## EdD Dissertation Formatting Guide
### (updated Fall 2021)

*Unless otherwise noted, all EdD Dissertations at Columbus State University will follow the current edition of the APA manual for all format, style, and mechanic guidelines. This includes, but is not limited to: font style and size; line and word spacing; use and format of headings; reference list and in text citations; grammar and sentence structure; general mechanics of style; use and format for tables and figures, etc.

If, after consultation with the current APA manual and the current EdD Dissertation Formatting Guide and Template, students need additional clarification, they should contact their dissertation chair directly.

### **<u>Page Margins and Numbering</u>**

- Enter the name, degree (EdD/PhD), role, rank, and department of each of the committee members. Begin with the chair, then the methodologist, and then 3rd (and 4th if applicable) member.
- From the <u>beginning</u> of the committee names, enter down until the last committee member is on the last line of the Title Page.
- NOTE: The title page is counted in the overall page count but does NOT display a page number. It is officially page "i."

## <u>Preliminary Pages</u>

*All preliminary pages, except for the Title Page, should contain a lowercase Roman numeral (assigned, not typed) page number centered in the page footer.*

*Any headings within the preliminary pages should follow the APA guidelines for Level 1 headings.*

- Title Page (not included in Table of Contents) *See Title Page Formatting and Required Components.*
- Copyright (not included in Table of Contents) *The copyright notice should be on the last line of an otherwise blank page that directly follows the Title Page. Students should type, "Copyright © Year, Student's Full Name. All Rights Reserved."*
- Dedication (optional) *You are not required to have a Dedication, but if you do, the should be double-spaced and should not take up more than one typed page of the dissertation preliminary pages.*
- Acknowledgements *Each dissertation should include an acknowledgements section where the student recognizes the contribution and inspiration of others in completing the dissertation. The text should be double-spaced and should not take up more than two typed pages of the dissertation preliminary pages.*
- Vita or Resume *Each dissertation should include the student's current resume or curriculum vita (cv). If the cv is in excess of 5 pages, students should consider including a shortened version. Please follow the current template in the formatting of the cv or resume.*
- Abstract *The one-page abstract should be written as a block paragraph (no indentions). Follow the APA guidelines for writing a dissertation (i.e., no citations, numerals for all numbers, block paragraphs). The text should be double-spaced and take up no more than two typed pages of the dissertation preliminary pages.*
- Table of Contents (not included in Table of Contents) *The Table of Contents should include all dissertation headings to at least the 3rd level. Page numbers should be right justified using leaders from the heading on the left.*
- List of Tables *The List of Tables (and figures) should follow the guidelines for naming and numbering outlined in the current APA manual. (i.e., listed in the order in which they appear in the text; Table 1, Table 2, Table 3, and so on - rather than Table 1.1, Table 2.3, etc.) If you repeat a table or figure, only list the initial use of the table or figure, not any*

*subsequent uses. The List of Tables and Figures should be formatted in the same way as the Table of Contents (i.e., page numbers right justified but connected to the title with leaders)*

- List of Figures *See above re: Tables and Figures*

## Dissertation Body

*Beginning with Chapter I: Introduction, the dissertation pagination should change from Roman numerals to Arabic numerals, starting with the number 1. Page numbers should remain centered in the footer of the dissertation.*

*The below elements of the dissertation body are meant to serve as a general guide for your Chapter Components. Always consult with your dissertation chair on the headings/content included in your dissertation.*

*Each Chapter Number/Title serves as the Level 1 Heading for that Chapter. Headings within the body of your chapters would then be Level 2 headings and beyond.*

*Avoid the use of the heading "Introduction" at the beginning of each of your chapters. Per APA style, this heading is not needed due to the placement of the content at the beginning of the chapter.*

- Chapter I: Introduction - *Chapter I serves as the introduction to your dissertation study. Recommended/Suggested headings include:*
    - Background of the Problem
    - Statement of the Problem
    - Purpose of the Study
    - Research Questions or Hypothesis
    - Theoretical or Conceptual Framework
    - Methodology Overview
    - Delimitations and Limitations
    - Definition of Terms
    - Significance of the Study
    - Summary
- Chapter II: Literature Review - *Chapter II serves as an extensive review of ALL of the related current literature on your topic. You will want to include mostly peer-reviewed journal articles or books and limit your u1 (o)1 (n)1 (s o(F)2 (r)-1 (am)9ew)3 c -0.001 TatLBody AM()31*

- ▪ Subtopic B1
- ▪ Subtopic B2
  - o Summary
- Chapter III: Methodology - *Chapter III serves as your methodology chapter and should read almost as an instruction manual or recipe to your reader. If someone wanted to replicate your study, they should be able to follow your methodology from Chapter III to recreate the study exactly. Recommended/Suggested headings include:*
  - o Research Design
  - o Role of the Researcher
  - o Participants
  - o Instrumentation
  - o Intervention (if applicable)
  - o Data Collection
  - o Data Analysis
  - o Summary
- Chapter IV: Findings - *Chapter IV contains your results or findings. This chapter should include ALL results and findings as well as a discussion of those findings in relation to the literature. Recommended/Suggested headings will vary based on the study but included:*
  - o Participants
  - o Findings
    - ▪ RQ1
    - ▪ RQ2
    - ▪ RQ3
  - o Summary
- Chapter V: Conclusions - *Chapter V serves as the compliment to Chapter I - you will summarize your study, go over your methods and your findings and relate them back to*

*Level 1 Heading. All references should be reverse indented using the ruler guides (not tab or space).*

- Appendices - *The Appendices section should begin on a new page. The term "Appendices" should be treated as a Level 1 Heading. Each appendix item should have its own title page as well.*