LOYOLA UNIVERSITY CHICAGO

GRADUATE SCHOOL OF EDUCATION

Ed.D.

As of AY Fall 2019

DISSERTATION FORMAT GUIDELINES

A USER-FRIENDLY GUIDE

Table of Contents

To Our Students

This manual is prepared to guide you through formatting your Dissertation. Your Dissertation is a demonstration of a serious contribution to knowledge in the scholarly field. The presentation of your Dissertation is to conform to a format acceptable to the academic community.

General Instructions:

Please carefully review the process of writing and formatting your Dissertation to meet the requirements of the Graduate School of Education.

Upload your Dissertation through ProQuest for the format check only after you have met all the format requirements presented in these format guidelines.

Complete grammar and spelling corrections before you submit your document for the format check.

A format check will be discontinued if a dissertation has five format errors.

Notification of the review will be through your Loyola email account. If changes are required, you will need to resubmit the document after you have revised your text to match the guidelines.

The resubmission date will be considered as the date you submitted for the format check.

Deadline Instructions:

Dissertations may be submitted for the initial format check after the oral defense. You should circulate readers' copies and schedule the oral defense with the deadlines on the following page in mind in order to be eligible for graduation. Note that the committee has one month to review the text before an oral defense and may require revision after the oral defense.

Note: To be eligible for graduation, you must meet all necessary School of Education deadlines. Of particular importance as you complete your dissertation are the following dates:

Graduation:

You must apply for graduation through "The Student Center" on LOCUS, The deadlines for conferral application are:

        December: August 1   ●   May: December 1   ●   August: February 1
Commencement is held once a year at the conclusion of the spring semester.

Submission Deadlines as of Fall 2019:

Fall (Degree conferred in December and participate in Commencement in May)
- Graduation application = August 1
- Oral defense = no later than mid September
- Initial Format Check = no later than October 1
- Approved Final PDF submitted to ProQuest and Format Check Completed = November 1*
- See below for between semesters

Spring (Degree conferred in May and participate in Commencement in May)
- Graduation application = December 1
- Oral defense = no later than mid February
- Initial Format Check = no later than March 1
- Approved Final PDF submitted to ProQuest and Format Check Completed = April 1*
- See below for between semesters

Summer (Degree conferred in August and participate in Commencement in May)
- Graduation application = February 1
- Oral Defense = no later than mid-March
- Initial Format Check = April 1
- Approved Final PDF submitted to ProQuest and Format Check Completed = no later than the Friday before commencement*

Summer (Degree conferred in August and Commencement in May of the following year)
- Graduation application = February 1
- Oral Defense = no later than mid-April
- Initial Format Check = May 1
- Approved Final PDF submitted to ProQuest and Format Check Completed = June 1*

Between Semesters
- Approved Final PDF = no later than the Friday before the next semester begins
- The degree will be awarded for that upcoming semester, but the student does not have to register/pay for Dissertation Supervision 600 for that semester
- It is very strongly recommended that first submission for format check happen a month prior to the final approved PDF and the oral defense a few weeks before the final approved PDF so committee-requested changes have adequate time to be resolved and the format check completed.

*Valerie Collier (vcollie@luc.edu) is available if you need professional assistance with the formatting of your dissertation. She is familiar with a number of different styles, including the guidelines from the School of Education.

Manuscript Preparation:

Write your document as you normally would in your word processor (only documents in RTF or Microsoft Word format can be converted with the recommended ProQuest conversion tool), keeping a few tips in mind to improve the quality of the PDF document:

1. Spacing and pagination:

   a. Use tabs instead of a series of spaces to align text.

   b. Insert page breaks instead of a series of enter/linefeeds to start a new page.

   c. Use your word processor's tools for creating tables of content and cross references to ensure that pagination is consistent even if the generation of the PDF file causes the pages to shift slightly.

2. Fonts: Be sure to use embeddable Type1 or TrueType fonts. The required font style and size is Times New Roman 12 pt. (See ProQuest's Frequently Asked Questions for instructions on how to embed fonts.) Every file must have the fonts embedded.

3. Graphics

   a. It's best to use bitmap, GIF, or JPEG images. Avoid using graphic editors that are part of a word processor.

   b. Use a high resolution such as 600-dpi. Be aware that images can make the size of your manuscript file huge. It is fine to reduce the quality of the graphic to make it a smaller file. However, its quality must be acceptable to both you and the university.

Registering with ProQuest:

Your dissertation will be managed through a ETDAdministrator/ProQuest account. This includes the format check and submission of a final copy.

1. Open an account at ProQuest through http://www.etdadmin.com/lucedu

2. Use your Loyola e-mail account for submission of dissertation work as all communications from the School and University are only through this account.

3. Before submitting your manuscript, you will need to complete the "Dissertation/Thesis Details" page in the ProQuest site. Have the following information ready:

   a. Dissertation Title

   b. Committee Members full names

   c. Subject area and up to six key words that describe the subject matter of your dissertation. This is to improve access to your dissertation by others through the ProQuest database.

   d. Abstract of not more than 300 words. Copy and paste your abstract text into the dialog box. In order for ProQuest to have a "clean" copy for their catalog you will need use the codes they provide for special characters and emphasis. This will ensure that the copy ProQuest publishes is displayed as desired (the codes will not be visible in the final text).

PDF Conversion:

1. It is highly recommended that you **use the PDF converter available through the ProQuest site** to convert your manuscript as it best meets the requirements of ProQuest. (There is a risk that ProQuest may not accept manuscripts converted with other software as it may not comply with their standards.) If you have difficulty with converting the manuscript to PDF or with uploading it to ProQuest, contact the ETDAdministrator/ProQuest Help Desk at 877-408-5027.

    a. A complete tutorial for PDF conversion in ProQuest (http://www.etdadmin.com/lucedu) is accessed from the Resources & Guidelines tab within the "Creating a PDF" link OR from the PDF Conversion tab. Both pages have the link on the right-hand side of the page in a box titled PDF Resources.

    b. When using the ProQuest conversion tool, you will be sent an e-mail with a web link to access the PDF document. Be sure to save it to your computer with an appropriate file name.

    c. Once converted, you will need to review your documents to ensure that charts, graphs, etc converted appropriately.

2. If you have multiple files, the dissertation itself must be merged into a single manuscript file

    a. To merge multiple PDF documents into a single document, *Acrobat Adobe* software (other than *Adobe Reader*) is available through the University's libraries or it is possible to download a free 30-day trial from the internet,

    b. One option is "**Merge files into Single PDF**" - see the tutorial for PDF conversion reference in #1a above or the ProQuest's frequently asked questions.

    c. The other option is "**Assemble Files into PDF package**". While ProQuest does not give instructions for this, it can be accessed from the "Combine Files" icon in *Adobe Acrobat* and is very user friendly.

    d. If changes need to be made, it's possible to insert, delete, or replace pages between PDF files.

    If you need help merging separate documents into a continuous PDF, contact Loyola's Digital Media Lab (773-508-8029 or digitalmedialab@luc.edu)

3. Please note that the Approval Sheet, Stand Alone Title page, and Stand Alone Abstract are to be left as separate files and submitted as **supplemental documents**. They should also be submitted as PDF documents.

Submission:

1. The supplemental documents may only be a maximum of 10mb. The total (manuscript + supplemental files) submission size is a maximum of 100mb.

2. At the time of submission you will be asked if you would like various services for additional fees. These include having ProQuest obtain your copyright and/or printing hard copies for you. If you are outside the area, having ProQuest print, bind, and mail your dissertation may be a wise choice, even though more expensive than Loyola's bindery service. It will be printed only after Loyola gives final approval after graduation. (However, for those in the area, an option is Loyola's Bindery which offers just binding at a lower fee – see http://libraries.luc.edu/services/bindery.htm.)

3. The School of Education makes no particular recommendation on the registration of your claim to copyright. The copyright on your dissertation is vested with you, the author, regardless. Copyright registration amounts to an additional safeguard on the protection of your text.

4. When submitting ALL revisions, be sure to use the "submit revisions" link in the left sidebar (not just the PDF link) as this will automatically notify us that your revision has been uploaded.

MARGINS:

Left margins: 1.5 inches
Right margins: 1 inch
Bottom margins: 1 inch
Top margins: (see margin exceptions on page 12)

TITLES: Use UPPER CASE for generic headings such as ACKNOWLEDGMENTS, DEDICATION, EPIGRAPH, PREFACE, TABLE OF CONTENTS, LIST OF TABLES, LISTS OF FIGURES, ABSTRACT, CHAPTERS, CHAPTER HEADINGS, APPENDICES, REFERENCE LIST, VITA, DISSERTATION COMMITTEE, APPROVAL SHEET.

Page numbering: Follow the directions given on page 12. Page numbers should be printed outside the margin requirements, i. e., when printing the page number bottom center, it should be printed one inch above the bottom margin and when printing the page number top right corner, it should be printed one inch below the top margin.

Spacing: Double space the entire text throughout unless otherwise mentioned. Use font size 12 and font face 'Times New Roman'.

Order of Contents: See page 12 for the order of contents. Pay close attention to what is required and what is optional.

TITLE PAGE: The format of the title page of the manuscript must conform exactly to the sample provided in this guide book *(see sample 1).*

COPYRIGHT PAGE: Review the guidelines on using the work of others to determine if it is necessary to secure written permission to use copyrighted material in the dissertation. If permission is necessary, include letters of permission in appendix.

Students who do not wish to include a copyright page must include a blank sheet. The copyright page or blank sheet is counted in the pagination, but the page number is not printed and the page does not appear in the TABLE OF CONTENTS.

The copyright page should appear by itself on the page following the title page. *(see sample 2)*

ACKNOWLEDGMENTS, PREFACE AND ABSTRACT: Set top margin to 2 inches on first page, 1 inch on subsequent pages. Paginate bottom center using lower case Roman numerals (first page of ACKNOWLEDGMENTS should be iii).

DEDICATION AND EPIGRAPH: set top margin to 3 inches. Do not print the page number, but count in pagination of front matter.

TABLE OF CONTENTS: Double-space listings of front matter. *(See sample 3).* List ACKNOWLEDGMENTS, PREFACE, LIST OF TABLES, LIST OF ILLUSTRATIONS, LIST OF FIGURES, LIST OF ABBREVIATIONS/GLOSSARY AND ABSTRACT as the front matter. List page numbers in Roman numerals. **Do not list in the table of contents** TITLE PAGE, COPYRIGHT PAGE, DEDICATION, EPIGRAPH, TABLE OF CONTENTS AND APPROVAL SHEET.

LIST APPENDICES and REFERENCE LIST/BIBLIOGRAPHY. Place Appendices before Reference List. List VITA as the last item in the TABLE OF CONTENTS.

List chapter number and headings in UPPER CASE. Indent first level headings at least three spaces, second-level headings six spaces, etc. Single-space and indent run-overs of long titles/headings. All page numbers must be aligned evenly and flush right *(See sample 3).* Data in the table of contents (i.e., order of contents, titles/headings, font size, page numbers) must appear exactly as in the body of the paper.

LIST OF TABLES, LIST OF FIGURES/ILLUSTRATIONS: LIST OF TABLES and/or LIST OF FIGURES/ILLUSTRATIONS are placed after the TABLE OF CONTENTS. Single-space and indent run-overs of long titles/headings. Print page numbers bottom center using roman numerals. Data in the list (i.e., titles/headings, page numbers) must appear exactly as in the body of the paper *(See Sample 4 & 5).*

ABSTRACT: Inclusion of an ABSTRACT within the preliminary pages of the manuscript is optional. If included in the manuscript, it should carry only the generic heading ABSTRACT centered above the text *(See Sample 6).* This item appears in the TABLE OF CONTENTS. Paginate bottom center and in Roman numerals. [Note that when submitting final copies of the Dissertation, students must submit a copy of "stand alone abstract" *(See Sample 17)*].

TEXT: Set a top margin of 2 inches on the first page of chapter and 1 inch on subsequent pages. On the first page of a chapter, paginate bottom center (above one inch bottom margin); on subsequent pages, paginate top right corner (below one inch top margin). Do not end a page of text with a heading.

Use UPPER CASE type set for chapter number and title. Use the same type of numeral (Arabic or Roman) used in the TABLE OF CONTENTS. Use levels of headings properly and consistently.

TABLES -- *FOR THOSE USING APA STYLE*: Tables are numbered in Arabic numerals. The generic title "Table X" appears top left side. It is followed by the heading of the Table which begins on left side of the margin and is ***italicized***. For specific style of the Table, please refer *APA Publication Manual*. Notes to the table are placed below the table. It begins with: *Note:* (Only the title *Note* is italicized) *(see sample 7)*.

FOR THOSE USING TURABIAN STYLE: the generic title "Table X" appears along with the heading of the Table centered above the Table. *(see sample 8)*. For more information refer *Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations*.

FIGURES/ILLUSTRATIONS : *FOR THOSE USING APA STYLE***:** Figures consist of Scatter plots, Line graphs, Bar graphs, Pictorial graphs, Circle (or pie) graphs, Charts, Dot maps, Drawings and Photographs. Figures are numbered in Arabic numerals. The heading "Figure X' is placed below the figure, aligned to left margin. It is followed by the title of the figure. Do not underline the figure title or the title. Italicize the Figure number (*Figure 1*) (*see sample 9*). For specific style a figure/illustration, please refer *APA Publication Manual*

FOR THOSE USING TURABIAN STYLE: the generic title "Figure X" appears along with the heading of the Figure centered above the Figure. For more information please refer Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

Include titles and descriptive matter on the same page as the table, figure/illustration. Avoid large empty spaces. If the table, figure/illustration is large, it should stand alone on one page. Avoid breaking a table, figure/illustration on two pages. On landscaped pages, top of table, figure/illustration should be along left edge and pagination on top right corner (8.5" edge).

METHOD OF CITATION/QUOTATIONS: Short direct quotations should correspond exactly with the original in wording, spelling, capitalization, and punctuation. Short, direct prose quotations should be enclosed in double quotation marks. Direct quotes with more than 40 words should be set off from the text in single-spacing (Double spacing is also acceptable) and indented in its entirety four spaces from the left margin, with no quotation marks at the beginning or end. Direct quotes should include author's name (usually stated at the beginning of the quotation), year of publication and the page number where the quotation was cited (at the end of the quotation). Indirect quotes should accompany at least author's name and year publication (at the end of the quotation).

Refer *APA Publication Manual* for proper method of quotation. For those writing in Turabian style, refer Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

APPENDICES: Use cover page to introduce each appendix. Print Appendix number and title in UPPER CASE (APPENDIX X), followed by descriptive title on the middle of the page. Use English alphabets to number the appendices. Paginate cover page bottom center; subsequent pages top right. Place manuscript page number in brackets to differentiate from page numbers on original document. Reduce size of material to conform to margins. (*See sample 10*).

REFERENCE LIST: set a top margin of 2 inches on the first page and 1 inch on subsequent pages. Type REFERENCE LIST in UPPER CASE. *(See sample 11 A or B)*

FOR THOSE USING APA style: Reference list must have a hanging indent. That is, Begin the first line aligned to left margin and indent the run over sentences five spaces. APA requires that the reference list be double spaced. However, for your dissertation, use single space within a reference and double space between the references. (*See sample 11)*

For order of REFERENCE LIST, see *APA Publication Manuel*. Do not divide the references into categories of books, articles, unpublished papers etc. List all references in alphabetical order using the last name of the first author.

FOR THOSE USING TURABIAN STYLE: First line aligned to the left margin, consequent lines indented 5 spaces from the left margin. Single space run-over sentences, and double space between references. (*See sample 12*). For order of BIBLIOGRAPHY/REFERENCE LIST, see Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

VITA: Set a top margin of 2 inches on the first page and 1 inch on subsequent pages. Type VITA in UPPER CASE. Print page number on bottom center on the first page; subsequent pages top right corner. Vita should be written in **narrative form** with complete sentences. Do not include a resume or list of publications. Limit to a page. Double space the text. (*See sample 13*).

DISSERTATION COMMITTEE: Must conform exactly to the sample. (See sample 14)
Do not print page number. Do not list in the Table of Contents. Use same bond paper used for your final manuscript.

FORMAT CHECK - REQUIREMENTS

See page 4 for deadlines for submission of format check. You will upload your PDF documents to ProQuest at the account you opened at http://www.etdadmin.com/lucedu. When you submit for your format check you must submit

- the entire manuscript (which includes front matter, main body, and back matter as described above)
- supplemental materials (approval sheet, stand alone title page and, stand alone abstract – see samples 14, 15 and 16. (These documents must be in PDF format.)

Before you submit for a format check, use the format check list provided on pages 13-15 to make sure you meet all the format requirements.

FINAL COPY: PDF

Final PDF submission is the manuscript submitted through ProQuest and approved by the format checker.

Optional: If you would like to have your personal copies of your dissertation bound professionally there are two options – Loyola Bindery or ProQuest.

- You can obtain more information about the cost and process for the **Loyola Bindery** at http://libraries.luc.edu/services/bindery.htm.
  - o If you would like your director's signature in your bound copy, replace the Dissertation Committee page at the end of the dissertation with a signed Approval Sheet.
  - o Please note: If binding a manuscript and it is more than 300 pages or 2.5 inches, it should be printed double-sided so that the binding will hold.
  - o While you can use any paper you prefer for your bound copies, the paper the library required was archival quality - white, water-marked, minimum 25% cotton and minimum 20 lb. It should be submitted in an 8-3/4 x 11-1/4 inch paper box with a lid, as the binding is out-sourced.
- If you wish to purchase bound copies through **ProQuest**, but did not order them at the time of initial submission or you wish to change the quantity ordered, you will need to contact ProQuest at 877-408-5027.
  Please note: If you order your bound copies from ProQuest, it will not include a signed approval sheet.

After your degree has been posted on your transcript, the School of Education will release the PDF of your dissertation to be available electronically through ProQuest and the Library. (Any bound copies ordered from ProQuest will be sent after this point.)

We highly recommend that you keep an unbound hard copy of your dissertation. It is probable that over time newer software may not hold the necessary format should you want another copy in the future

Order of Contents	Margin Exceptions	Pagination, placement
Title page	2" top	counted but not printed
Copyright page	centered on page	counted but not printed
Acknowledgments*	2" top first page, 1" subsequent pages	**lower case Roman numeral, bottom center starts with iii.**
Dedication*	3" top	counted but not printed
Epigraph*	3" top	counted but not printed
Preface*	2" top	lower case Roman numeral
Table of Contents	**1" top first page,** 1" subsequent pages	lower case Roman numeral, bottom center
List of Tables‡	2" top first page, 1" subsequent pages	lower case Roman numeral, bottom center
List of Figures/ Illustrations‡	2" top first page, 1" subsequent pages	lower case Roman numeral, bottom center
Abstract* (optional in the text)	2" top first page, 1" subsequent pages	lower case Roman numeral, bottom center
Text (Main Body)	2" top first page of each chapter, 1" subsequent pages	**Arabic numeral, beginning with 1.** First page of each chapter: bottom center, subsequent pages: top right corner
Appendices‡	Appendix Number with title of appendix centered on page	continuation of Arabic numeral from the text, first page (appendix title page): bottom center, subsequent pages: top right corner
Reference List (Bibliography)	2" top first page, 1" subsequent pages	continuation of Arabic numeral, first page: bottom center, subsequent pages: top right corner
Vita	2" top first page, 1" subsequent pages	continuation of Arabic numeral first page: bottom center subsequent pages: top right corner
Dissertation Committee	1" top	Not numbered.

* These items are optional. If you include these in the text, follow the margin and pagination requirements.
‡ These items may not be part of your dissertation. If you have tables, figures and appendices in your text, then you must list these items and follow the format requirements.

Format Check

Instructions:
Please revise your Dissertation draft before you submit for a format check. This list will help you to find out if you meet the format requirements of the Graduate School of Education. Format check will be discontinued if a dissertation has five format errors.

I. General Requirements

Margins
- Left margin of 1.5 inches
- Right margin of 1 inch
- Bottom margin of 1 inch
- Top margin of 1 inch (except where indicated otherwise)
- Place page numbers outside margins (When printing page number bottom center it is printed inch above the bottom margin, and when printing page number top right corner, it is below one inch top margin). If you use Microsoft Word, set the header and footer (in page set up) to one inch.

Copyright
- Review the guidelines on using the work of others to determine if it is necessary to secure written permission to use copyrighted material in the thesis/dissertation. If permission is necessary, include letters of permission in an appendix.

Quality of the Manuscript
- Correct the order of contents.
- Proof read the entire manuscript; in particular, see:
- Improve the overall quality of print and/or presentation.
- Submit the final copies not collated in any fashion (i.e., no paper clips, staples, binders, etc.)

II. Front Matter

Title Page
- The format of the title page must conform exactly to the sample in the *Dissertation Format Guidelines. (See sample 1)*. Check spacing, wording, capitalization, spelling, etc.
- Set all margins (including the left margin at 1.5 inches) before centering the material on the title page.
- Department title, graduation month and year are complete and correct.

Copyright Page
- Format to sample 2 in the *Dissertation Format Guidelines*; place statement in the center of the page.
- The year of copyright should be the year of degree conferral.
- Do not include a page number, but count in pagination of front matter.

Acknowledgments, Preface, and Abstract
- Set a top margin of 2 inches on first page, 1 inch on succeeding pages.
- Type generic heading in UPPER CASE; do not type manuscript title or other information.
- Double-space text.
- Paginate bottom center using lower case roman numerals (first page of Acknowledgments is iii).

Dedication and Epigraph
- ___ Set a top margin of 3 inches.
- ___ Do not include a page number, but count in pagination of front matter.
- ___ Double space the text.

Table of Contents
- ___ Set up to conform with *Dissertation Format Guidelines*.
- ___ Type TABLE OF CONTENTS in UPPER CASE
- ___ Set a top margin of 1 inch on <u>all</u> pages.
- ___ Paginate bottom center throughout using lower case Roman numerals.
- ___ Double-space listing of front matter contents.
- ___ List acknowledgments, preface, all lists, and abstract as front matter.
- ___ Do not list title page, copyright page, dedication, epigraph, table of contents, approval page.
- ___ List appendices and bibliography/reference list. Place appendices <u>before</u> bibliography/reference list.
- ___ Include vita as last item.
- ___ Indent first level headings at least three spaces; second-level headings six spaces, etc.
- ___ Single-space and indent run-overs of long titles/headings.
- ___ All page numbers must be aligned evenly and flush right.
- ___ Data in the table of contents (i.e., order of contents, titles/headings, page numbers) must appear exactly as in the body of the paper.

Preliminary Lists
- ___ Create a list of tables and/or a list of figures if you have tables and figures in the dissertation.
- ___ Place after the Table of Contents.
- ___ Set a top margin of 2 inches on the first page of the list and 1 inch on subsequent pages.
- ___ Type generic heading in UPPER CASE.
- ___ Paginate bottom center throughout using lower case Roman numerals.
- ___ Single-space and indent run-overs of long titles.
- ___ All page numbers must be aligned evenly and flush right.
- ___ Data in the list (i.e., titles/headings, page numbers) must appear exactly as in the body of the paper.

III. Main Body

Text
- ___ Create UPPER CASE chapter number and chapter title. Use the same type of numeral (Arabic or Roman) as in the Table of Contents.
- ___ Set a top margin of 2 inches on the first page of chapters and 1 inch on subsequent pages.
- ___ On first page of a chapter, paginate bottom center; on subsequent pages, paginate top right corner.
- ___ Use levels of headings properly and consistently throughout the dissertation
- ___ Do not end a page with a heading.
- ___ Data in text (i.e., titles/headings, page numbers) must appear exactly as in Table of Contents & lists.

Tables and Figures
- ___ Number consecutively throughout manuscript.
- ___ Format according to APA or Turabian style (See samples 7, 8 and 9 in this guide book).
- ___ Double-space titles and descriptive matter.
- ___ Do not use vertical lines in Tables.
- ___ Include titles and descriptive matter on the same page as the table/figure. Avoid large empty spaces.
- ___ Improve quality of presentation.
- ___ On landscaped pages: top of table/figure should be along left edge; paginate top right corner (8.5" edge).

Citations
- ___ Citation format incorrect/inconsistent.(Review your style manual for detailed information.)
- ___ Set long quotations in proper block format.

IV. **Back Matter**

Appendices
___ Use cover page to introduce each item. Center UPPER CASE Appendix number and title on the middle of the page.
___ Paginate cover page bottom center; subsequent pages top right.
___ Place manuscript page number in parentheses to differentiate from page numbers on original document.
___ Reduce size of material to conform to margins.
___ Improve quality of print/presentation.

Bibliography/Reference List
___ Set a top margin of 2 inches on the first page and 1 inch on subsequent pages.
___ Type REFERENCE LIST in UPPER CASE.
___ Paginate first page bottom center; subsequent pages top right.
___ Citation format incorrect/inconsistent. (Review Turabian or APA manual for detailed information.)

Vita
___ Set a top margin of 2 inches on the first page and 1 inch on subsequent pages.
___ Type generic heading in UPPER CASE.
___ Paginate first page bottom center; subsequent pages top right.
___ Write vita in narrative form with complete sentences (do not include a C.V., résumé, or list of publications).
___ Double-space text.
___ Correct Grammar

Dissertation Committee
___ Conforms exactly to the Sample 14 in the *Dissertation Format Guidelines.*
___ Do not include a page number; do not list in Table of Contents

V. **Supplemental Documents**

Approval Sheet
___ Conforms exactly to the Sample 15 in the *Dissertation Format Guidelines.*

Stand Alone Title Page
___ Conforms to Sample 16 in this guide book
___ Director's name and Title is correct
___ Program name, graduation month and year are complete and correct.

Stand Alone Abstract
___ Conforms to the Sample 17 in this guide book

SAMPLE 1

TITLE PAGE

Everything printed on the title page should be printed in UPPER CASE.

List the entire and official program name of your respective program.

List the month and the year of your graduation.

Use double space between the lines.

LOYOLA UNIVERSITY CHICAGO

[TITLE OF DISSERTATION]

A DISSERTATION SUBMITTED TO

THE FACULTY OF THE GRADUATE SCHOOL OF EDUCATION

IN CANDIDACY FOR THE DEGREE OF

DOCTOR OF EDUCATION

PROGRAM IN [COMPLETE OFFICIAL NAME OF YOUR PROGRAM]

BY

[STUDENT'S NAME]

CHICAGO, ILLINOIS

[DECEMBER/MAY/AUGUST][YEAR OF DEGREE CONFERRAL]

SAMPLE 2

COPYRIGHT PAGE

Do not print page number on copyright page,

but count for subsequent page numbering.

SAMPLE 3

TABLE OF CONTENTS

Allow one inch top margin. Print page number bottom center

using lowercase roman numerals in all pages of table of contents.

TABLE OF CONTENTS

CHAPTER

APPENDIX

SAMPLE 4

LIST OF TABLES

Allow 2 inches top margin. Print page number bottom center

using lower case roman numerals.

LIST OF TABLES

SAMPLE 5

LIST OF FIGURES/ILLUSTRATIONS

Allow 2 inches top margin. Print page number bottom center

using lower case roman numerals.

LIST OF ILLUSTRATIONS

SAMPLE 6

ABSTRACT

You must submit an abstract (formatted as "Stand alone abstract") along with your final copies of dissertation. For the format of a Stand alone abstract, please see Sample 17. You can also add the abstract in your dissertation copy. If you decide to include, it is placed as the last item in the front matter (that is just before Chapter 1). The format is simple, it includes only a generic title: ABSTRACT followed by the contents of the abstract. Print page numbers at the bottom center in lower roman numerals continued from the items in the front matter. The abstract should not be more than 300 words.

ABSTRACT

Begin here with the contents of your abstract. Do not list your name, name of the university or the title of your dissertation as you do in the "Stand alone abstract." Print page at the bottom center. Allow two inch top margin for the first page and one inch for the subsequent page(s).

SAMPLE 7

TABLES

(APA STYLE)

Table 1

Ambiguity Tolerance and Effectiveness Percentages

	Low Effectiveness	High Effectiveness	Total
Low Ambiguity Count	39	48	87
% within AMB	44.8	55.2	100.0
% within EFFECTIVENESS	40.2	42.5	41.4
% of Total	18.6	22.9	41.4
Medium Ambiguity Count	34	43	77
% within AMB	44.2	55.8	100.0
% within EFFECTIVENESS	35.1	38.1	36.7
% of Total	16.2	20.5	36.7
High Ambiguity Count	24	22	46
% within AMB	52.2	47.8	100.0
% within EFFECTIVENESS	24.7	19.5	21.9
% of Total	11.4	10.5	21.9
Total Count	97	113	210
% within AMB	46.2	53.8	100.0
% within EFFECTIVENESS	100.0	100.0	100.0
% of Total	46.2	53.8	100.0

Note: Values in percentages represent approximation to rounded sample. AMB =Ambiguity shared within total sample.

SAMPLE 8

TABLES

(TURABIAN STYLE)

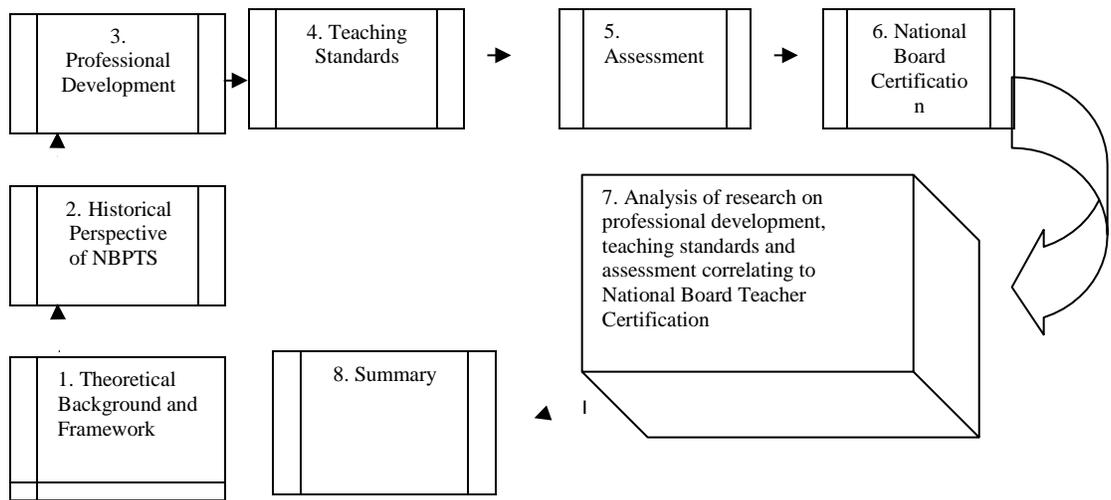Table 1. Ambiguity Tolerance and Effectiveness Percentages

	Low Effectiveness	High Effectiveness	Total
Low Ambiguity Count	39	48	87
% within AMB	44.8	55.2	100.0
% within EFFECTIVENESS	40.2	42.5	41.4
% of Total	18.6	22.9	41.4
Medium Ambiguity Count	34	43	77
% within AMB	44.2	55.8	100.0
% within EFFECTIVENESS	35.1	38.1	36.7
% of Total	16.2	20.5	36.7
High Ambiguity Count	24	22	46
% within AMB	52.2	47.8	100.0
% within EFFECTIVENESS	24.7	19.5	21.9
% of Total	11.4	10.5	21.9
Total Count	97	113	210
% within AMB	46.2	53.8	100.0
% within EFFECTIVENESS	100.0	100.0	100.0
% of Total	46.2	53.8	100.0

Note: Values in percentages represent approximation to rounded sample. AMB

=Ambiguity shared within total sample.

SAMPLE 9

FIGURES/ILLUSTRATIONS

| 3. Professional Development | → | 4. Teaching Standards | → | 5. Assessment | → | 6. National Board Certification |

| 2. Historical Perspective of NBPTS |

| 7. Analysis of research on professional development, teaching standards and assessment correlating to National Board Teacher Certification |

| 1. Theoretical Background and Framework |

| 8. Summary |

Figure 1. Review of Literature Summary

SAMPLE 10

APPENDICES

[IF YOU HAVE MORE THAN ONE APPENDIX, YOU NEED TO NUMBER THEM

AS APPENDIX A, B, C... ETC. EACH APPENDIX IS INTRODUCED BY A COVER

PAGE WITH THE APPENDIX NUMBER AND THE TITLE.]

APPENDIX A

SURVEY QUESTIONNAIRE

Begin contents of appendix here. Set 1.5" left margin, 1" top, right and bottom margin. Single or double-spacing depending on the content of the Appendix. When photocopying Appendix material, it should fit within the margin limits (reduce the size if necessary while photocopying). The content of the Appendix must be legible. Pagination on the cover page appears on "bottom center", while on the actual matter of the appendix, it appears on top right corner.

SAMPLE 11

REFERENCE LIST

(APA STYLE)

Also refer to the APA Publication Manual.

REFERENCE LIST

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Borman, W. C. Hanson, M.A., Oppler, S. H., Pulakos, E.D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449.

Mitchell, T. R., & Larson, J. R., (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

SAMPLE 12

REFERENCE LIST

(TURABIAN STYLE)

BIBLIOGRAPHY/REFERENCE LIST

Beck, C. A. J., & Sales, B. D. (2001). <u>Family mediation: Facts, myths, and future prospects</u>. Washington, DC: American Psychological Association.

Borman, W. C. Hanson, M.A., Oppler, S. H., Pulakos, E.D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. <u>Journal of Applied Psychology</u>, 78, 443-449.

Mitchell, T. R., & Larson, J. R., (1987). <u>People in organizations: An introduction to organizational behavior</u> (3rd ed.). New York: McGraw-Hill.

SAMPLE 13

VITA

VITA

XY is the daughter of AB and CD. She was born in Chicago, Illinois on January 26, 19... She currently resides in a suburb of Chicago with her husband and two children.

XY attended public schools in Chicago until the eighth grade when her family moved to Skokie, Illinois. She graduated from Northern Illinois University in 19.. with a Bachelor of Science dual degree in Elementary Education and Special Education. In 19… XY earned a Master of Arts degree in Human Relation Services and a type 73 School Guidance Certificate from Governors State University. In 19…, she completed a Type 75 School Administrative Certificate Program at Northeastern Illinois University.

XY has worked in the field of education for the past 31 years. She began her career as an educator of students with special needs. XY has worked in a mental health agency advocating for the rights of adults with special needs, a principal of a therapeutic day school for children and adolescents with severe emotional problems and the education director for a psychiatric hospital. She has worked for Loyola University Chicago for the past 13 years and is currently the … in the School of Education.

XY in an active member of the Loyola community, serving on various committees and participating in university sponsored activities and programs. She is part of the working committee for the annual conference on social justice, "A Call to Justice."

XY serves as a board member for Future Teachers Illinois/Chicago and is the … of the board for Parents Allied with Children and Teachers for Tomorrow (PACTT) an agency serving the needs of children and adolescents with autism.

SAMPLE 14

DISSERTATION COMMITTEE

DISSERTATION COMMITTEE

The Dissertation submitted by [student's name] has been read and approved by the following committee: *(List your committee members starting with the Director)*

Jack Kavanagh, Ph. D., Director
Professor, School of Education
Loyola University Chicago

Lynne Golomb, Ph.D.,
Clinical Assistant Professor, School of Education
Loyola University Chicago

Janis Fine, Ph. D.,
Associate Professor, School of Education
Loyola University Chicago

SAMPLE 15

APPROVAL SHEET

DISSERTATION APPROVAL SHEET

The Dissertation submitted by [student's name] has been read and approved by the following committee: *(List your committee members starting with the Director)*

Jack Kavanagh, Ph. D., Director
Professor, School of Education
Loyola University Chicago

Lynne Golomb, Ph.D.,
Clinical Assistant Professor, School of Education
Loyola University Chicago

Janis Fine, Ph. D.,
Associate Professor, School of Education
Loyola University Chicago

The final copy has been examined by the director of the Dissertation and the signature which appears below verifies the fact that any necessary changes have been incorporated and that the Dissertation is now given final approval by the committee with reference to content and form.

The Dissertation is therefore accepted in partial fulfillment of the requirements for the degree of Doctor of Education.

_____   _____
Date   Director's Signature

SAMPLE 16

STAND ALONE TITLE PAGES

WITH DIRECTOR'S NAME

LOYOLA UNIVERSITY CHICAGO

[TITLE OF DISSERTATION]

A DISSERTATION SUBMITTED TO

THE FACULTY OF THE GRADUATE SCHOOL OF EDUCATION

IN CANDIDACY FOR THE DEGREE OF

DOCTOR OF EDUCATION

PROGRAM IN [COMPLETE OFFICIAL NAME OF YOUR PROGRAM]

BY

[STUDENT'S NAME]

DIRECTOR: [NAME OF THE DIRECTOR WITH TITLE: PH.D OR ED.D]

CHICAGO, ILLINOIS

[DECEMBER/MAY/AUGUST][YEAR OF DEGREE CONFERRAL]

SAMPLE 17

STAND ALONE **ABSTRACT**

Student's Name

Loyola University Chicago

[TITLE OF DISSERTATION]

Begin here with the contents of the abstract. Set 1.5" left margin and 1" top, right and bottom margins. The Dissertation Abstract is no more than 300 words. Print your name, and University name in lower case and the dissertation title in upper case, centered. Print the copies of Abstract using the same quality paper used for the manuscript. The Abstract must be double spaced and **without page numbers.** Submit one copy of Abstract along with the final copies of the manuscript. This format is only for "Stand alone abstract" that is required to be submitted along with your dissertation.

If you decide to include abstract in your dissertation manuscript (which is the last item in the front matter of the dissertation), please see **sample 6** for further directions.