

**AKAMAI UNIVERSITY**  
**NOTES ON STANDARDS FOR WRITING**  
**THESES AND DISSERTATIONS**

To accompany FORM AND STYLE, Research Papers, Reports and Theses  
By Carole Slade. Boston: Houghton Mifflin Company, 11<sup>th</sup> ed., 2000, 12 ed., 2003

Students may use either edition of this manual  
As required material for DISS 990: Dissertation and RES 890: Thesis  
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All students who are enrolled in RES 990 or RES 890 are required to purchase Carol Slade,  
FORM AND STYLE, Research Papers, Reports and Theses, 11<sup>th</sup> or 12<sup>th</sup> Edition, 2000, 2003  
NOTE: Used copies are available from Amazon.com

**PARTS OF A THESIS OR DISSERTATION**

Students should note that the instructions in this manual are the specific requirements for Akamai University and may vary from those in Slade. Slade pages cited are from the 12<sup>th</sup> edition.

There are three parts to a dissertation or thesis, The Preliminaries, The Text, and the End Matter (Slade, p. 39) Reference page numbers may vary with edition of Slade. These page numbers are from 12<sup>th</sup> edition of Slade.

1. The Preliminaries consist of the following components: abstract; approval form; title page; copyright page; table of contents; lists of tables, figures, and plates; and acknowledgements.
2. The title and the copyright pages, although counted are not numbered.
3. All other pages of preliminary pages are given lower case roman numerals centered at the bottom of the page (Slade, p. 39).

**I. PRELIMINARIES**

**A. Abstract**

1. All students are required to write an abstract of their dissertation.
2. An abstract is a summary of the dissertation. It includes a brief statement of the Problem, the Design of the Study, the Major Findings, and Implications/Recommendations of the Research. Each section is center titled
3. The abstract should not exceed 500 words for Masters Thesis and 350 words for doctoral dissertation. The abstract is located at the front of the bound copy of the dissertation before the Title Page. UMI requires 250 words for abstract.
4. An abstract is not considered part of the dissertation and is not numbered or considered a page of the dissertation.

5. A copy of the abstract is sent to University Microfilms, so your dissertation is available to others. Abstracts are printed in Dissertation Abstracts International and each dissertation is available on microfilm. The requirements for abstracts are 250 words only
6. See sample ABSTRACT on page 17-19 of this work in SAMPLE PAGES.

## **B. Title Page**

1. The title page consists of the title, the full name of the author, and the submission statement, which include the Center (Center for Education and Literacy), the institution, the degree to be granted, and the month and year in which the degree is to be granted. See sample Title Page in Slade on page 53 and in this work on page 14 in the SAMPLE PAGES OF THESES AND DISSERTATIONS.
2. The title should be descriptive and concise, in order that others reading it will know if it is related to their research. Long titles are not acceptable.

## **C. Copyright (Slade p. 42)**

1. The copyright page is the only page, which is placed on the back of another page. The copyright is placed on the back of the Title page.
2. You are the owner of the copyright on your thesis or dissertation from the time that you write the work. It is your choice whether to place a copyright notice on the second page of your unpublished thesis or dissertation. You are legally protected against the unauthorized use of your work. However, microfilming your thesis or dissertation is equivalent to publication and requires a copyright notice in any published work in which a copyright is claimed. You may register your copyright with the Library of Congress. By registering your copyright it becomes a public record of copyright ownership and a prerequisite for legal action in the event of inappropriate use of your material. As your thesis or dissertation will be microfilmed, UniversityMicrofilms will register the copyright for a fee. (Slade, p. 42.) See the sample of a Copyright page on page 15 of this work in SAMPLE PAGES

## **D. Acknowledgments (Slade p. 44)**

1. This page follows the copyright page. On this page the author expresses appreciation for the assistance and guidance given during the research project. Usually the doctoral candidate expresses appreciation to the primary mentor, secondary mentor and others who have assisted him/her throughout the project. An expression of thank you should be given to those who assisted in sponsoring the project in an outside institution or group from which a sample was drawn. If permissions have been granted for use of any instrument or documents these are acknowledged in this section.
2. This page might begin as ... The author expresses his/her sincere gratitude to the following persons who helped make this research possible: Then go on to list names and a note on how they assisted you. The acknowledgements page is paginated with small case roman numbers. e.g. iii.

## **E. Table of Contents**

1. The Table of Contents lists all of the elements in the dissertation and precedes the elements except the Abstract, Title Page and Copyright Page.

2. The Table of Contents lists the elements of the Preliminaries, and the chapter titles and main headings.
3. The beginning page number for each section is placed in the right-hand margin.
4. The numbering of the chapters and the wording, capitalization and punctuation of titles and headings should be exactly the same as they are in the text.
5. See the sample Table of Contents on page 55 Slade and in this work on SAMPLE PAGES, pages 22-24.

#### **F. Lists of Tables and Figures ( Slade, p. 43)**

1. The pages of Lists of tables, figures and plates (photos) are located after the Table of Contents.
2. Figures include any charts, graphs, maps and illustrations. Photos or full-page illustrations can be called plates.
3. The titles of Tables, Figures and Plates are listed with capitalizing the first letter of the first and last words and all nouns, pronouns, adjectives, adverbs, and verbs.
4. All tables and figures are numbered consecutively in Arabic numerals throughout
5. The paper (Slade pp 99-105 102) . In this work see samples of Lists of Tables and Figures on pages 24-25.

#### **G. Clearance Permission**

1. Following the Lists of Tables and Figures in the Preliminary sections should be any Clearance forms.
2. Long and complex Clearance Instructions and Forms are placed in the Appendix.
3. Clearance forms are necessary if human beings are the subjects of a study or special facilities are used to carry out the study. See sample Akamai University Clearance Approval Form in this work on page 20.

## **II. TEXT or BODY OF DISSERTATION**

### **A. Organization of Chapters (Slade, pp.44-45).**

1. Formats for the body of the dissertation differs whether your theses are based on the collection of empirical data or whether your theses is derived from critical analysis or philosophical inquiry. (Slade, p. 44 ).
2. For theses derived from empirical data there is a standard format. Essentially the parts consist of an introduction, a review of the literature, a presentation of the method, a report of the findings a summary, conclusions and recommendations. The candidate's doctoral dissertation proposal contains tentative chapter headings. The Chapter I titles may vary as Introductions. These optional titles should fit the topic: Chapter I title is illustrative of the Introduction to the Investigation and there are many options specific to the Study.
3. A Theses based on Critical Analysis or Philosophic Speculation ( Slade, 46). There is no standard format which governs theses of critical analysis or philosophic speculation. However, there are certain common elements developed in the separate chapters or interwoven in each of the chapters.
4. The introductory section usually places the study against the background of previous work in the field. The importance of the topic and its role in developments, and scholarly tradition in which the thesis belongs is developed in this section. Discussion of the

studies that you are reacting to should demonstrate the relationship to the topic. Your comments should remain fair.

5. The central chapters of the thesis will be the results of your research and your analysis.
6. These results are to be written clearly and systematically to be able to convince the readers that you have studied every aspect of the topic and that the material disclosed by your research confirms your thesis statement.
7. The statement of the significance of the thesis may be integrated with the findings or may be presented in the concluding chapters. Conclusions may include the implications of the work for the revision of previous interpretations, or new areas of inquiry opened up by the study.

### **B. Chapter Titles and Headings (Slade, 47-48).**

1. A title of a chapter should clearly indicate the contents of a chapter and its relationship to the paper as a whole. Chapter titles are used to clarify the organization of the thesis or dissertation. In particular Chapter I, Titles can vary, depending on the study. These titles may be Orientation to the Study, Background of the Study, Bases for the Investigation, Foundations of the Problem, Theoretical Foundations and Related Research. , The Center Heads, would be Review of the Literature, Theoretical Bases, Problem Statement, Significance of the Study and Summary. Chapter titles will change from those of the Proposal.
2. Sub headings are used to divide a long chapter. Every division of a subject must have at least two subdivisions. All headings of the same level should be parallel grammatically and logically. A subheading in the Review of the Literature may be Dissertation Research. Dissertation research must link in to other dissertation research on the topic.
3. The number of levels of headings may vary in chapters.
4. The first level of heading should be centered; the second level placed at the left-hand margin and the third level indented into the paragraph five spaces. Do not underline headings except for paragraph level three headings. See samples of the three levels of headings on page 48 of Slade.

### **III. REFERENCE MATERIALS OR END MATTER**

The end matter normally consists of endnotes, a bibliography or list of references, appendix and an optional index.

#### **A. Appendices (from Eye and Netzer, p. 7)**

##### 1. Contents of Appendices

The Appendices are used for any materials that are related to the research study where it would not be appropriate to include these in the text of the thesis.

- a. Copy of instrument and instructions
- b. Copies of letters to respondents,
- c. Original data, summary tabulations, supplementary illustrative material.

##### 2. Format of Appendices

- a. Appendices are divided by half- title page. See page 26 this work.
- b. List by Capital letters. (Ex.: APPENDIX A).
- c. Precede each Appendix section with a half-title page. The page is not numbered but counted. See sample on page 28 of this work.

- d. Tables or materials referred to in the text, but located in the Appendices, are footnoted in the body of the dissertation. (Ex.: Table 22 depicts the validity results. 4

4. Appendix D.

- e. The table numbers in the Appendices follow chronologically from the last table number in the text.
- f. The titles of the Appendices are listed in the Table of Contents after the pagination of the Bibliography.

Ex.: APPENDICES. . . . . 134  
 A. Leadership Action Instrument . . . . .  
 B. Results for Validity Test One . . . . .

**B. Notes**

- 1. You may have footnotes, which appear throughout the paper or Endnotes, which appear at the end of each chapter. A thesis or dissertation to be microfilmed should use footnotes rather than endnotes so that the reader of the film will not have to turn the film back and forth to follow the notes (Slade, p. 49).
- 2. Notes should be numbered consecutively throughout each chapter, beginning with 1 for the first note in each chapter. Alternatively, they can be numbered consecutively throughout the paper.

**C. Location of Footnotes**

- 1. Every footnote should be placed at the bottom of the page on which the citation appears.
- 2. When writing footnotes, place the number of the footnote at the bottom of the page.
- 3. The line should be one-and-one-half inch starting from the left margin, one double space below the last line of the text.
- 4. Place the first footnote one double space below the line. Double space between the separation line and the first line of the first footnote. (Slade, pp.126-129).
- 5. Indent the first line of each note five spaces. Subsequent lines start at the left margin. Single space within the footnote and double –space between them.

**D. Bibliography or List of References**

- 1. Your Thesis or Dissertation should have a Bibliography or List of References. See Slade in Appendix from p. 135 on the different systems of documentation, The Chicago Manual of Style, the APA Style, MLA Style.
- 2. Bibliography (From Eye and Netzer p. 24)
  - a. The bibliography is placed before the appendices in the dissertation. A halftitle page separates it. It is not numbered but counted.
  - b. Use the first and middle initial whenever possible.
  - c. Each entry begins flush with the left margin, and the second and succeeding lines indented four spaces. Entries are arranged in single-spaced form with double spacing between lines.

- d. When there are two or more works by the same author, repetition of the name may be replaced by unbroken line eight spaces in length, beginning with the left margin and followed by a period.
- e. See Slade for all types of bibliographical entries, as books, journals, unpublished works, public documents, newspapers, etc.. and/or Turabian or the APA Manual for correct format for types of correct Bibliographic entries

## **I. TABLES [From Eye and Netzer, p. 19 –20 and Slade, 99-105]**

### **A Purpose of Tables**

1. The purpose of a table is to efficiently cite numerical data from your research.
2. Tables effectively display characteristics of data as rank-order relationships and absolute and relative magnitudes.
3. Tables must be designed that they may be read and clearly understood without referring to the text of the thesis.
4. The text should be so complete that readers can follow the argument without referring to the tables. Only one kind of data or relationship should be presented in each table.
5. Tables should be placed as close as possible to the discussion of the data in the text.

### **B Presentation of Tables (Slade, pp. 100-101)**

1. In discussing your table, provide a brief introduction to it and refer to it by number.
2. Do not use the phrase "in the following table" or "in the table on this page." Insert the table. Some tables should be reduced to be placed entirely on one page  
Some tables should be placed broadside on a page.
3. Discuss the table by pointing out its highlights.
4. Summarize the data in the table so that it can be understood without reading the text. Incorporate into the text enough analytical statements derived from the tables to constitute a coherent and valid report of actual findings.
5. Tables in a series in the text should be interspersed generally with prose.

### **C Position and Format of Tables**

1. Number the tables with Arabic numerals consecutively throughout the text. Tables in the Appendices are also numbered consecutively following the last number in the text.
2. Identify tables by Arabic numerals consecutively throughout the text. Tables included in the Appendices, likewise, are numbered consecutively following the last number in the text.
3. Titles or Captions for your tables are written with capital letters; allow three spaces above the caption and 2 spaces below the caption. A double rule is spaced one-sixteenth of an inch apart or a wide single bold rule is placed between the title and the first line of information. (Slade p. 103)
4. Each page containing a table requires pagination. This is placed in its normal position even if the table is broadside on the page. See Slade pp 111-119 for samples of various types of tables. See also pp. 99-104 for positioning and numbering of Tables.

See position and format of table in sample of Table below.

TABLE 23<sub>1</sub>  
DISTRIBUTION OF RESPONDENTS BY  
ORGANIZATIONAL STRATA

STRATA	%	N
Elementary School	37.6	187
Junior High School	32.9	163
Senior High School	29.5	143

<sup>1</sup>Glen G. Eye and Lanore A Netzer, *Standardistic and Stylistic Suggestions for Proposal and Dissertation Writing*, Department of Educational Administration, University of Wisconsin, Third Edition, N.D. p 20.

#### V. FIGURES (Slade, pp104-105 )

- A. Figures include graphs, charts, drawings, diagrams, maps, photographs, blueprints, and some kinds of computer printouts. Figures do not include numerical data obtained from the study.
- B. Like tables, figures should be so designed that they may be read and understood without reference to the text of the thesis.
- C. The text of the thesis should be so complete that the reader can follow the argument without examining the figures. However, the text, should refer to each figure and explain or analyze its content.
- D. **Position and Format of Figures (from Eye and Netzer p. 21)**
  1. Figures should come between paragraphs of the text if at all possible.
  2. Figures should be numbered with Arabic numerals (not roman numerals). Reference by figure number is preferable to “in the figure above” E.g. In Figure 10, the four lobes of the brain are displayed.
  3. Captions or titles are written with capital letters; Use inverted pyramid format for captions requiring additional lines. Allow 3 spaces both above and below\ the caption.
  4. Figures should be footnoted with the complete source at the bottom of the page.
  5. See samples of figures in Slade, pp 106-109.

#### VI. NOTES - FOOTNOTES OR ENDNOTES ( Slade, pp 126-129)

- A. The citation of a source is indicated in the text by superscript (raised Arabic numeral). The superscript should be placed directly after the material (without a space) for which the corresponding note provides the source.
- B. Notes are called footnotes when they appear at the bottom of the page and endnotes when they are collected in a section at the end of each chapter or at the end of the entire paper. As dissertations are to be microfilmed they should have footnotes, because turning back to the endnotes can be distracting to the reader.

- C. The numbering of endnotes and footnotes can be numbered consecutively with a chapter starting at number one at the beginning of each new chapter. Alternatively, number endnotes and footnotes consecutively throughout all chapters.
- D. If figures need a footnote, double-space below the figure and insert the note. The footnote can be placed in an open space within the figure, as long as the footnote does not interfere with the presentation of the illustration.
- E. Samples of Endnotes can be seen in Slade, on pages 142-150. .

## **VII. LITERARY STYLE (Eye and Netzer p. 30-33)**

- A. Tense: Dissertations are normally written in the past tense. The literature reviewed has already been written, the design has been carried out, and the results have been obtained.
  - 1. Statements, which have continuing applicability, are stated in the present tense. (Ex.: Figure 1 depicts).
  - 2. The future tense is seldom used. Avoid writing procedures and the hypotheses in the future tense.
- B. Person: The third person is preferred in scientific communication.
- C. Voice: the passive voice is used extensively.
- D. Number: agreement of subject and predicate and the pronouns with their antecedents should be checked carefully.
- E. Underlining is to be used sparingly and for emphasis. In publishing, underlining denotes that the word is put in Italics for emphasis. Underlining of foreign words and phrases is left to the discretion of the writer.
- F. Pagination – All pages of the text of a thesis /dissertation should be numbered. Place the numerals in the center between the margins. Leave at least a double space between the last line of the text and the page numbers. Page numbers are in Arabic numerals. Front matter is in lower case Roman numerals.
- G. Abbreviations (NEA, AASA, ASCD, etc.)
  - 1. Spell out the full name in the text and in the footnotes.
  - 2. If used repeatedly, spell out the full name the first time with the initials in parentheses and the initials may then be used in succeeding references. The same applies to the title of the instrument.
  - 3. The word percent is used rather the symbol for %.
- H. Numbers in the Text
  - 1. Spell out numbers that are less than 100 and rounded numbers.
  - 2. Use figures for numbers greater than 100 unless they are rounded.
  - 3. Spell out a number at the beginning of a sentence although later in the sentence figures may be required.
  - 4. Spell out fractions that are independent of whole. Use figures for all numbers in a series even though some of the numbers are smaller than 100.
- I. Quotations
  - 1. Short direct quotations not over three typewritten lines in length are enclosed in quotation marks and are run into the text.
  - 2. Long and direct quotations that are more than three typewritten lines
  - 3. The first line of each paragraph of quotation is indented eight spaces the same as first lines of paragraphs in the text. All succeeding lines are indented four spaces.
  - 4. Opening and closing quotation marks are omitted.



5. Omissions in quoted matter are permitted if the original meaning is not altered; indicate the omission with an ellipsis (...).
6. Paragraphing of the original source should be retained in direct quotations.
7. Punctuation with quotation marks
  - a. A comma or period is always inside of the final quotation mark.
  - b. A semi-colon or colon goes inside the quotation marks.
  - c. When a question or exclamation is quoted directly, the quotation marks are placed outside the question or exclamation mark.
  - d. If the person quoting someone else asks the question or makes the exclamation, then the quotation marks go inside the question or exclamation mark.

### **VIII. NUMBER OF COPIES OF THESIS OR DISSERTATION**

- A. After your thesis or dissertation is approved by your Committee Chair, send each of your mentors a hard unbound copy by post. Also, send the Program Director a hard unbound copy.
- B. Send a hard unbound copy to head office for final approval.
- C. After final approval send single bound copy to head office, with original signatures of approval, according the official bindery requirements.
- D. The copy should be bound in black buckram and should have gold lettering on the spine. Have your name printed in capital letters at the top of the spine about 2 spaces down. Half way down the spine have the type of degree awarded (M.S., M.A, or Ph.D. (See sample below). At the bottom of the spine have the date printed e.g. 2005. No printing is required on the front cover of the Thesis or Dissertation, although this may be arranged by the student.

\_\_\_\_\_ (Spine of Thesis ) \_\_\_\_\_

JOHN J. JONES

Doctor of Philosophy.

2005

### **REFERENCES**

- Carole Slade, *FORM AND STYLE, Research Papers, Reports and Theses, 11th and 12 Edition.* : Houghton Mifflin, 2000, 2003.
- Glen G. and Lanore Netzer, *STANDARDISTIC AND STYLISTIC SUGGESTIONS FOR PROPOSAL AND DISSERTATION WRITING*, Third Ed. N.D. University of Wisconsin, Madison. Department of Educational Administration.