

# DOCTORAL DISSERTATION GUIDELINES

Effective January 2025



**DIVISION OF GRADUATE STUDIES**

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## **PREFACE**

Students in doctoral programs must demonstrate evidence of a high degree of scholarship, competence in scholarly exposition and ability to select, organize and apply knowledge through a dissertation. "Guidelines for Preparing the Doctoral Dissertation," as developed and enhanced by the Graduate Faculty of Jackson State University, provides examples of best practices concerning format standards that must be met before it receives final approval by the Division of Graduate Studies. These guidelines describe in detail the university-wide minimum standards for formatting dissertations, offer advice on how to meet those requirements and follow recommendations of the Council of Graduate Schools (CGS).

It is anticipated that these guidelines will likely contribute to program quality, improve student morale, limit attrition, and decrease the time it takes to fulfill the requirements for doctoral degrees.

## **Graduate Web Resources**

### **Homepage**

<https://www.jsums.edu/graduateschool/>

### **CyberOrientation**

<https://www.jsums.edu/graduateschool/cyberorientation/>

### **Dates and Deadlines**

<https://www.jsums.edu/graduateschool/important-dates/>

### **Graduate Catalog**

<https://www.jsums.edu/graduateschool/graduate-catalog/>

### **The Richard Wright Center for Writing, Rhetoric, And Research**

<https://www.jsums.edu/wrightcenter/>

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## LIST OF REQUIRED STYLE MANUALS

### **Business Administration**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Chemistry**

*The ACS Style Guide*, latest edition.

### **Clinical Psychology**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Computational and Data-Enabled Science**

American Mathematical Society (*AMS Style Guide*, latest edition).

Institute of Electrical and Electronics Engineers (*IEEE Reference Style Guide for Authors*, latest edition).

### **Early Childhood Education**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Education Administration**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Environmental Science**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Public Administration**

Turabian, Kate. *A Manual for Writers of Term Papers, Theses and Dissertations*.

### **Public Health**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Social Work**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Urban Higher Education**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

### **Urban and Regional Planning**

*Publication Manual of the American Psychological Association* (APA Style Manual, latest edition).

## INTRODUCTION

The Division of Graduate Studies has administrative supervision of all graduate work at the University. The Division of Graduate Studies is composed of the departments that offer graduate instruction leading to master's, educational specialist, and doctoral degrees. The faculty of the Division of Graduate Studies consists of those faculty members in the departments who are qualified to teach and conduct research on the graduate level. Members of the graduate faculty engage in scholarly pursuits in terms of research, writing, publishing, and participating in professional organizations.

To receive a doctoral degree from Jackson State University, students must successfully satisfy all requirements of their departments and the Division of Graduate Studies as articulated in the *Graduate Catalog*. Specifically, the students must successfully complete all required coursework, pass all required entrance and exit examinations (written and oral), successfully complete the dissertation, adhere to all university academic guidelines, and satisfy any additional academic requirements set forth by their graduate academic advisors.

Degree applicants must demonstrate to the satisfaction of the departmental graduate faculty, academic college/school dean, and the Division of Graduate Studies Dean that they have attained through intelligence, scholarship, industry, and personal qualities, the highest level of professional and academic competence. This level of competence should be consistent with the expectations the graduate faculty holds of persons who have acquired the degree being sought. The determination of fitness to qualify for the degree rests solely upon the estimate which the graduate faculty makes of the student's right to the degree.

All doctoral candidates must submit a dissertation based on independent and original research and must defend it in a formal, public forum. Minimum policies and standards for establishing a dissertation committee and for preparation and submission are outlined in this publication and are supplemented by documents from individual departments.

The Division of Graduate Studies has developed two forms to be processed for doctoral degree candidates completing dissertations. These forms may be obtained online:

<https://www.jsums.edu/graduateschool/graduate-forms/>

The forms, when properly executed, provide general directions for successful completion of this requirement. Each form must be completed under the direction of the student's advisor.

**Committee Approval Form** documents the constitution of a student's dissertation committee and approval of the student's research proposal by the student's committee.

**Committee Report of Defense Results Form** is completed upon the successful defense of the dissertation before the student's committee. This form must be submitted prior to final clearance for graduation.

### 1. CALENDAR

The Office of the Division of Graduate Studies issues a calendar each year which indicates the deadline for satisfying all graduation requirements and submitting the final clearance form to the Graduate Office. This form is for students planning to graduate in April/May, August, and December.

The Division of Graduate Studies encourages students to submit their manuscripts well before this deadline.

It is the students' responsibility to observe the dates of the deadlines for graduation. It is the student's responsibility to learn the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the dissertation writing process.

It is the student's responsibility to submit materials to the department and school/college in time for the committee, advisor, chair and dean to review them so that they can reach the Division of Graduate Studies by the deadline. In

particular, the defense is scheduled early enough in the semester to allow students to complete the requirements outlined in this document. If the deadline is not met for any reason, graduation will be deferred to a later semester.

Final copies of the dissertation with the completed signature page and the approval forms must be submitted together. The reason for this is that the student's department and college/school must approve the physical manuscripts that are to be published and placed in the Library Archives. If students wish to make changes, their department and college/school must approve them in writing before the deadline.

After the final copies with the completed signature page have been submitted, they are reviewed to ensure that they meet the university-wide requirements. If they do not, students will be contacted by their department and/or college explaining what must be done to correct the deficiencies and when those corrections must be submitted.

Submission of a dissertation *should not* be interpreted as approval. Approval comes only after the document is read and the format is reviewed for consistency with the dissertation guidelines. The final copy of the dissertation must be acceptable to all members of the committee as witnessed by the signatures on the approval page.

Final corrected copies of the doctoral dissertation must be accepted by the University no later than one year after the oral defense, or within the ten-year limit, whichever occurs first. The degree will not be conferred if students fail to meet this deadline.

## 2. TIPS FOR WRITING

The printed dissertation is the public display of the quality of work acceptable to the student's department, school/college and to the Division of Graduate Studies for fulfilling graduate degree requirements. The student must prepare the information for the document, present it in an orderly fashion, and undergo a review cycle. The goal is to produce a final dissertation that reflects mastery of the topic and the student's ability to do original and independent research. Each graduate student will use the departmental adopted style manual for the text and references. Use only the style manual approved by your department.

When you are about to begin, writing a dissertation seems like a long, difficult task. That is because it is a long, difficult task! **Most dissertations are 100 to 300 pages in length.** One key to success is to adopt a systematic approach to achieve your goal.

### BE ORGANIZED AND CREATE A TIMELINE

- A. Have an electronic filing system.
  - 1. Create a separate document file for each chapter and one for the references.
  - 2. Make a back-up of these files and do so every day at least.
  - 3. Never keep the back-up files close to the computer.
  - 4. Have a rotating master back-up.
- B. Have a physical filing system.
  - 1. Have/Create a collection of electronic folders with chapter numbers on them.
  - 2. Have a file for the plots of results and pages of calculations.
  - 3. Have a file for old notes, references, speculations, etc.,
  - 4. Put all of your folders in a box or a filing system.
- C. If any data exists only on paper, copy them and keep the copy in a different location. Consider making a copy of lab notations. The Institutional Review Board may require that original data be kept for at least ten years, and it is more likely to be found if two copies exist.
- D. Agree with the chairperson on a timeline for writing the manuscript.
  - 1. Set the dates for completing 1st and 2nd drafts.
  - 2. With your chairperson, determine the dates for the return of useful comments and corrections.
  - 3. Decide on a completion date.
- E. Meet your deadlines!



Whenever writing, it is very important to write something. So write something, no matter how rough. It would be nice if clear, precise prose leapt easily from the keyboard, but it usually does not. Most find it easier, however, to improve something that is already written than to produce text from nothing. So develop a draft, then clean it up later for the chairperson to read.

The chairperson will expect to read each chapter in draft form. It will be returned to students with written suggestions and comments. Do not be upset if a chapter – especially the first one written – is returned containing numerous suggested revisions and additions. The dissertation writing process is designed to be iterative. Regardless of a student's writing skills, all students should expect to have numerous rounds of revisions. Feedback is intended to improve all aspects of the draft. Remain positive when revising drafts based on chair and/or committee feedback. The chairperson wants the work to be as good as possible, because the chairperson's reputation, as well as the student's will be affected.

During the dissertation writing process, students often notice substantial improvements from their initial drafts to the last draft written. Remember, only the final draft is assessed; the more comments the chairperson adds to the first or second draft, the better. (Before submitting a draft to the chairperson, run a plagiarism, grammar and a spell check.)

Use of results, observations, or generalizations that are not the author's must state where the information is reported. The only exceptions are cases where it is considered general knowledge. For example, dynamics equations need not precede a citation of Newton. The importance of this practice is that it allows the reader to verify your starting position. Good referencing also tells the reader which parts of the dissertation are descriptions of previous knowledge and which parts are your additions to that knowledge.

### 3. TECHNICAL DETAILS

The "Guidelines for Preparing the Doctoral Dissertation" complies with publication requirements of ProQuest.

<https://about.proquest.com/globalassets/proquest/files/pdf-files/preparing-your-manuscript.pdf>

Paying close attention to the specifications below will result in a final draft that is both professional in appearance and acceptable to the Division of Graduate Studies. **Technical formatting of the dissertation should occur after the dissertation defense. The dissertation defense includes all sections from the Introduction to the Appendices.**

#### Type Fonts and Print Quality

The master copy of the dissertation must be typed on one side of the page only. Standard pica or elite type size and standard type fonts are preferred. The recommended font is Times New Roman, size 12. Script type fonts may not be used.

Once selected, the type or print font and size must be consistent throughout the document. Other special fonts such as italics may be used according to directions in the style manual. No bold type should be used within the dissertation unless the student is following the style requirements of a major journal within the student's discipline.

If a computer printer is used, a laser printer is recommended. Ribbons and cartridges should be changed, as they produce a sharp, black image. The department will make the final decision on the legibility of type used.

#### Line Spacing

Standard double spacing is required for the document text. For most computers, five lines are equivalent to one inch and is the usual default setting. Most style manuals require single spacing to be used within long quotations, long tables, footnotes, multiple captions, and bibliographic entries (for exceptions, see the manual recommended by your department). Double spacing should be used between footnotes and bibliographic entries.



### Margins - Microsoft Word, Google Doc, or Onedrive

The guidelines for page margins are below:

1. Left-hand margin: 1 inch
2. Right-hand margin: 1 inch
3. Top margin: 1 inch
4. Bottom margin: 1 inch
5. The right margins should not be justified.

Microsoft Word, Google Docs, and Onedrive will automatically input footnotes below the marginal line. If using a typewriter and manually inputting footnotes, writing should not extend more than one single space below the bottom marginal line. Adhere to this same spacing guideline for the last line of a chapter, subdivision, or figure caption.

With the exceptions noted above, all tables and figures, including their titles, must conform to the margin requirements. Tables and figures may be photographically reduced to meet margin requirements.

Photocopies should be made only from the original copy and must be made with care to ensure that margins on all copies are accurate and consistent. It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or the top of a page. The last word on a page cannot be hyphenated.

### Pagination

Every page of the dissertation must have a page number except the title page, copyright page, dedication page, acknowledgements page, approval page, abstract pages, and vita. If a frontispiece (usually an illustration or quotation relevant to the subject) is included before the title page, it is assigned the first small roman numeral i, but not numbered.

Small roman numerals (ii, iii, iv, etc.) are used for the preliminary pages: acknowledgments, table of contents, and the lists of tables. The title page is assigned the first small roman numeral (i, or ii if frontispiece is used), but that number does not actually appear on the title page.

Arabic numbers are used for the remainder of the document, including the text and the reference material. The pages are numbered consecutively beginning with 1 continuing through to the end of the document. No other numbering scheme is acceptable; the standard scheme may not be disrupted with insertions numbered 10a, 10b, 10c, etc.

All page numbers must be placed at least ¾" from the bottom edge of the page, in the center bottom position. Numbers of preliminary pages also are placed at the center bottom in small roman numerals.

### Corrections

The retyping and reprinting of pages are the only acceptable form of correction.

Table 1 lists all the potential parts of a dissertation and the order in which they occur.

Table 1

*Arrangement of Items in the Dissertation*

Item	Comment	Page Assignment
<b>FRONT MATTER</b>		
Title Page	Required	Counted as page i, but not numbered
Signature Page	Required	Counted as page ii, but not numbered
Copyright Page	Optional	No page number
Dedication Page	Optional	No page number
Acknowledgements	Required	Counted as page iii, but not numbered
Table of Contents	Required	iv
List of Tables	If needed	Small Roman numeral
List of Figures	If needed	Small Roman numeral
List of Abbreviations	If needed	Small Roman numeral
List of Symbols or Nomenclature	If needed	Small Roman numeral
Abstract	Required	Counted, but not numbered
<b>BODY OF TEXT</b>		
Introduction or Chapter 1	Required	Starts with Arabic page 1
Endnotes	Required	
<b>BACK MATTER</b>		
Bibliography or Reference List	Required	Follows pagination
Appendices	Optional with the exception of IRB approval form and permissions for re-printed information	
Vita	Required	Counted, but not numbered; final page of document

**FRONT MATTER**

**Title Page**

This page is assigned a Roman number "i," although the number does not appear on the page. The title page is the only page of your document with no page number. The title page must contain the following information: title of dissertation, writer's name (as they are registered at the institution), college, institution, degree, month and year of commencement, and major. The wording and format must be exactly as shown in Appendix A.

**Signature Page**

Each copy of the dissertation submitted to the University must have a signature page sheet using the exact wording and format shown on the sample page in Appendix A. This sheet must be on the same white, (at least) 20 pound, 25% cotton content, acid-free bond paper and be in the same type font as the remainder of the dissertation. The name used on the signature page and title page must be that under which the student is registered at the institution. Although the original signature pages may be copies, the committee signatures must be original. Black ink is required for the original signatures. The number of signature lines must equal the number of committee members. The major and degree to be awarded must be exactly those to which the student was admitted officially by the Division of Graduate Studies. The signature page is not numbered.

**Copyright Page**

This page is included only if the manuscript is being formally copyrighted. To learn more about copyrighting a dissertation, please visit:

[https://pq-static-content.proquest.com/collateral/media2/documents/copyright\\_dissthesis\\_ownership.pdf](https://pq-static-content.proquest.com/collateral/media2/documents/copyright_dissthesis_ownership.pdf)

**Dedication Page**

If the student wishes to dedicate the manuscript, the dedication statement should appear on the dedication page. A dedication page is not required. The dedication page is not numbered.

**Acknowledgments**

This page is to thank those who have helped during obtaining the graduate degree. Typically, the dissertation chair, committee members and others are acknowledged in this section. Acknowledgement of any funding received during the graduate program (e.g. assistantship, fellowship) is included in this section. This page is considered page iii, but is not numbered.

**Table of Contents**

The Table of Contents may vary in style and amount of information included. Chapter or Section titles, the Bibliography/References, the Appendices, if any, and the Vita must be included. Bibliography/References and Appendices have a leading page, so the page number should be assigned to that page as the first page of the section instead of the actual first page with content. Although it is not necessary to include all levels of headings, inclusion must be consistent. If a particular level is included at any point, all headings of that level must be included.

**List of Tables/ List of Figures/List of Abbreviations/List of Symbols/Nomenclature**

The Division of Graduate Studies does not require these lists. Include any of these lists only if they will be helpful to the readers or if including them is standard practice in your discipline. The List of Tables lists all tables in the document. The List of Figures list all figures in the document. If a list of tables and a list of figures can fit together on one page, they can be presented on a single page using the main heading of Illustrations, with Tables and Figures formatted as subheadings. All abbreviations in the document should be listed and spelled out in the List of Abbreviations. If symbols are used in the dissertations, a List of Symbols that identifies the symbol and its corresponding meaning should be included. If specialized terms are used and the student believes that a glossary of nomenclature will be helpful to the reader, a Nomenclature list can be included.

**Abstract**

The abstract is a brief summary of the problem and the results of the research. The abstract of the doctoral dissertation should be a concise review of the work and must not exceed 350 words. The following information is typically contained in the abstract:

1. a short statement concerning the area of investigation
2. a brief discussion of methods and procedures used in gathering the data
3. a condensed summary of the findings
4. conclusions reached in the study.

All doctoral candidates must provide the abstracts of 350 words or less for all dissertations for submission to ProQuest.

**Text/Body**

Refer to the style manual required by your department for items not discussed in this section. This includes the format for references.

**Divisions and Headings**

The manuscript must be divided into a logical scheme that is followed consistently throughout the work. Chapters are the most common division (e.g., Introduction, Review of Literature, Methodology, Results, Discussion) but subdivisions within chapters are commonly used.

**Subdivisions**

Any logical system of subdivisions within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. Most style manuals will give a scheme of subdivisions. The appearance of the heading must vary for each level of subdivisions unless a numbering system is used to indicate level. The subdivisions within a chapter or section do not begin on a new page unless the preceding page is filled. If there is no room for the complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin on the next page. First

and second level subdivisions are always preceded by extra space to indicate to the reader a major shift in subject. Any levels of subdivisions below the first two are not required to have extra space above but must be treated consistently.

Each chapter or section must be numbered consecutively and begin on a new page. Chapter or section titles are primary divisions of the entire manuscript and are not part of the subdivision scheme. Divisions may include, but are not limited to, the Introduction, Review of Literature, Methodology, Findings, Discussion and Conclusion.

### **Introduction**

This is the first chapter of the dissertation and it serves to introduce the problem or the focus of the study, develop the background, and state the purpose. Doctoral students will be guided by their dissertation committee to write an Introduction that includes content and follows the structure and guidelines most commonly used in their discipline. Depending on disciplinary practices, the Introduction may include some or all of the following sections:

1. Introduction
2. Statement of the Problem
3. Purpose of the Study
4. Research Questions
5. Significance of the Study
6. Definition of Terms
7. Overview of Methodology
8. Delimitations
9. Limitations
10. Organization of Study

### **Review of Literature or Literature Review**

The review of literature is an opportunity for the writer to contextualize their work within the existing literature. By thoroughly reviewing the literature, the writer is able to convey the scope of the problem, its context, and its theoretical and practical implications. In this chapter, the writer should discuss elements of the dissertation that have been subject to prior investigation and how the dissertation differs from existing literature, any key issues, debates, and related theoretical frameworks. Additionally, barriers, gaps in knowledge, or practical needs should be discussed to establish the need for the study and to make connections between their study and what others have studied (APA, 2020). Doctoral students will be guided by their dissertation committee to write a Review of Literature chapter that includes content and follows the structure and guidelines most commonly used in their discipline.

### **Methodology or Methods**

This chapter is where the research design is presented. The research methods chapter includes a description of the participants/subjects, the apparatus and materials used, and the procedures followed to collect data. It is important that this chapter is sufficiently detailed to permit evaluation of the methods and replicability of the study. APA (2020) identifies the following reporting standards for a Methodology chapter for a quantitative dissertation:

- Inclusion and Exclusion criteria, including any restrictions based on demographic characteristics
- Participant Characteristics
- Sampling Procedures
- Sample Size, Power, and Precision
- Measures and Covariates
- Data Collection
- Quality of Measurements
- Instrumentation
- Masking
- Psychometrics
- Conditions and Design
- Data Diagnostics
- Analytic Strategy

Likewise, APA (2020) identifies the following reporting standards for a Methodology chapter for a qualitative dissertation:

- Research Design Overview
- Study Participants or Data Sources, including researcher description, participants or other data sources, and researcher-participant relationship
- Participant Recruitment, including recruitment process, participant selection
- Data Collection, including data collection or identification procedures, recording and data transformation
- Analysis, including data-analytic strategies and methodological integrity

Doctoral students will be guided by their dissertation committee to write a Methodology chapter that includes content and follows the structure and guidelines most commonly used in their discipline. Depending on disciplinary practices, the Methodology chapter may include some or all of the components identified by APA (2020).

### **Findings or Results**

In this chapter, the writer will discuss the findings of the study. This chapter should summarize the collected data and the results of any analyses performed on those data relevant to information in previous and upcoming chapters. APA (2020) identifies the following reporting standards for a Findings or Results chapter for a quantitative dissertation:

- Participant Flow
- Recruitment
- Statistics and Data Analysis

Tables and figures are commonly included in the Findings or Results chapter. Likewise, APA (2020) identifies the following reporting standards for a Findings or Results chapter for qualitative dissertation:

- Description of research findings
- Demonstration of the analytic process of reaching the findings
- Presentation of research findings in a way that is compatible with the study design
- Presentation of synthesizing illustrations (e.g., diagrams, tables, models), if they are useful in organizing and conveying findings

Doctoral students will be guided by their dissertation committee to write a Findings or Results chapter that includes content and follows the structure and guidelines most commonly used in their discipline. Depending on disciplinary practices, the Findings or Results chapter may include some or all of the components identified by APA (2020).

### **Discussion and Conclusion**

After presenting the results in the preceding chapter, in this chapter, the writer will evaluate and interpret the implication of the study's results, especially with respect to the research questions or hypotheses. APA (2020) identifies the following reporting standards for a Discussions and Conclusions chapter for a quantitative dissertation:

- Support of Original Hypotheses
- Differences or Similarity of Results between reported results and work of others
- Interpretation
- Generalizability
- Implications for future research, programs, and policy

Likewise, APA (2020) identifies the following reporting standards for a Discussion and Conclusions chapter for a qualitative dissertation:

- Description of the central contributions and their significance in advancing disciplinary understanding
- Description of the types of contributions made by the findings
- Identification of similarities and differences from prior theories and research findings
- Reflection on any alternative explanations of the findings
- Identification of the study's strengths and limitations
- Description of the limits of the scope of transferability
- Discussion of any ethical dilemmas or challenges encountered and suggestions for future researchers
- Discussion of implications for future research, policy, or practice

Doctoral students will be guided by their dissertation committee to write a Discussion and Conclusions chapter that includes content and follows the structure and guidelines most commonly used in their discipline. Depending on disciplinary practices, the Discussion and Conclusions chapter may include some or all of the components identified by APA (2020). Style manuals have very specific guidelines for formatting tables and figures. After reading the information about tables and figures below, doctoral students are encouraged to consult with the style manual for their discipline to ensure full adherence to discipline-specific table and figure guidelines.

## Tables and Figures

### **Purpose of Tables and Figures**

The primary purpose of any table or figure is to facilitate readers' understanding of the work. Tables and figures allow writers to present a large amount of information in an efficient manner so they should be purposeful in a dissertation.

### **Titles for Tables and Figures**

Each table or figure must have a unique title descriptive of its contents. This title appears at the top of the table and at the bottom of the figure. Figures containing parts must be given a general title, after which the figure may be broken down into "A" and "B" parts. For multiple-part figures, the title may be integrated, with titles for each part as part of the general figure title, or composite, with no reference to the individual parts. No two figures may have exactly the same title. The formatting of the titles must be consistent for all tables and figures. Students should refer to the latest edition of the style manual that is used in their discipline for additional information about titles for tables and figures.

### **Numbering of Tables and Figures**

Since tables and figures are separate entities, they must be numbered independently. Tables and figures may be numbered in one of several ways. Three of the most common numbering schemes are (1) to number consecutively throughout the manuscript, including the appendix, using either Roman or Arabic numerals; (2) to number consecutively within chapters or sections, with a prefix designating the chapter/section (e.g., 3-1, 3-2 ... 4-1, 4-2). Appendix tables or figures would use a prefix of A for Appendix or a prefix designating the specific appendix (e.g., A-1, A-2 or A-1, B-1, B-2); or (3) to establish a consecutive numbering system for the body of the manuscript and a different one for the appendix (e.g., 1, 2, 3 for text and A-1, A-2, A-3 for appendix). The style of numbering must be consistent. Students should refer to the latest edition of the style manual that is used in their discipline for additional information about numbering tables and figures.

### **Type Font for Tables and Figures**

The same type font used for the manuscript must be used for tables and figures. Students should refer to the latest edition of the style manual that is used in their discipline for additional information about font type and size for tables and figures.

### **Table and Figure Notes**

Notes can be used with tables and figures to qualify, explain, or provide information related to the table or figure. Typically, there are three types of notes for tables and figures: general notes, specific notes, and probability notes. Each note serves a specific purpose and has associated formatting guidelines. Students should refer to the latest edition of the style manual that is used in their discipline for additional information about notes for tables and figures.

### **Legends for Figures**

Legends are used with figures to explain any symbols, line styles, or shading or pattern variants used in the image. Only figures that have symbols, line styles, or shading needing explanation should include legends. Explanatory material for figures may be placed within the figure, either above or below the title, or continued after the period following the title. When possible, legends should be placed within or below the image. Students should refer to the latest edition of the style manual that is used in their discipline for additional information about legends for figures.

### **Placement within the Body of the Manuscript**

Each table or figure must immediately follow the page on which it is first mentioned (except as noted in the next paragraph) and all tables and figures must be referred to by number, not by expressions such as "the following table/figure." When more than one table or figure is introduced on a page of text, each follows in the order mentioned. It is recommended that tables and figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. In degree of importance, tables and figures are secondary to the text so that the text dictates where the tables or figures are placed. All pages must be filled with text and never should a page be left significantly short because of the mention of a table or figure.

A table or figure less than one-half page in length (approximately 4 inches) may be incorporated within the text,

provided the following criteria are met:

1. Must be in numerical order.
2. Is separated from the text by extra space.
3. Is not continued onto the following page.
4. Follows its specific mention in the text.

It is strongly suggested that if tables and figures are integrated with text, they be placed so that they appear either at the top or bottom of a page. A mention on the upper half of a page of text would mean that the bottom half of the page would be reserved for the table or figure, and a mention in the bottom half of the page would place the table or figure at the top of the next page. There should always be a balance of no less than one-half page of text and no more than one-half page of table or figure. If multiple tables or figures are mentioned together on a page, they may be placed on pages together, provided there is approximately 1/2 inch between each.

### **Placement of Tables and Figures in the Appendix**

When all tables and/or figures are in an appendix, this fact is stated in a footnote in the body of the text attached to the first mention of a table or figure and is not repeated thereafter. When only some of the tables and figures are in an appendix, their location must be clearly indicated when the items are mentioned in the text, unless the numbering scheme makes the location obvious.

### **Horizontal Tables and Figures**

To accommodate large tables or figures, it is sometimes necessary to place them in horizontal orientation on the page. The margin at the binding edge must still be 1.5 inches, and all other margins at least 1 inch. The margin at the top of the page and the placement of the page number must be consistent with the rest of the dissertation. The table or figure and its captions will be placed so that they can be read when the dissertation is turned 90 degrees clockwise.

### **Continued Tables and Figures**

Tables may be continued on as many pages as necessary, provided the columnar headings within the columnar block remain the same. The columnar block is repeated for each page. It is never appropriate to change columnar headings on continued pages. One method of avoiding a problem is to use sub columnar heads, which are headings that appear below the column heading closing line, cut across the columns of the table, and apply to all the tabular matter lying below it.

For continued tables, the table title is not repeated, but continuation pages are indicated with the following designation: Table # (continued). A figure containing several related parts too large to be included on a page may be continued onto other pages. The first page contains the figure number and title, and subsequent pages contain the remainder of the figure and the following designation: Figure # (continued).

### **List of References/Bibliography**

A dissertation must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include works consulted as well (Bibliography). Whether a student includes a List of References or a Bibliography depends on the typical practices of the student's discipline so students should consult with their dissertation committee members. The reference list is preceded by a numbered page with the following title, centered vertically and horizontally: List of References. Likewise, the bibliography is preceded by a numbered page with the following title, centered vertically and horizontally: Bibliography.

Style manuals have very specific guidelines for formatting reference lists and bibliography entries. To ensure full adherence to discipline-specific table and figure guidelines, doctoral students should consult their discipline's style guide.

### **Appendix**

Dissertations typically include an appendix or appendices. An appendix is appropriate for materials that are relatively brief and easily presented in print format (APA, 2020). An appendix, if included, is preceded by a numbered page with the designation (e.g., Appendix, Appendix A), centered vertically and horizontally, between the margins. If there



is only one appendix, no letter is required, but if there are more than one appendix (i.e., appendices), each appendix should be designated with a letter in ascending order (e.g., Appendix A, Appendix B). IRB approval forms should be in the appendix. Permissions or proof of previously published materials or materials belonging to others must appear in the appendix. Examples of other material suitable for an appendix are: tests, scales, inventories developed for the study, instructions to the participants, detailed descriptions of complex equipment, and detailed or complex reporting items described in the Methodology or Methods section.

#### Vita

The vita is a biological sketch, written in narrative or outline form, that contains information about the author. It is the last item in the manuscript and appears with no preceding separation page and no page number. The vita should be written in third person.

The vita should contain, but is not limited to, the following items:

1. Full name
2. High school and colleges attended with dates and dates of degrees; (Note: for your doctoral degree from Jackson State University, be sure to only use December, April/May, or August as these are the actual conferral dates)
3. Honors and major interests;
4. Military and work experience;
5. Career and objectives.

Since copies of the manuscript will be available to the public, private information should not be included.

## **4. ACADEMIC RESPONSIBILITIES**

### Student's Responsibilities

It is the student's responsibility to learn the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the dissertation writing process. The student is also responsible for the following:

- ☐ Choosing a dissertation chairperson, following the policies and guidelines of the major department. Choosing the members of the dissertation committee together with the chairperson, following the policies and guidelines of the major department.
- ☐ Meeting with the chairperson and setting a schedule of appointments to discuss the student's progress and delineating a realistic period for completion of the dissertation in a timely manner.
- ☐ Keeping scheduled appointments.
- ☐ Turning in all dissertation materials to the chairperson typed and in the proper format.
- ☐ Knowing and meeting all deadlines relative to the dissertation process and graduation.
- ☐ Filing all forms in a timely manner.

### Dissertation Committee Chairperson's and Dissertation Committee's Responsibilities

It is the chairperson's and the committee members' responsibility to know the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the dissertation writing process.

The chairperson is also responsible for the following:

- ☐ Ensuring that the student is aware of the rules, regulations and policies of the Division of Graduate Studies and the department.
- ☐ Assisting the student in the formation of the dissertation committee.
- ☐ Meeting with the student and setting a schedule of appointments to discuss the student's progress.
- ☐ Keeping scheduled appointments with the student.
- ☐ Reading and critiquing the student's work in a timely manner.
- ☐ Ensuring that the student's work is properly documented and not plagiarized.
- ☐ Scheduling the proposal/prospectus defense/hearing, if required, and the final defense of the dissertation.
- ☐ Notifying the dissertation committee members and the Department Chair of the place, time and date of the proposal/prospectus defense/hearing, if required.

- ☐ Notifying the Graduate Dean, the College Dean, the Department Chair and the dissertation committee members of the place, time and date of the final defense.

The dissertation committee members are responsible for the following:

- ☐ Attending the proposal/prospectus defense/hearing and the final defense.
- ☐ Reading the student's work throughout the writing process.
- ☐ Providing written feedback for correcting and/or improving the dissertation.

#### Department Chair/Program Director's Responsibilities

The Department Chair/Program Director is responsible for knowing and enforcing the policies, rules and regulations of both the Division of Graduate Studies and the department or program. The Chair/Director is also responsible for the following:

- ☐ Ensuring that the graduate faculty of the department/program know and adhere to the policies, rules and regulations of the Division of Graduate Studies.
- ☐ Keeping the faculty abreast of rule, policy, and procedure changes from the Division of Graduate Studies.
- ☐ Serving as a liaison between the student and the dissertation advisor, if necessary.
- ☐ Ensuring that the dissertation advisor and all committee members are qualified to serve.

#### Copyright Law

This section has been included from the Jackson State University H.T. Sampson Library website to discuss copyright law and can be found at: [https://sampson.jsums.edu/screens/lib\\_policies.html](https://sampson.jsums.edu/screens/lib_policies.html). The Jackson State University Libraries are in compliance with the provisions of the United States Copyright Law. Under no circumstance will the library duplicate or place on reserve, material in violation of the Copyright Law. Please be reminded also, that patrons using self-service copy machines are required to adhere to provisions of the copyright law. These are posted at each copy machine for your convenience. More detailed information regarding the copyright law may be found at: <http://www.loc.gov/copyright/title17/>. A complete review of Fair Use Guidelines, may be accessed at: <http://www4.law.cornell.edu/uscode/17/107.html> or the Copyright & Fair Use Website at Stanford University, <http://fairuse.stanford.edu/>.

It is recognized that Jackson State University faculty and staff may at times find it necessary to use photocopied materials as part of their teaching and research activities, and indeed the use of photocopies often assists faculty and staff members in fulfilling the mission of this institution. The University nevertheless wishes to remind and encourage faculty and staff to use photocopied materials in a manner that complies fully with the Copyright Law of the United States. The more relevant considerations of that law, as they pertain to library reserves and library copying, follow:

The Copyright Act of 1976, Title 17 of the United States Code, guarantees certain exclusive rights to the intellectual property of copyright holders. Such varied works as literature, reference works (such as dictionaries and encyclopedias), drama, photographs, sculpture, music, audio/visual materials, computer software and databases, may all be copyrighted. Published and unpublished works, as well as out-of-print works, may also be copyrighted. Copyright protection may even be extended to works that are not registered with the Copyright Office. Thus, absence of a copyright notice (©) does not imply that copying restrictions do not apply.

It is frequently assumed that all government documents are in the "public domain" and may be copied freely. While most federal and state documents are in the public domain, some, however, are copyrighted and may not be used without permission. Material on the Internet is not necessarily in the public domain either. Unless stated otherwise, it should be assumed that Internet documents are copyrighted. Similarly, computer software is generally copyrighted and the copying, loaning, and leasing of computer software is strictly regulated through licensing agreements.

When a work is used for nonprofit educational purposes, there are, however, limited exemptions to the copyright law. These exceptions comprise the Fair Use Statute (§ 107) of the Copyright Act. Four criteria that follow, are used to determine if copying meets the limited exemption of Fair Use.

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
3. the effect of the use upon the potential market for or value of the copyrighted work.

Permission may be obtained by writing to the author or publisher of the work, or by contacting The Copyright Clearance Center, 27 Congress Street, Salem, MA 01970. The library will also provide assistance to secure necessary copyright permission. Please be aware that fees may be involved in acquiring copyright permission. The library, however, is not able to assume any of these fees or charges.

### Plagiarism

Plagiarism is defined in the 1990 edition of *Form and Style* by Campbell, Ballou and Slade as follows:

Plagiarism (the use of another person's ideas or wording without giving appropriate credit) results from inaccurate or incomplete attribution of material to its source. Ideas and the expression of ideas are considered to belong to the individual who first puts them forward. Therefore, when you incorporate in your paper either ideas or phrasing from another writer, whether you quote directly or indirectly, you need to indicate your source accurately and completely. Whether intentional or unintentional, plagiarism can bring serious consequences, not only academic, in the form of failure or expulsion, but legal, in the form of lawsuits. People take plagiarism seriously because it violates the ethics of the academic community.

Plagiarism checks will be conducted by the Division of Graduate Studies and ProQuest. A student found guilty of plagiarism will be in danger of academic sanctions, up to revocation of the degree, no matter how long a time may pass between the writing and the discovery of plagiarism.

The advisor must share with the student the responsibility for sending to the Graduate Dean's Office a legally defensible product. To this end, dissertation advisors are urged to stay within their areas of greatest expertise, to improve their chances of recognizing improper use of borrowing. Faculty members who are negligent in this matter are in danger of losing their graduate faculty status.

After a documented case of plagiarism, the chair of the dissertation committee shall report to the Dean of the Academic College and the Division of Graduate Studies. The report will be completed within a three week period of time, and it shall include a statement of the findings and the basis for those findings, and if necessary, make recommendations for any corrective action that should be taken.

### IRB and IACUC Approval

#### **IRB**

All student and faculty research involving human subjects **MUST** be approved by the University's Institutional Review Board (IRB) prior to conducting research. Students may apply for IRB approval after the proposal has been approved and the dissertation committee has been formed. Students currently engaged in research with human subjects who have not been approved by the IRB should contact the Division of Graduate Studies immediately.

Students must show proof of IRB approval when they submit their dissertation to the Division of Graduate Studies. Proof of IRB approval should be included as an appendix. The application along with policies and procedures relating to human research participants can be found at: [Research Compliance - IRB](#).

#### **IACUC**

The Jackson State University Institutional Animal Care and Use Committee (IACUC) in accordance with federal, state and institutional policies oversees the university's animal programs, facilities and procedures involving the appropriate care, use and humane treatments of animals being used for research, testing and education.

All animal users at JSU must abide by the regulatory requirements pertaining to the acquisition and use of animals for research, testing or teaching as outlined in the USDA Animal Welfare Act, NIH Requirements, and The Guide for the Care and Use of Animals. All student and faculty research involving animals MUST be approved by the Institutional Animal Care and Use Committee (IACUC) prior to the conduct of the research. Students currently engaged in research involving animals who have not been approved by the IACUC should contact the Division of Graduate Studies immediately.

Students must show proof of IACUC approval when they submit their dissertation to the Division of Graduate Studies. Proof of IACUC approval should be included as an appendix. More information about the IACUC can be found at: [Institutional Animal Care and Use Committee \(IACUC\) – Research Compliance](#)

## **5. ORAL DEFENSE**

### Scheduling the Defense

The chairperson of the dissertation committee for the candidate for a doctoral degree, in concurrence with other members of the committee, shall adhere to the following process. The chairperson will notify the members of the dissertation committee, the Department Chair, the Dean of the College/School, and the Dean of the Division of Graduate Studies, and other appropriate persons of the place, date and time of the defense. A dissertation defense is a public hearing and must be announced using the Template for Dissertation Defense Announcement provided by the Division of Graduate Studies, and must include a zoom link. Defense announcements will be made public by the Division of Graduate Studies through the dissemination of the announcement via email, and the Division of Graduate Studies' website and social media accounts.

### Basic Process for the Defense

The Division of Graduate Studies' Dissertation Defense Script is available at the following link.  
<https://www.jsu.edu/graduateschool/best-practices/>

The basic process for an oral defense of a dissertation is summarized below.

1. The dissertation chairperson, person in charge of the defense, will welcome the committee and guests to the defense, introduce the members of the committee, and introduce the candidate.
2. The dissertation chairperson will explain the process of the defense and order of the defense proceedings.
3. The candidate will orally present the study. Typically, a dissertation presentation is between 30-45 minutes and is typically supported by a Powerpoint presentation. More specific guidance about the oral presentation's content, structure, and organization should be provided by the Dissertation Chairperson and committee members.
4. At the conclusion of the dissertation presentation, the dissertation committee members direct questions to the candidate to (a) explore further some of the candidate's methods, findings, or theoretical and practical applications of results; (b) allow the candidate to demonstrate what he or she knows about the general topic; (c) probe what the candidate learned in general, or about his or her professional practice, from conducting the study. Questions may range quite broadly, from very specific to very general, about the doctoral student's research and mastery of the subject. For example, doctoral students should expect that questions about why and how they selected the problem to investigate; gaps in the current literature and how the study fills the gaps; the theoretical and conceptual framework; methodology used; statistical analyses of data; major findings of the study; implications of the study; limitations of the study; and strategies for future research. It is unlikely (and discouraged) that time in the defense will be spent discussing writing conventions or specifics of the written document (e.g., formatting, punctuation, grammar). Because a dissertation defense is considered an oral examination, it is intended to be thorough, rigorous, and decisive of the candidate's fitness for the degree.
5. Following a candidate's presentation and the fielding of questions, the candidate is excused from the room so that the dissertation chairperson and members of the committee may discuss and subsequently vote on the candidate's success or failure. At this time, all other guests are excused from the room or are asked to log off of Zoom.
6. After the dissertation committee's deliberation, the candidate returns to the room to meet privately with

- the committee and receive the results of the committee's vote.
7. If successful, the candidate will secure the signatures of the members of the committee on the original approval sheet, with any other necessary signatures.
  8. If unsuccessful, the committee will sign the Defense Committee's Report of Results Form and select "This student did not successfully defend" as the result. The student will be provided appropriate written feedback and be advised that he/she may petition the Academic College Dean for a second defense after an interval of six months.

#### Committee Report of Defense Results

This form is completed upon the successful defense of the dissertation before the student's committee. This form should not be completed and signed until after the full committee has deliberated, voted, and provided the student with the results of the dissertation defense. This form must be submitted prior to the submission to final clearance for graduation.

## **6. SUBMISSION**

#### First Submission

One unbound copy or electronic copy of the dissertation must be presented to the dissertation chairperson.

The manuscript will be reviewed to determine format and compliance with appropriate guidelines from the department's adopted style manual. The student will be notified if any revisions are necessary, in a timely manner.

If revisions of the manuscript are necessary, the student must incorporate the changes and resubmit to the dissertation chairperson.

Note: Some doctoral programs use the services of an editor as part of the review process of the dissertation document. Doctoral students should check with their dissertation chairperson to determine if their program requires the use of an editor prior to final approval by the dissertation committee.

#### Final Submission

Submission of dissertation to the dissertation chairperson should not be interpreted as approval. Approval comes only after the document is read and the format reviewed for consistency with the dissertation guidelines. The academic department may require students to have the dissertation reviewed by a professional editor prior to final approval. This service may be required at the students' expense. The final copy of the dissertation must be acceptable to all members of the committee as witnessed by the signatures on the approval page.

A final corrected digital copy of the dissertation/thesis manuscripts must be submitted in PDF format for publishing and archiving by uploading your file to:

**[ProQuest ETD Administrator \(https://www.etdadmin.com/jsuns\)](https://www.etdadmin.com/jsuns)**

After you submit your dissertation or thesis, it will be sent to the Division of Graduate Studies for Review. After Graduate Studies finishes reviewing, it will be delivered to ProQuest for publishing and archiving. The full Preparing your Manuscript for Submission document can be found here:

[https://support.proquest.com/s/article/Preparing-Your-Manuscript-for-Submission?language=en\\_US](https://support.proquest.com/s/article/Preparing-Your-Manuscript-for-Submission?language=en_US)

When preparing your PDF, be sure to do the following:

- Embed all fonts (further information related to embedding fonts is provided below)
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages

#### Process for Binding of the Dissertation through ProQuest

Doctoral students may request bound copies of their dissertation when the final document is submitted to the ProQuest ETD site for publishing. Please see section 7. Publication of the Dissertation for details on the cost of binding.

#### Graduation Clearance

Graduation clearance is to be completed according to the published timelines of the Division of Graduate Studies and the Office of the Registrar and Records.

#### Degree Conferral

Jackson State University confers degrees three times a year: December (Fall), April or May (Spring), and August (Summer). Upon conferral of the degree, the use of the earned credential (e.g., Ph.D., Ed.D., DrPH) is appropriate.

### 7. PUBLICATION OF THE DISSERTATION (PROQUEST)

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Using ProQuest electronic publishing agreement with FTP delivery or other delivery method (Doctoral Dissertation or Master’s Thesis)	No Fee																								
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<b>Copyright Service</b>																									
Doctoral Dissertation or Master’s Thesis	\$75																								
<b>Copies for University at Time of Publication</b>																									
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<b>Corrections to a completed publication</b>																									

Charge to republish work (known as “Vault Correction”)	\$47
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#### Open Access (No Royalties)

According to the information provided by ProQuest, publication of your dissertation means the following:

Author hereby grants to ProQuest the nonexclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations & Theses (PQDT) database and in ProQuest Dissertation Abstracts International and any successor or related index and/or finding products or services.

#### ProQuest Publishing Fees and Royalties.

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**VITA (Outline Format)**

**FIRST MIDDLE LAST, PH.D.**

**City, State (Place of Birth)**

**Executive Summary**

Please use this space to provide a summary of your Vita. Share highlights, special skills and traits, and aspirations as you are completing your terminal degree. Please keep this section short and concise (3-4 sentences).

**Education**

Jackson State University, Jackson, MS Doctor of Degree: Major	Aug 2023
Jackson State University, Jackson, MS Master of Degree: Major	May 2016
Jackson State University, Jackson, MS Bachelor of Degree: Major	Dec 2012
Jackson County High School, Jackson County, MS Diploma	May 2008

**Professional Experience**

Director of Higher Education Office of Student Development Jackson State University	March 2020 - Present
Director of Student Advising Department of Student Success University of South Louisiana	Jan 2017 - Feb 2020

**Honors**

Awarded 2016 Association of Nontraditional Students in Higher Education President's Award; Nominated for Talented Minority Scholars Under 40, October 2015; Member of Alpha Sigma Lambda Honor Society, 2007; Member of Alpha Chi National Honor Society, 2008.

*Additional section headers may be added as needed.*

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*Top margin is 1 inch .*

PHOTOCHEMICAL AND THERMAL REACTIONS OF HYDRIDES COMPOUNDS OF  
TUNGSTEN AND OSMIUM

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For a two-line title, follow with 5 single spaces  
For a three-line title, follow with 4 single spaces*

by

*5 single spaces*

*Left margin is 1 inch*

Imma G. Chemist

*4 single spaces*

A Dissertation

*3 single spaces*

Submitted to the Division of Graduate Studies  
Jackson State University  
In Partial Fulfillment of the Requirements  
for the Degree  
Doctor of Philosophy

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May 2018

*5 single spaces*

Major Subject: Chemistry

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PHOTOCHEMICAL AND THERMAL REACTIONS OF HYDRIDES COMPOUNDS OF  
TUNGSTEN AND OSMIUM

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spaces For a three line title, follow with 4 single*

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Dissertation  
by  
Imma G. Chemist

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Approved:

*3 single spaces*

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\_\_\_\_\_  
Committee Chairperson  
Dr. Olle Fullfessor

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Committee Member  
Dr. X. Crystallman

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Committee Member  
Dr. Assote Spectrist

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Dr. John Newman

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Committee Member  
Dr. Expert Visitant

\_\_\_\_\_  
Academic College Dean

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May 2008

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## FORMAT FOR TABLE AND FIGURES

**Table 1**

Degrees in Mathematics in the United States

Year	Bachelor's Degrees	Master's Degrees	Doctoral Degrees
2014-2015	9,500	6,500	3,000
2015-2016	10,000	7,500	3,700
2016-2017	10,200	7,700	3,900
2017-2018	10,900	8,000	4,100
2018-2019 <sup>a</sup>	11,000	8,300	4,100
2019-2020	11,900	8,900	4,500

*Note.* General notes about the table are placed here.

<sup>a</sup> Specific notes about an item are placed here.

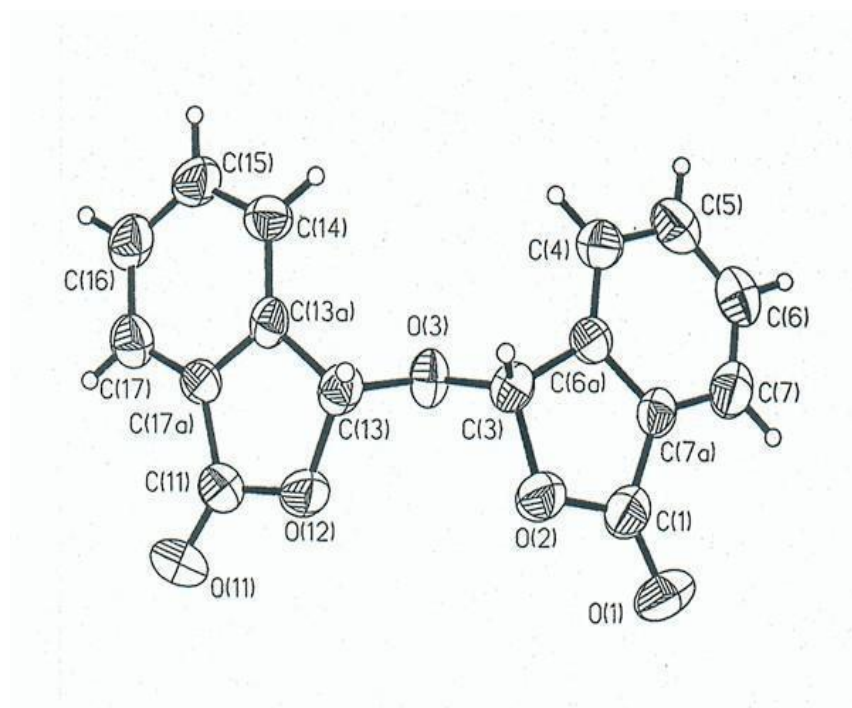


Figure 1. Molecular Structure of (RS;SR)-bis(isobenzofuran-1-one-3-yl)ether.