



# Dissertation Guidelines

Graduate School/Adams Administration Building/Suite 231

## Graduate School Publication

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## CHAPTER 1: INTRODUCTION

The completion of a doctoral dissertation is the culmination of graduate training at Troy University. It allows candidates for a doctoral degree the opportunity to pursue original research designed and prepared by the doctoral student under the supervision of a committee composed of qualified graduate faculty members. As a result, the dissertation can be a significant component of the graduate study experience for the student and the University community.

Doctoral students, with approval of their major advisor, enter the dissertation process after the completion of the doctoral comprehensive examination if applicable. Under specific circumstances and advisement of the dissertation chair students may be eligible to begin dissertation work upon approval. By entering this process, the doctoral student is committing to a year or more of dissertation work. It is important to note that dissertation development, research, writing, and completion are driven by student initiative. While substantial resources are available to the dissertation student, the responsibility for the successful completion of the dissertation rests with him or her. The faculty will play a substantial role in the direction of the project. Nonetheless, the student must take charge of seeing that a quality dissertation is presented for consideration in a timely manner, not to exceed 8 years, and is in compliance with the specific requirements in the *Troy University Dissertation Guidelines* (hereafter referred to as *Dissertation Guidelines*).

The dissertation is an important University document, both academically and for students personally, as it is **considered a genesis for future professional publications**. It will become a lasting legacy of their doctoral experience. For this reason, the dissertation student must exercise utmost care in the preparation of the final dissertation for submission. In turn, the University is committed to processing the document for publication, binding, and library archiving.

The *Dissertation Guidelines* has been prepared to support the work of the doctoral student who is required to present a formal written document as partial fulfillment of the requirements for the graduate doctoral degree at Troy University. It is the official manual of Troy University related to the dissertation format, approval processes, and time requirements. In order to make certain that dissertations from Troy University display the significance that is placed on them, the doctoral student writing the dissertation is required to follow the strict formatting and submission guidelines contained in these *Guidelines*.

These *Dissertation Guidelines* set forth the dissertation requirements established by The Graduate School of Troy University. The *Dissertation Guidelines* are designed to produce documents that are uniform in style, but also allow some flexibility for the particular requirements of various disciplines. Individual departments, schools and colleges may impose additional requirements or may specify requirements in greater detail. It is incumbent on the student to learn what, if any, special departmental/school/college requirements may apply. The dissertation should be prepared in accordance with the instructions of these *Dissertation Guidelines* and the requirements of the specific graduate program.

Any proposed deviation from these *Dissertation Guidelines* must be referred to the Dean of the Graduate School for approval before the Dissertation is completed in final form. The rules in this *Dissertation Guidelines* take precedence over previous publications issued prior to January 1, 2021. Please consult the Troy University webpage for changes that may have occurred since this publication.

The research that the doctoral student has done, short of final preparations of the dissertation, is outside the province of the *Dissertation Guidelines* (see Appendix A & E). The assumption is made that the research is complete, a comprehensive outline of the main text has been prepared, and the final draft has been examined and approved by the Dissertation Chair and



**significant assistance, the completion of the dissertation is entirely dependent upon the efforts of the doctoral student.**

### **Dissertation Proposal**

The members of the Dissertation Committee should be appointed as soon as possible after the student has begun doctoral work, and in general, no later than the end of 18 credit hours into the program (see Appendix B). The proposal is a document that formally presents the project to the Dissertation Committee. The Dissertation Committee is responsible for reviewing the proposal to determine the feasibility of the project. The proposal shall be submitted to, and approved by, the Dissertation Committee as soon as possible after the student has successfully passed the comprehensive examination if applicable but no more than three terms thereafter.

Unless extraordinary circumstances exist, such as but not limited to hospitalization, significant family issues or illness, etc..., failure to submit the dissertation proposal after the three term deadline may result in the total rejection of the proposed dissertation topic. Should the dissertation topic be rejected by the committee, the student must receive approval from the Dissertation Chair and Dissertation Committee to propose an entirely different topic. Requests for extensions due to extraordinary circumstance must be made in advance and accompanied by appropriate written documentation to the Dissertation Chair. The Dissertation Chair will meet with the dissertation committee members to accept or reject the explanation for the proposed extension.

In unique cases, and with approval of the Dissertation Chair and Committee, the student may propose the dissertation topic prior to taking the comprehensive exam if applicable. The student may initiate or continue the dissertation project. As such, if the proposal is accepted by the dissertation committee, the student may apply for Institutional Review Board (IRB) approval for the study. However, the student may not be allowed to register for dissertation hours until after comprehensive examination have been passed.

### **Responsibilities of the Dissertation Student**

While different programs have distinct procedures, the following are common elements of the process that all doctoral students who are part of the dissertation process should understand.



or conference phone capabilities if needed for a distance student and/or Dissertation Committee member (See Chapter 4 of these *Dissertation Guidelines*).

Successfully defend dissertation.

Obtain signatures of Dissertation Chair, Dissertation Committee members, department chair (if required by program), and the Dean of the college on the Dissertation Acceptance Page. A minimum of two copies of the signature page, printed on 20 pound white bond paper with a 25% or higher rag content, shall be signed with a line for the Dean of the Graduate School to sign in the future.



Approve schedule for dissertation completion submitted by the student.

Advise the student regarding procedures for applying and gaining approval from the Institutional Review Board.

Provide timely feedback on the dissertation drafts prepared and submitted by the student.

Review and approve improved dissertation drafts for distribution to Dissertation Committee members.

Review and approve dissertation draft after the incorporation of Dissertation

After format approval from the Office of the Graduate School, advise the student on the appropriate number of final number of dissertations copies needed for printing and binding.

Advise and assist students as needed in completing paperwork on an appropriate schedule for dissertation approval and graduation.

Assign grade for dissertation coursework. During the span of working on the dissertation, grades for each dissertation research course may be recorded as InProgress (IP) until the dissertation has been approved. Once the dissertation is approved and all original signatures are acquired, the Dissertation Chair shall submit a dissertation research grade of Pass/Fail (P or F) to the Office of the Registrar for all IP course work.

### **Change of Dissertation Chair**

In the course of writing a dissertation, a change of Dissertation Chair may occur. Reasons for such an occurrence may be the result of, but not limited to, a disagreement between the parties, a faculty leaving Troy University for a position at another university, retirement, temporary leave (i.e., sabbatical) or a change of dissertation topic. It is important to note that in the event a dissertation committee chair is changed, the topic of the dissertation may also change.

#### **Dissertation Chair Change Due to Disagreement between Parties**

Should a disagreement due to, but not limited to, personality issues, change of research topic, give rise between the doctoral student and the Dissertation Chair, the following steps must take place:

- Step 1. The doctoral student and Dissertation Chair should attempt to resolve the disagreement informally.
- Step 2. Student Initiation – If the issue is not resolved at Step 1 and the doctoral student wishes to request a change in Dissertation Chair, the student must request in writing a brief explanation of the disagreement and schedule a conference with the Coordinator of the Doctoral program. The explanation must address the  
 uvwfgpvøu eqpegtpu cpf fqew o gpv vjg eq o rngvkqp qh Uvgr 3 rtqegfwtgu0 Vjg  
 Coordinator of the Doctoral program must contact the Dissertation Chair to verify the disagreement. A copy of the request will be sent to the Director or Chair of the home school or department and the Dean of the College.
- Step 3. Chair Initiation – If the issue is not resolved at Step 1 and the Dissertation Chair requests relief from service on a Dissertation committee, the Chair must frame the request in writing with a brief explanation and schedule a conference with the Coordinator of the Doctoral program. The explanation must address the  
 Fkuugtvcvkqp Ejcktøu eqpegtpu cpf fqew o gpv Uvgr 3 rtqegfwtgu0 C eqr { qh vje  
 request will be sent to the Director or Chair of the home school or department and the Dean of the College.
- Step 4. If the request from either the student or committee chair is granted, within ten working days of receipt of the request, the Coordinator of the Doctoral program will confer with the student and existing dissertation committee members to select a new Dissertation Chair. A copy of the change will be sent to the Director or Chair of the home school or department and the Dean of the College and the Dean of the Graduate School.
- Step 5. In the event the Coordinator of the Doctoral program or Director/Chair of the home school or

Dissertation Chair or committee member. A copy of the change will be sent to the Dean of the Graduate School.

### **Dissertation Committee Chair Willing to Continue in Role after Leaving the University**

In the event the Dissertation Chair leaves the University (e.g., for an appointment at another university, due to retirement, etc.) and is willing and able to continue serving on the student's committee, another qualified Troy University faculty member (i.e., tenured, member of the Graduate School, and doctoral directive status in the home school or department), must be appointed as the other Co-Chair of the Dissertation Committee. The faculty member who left or retired from the University, then becomes a co-chair on the Dissertation Committee and another faculty is appointed as the other Co-Chair. To ensure that the student can make satisfactory progress, one of the Dissertation Co-Chairs must be accessible to the student to ensure that satisfactory progress is being made on the dissertation until the student completes the program or the committee is dissolved. If a faculty member is being added as a co-major advisor, or if there is an appointment change to the major advisor position, a CV must be included for the faculty member who is being added to that position.

### **Dissertation Committee Chair Unwilling to Continue in Role after Leaving the University**

In the event the dissertation committee chair leaves the University (e.g., for an appointment at another university, due to retirement, etc.) and is unwilling or unable to continue serving on the student's committee, another qualified Troy University faculty member (i.e., tenured, member of the Graduate School, and doctoral directive status in the home school or department), must be appointed as the other chair of the dissertation committee. The student will consult with the Coordinator of the Doctoral program and existing dissertation committee members to identify the new chair. Within ten working days, once another faculty member accepts the Dissertation Chair assignment, the Coordinator of the Doctoral program will inform the Director/Chair of the home school or department, Associate Dean or Dean of the College and Dean of the Graduate School about the change, in writing.

### **Dissertation Committee Chair on Temporary Leave**

In the event a dissertation committee member is on temporary leave (e.g., sabbatical, illness, etc.); the dissertation committee chair shall consult with the student and Coordinator of the Doctoral Program to facilitate the needs of the student while the faculty member is on leave.

## **Dissertation Committee**

### **Selecting the Dissertation Committee**

The Dissertation Chair will assist the doctoral student in selecting the members of the Dissertation committee. The dissertation committee shall consist of no fewer than three, but no more than four, members selected from faculty with full-time Graduate Faculty status at





Dissertation committee chair shall consult with the student and Coordinator of the Doctoral Program to facilitate the needs of the student.

**Dissertation Committee Member on Temporary Leave**

## **CHAPTER 2: FORMATTING THE DISSERTATION**

## Margins

The margins for each page of the dissertation including preliminary pages, text, and references must meet the following specifications, measured from the edge of the paper to the text:

Left (binding edge)	1 inch
Right	1 inch
Top	1 inch
Bottom of text	1 inch

Margins are inviolable. Footnotes or the last lines of a paragraph or a table must be accommodated without violating the minimum margin of one inch of white space at the bottom.

Tabs should be used for a consistent offset at the beginning of each paragraph and should be of uniform spacing (usually five spaces).

## Pagination

The pages preceding Chapter 1 must be numbered consecutively in lowercase Roman (i, ii, iii, iv, etc.) numerals. Fly (blank) pages that begin each dissertation are neither numbered nor counted. Starting with the Title Page (see Appendix F) and continuing throughout the dissertation, each page must be accounted for and/or numbered. Although the Title Page is counted, a number is not placed on the title page itself (see Appendix E). Numbers on all pages, including the first page of every chapter of the dissertation, are placed 0.5 inches above the

dqwqo gf ig qh vjg ujjgv cpf egpvgtgf0 Vjg vcdng kp vjg hqmqykp i ugevkqp ðRctvu qh c  
Fkuugtvcvkqpö eqpvckpu c fgvckngf nkuvkpi qh vjg rctvu qh vjg fkuugtvcvkqp cpf kpfkcevgu y jgvjgt gcej  
is counted or numbered and if numbered, what type of page number it receives.

## Spacing

Different academic disciplines use different research writing styles. The dissertation must follow the spacing requirements of the research writing style followed by the College.

## Widows and Orphans

Care should be taken to observe the following rules about widows and orphans. A

öykyö ku rctv qh c nkpg htqo vjg gpf qh c rctci tcr j vjcv ku Ó y Ž Ó y Ž "

without text to follow. Do not leave a heading at the end of a page unless there is room for the heading and at least two lines of text. If there is insufficient room, place the heading on the next page.

### **Tables, Figures, and Appendices**

All tables and figures must fall within the stated margins. Each element of a table or figure must be large enough and sharp enough to be legible. Style of type affects legibility. Initial capitals and lowercase letters generally are easier to read than all capitals, and regular type is easier to read than bold face. The size of lettering should be no smaller than 8-point and no larger than 14-point. Within a specific table or figure font size should not vary by more than four points.

**Tables.** A table is defined as tabulated numerical data used in the body of the dissertation and in the appendices. Tables consist of an arrangement of facts, figures, and values in an orderly sequence usually in rows or columns (see Appendix M).

Each table used within the dissertation must be well explained within the text. Additionally, the table title should fully explain the table without reference to the text. Explain all abbreviations (except such standard statistical abbreviations as *M*, *SD*, and *df*). Always identify units of measurement.

Each table is given a unique number and a title. The table number and title should be presented above the table. If the title of the table exceeds one line, single space the additional lines. There should be one line of text above the table to explain the text.

presented and may include graphs, charts, maps, drawings, photographs, plates, drawings, recording discs, diagrams, etc. When illustrations (photographs, maps, graphs, etc.) are used, they must be digital images or scanned and printed on high resolution printers. The student is required to obtain permission from the artist or publisher to reproduce copyrighted material. Such permission is usually granted on condition that acknowledgement is made. The student is responsible for any fees incurred. Printer glossy prints or darkroom glossy prints may be used, but identical copies must be included in all University required copies.

As a general guideline, plot symbols should be about the size of a lowercase letter of an average label within the figure. Curves on line graphs and outlines of bars on bar graphs should be bolder than axis labels, which should be bolder than the axes and tick marks.

The legend is an integral part of the figure, and should have the same kind and proportion of lettering that appears in the rest of the figure. The legend should appear within the axis area if possible.

Drawings and graphs should be shaded in such a way that they can be reproduced as line art rather than more expensive halftones. Limit the number of different shadings used in one bar graph to two or three. Rather than using fine dot screens to create shades of gray in a bar graph, use pattern of diagonal lines (hatching) or heavier dots (stippling). Diagonal lines produce the best effect.

Original photographs need to be scanned at a resolution sufficiently high for printing, and inserted into the dissertation document electronically (300 dpi).

Number all figures consecutively with Arabic numerals throughout the body of the dissertation and its appendices. Number figures in the order in which they are first mentioned in the text.

Figure caption

Titles are the descriptive of tables, while captions are the description of figures.

Titles and captions are generally one line of type. If the title of the table or caption of the figure exceeds one line, single space the additional lines.

placement of the table or figure, vertical or horizontal, does not alter the position of the page numbering requirements set forth in this guidebook. The number of the table and its title are placed above the top line of the table. The number of the figure and its caption are placed below the last line or bottom edge of the figure.

*Numbering.*

If any table continues on subsequent pages, the top line should read for

The page on which the table/figure appears is numbered consecutively with the main text.

This page number where the item begins is used in the List of Tables or List of Figures.

*Citations of Tables and Figures.*

When making reference to a table or figure of the table or figure



## Appendices

Appendices serve the purpose of allowing the author to provide the reader with detailed information that would be distracting to read in the main body of the dissertation. Common kinds of appendices include a mathematical proof, a large table, lists of words, a sample questionnaire or other survey instruments used in research, a computer program, etc.

**Dissertations may have more than one appendix.** If the dissertation has only one appendix, the label should be centered horizontally and vertically, in all capital letters, and without punctuation. If the dissertation has more than one appendix, label the cover page with the label centered horizontally and vertically, in all capital letters, and without punctuation (see Appendix A). Do not provide individual cover pages for each appendix when there are multiple appendices. Identify individual appendices with capital letters (Appendix A, Appendix B, etc.) in the right side of the header in the order in which it is mentioned in the main text. Each appendix must have a title. The title is positioned at the upper margin, centered, and in all capital letters. In the case when a single table serves as an appendix, the table title is considered the appendix title, and may be formatted as a table title. In the text, refer to appendices by their labels (e.g., Appendix A). A list of the Appendix or Appendices and corresponding page should be included in the Table of Contents.

## Foreign Languages

Dissertations that involve the extensive use of words (e.g., common phrases, place names, personal names) derived from a foreign language not based on the Latin alphabet (e.g., Chinese, Japanese, Sanskrit, Farsi) should contain a note on transliteration. It is incumbent upon the author to maintain the consistency of spelling styles throughout the body of the dissertation.



Return 8 lines and type:

Submitted in partial fulfillment of the requirements  
for the degree of <INSERT DEGREE TITLE> (e.g., Doctor of  
Philosophy) in <INSERT SPECIFIC AREA> (e.g., Sport Management)  
in the Graduate School of  
Troy University

Return 10 lines and type MONTH < INSERT OCTOBER, DECEMBER,  
MARCH, MAY, OR JULY>comma and <INSERT YEAR> of graduation in  
capital letters. (Only the months of October, December, March, May, or July may  
be used.)

### **Dissertation Acceptance Page (Required)**

After all of the corrections recommended by the Dissertation Chair, Dissertation Committee, and the Dean of the Graduate School have been made and the Dissertation has been successfully defended, the Dissertation Acceptance Page must be signed by the Dissertation Chair, the Dissertation Committee members, the Chair of the Department/School, the Dean of the College, and the Dean of the Graduate School (see Appendix G). A Dissertation Acceptance Page is required for all bound University copies of dissertations. This may be done electronically if necessary. A minimum of one bound dissertation copy is required by the University. Check with the Dissertation Chair for the number of bound copies recommended or required by specific graduate programs.

#### *Summary:*

The Dissertation Acceptance Page is counted but not numbered.

Type the title of the dissertation study in capital letters; double space if longer than one line; centered at the top of the page.

Return 4 lines and type:

Submitted by <INSERT NAME OF STUDENT> in partial fulfillment of the requirements for  
the degree of <INSERT NAME OF DEGREE> (e.g., Doctor of Philosophy)  
in <INSERT DEGREE AREA>  
(e.g., Global Leadership)

in the Graduate School of  
Troy University

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I tcfwcvg Uejqqn d{ vjg Fkuugtvcvkqp Eqo okvvgg<ö

Return 4 lines, draw a signature line and date line.

Return 1 line, type <Insert Name and Educational Degree of Dissertation Chair>.

Return 1 line, type Dissertation Chair.

Return 2 lines, draw a signature line.

Return 1 line and type <Insert Name and Educational Degree of Committee  
Member>.

Tgrgcv vjg vyq rtgxkquw nkpgu uq vjcv cmn Eqo okvvgg Ogo dgtuø pc o gu ctg  
included.

Return 4 lines, draw a signature line and date line

Return 1 line, type <Insert Name of the College Dean>

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Return 4 lines, draw a signature line and date line

Tgvwtp 3 nkpg, v{ rg öMary Anne Templeton, Ph.D.ö

Tgvwtp 3 nkpg, v{ rg öCuuqekcvg Rtqxquv cpfö

Tgvwtp 3 nkpg, v{ rg öFgcp qh vjg I tcfwcvg Uejqqnö

Return to bottom line of the page, type <Insert MONTH, YEAR> of the actual  
graduation date (Only the months of October, December, March, May, or July  
may be used).

Refer to Appendix G for a sample Dissertation Acceptance Page.

### **Abstract (Required)**

The abstract should contain a rationale or justification for the study. Generally, a brief account of the purpose, need, and significance of the investigation is given. Dissertation objectives are clearly but concisely stated. The methodology, results, and principle conclusions are summarized.

The abstract of a dissertation should fit on one page, be double spaced, and not exceed 250 words. This word limit and the format have been specified so that the abstract will more

easily conform to the requirements of dissertation abstract databases. The title of the dissertation is repeated above the abstract (see Appendix H).

*Summary:*

The abstract page should be counted but not numbered.

## Copyright Page (if applicable)

The accepted dissertation is the property of Troy University. The University is to be given credit for material used in the publication of any portion of a dissertation used as a direct quotation or as an adoption. Citing Troy University as the address for the publication will be sufficient. A dissertation may be protected from unauthorized copying by merely inserting a copyright statement. See Appendix J for wording on the copyright page. The student may also register this copyright with the Copyright Office, Library of Congress, Washington, D.C. All data collected as part of federal, state, or private research grants become the property of Troy University (see Appendix J).

### *Summary:*

The copyright page is counted but not numbered.

If the author intends to apply for a copyright, a copyright page must be inserted immediately following the Human or Animal Subjects Review form.

The copyright is placed at the bottom of its own page in the following format:

Copyright by

<INSERT FULL LEGAL NAME>

<INSERT Year of publication/graduation>

In the event that students do not wish to copyright their dissertation, they may, pppgvjgnuu, rtqvgev vjgkt yqtm d{ cf fkp i cp cwvjqtou uvcvg o gpv (ugg gzc o rmg dgnqy)0

*Example:* This dissertation may not be reprinted without the expressed written permission of the author.

## Dedication and Acknowledgements (Optional)

C jgc fkp i qh ðFgfkecvkqp cpf Cempqyngf i g o gpvuö ujqwnf dg v{ rgf cv vjg vqr qh vjg page. The Dedication and Acknowledgements, if used, should be brief. While dedications may indicate appreciation of family and/or friend support, only persons who provided professional help (e.g., Dissertation Chair, Dissertation Committee members, or others) should be acknowledged (see Appendix K).

### *Summary:*

V{ rg ðFgfkecvkqp cpf Cempqyngf i g o gpvuö qpg kpej htq o vjg vqr qh vjg page.



### **List of Tables (Required if tables are presented)**

Single space and begin the List of Tables at the left margin three line spaces below the heading. The table title is single spaced and indented underneath the listed table heading. The table title must be the exact wording as it appears in the dissertation. Tables must be numbered consecutively throughout the text or alternatively using a system that is a reflection of their location, for example, Tables 3.1, 3.2, 3.3, etc., for tables occurring in Chapter



V{ rg ðNkuv qh Hkiwtguöö ykvjqwv rwpevwcvkqp cpf egpvgt qpg kpej htq o vjg vqr qh  
the page.

Tgvwtp v y q n k p g u r c e g u 0 V { r g ð R c i g ö t k i j v l w u v k h k g f k p w r r g t c p f n q y g t e a s e .  
Single space; type the list of figures left justified with the page number of the  
table right justified.

Captions are indented and single-spaced underneath the figure listing.

Double space between figure entries.

Include all figures appearing in the List of Figures and in the same order.

The List of Figures uses the exact wording of the figure caption presented below  
the figure in the text or appendices.

Count and number, using small Roman numerals.

### **List of Plates, Symbols, Abbreviations and/or Specialized Nomenclature**

If necessary to the presentation of the dissertation, these lists appear after the Lists of  
Tables and Lists of Figures in the preliminaries using a form or style acceptable to the field of  
study. The recommended format is identical to the one used for the List of Tables and List of  
Figures.

#### *Summary:*

Count and number, using small Roman numerals.

Only those conforming to the most recent writing style manual (as approved by  
the respective College) may be used.

### **Text Pages**

Each dissertation must be divided in some manner of logical organization. The customary  
major divisions are chapters, but it is permissible to divide a dissertation into sections. Each  
chapter (or section) must be numbered consecutively using Arabic numerals. The Introduction is  
generally the first chapter of the dissertation.

aim, and general character of the research. The Introduction may be the opening statement of the first major section.

### **Body of the Dissertation**

Each new chapter (or section) must begin on a new page. The chapter number and title (or section number and title) must be in all capital letters separated by a colon (e.g., CHAPTER ONE: INTRODUCTION) and centered one inch from the top of the page. Title is placed two

**First order headings** are in uppercase and lowercase letters, centered, and boldface. Examples include **Introduction, Materials and Methods, Results, Discussion, Conclusions,** and **Recommendations.**

**Second-order headings** are typed in uppercase and lowercase letters, boldface, flush with the left margin, and on a separate line. The text begins two spaces below second-order



appendix consists of multiple tables or figures, a brief unifying title should be used for the appendix title, and each figure treated as a separate figure and designated with the alternate numbering scheme. For example, two tables in Appendix A, would be identified as Appendix A.1 and Appendix A.2.

Type the title of the material in capital letters, centered and one inch from the top of the page. If title is more than one line, double space. (Exception: If the appendix title is also a table title, the title should be formatted as a table title.)

Each appendix and its title should be listed in the Table of Contents. A separate Table of Contents for the Appendices should NOT be included.

All appendices must meet paper and margin requirements.

Count and number all pages (including cover page) consecutively.

### **Curriculum Vita (Required)**

At a minimum provide full name of student, permanent address, educational degrees, teaching or work experience, and if appropriate, publications (see Appendix D).

Such reprints, if used, must constitute only a subsidiary part of the dissertation.

Reprint approval, as part of the dissertation, must be secured by an explicit vote of the Dissertation Committee.



dissertation defense. All members of the defense committee must receive a copy of the  
ecpfkfcvgøu fkuugtvcvkqp vq tgxkgy cv ngcuv vyq yggmu rtkqt vq vjg uejgfwngf fghgpug<sup>0</sup> Vjg qtcn  
Dissertation defense must occur at least four weeks before the intended date of graduation. The



uvwfgpvøu tgrqpukdknkty to make all necessary corrections and resubmit to the Graduate School for final format approval.

A single dissertation can take up to one week to process, depending on its length and the number of errors encountered. Since the Graduate School staff must review many graduate theses and dissertations each semester, it is suggested that the student allow at least three weeks to obtain Graduate School approval of the dissertation. The last date a fully approved dissertation may be submitted to the Dean of the Graduate School is three (3) full weeks prior to the date of graduation. **THIS DEADLINE IS NOT NEGOTIABLE.**

### **Submission of Final Copies of Dissertation to Library**

Upon approval from the Graduate School, the student should consult his or her Dissertation Chair to determine the number of final hard bound copies of the dissertation that will be required. Student will use the ProQuest ETD (Electronic Theses and Dissertations) both to upload their dissertation to the ProQuest database and to order the required bound copies of their dissertation. Instructions for this process are linked from the Graduate School website and are located at <https://troy.libguides.com/instructions>. **THIS IS A VERY CRITICAL STEP. IF IT IS NOT ACCOMPLISHED ON TIME, THE STUDENT WILL NOT GRADUATE OR PARTICIPATE IN THE GRADUATION CEREMONY THAT SEMESTER**

### **Recording by the Troy University Registrar**

The Graduate School will submit a copy of the final signature page to the office of the registrar as evidence of completion of all dissertation requirements.

### **Distributing Copies of the Dissertation**

The student will order bound copies, using the Troy University Library as the shipping address. The Troy University Library will distribute all copies of the dissertation. The student will order bound

## APPENDICES

### Appendix A

#### SCHEDULE FOR DISSERTATION COMPLETION

After Admission to Graduate Program	<p>Select Dissertation Chair and Dissertation Committee, no later than the end of 18 hours.</p> <p>Submit Dissertation Committee Assignment Form</p> <p>Become thoroughly familiar with <i>Dissertation Guidelines</i>.</p> <p>Discuss with Dissertation Chair potential dissertation research topics.</p>
After successfully passing the Comprehensive Examination if applicable	<p>Enroll in dissertation course work as advised by Dissertation Chair.</p> <p>Prepare written dissertation research proposal.*</p> <p>Gain Dissertation Chair approval of dissertation research proposal</p> <p>Prepare IRB application.</p>
After successfully defending dissertation research proposal	<p>Enroll in dissertation course work as advised by Dissertation Chair.</p> <p>Submit draft dissertation to Dissertation Chair.</p> <p>Incorporate Dissertation Committee suggestions into the draft dissertation</p>
At least 10 weeks prior to Graduation	<p>Enroll in dissertation course work as advised by Dissertation Chair. Submit dissertation draft with all corrections to Dissertation Chair.</p>
Semester of Intended Graduation	<p>Enroll in Dissertation course work as advised by Dissertation Chair.</p> <p>Submit draft Dissertation to Dissertation Chair.</p> <p>Incorporate into the draft Dissertation all Dissertation Chair suggestions and make necessary corrections.</p>

At least 4 weeks prior to  
Graduation

Successfully assfully





## Appendix D

### Sample VITA

Name of Author: John Q. Doe

Address: 1234 Stevens Street  
Smithville, Alabama 23456

Telephone Number: (334) 123-4567

#### **EDUCATION**

**Doctor of Philosophy in** \*Name of Academic Area\* ó Troy University, Troy, Alabama, year graduated.

Cognate Area:

Dissertation Title:

**Masters of Science in Education** ó Name of school, location of school, year graduated Major:

Thesis Title (if applicable):

**Bachelor of Science in Education** ó Name of school, location of school, year graduated Major area of study:

#### **EMPLOYMENT OR TEACHING EXPERIENCE**

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Endnotes or Footnotes (optional)	Count/Number	Bottom/Center	Yes
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Appendix G

**SAMPLE OF DISSERTATION ACCEPTANCE PAGE**

DISSERTATION TITLE

Submitted 10/19/12 by [Name] (Diss) 6/12/12 for [Title] (Diss) nBT/F1 12 TtANCEPAGE G( )JT requirements fo0.000002JTJETQ EMC /P <</MCID 4>> BDC q0.00000912 0 612 792W\* 792

Appendix H

**SAMPLE OF ABSTRACT**

DISSERTATION TITLE

\*Cwjqtu peog kp hwnn cu kv yknn cr rgct qp vjg fkrnqoc\*

Appendix I

**HUMAN OR ANIMAL SUBJECTS REVIEW FOR 4(ALr )JTJETQq02 02 2457nBT/F**

Appendix J

**SAMPLE COPYRIGHT STATEMENT**

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Appendix K

**SAMPLE OF DEDICATION AND ACKNOWLEDGEMENTS**



Appendix M

**SAMPLE OF LIST OF TABLES**

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Indicate title of Table here

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Vcdng 406 í 005;  
Indicate title of Table here

Vcdng 407 í 0062  
Indicate title of Table here

Vcdng 408 í 0064  
Indicate title of Table here

Vcdng 409 í 0 65  
Indicate title of Table here





