> on the left margin, leaving a one inch margin at the top of the page. ✓ See sample in the appendices.

Front Matter	Instructions for section
List of Tables (if relevant) (Page number is visible)	<ul style="list-style-type: none"> ✓ Begins two inches from the top edge of the page. ✓ Use EXACT titles used in the document. ✓ After the first page, type LIST OF TABLES (<i>Continued</i>) on the left margin, leaving a one inch margin at the top of the page. ✓ Single space within entries, double space between entries ✓ See page 6 and sample for more information.
List of Figures (if relevant) (Page number is visible)	<ul style="list-style-type: none"> ✓ Begins two inches from the top edge of the page. ✓ Use EXACT titles used in the document. ✓ Single space within entries and double space between them. ✓ See page 6 for more information.
List of Appendices (if relevant) (Page number is visible)	<ul style="list-style-type: none"> ✓ Begins Use EXACT title for each appendix. ✓ Single space within entries and double space between them. ✓ If all appendices are listed in the Table of Contents, this page is omitted. Do not list them twice.
ABSTRACT (Page number is visible)	<ul style="list-style-type: none"> ✓ Begins two inches from the top edge of the page. ✓ Type the word <i>ABSTRACT</i> in capital letters. ✓ After a triple space, type the title of the document in all capital letters, single spaced and left justified, beginning on the left margin. ✓ On the line below the title, also left justified, type <i>Under the direction of <your advisor's name and title></i>. ✓ After a triple space, indent and begin the abstract text. ✓ The abstract must not exceed 350 words. ✓ *Include at least the following: a general statement of the problem; purpose of the study; research methodology; summary of procedures; results and conclusions; and recommendations for further study. ✓ See Sample in the appendices.
*Since these contents may vary for different programs, consult your Dissertation Committee Chair or the Director of your program for the contents of the abstract required by your program.	

Text Body	Instructions for section
<p>(The page number goes at the bottom center of the first page, leaving a 1" margin at the bottom. Subsequent pages have the page number in the upper right and leave 1" margins at the top and on the right. Use Arabic numerals beginning with 1 for Chapter 1.)</p>	<ul style="list-style-type: none"> ✓ The first page of each chapter begins 2" from the top edge of the page. ✓ On subsequent pages, begin typing a double space below the page number. ✓ A common structure for dissertations and theses is a five-chapter organization (usually INTRODUCTION, REVIEW OF LITERATURE, METHODOLOGY, RESULTS, and DISCUSSION). However, different approaches to research call for different structures. For instance, legal dissertations often have a four-chapter structure. Follow the specific requirements of your department or college.
<p>REFERENCES</p> <p>(The page number goes at the bottom center of the first page, leaving a 1" margin at the bottom. Subsequent pages have the page number in the upper right and leave 1" margins at the top and on the right. Use Arabic numerals.)</p>	<ul style="list-style-type: none"> ✓ Use the specific style guide adopted by your department or college for listing your sources. ✓ Be consistent. ✓ Single space within entries, double space between them. ✓ All sources (except personal communications) cited in the text must be listed in the reference list. ✓ If personal communications are used, provide in-text citations. Do not list them in the reference list. ✓ Use digital object identifiers (doi) numbers when possible. ✓ Do not include references for which there are no in-text citations. ✓ Do not divide a reference at the bottom of the page.
<p>APPENDICES</p> <p>(The page number goes at the bottom center of each cover page, leaving a 1" margin at the bottom. Subsequent pages have the page number in the upper right and leave 1" margins at the top and on the right. Use Arabic numerals)</p>	<ul style="list-style-type: none"> ✓ The appendices contain material(s) not appropriate for inclusion in the body of the document. Consult your advisor if you are not sure where to include material. ✓ Include a copy of any IRB approval necessary for your study. ✓ For multiple appendices, include a cover page with the word <i>APPENDICES</i> typed 2" from the top edge of the page and the page number at the bottom center. ✓ For only one appendix, the cover page should say <i>APPENDIX</i>, with the title of the appendix after a double space. The following page contains the item. ✓ For multiple appendices, each appendix must be lettered and titled (e.g., <i>APPENDIX A</i> (double space) <i>MERCER IRB APPROVAL</i>) on a cover page before the appendix item. The cover page begins 2" from the top of the page and has the page number in the bottom center.

Submission to the Provost

- All theses and dissertations must be submitted to the Provost for processing and approval before the degree audit can be completed and the degree conferred. There are three submission deadlines per year, at approximately April 1, July 1, and November 1. Additional information, including the exact dates, is listed on the Provost's webpage.
- The Provost will examine all works and verify adherence to the University policies specified in this Guide for materials and format.
 - Note that the specified requirements of the Guide take precedence over all style guides. Do not use other theses or dissertations as guides for format. Any exceptions to the procedures outlined in this Guide must be preapproved IN ADVANCE by the Provost.
 - Each school or college requires a minimum number of theses or dissertations for binding. Consult your program for the number required.
 - The student must print the required number of copies and one additional copy for University Microfilms International (UMI). He or she may elect to purchase additional personal copies.
 - Doctoral dissertations must be published by microfilm through UMI and the abstracts published in *Dissertations Abstracts International*.
 - The student has the option to copyright the thesis or dissertation.
 - Each copy of the submitted document must contain a signed approval page.
 - Students are responsible for completing the required forms. The following items must be submitted with copies of the manuscript:
 - The completed binding form.
 - A bursar's receipt for binding and fees.
 - Pages 4 and 5 of the UMI application (Dissertation only).
 - Page 6 of the UMI application, if copyright is desired.
 - A copy of the title page and the abstract to accompany the UMI application.
 - *It is recommended that the student make and keep copies of the application, binding form, and receipts.
- After approval, the Provost will send a copy of the document to UMI with the appropriate forms and send the remainder of the copies to the library for binding.

APPENDIX A
SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS
 (CENTERED, 1.5" LEFT, 1" RIGHT & BOTTOM, 2" TOP)

	Page
ACKNOWLEDGMENTS	v
LIST OF TABLES.....	vii
LIST OF FIGURES	viii
LIST OF APPENDICES.....	ix
ABSTRACT.....	x
 CHAPTER	
1. INTRODUCTION TO THE STUDY.....	1
2. REVIEW OF RELATED LITERATURE.....	15
First level Subheading	15
First level Subheading	28
3. METHODOLOGY	40
First level Subheading	40
Second level Subheading	51
Second level Subheading	60
Third level Subheading	62
Third level Subheading	64
First level Subheading	69
4. RESULTS	73
First level Subheading	74
First level Subheading as an example of a heading of longer than a single line.....	80
Second level Subheading	81
Second level Subheading	88

TABLE OF CONTENTS (Continued)

CHAPTER (1.5" LEFT, 1" RIGHT & BOTTOM, 1" TOP)	Page
5. DISCUSSION, CONCLUSIONS, AND RECOMMENDATONS	92
First level Subheading	95
First level Subheading	98
REFERENCES	109
APPENDICES	114
A TITLE OF APPENDIX A	114
B TITLE OF APPENDIX B	116

APPENDIX B

SAMPLE TITLE PAGES:

COLLEGE OF CONTINUING AND PROFESSIONAL STUDIES

GEORGIA BAPTIST COLLEGE OF NURSING

MCAFEE SCHOOL OF THEOLOGY

PHARMACY AND HEALTH SCIENCES

SCHOOL OF ENGINEERING

TIFT COLLEGE OF EDUCATION

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE
TITLE OF YOUR COUNSELOR EDUCATION AND SUPERVISION
DISSERTATION, CENTERED

2" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

A Dissertation Submitted to the Faculty

in the Counselor Education and

Supervision Program of the College of

Continuing and Professional Studies

at Mercer University

in Partial Fulfillment of the

Requirements for the Degree

(after a double double-space, type the following)

DOCTOR OF PHILOSOPHY

(after a quadruple double-space, type the location, double space, then the year)

Atlanta, GA

2012

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE
TITLE OF YOUR COLLEGE OF NURSING DISSERTATION, CENTERED
2" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

A Dissertation Submitted to the Graduate Faculty
of Georgia Baptist College of Nursing of Mercer University
in Partial Fulfillment of the
Requirements for the Degree

(after a double double-space, type the following)

DOCTOR OF PHILOSOPHY

(after a quadruple double-space, type the location, double space, then the year)

Atlanta, GA

2012

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE TITLE OF YOUR
THESIS, CENTERED 2" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

A Thesis Submitted to the Faculty

of the James & Carolyn McAfee School of Theology

at Mercer University

in Partial Fulfillment of the

Requirements for the Degree

(after a double double-space, type the following)

DOCTOR OF MINISTRY

(after a quadruple double-space, type the location, double space, then the year)

Atlanta, GA

2013

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE TITLE OF YOUR
THESIS, CENTERED 2" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

A Thesis Submitted to the Faculty

of the James & Carolyn McAfee School of Theology

at Mercer University

in Partial Fulfillment of the

Requirements for the Degree

(after a double double-space, type the following)

MASTER OF DIVINITY

(after a quadruple double-space, type the location, double space, then the year)

Atlanta, GA

2013

VAPOR SORPTION EQUILIBRIA AND OTHER WATER-STARCH

INTERACTIONS: A PHYSIOCHEMICAL APPROACH

{Note: if more than one line is required for the title, it should be double-spaced}

by

ALICE W. MCWILLIAMS

B. S. Pharm., The University of South Carolina, 1994

{Note: Undergraduate Degree, Major, University Name, Date Degree Awarded}

A Dissertation Submitted to the Graduate Faculty
of Mercer University College of Pharmacy and Health Sciences
in Partial Fulfillment of the
Requirements for the Degree

DOCTOR OF PHILOSOPHY

Atlanta, GA

2004

THE ANALYTICAL DETERMINATION OF THE TEMPERATURE
DISTRIBUTION AND THE INVERSE SOLUTION TO THE THERMAL
CONDUCTION OF FLAME RETARDANT EPOXY RESIN COMPOUNDS

{Note: if more than one line is required for the title, it should be double-spaced}

By

STEVEN LAWRENCE ALEXANDER

B. M. E., Georgia Institute of Technology, 1990

{Note: Undergraduate Degree, Major, University Name, Date Degree Awarded}

A Thesis Submitted to the Graduate Faculty

of Mercer University School of Engineering

in Partial Fulfillment of the

Requirements for the Degree

MASTER OF SCIENCE IN ENGINEERING

Macon, GA

2004

THE WRITING WORKSHOP IN A RURAL MIDDLE SCHOOL

by

ANNE K. WALDEN

A Dissertation Submitted to the Faculty
in the Curriculum and Instruction Program
of Tift College of Education
at Mercer University
in Partial Fulfillment of the
Requirements for the Degree

DOCTOR OF PHILOSOPHY

Macon, GA

2012

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE
TITLE OF YOUR EDUCATIONAL LEADERSHIP DISSERTATION, CENTERED
2" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

A Dissertation Submitted to the Faculty

in the Educational Leadership Program

of Tift College of Education

at Mercer University

in Partial Fulfillment of the

Requirements for the Degree

(after a double double-space, type the following)

DOCTOR OF PHILOSOPHY

(after a quadruple double-space, type the location, double space, then the year)

Atlanta, GA

2009

APPENDIX C

SAMPLE APPROVAL PAGES:

COLLEGE OF CONTINUING AND PROFESSIONAL STUDIES

GEORGIA BAPTIST COLLEGE OF NURSING

MCAFEE SCHOOL OF THEOLOGY

PHARMACY AND HEALTH SCIENCES

SCHOOL OF ENGINEERING

TIFT COLLEGE OF EDUCATION

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE
TITLE OF YOUR COUNSELOR EDUCATION AND SUPERVISION
DISSERTATION, CENTERED
1" FROM THE TOP OF THE PAGE: DOUBLE SPACE
(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

Approved:

Karen D. Rowland, Ph.D.
Dissertation Committee Chair

Date

Diane M. Clark, Ph.D.
Dissertation Committee Member

Date

Caroline M. Brackette, Ph.D.
Dissertation Committee Member

Date

W. David Lane, Ph.D.
Director of Doctoral Studies, Counselor Education and Supervision

Date

Arthur J. Williams, Ph.D..
Chair of Educational Leadership

Date

Priscilla R. Danheirser, Ph.D.
Dean, College of Continuing and Professional Studies

Date

PREDICTORS OF CULTURAL COMPETENCE IN BACCALAUREATE NURSING STUDENTS

by

PAMELA BOWEN DUNAGAN

Approved:

Laura P. Kimble, PhD, RN (Chair) Date

Susan S. Gunby, PhD, RN (Internal Committee Member) Date

Margaret M. Andrews, PhD, RN (External Committee Member) Date

Virginia D. Domico, DSN, RN (Associate Dean, Graduate Programs) Date

Linda A. Streit, DSN, RN (Dean) Date

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE TITLE OF YOUR
THESIS, CENTERED 1" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type "Approved" 1.5" from the left)

Approved:

Date _____

Full Name, Ph.D. (or other degree, as applicable)
Faculty Supervisor

Date _____

Full Name, Ph.D. (or other degree, as applicable)
Ministry Coach (or Preaching Consultant or Spiritual Director, as applicable)

Date _____

Full Name, Ph.D. (or other degree, as applicable)
Faculty Reader

Date _____

Robert N. Nash, Jr., Ph.D.
Associate Dean, D.Min. Degree Program, James & Carolyn McAfee School of Theology

Date _____

R. Alan Culpepper, Ph.D.
Dean, James & Carolyn McAfee School of Theology

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE TITLE OF YOUR
THESIS, CENTERED 1" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type "Approved" 1.5" from the left)

Approved:

Full Name, Ph.D. (or other degree, as applicable)
Faculty Advisor for Thesis

Date _____

Nancy L. deClasse-Walford, Ph.D.
Faculty Advisor for the Academic Research Track

Karen G. Massey, Ph.D.
Associate Dean, Masters Degree Programs,
James & Carolyn McAfee School of Theology

R. Alan Culpepper, Ph.D.
Dean, James & Carolyn McAfee School of Theology

VAPOR SORPTION EQUILIBRIA AND OTHER WATER-STARCH
INTERACTIONS: A PHYSIOCHEMICAL APPROACH

by

ALICE W. MCWILLIAMS

Approved:

Advisor Date _____

Ph.D. Dissertation Committee Member Date _____

Dean, College of Pharmacy and Health Sciences Date _____

THE ANALYTICAL DETERMINATION OF THE TEMPERATURE
DISTRIBUTION AND THE INVERSE SOLUTION TO THE THERMAL
CONDUCTION OF FLAME RETARDANT EPOXY RESIN COMPOUNDS

by

STEVEN LAWRENCE ALEXANDER

Approved:

Advisor Date _____

Committee Member Date _____

Committee Member Date _____

Committee Member Date _____

Dean, School of Engineering Date _____

THE WRITING WORKSHOP IN A RURAL MIDDLE SCHOOL

by

ANNE K. WALDEN

Approved:

Advisor's Name and Degree
Dissertation Committee Chair

Date

Committee Member's Name and Degree
Dissertation Committee Member

Date

Committee Member's Name and Degree

Date

Ph.D. Director's Name and Degree
Director of Doctoral Studies, Curriculum and Instruction Program

Date

Chair's Name and Degree
Department Chair, Tift College of Education

Date

Dean's Name and Degree
Dean, Tift College of Education

USING A 1.5" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE
TITLE OF YOUR EDUCATIONAL LEADERSHIP DISSERTATION, CENTERED
1" FROM THE TOP OF THE PAGE: DOUBLE SPACE
(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

Approved:

Advisor's name and degree Date
Dissertation Committee Chair

Committee member's name and degree Date
Dissertation Committee Member

Committee member's name and degree Date
Dissertation Committee Member

Program Director's name and degree Date
Director of Doctoral Studies, Educational Leadership

Department Chair's name and degree Date
Chair of Educational Leadership

Carl R. Martry, Ph.D. Date
Dean, Tift College of Education

APPENDIX D
SAMPLE ABSTRACT

1.5" LEFT, 1" RIGHT & BOTTOM, CENTER "ABSTRACT" 2" FROM TOP

(triple space)

YOUR NAME IN ALL CAPS

DISSERTATION (OR THESIS) TITLE IN ALL CAPS

Under the direction of COMMITTEE CHAIR'S NAME and degree

(triple space)

Indent and begin typing your abstract. The abstract, which must not exceed 350 words should give a succinct account of the work including general statements of: (a) the problem and purpose of the research, (b) research methodology and summary of procedures, (c) results and conclusions, and (d) recommendations for further study. The abstract will probably be several paragraphs, which should be indented as necessary.

APPENDIX E
ADDITIONAL RESOURCES

Students may find the following sources for guidance in style and preparation helpful:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington DC: Author.

Bryant, M. T. (2004). *The portable dissertation advisor*. Thousand Oaks, CA: Corwin Press.

Cone, J. D., & Foster, S. L. (2003). *Dissertations and theses: From start to finish*. Washington DC: American Psychological Association.

Day, R. A. (1998). How to write and publish a scientific paper (5th ed.). Phoenix, AZ: Oryx Press.

Foss, S. K., & Waters, W. (2007). *Destination dissertation: A traveler's guide to a done dissertation*. New York, NY: Rowman & Littlefield.

Newman, I., Benz, C. R., Weis, D., & McNeil, K. (1997). *Theses and dissertations: A guide to writing in the social and physical sciences*. Lanham, MD: University Press of America.

Scientific study and format: The CBE manual for authors, editors, and publishers (6th ed.). (1994). New York, NY: Press Syndicate of the University of Cambridge.

Thomas, S. A. (2000). *How to write health sciences papers, dissertations, and theses*. Edinburgh, Scotland: Churchill Livingstone.

Turabian, K. L. (1996). *A manual for writers of term papers, theses, and dissertations* (6th ed.). Chicago, IL: University of Chicago Press.