

# Dissertation Publication Manual

## St. Thomas University

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### **Fair Use and Copyright Acknowledgement Form**

The writer is expected to know and follow U.S. Copyright Law in his or her dissertation. For When using materials including tables, figures, poetry, photographs, graphs, and any other copyrighted materials whose copyright is not held by the author, including material written by the author and published in other sources, that in a manner that does not meet the legal standards for Fair Use, the writer must obtain written permission from the copyright owner and include a copy of that permission in an appendix of the dissertation. All copyright infringements and issues are solely the responsibility of the writer and not St. Thomas University, its programs, or libraries. A *Copyright Acknowledgment Form* is included in Appendix B of this manual and must be signed by the writer, witnessed, and included in the dissertation.

A sample [Copyright Permission Letter](#) is available from ProQuest at [http://media2.proquest.com/documents/UMI\\_CopyrightGuide.pdf](http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf) if the writer wishes to use copyrighted material beyond the scope of Fair Use in her or his dissertation. This form would need to be included as an Appendix to the published dissertation.

All copyright infringements and issues are solely the responsibility of the writer and not St. Thomas University, its programs, or Library. A *Copyright Acknowledgment Form* is included in Appendix B of this manual and must be signed by the writer, witnessed, and included in the dissertation.

### **Library Release Page**

The University Library at St. Thomas University does request, but does not require, that all students include a *Library Release Page* in his or her dissertation that gives the library permission to provide electronic copies of the dissertation through the Library's catalog, migrate the dissertation into other mediums as technology changes, and make copies of the dissertation for individuals for scholarly purposes including interlibrary loan. This *Release Page* does not allow the Library to sell or publish the dissertation. See the model *Library Release Page* in Appendix C of this manual.

## STYLE

### Introduction

The entire dissertation must follow these style requirements unless the published guidelines of the student's academic program specify otherwise or if the student obtains written approval from the Committee Chair to make exceptions.

### Diction

The dissertation is a formal document. Therefore, all words used in the dissertation should reflect their standard dictionary meaning. Except for within quotations, the dissertation should not contain any contractions, slurs, slang, or jargon.

### Grammar and Spelling

The dissertation must follow the rules for grammar and spelling as described in the style manual adopted by the academic program for which the dissertation is being written. It should reflect standard U.S. English grammar, spelling, usage, mechanics, and punctuation.

### Inclusive Language

The dissertation must use inclusive language and not demonstrate any bias towards individuals based upon race, ethnicity, religion, gender, gender identity, ability, socio-economic status, or sexual orientation.

### Verb Tense

The majority of the dissertation should be written in the present verb tense. Writers should be very careful about shifting verb tenses, especially between sections and chapters.

### Voice/Person

The entire dissertation should be written in a formal first person active voice unless the candidate receives permission from his or her committee. Avoid using second and third person voice; additionally, avoid using informal first person ("I"). If the candidate does receive this permission, they must provide proof to the librarian completing their dissertation check during the submission process.

- **Incorrect:** Furthermore, the researcher collected data in a nameless electronic form, which was designed to maintain confidentiality.
- **Correct:** Furthermore, to maintain the confidentiality of participants, the study will use a nameless electronic form to collect data.

## PREPARATION

### **Abstract**

The dissertation must include an abstract. All abstracts should be under 250 words.

### **Keywords**

Keywords are words and phrases that best represent the concepts in your dissertation. All dissertations should have about five to six keywords. Write “*Keywords*” in italics below your abstract, indented by 0.5 in. followed by keywords in all lowercase (except for proper nouns).

### **Acknowledgments**

The dissertation may include a page of acknowledgments to recognize the people who have helped the writer with his or her dissertation. This page should be placed between the Abstract and the Table of Contents.

### **Dedication Page**

The dissertation may include a dedication page that is located after the Acknowledgement page.

### **Addenda**

The dissertation may include addenda for supplementary materials including audio files, spreadsheets, video files, etc. Please consult the “[Supplementary Digital Material Guide](http://media2.proquest.com/documents/UMI_SupplementaryMaterialsGuide.pdf)” from UMI [http://media2.proquest.com/documents/UMI\\_SupplementaryMaterialsGuide.pdf](http://media2.proquest.com/documents/UMI_SupplementaryMaterialsGuide.pdf) , for additional regulations. These materials should be clearly labeled with the dissertation’s title, and they should contain directions for their use and a description of their contents. The addenda should be listed on the dissertation’s *Table of Contents*, without page numbers. No supplementary material will be included with the dissertation without proper copyright permission.

### **Appendices**

The dissertation may include appendices of supporting documents including letters to subjects, directions, samples of instruments, copyright permissions, releases, etc. Each Appendix should be included in the dissertation’s *Table of Contents* and have page numbers.

### ***Institutional Review Board (IRB)***

Research involving human subjects, including students, faculty, or staff at St. Thomas University requires prior authorization. Please visit the [IRB website](#) for more details about preparing and submitting a research application. IRB approval/exemption letter must be included as Appendix A in the dissertation.

## **Tables and Figures**

The dissertation may include tables and figures. Figures include charts, graphs, and illustrations. All of these materials must fit within the margins of the dissertation. In consultation with the committee, these materials may be in color, but it is strongly recommended that they be reproducible in gray scale. The labeling of charts, graphs, and illustrations must conform to the latest edition of style manual adopted by the academic program and use the same font as the rest of the dissertation.

## **Foreign Language**

The dissertation must be written in English unless the writer receives written permission from his or her Committee Chair that is included in the dissertation as an appendix.

Any quotations written in a foreign language used within the dissertation must have an English translation provided in the text, in a footnote, or in an endnote.

## **Font**

The dissertation must use a ProQuest recommended TrueType font and point size including Arial 10 pt, Georgia 11 pt, Tahoma 10 pt, Times New Roman 12 pt, or Verdana 10 pt. Font and point size must be consistent throughout the entire text. Headings should follow the guidelines detailed in the section on Headings in the dissertation manual. This guideline applies to all text in the dissertation including page numbers, charts, graphs, addenda, appendices, and references. The library recommends students to use Times New Roman 12 pt.

## Headings

Headings must remain constant throughout the entire document and must follow the guidelines of the latest edition of the APA Publication Manual.

Level	Format
1	<b>Centered, Bold, Title Case Heading</b> Text begins as a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph.
3	<b><i>Flush Left, Bold Italic, Title Case Heading</i></b> Text begins as a new paragraph.
4	<b>Indented, Bold, Title Case Heading, Ending With a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b><i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i></b> Text begins on the same line and continues as a regular paragraph.

(This follows the requirements of the *APA Publication Manual*, 7<sup>th</sup> Edition.)

## Length of Dissertations

There is no limit on the length of a dissertation, and the writer must rely upon feedback and direction from their committee.

## Margins

Since the final copy of the dissertation will be bound, the margins must be larger to allow for easier reading. The margins should be 1 inch on the top, bottom, and right-hand side and 1½ inches on the left-hand side. All materials including graphs, tables, and footnotes must fit within these margins.



## Numbers

The use of numbers must conform to the style outlined in the latest editions of the style manual adopted by the academic program.

### *Chapter Titles*

Chapter Titles should be spelled out instead using their numeral value. Example: Chapter One instead of Chapter 1. In all text referrals to chapters, should read as Chapter One, etc.

### Order of the Contents

<u>Page</u>	<u>Page Number</u>
Title Page	Not numbered
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Copyright Acknowledgment Page	Roman Numeral iii
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Dissertation Manual Acknowledgement	Roman Numeral v
Abstract	Next Consecutive Roman Numeral
Acknowledgments (if used)	Next Consecutive Roman Numeral
Dedication (if used)	Next Consecutive Roman Numeral
Table of Contents	Next Consecutive Roman Numeral
List of Tables	Next Consecutive Roman Numeral
List of Figures	Next Consecutive Roman Numeral
Chapter One through Chapter xx	Arabic Numerals
Endnotes (if used)	Next Consecutive Arabic Numeral
Appendices (if used)	Next Consecutive Arabic Numeral
Bibliography/References	Next Consecutive Arabic Numeral
Addenda (if used)	Not Numbered

### Pagination

Except for the Title Page of the dissertation and Addenda, every page should have a page number. All pages before the first page of Chapter One should contain a lowercase Roman numeral beginning with “ii” on the Copyright Page. Beginning on the first page of Chapter One and running until the last page of the last appendix, each page should contain an Arabic number, 1, 2, 3, etc. in the the bottom center, that runs consecutively from 1 to the end of the document (excluding Addenda).

### Printing

It is the writer’s responsibility to check the quality of all printed and digital copies of the dissertation before giving it to ProQuest and the St. Thomas University Library. Dissertations with mistakes or that do not follow the rules of the style manual and of this guide will be returned to the author, and the author must have corrected copies bound at his or her own expense.

## **References**

All material cited in the text of the dissertation must appear on the bibliography or reference page of the dissertation, and every entry in the bibliography must correspond with at least one citation in the body of the dissertation. A missing reference will lead to the dissertation being returned to its author for correction and rebinding.

References heading should be boldface. References are doubled spaced, using the same font and size as the dissertation.

## **Spacing**

The entire dissertation including endnotes, bibliography, abstract, and all quotations should be double spaced. Footnotes, following the *Chicago Manual of Style*, may be single spaced but should be the same font as the rest of the dissertation. Footnotes may be in either 12 pt. or 10 pt. font but must be the same size throughout the entire dissertation.

## **Style Manual**

All dissertations are required to follow the rules of the latest editions of the style manual adopted by their academic program. When that style manual and this manual disagree, this manual's rule must be followed. The writer will be required to follow the edition of the style manual that was the most recent published edition in their last semester prior to submitting their dissertation to the library. Any changes or modification of the chosen style manual would require signed approval from the Program Coordinator and Committee Chair that would be included in the dissertation as an Appendix.

## **Table of Contents**

The dissertation must include a *Table of Contents*, which must provide page numbers for all elements of the dissertation. The *Table of Contents* should include the name of each chapter and appendix rather than just Chapter One, Chapter Two, etc. The heading of each element in the Table of Contents should be the same in all locations. See the *Order of the Contents* of this publication manual for an example.

## **Title Page**

A model Title Page is available at the end of this manual (Appendix A). All elements that are included in the model must appear that way on the dissertation Title Page.

## ***Name***

The writer's full name should appear on the Title Page as it appears on the writer's academic records at St. Thomas University. If the name is hyphenated, contains an initial, or has

additional elements such as Jr. or III, the name must be consistent with the student's academic records.

The order of the name should follow the common pattern in the United States of first (given) name and family name unless permission is received for a different name order because of ethnic or linguistic heritage. On the Title Page, the name is followed by the initials for highest previously earned academic degree without any mention of majors or specialties. No titles such as Rev., Fr., or Sr. should be listed in front of the writer's name.

### ***Title***

The title of the dissertation should be clear and reflect the content of the document. It should be between three and nine words and appear exactly the same in all locations. The title should be written in English and not contain any characters that are not available in Standard American English word processing fonts. It should also not contain any superscripts or subscripts. Subtitles should appear after the main title, and a colon and be written in a smaller font size than the main title. All words in the title, except for short prepositions, "a," "an," and "the," must be capitalized and counted.

### ***Date***

The date on the Title Page of the dissertation must be the full date of the defense. It should include the month, day, and year. For example:

April 7, 2021

## **PUBLISHING THE DISSERTATION**

St. Thomas University requires that all dissertations be published in the St. Thomas University Library database, one print copy be bound and submitted for the Archives, and that all students submit their dissertations to ProQuest for publication in Dissertation Abstracts. Instruction for the ProQuest's Dissertation Abstracts may be found on the homepage of the library under the link for Dissertation Submission. **St. Thomas does not allow dissertations to be approved with restrictions or embargos on their publication.** All dissertations are to be considered public and published documents available from Dissertation Abstracts and St. Thomas University Library. All students are strongly encouraged to choose the Open Access Publishing from ProQuest for their dissertations. However, students have a choice to decide from Open Access and Traditional Publishing.

In order to be considered for library and publication, each semester dissertations MUST be uploaded to [ProQuest ETD/UMI](#) by the deadline listed on the [Academic Calendar](#).

## **Binding Copies**

Students are required to order a hardcover bound copy of their dissertations for the St. Thomas University Library.

Students will order this service through ProQuest at a cost of \$30.00 per copy or the current rate, which is payable by the student.

## **Electronic Copies**

St. Thomas University Library asks that an electronic copy of the dissertation be submitted along with the bound copies. Please make embedded fonts in the PDF that is submitted to ProQuest.

## **Quality Control**

All St. Thomas University dissertations are subject to quality control. If a dissertation is found to contain major quality issues in format, style, and/or preparation after submission, the writer will be required to provide a corrected hardcover copy to the University Library. All candidates and chairs need to sign the [Dissertation Checklist](#), and submit it to the University Library when they submit their dissertations for review. The Dissertation Checklist is submitted as a supplemental file on ProQuest ETD/UMI.

**Appendix A**  
**Model Title Page**

**Title of the Dissertation**

**By: Author's Name**

**Date of the Defense**

Submitted in Partial Fulfillment of the Requirements for (name of the degree)

St. Thomas University  
Miami Gardens, Florida

Approved:

---

Name of chair, highest earned degree, title, affiliation/institution  
Committee Chair

---

Name of chair, highest earned degree, title, affiliation/institution  
Committee Member

---

Name of chair, highest earned degree, title, affiliation/institution  
Committee Member

**Appendix B**

**Copyright Acknowledgement Form  
St. Thomas University**

I, the writer's full name, understand that I am solely responsible for the content of this dissertation and its use of copyrighted materials. All copyright infringements and issues are solely the responsibility of myself as the author of this dissertation and not St. Thomas University, its programs, or libraries.

\_\_\_\_\_  
Signature of Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Type Name Here)

\_\_\_\_\_  
Date

## Appendix C

### St. Thomas University Library Release Form

Title of Dissertation

Author's Name

I understand that US Copyright Law protects this dissertation against unauthorized use. By my signature below, I am giving permission to St. Thomas University Library to place this dissertation in its collections in both print and digital forms for open access to the wider academic community. I am also allowing the Library to photocopy and provide a copy of this dissertation for the purpose of interlibrary loans for scholarly purposes and to migrate it to other forms of media for archival purposes.

\_\_\_\_\_  
Signature of Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Type Name Here)

\_\_\_\_\_  
Date

## Appendix D

### Dissertation Manual Acknowledgement Form

By my signature below, I \_\_\_\_\_ assert that I have read the dissertation publication manual, that my dissertation complies with the University's published dissertation standards and guidelines, and that I am solely responsible for any discrepancies between my dissertation and the publication manual that may result in my dissertation being returned by the library for failure to adhere to the published standards and guidelines within the dissertation manual. The Dissertation Publication Manual may be found: <https://www.stu.edu/library/How-To/Publish-Your-Thesis-or-Dissertation/>

\_\_\_\_\_  
Signature of Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

## Appendix E

### Sample of Table of Contents (Organization of Dissertation)

Please note that this is a sample. Student should consult the Dissertation Template provided to them by their chairs. Library recommend students use the Headings function in Microsoft Word. This will allow the them to build a table of contents, reorganize the dissertation, and reformat without having to manually change each heading's text. To learn how to this this: [CLICK HERE](#). To create a table of contents using the References function: [CLICK HERE](#).

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