Version 1.2

CRUMMER GRADUATE SCHOOL OF BUSINESS
2020/21 EDBA DISSERTATION GUIDE

Crummer Graduate School of Business Rollins College

Crummer Graduate School of Business EDBA Dissertation Guide

These instructions explain the proper standards, formatting, and layout for dissertations and dissertation proposals for the Crummer Graduate School of Business EDBA Program. They are to be used in concert with the Crummer EDBA Dissertation Template Posey Edition (be sure to have the latest version, currently version 1.2). If you have any questions, contact Student Services at 407-691-1195 or the Writing Coach Christopher Posey at 407-670-9283 or cposey@rollins.edu.

All dissertations submitted by EDBA candidates must use APA style as described in *Publication Manual of the American Psychological Association* (6th Ed.). However, where those specifications differ from statements in this guide, the requirements of this guide supersede those of the publication manual.

While there are several formatting conventions students could use to ensure some level of standardization of dissertations, please carefully read the following as your Dissertation Advisory Committee will be expecting you to follow the conventions specified in this guide.

Throughout this guide a number of format/layout standards may require knowledge of Microsoft Word's advanced capabilities. To help students accommodate these, a series of online guides, tips, and shortcuts are available on the Student Services online resources webpage or you can email the Writing Coach at cposey@rollins.edu.

General Format

Font and Font Size

The text should be in Times New Roman, 12 pt., font. Content from outside sources (such as graphs, tables, figures, or illustrations) using a nonstandard typeface (including boldface) is not acceptable within the body of the document and should be recreated to adhere to the standards of this guide. Original content not recreated can be included in appendices, but not in the body of the dissertation.

Line Spacing

All text within the document (from the cover page to the appendices) is to be double spaced, without extra line spacing before or after paragraphs (removal of MS Word's default extra line spacing, is an example of one of the online resources available on the Student Services webpage). All text should be left justified only. Never use full justification or right justification.

Page Margins

The margins for the entire document are one inch, this means top, right, bottom, and left margins should be set to exactly one inch. However, text on the first pages of chapters will begin an additional two inches below the top margin, which can be accomplished by line spacing down to the two-inch mark on the side ruler, rather than adjusting sectional margins (for instructions, consult the online resources section of the Student Services webpage).

Page Numbering

Page numbering should be present on every page except the cover page of the dissertation, though this first page is counted. Page numbers are to be centered in the footer, and be formatted to Times New Roman, 12pt. There are two formats for page numbering: all preliminary pages will use lowercase Roman numerals, (e.g. i, ii, iii, iv, etc.); and the main body

of the text, references, and appendices will use Arabic numerals (e.g. 1, 2, 3, etc.). Regardless of how many pages precede the first page of Chapter 1, the body of the document should be numbered beginning at 1. Sub-numbers such as 37a are never permitted. For instructions on inserting footer page numbers or continuous section breaks for separate numbering schemes or setting up "Different first page" numbering, visit the online resources.

Headers and Sub-Headers

Do not use an extra line space before or after a header. APA format provides sufficient formatting to distinguish section breaks so there is no need for an extra line space. Also, if a subheading appears at the very bottom on a page, and the subsequent text begins on the next page, move the heading to the next page to be with its accompanying text.

Chapter headings (level 1 heading) must be centered (be sure to avoid centering with an active indent as this pushes the header off center) and the header must be in ALL CAPS, but not boldface. Remember to space down from the top margin on the first page of each chapter to two inches below the top margin.

Subheadings (level 2 heading) are always typed in **bold** Title Case (meaning all prominent words are capitalized, but articles, conjunctions, and prepositions are not, unless they start the title). These headings are flush with the left margin, have no period at the end of them, and have accompanying text beginning on the very next line, indented normally. Sections with subheadings should be listed in the Table of Contents.

Tertiary sub-headers (level 3 headings) should be in **bold** and Sentence case (meaning that only the first letter of the first word is capitalized and there is a period at the end of the title). Accompanying text for this kind of header starts immediately after the period (be sure to turn off bold after the title). This level of header is not included in the Table of Contents.

An example of the header scheme is shown below.

CHAPTER 3 – METHODOLOGY

Methods and Means of Data Extraction

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque sagittis est quis nulla faucibus fermentum et eget dui. Nulla quis consequat eros. Maecenas odio quam, pellentesque ultricies venenatis pellentesque, ornare quis ipsum.

The survey device. Phasellus eu vestibulum dolor. Donec risus justo, viverra id porta id, aliquet nec eros. Cras elit orci, bibendum et nibh aliquam, pulvinar sagittis dui.

Additional Standards

Do not hyphenate words at the bottom of a page and carry over to the top of the next page, nor at the end of a line, unless the word is a compound word such as Likert-type.

The *APA Style Manual* stipulates that two spaces should follow each period, or other punctuation at the end of a sentence (due to the visual complication of end of sentence citations the extra space makes it easier for readers to see that the sentence has ended and a new one is about to begin). This does not include periods between initials in the author's name. This standard is to be followed at all times.

Note that a few common abbreviations (e.g., "U.S.") do not require extra spacing. Regarding abbreviations, they should be standardized throughout the document, for instance, either US or U.S. is acceptable, as long as one or the other is used consistently throughout.

Required Sections and Preliminary Pages

The pages as well as the sections required of a dissertation are listed here, but a complete template is available through the online resources, or by contacting Student Services or the Writing Coach. Remember you will need to edit the pre-made pages to include your individual information.

All dissertations will have the same sections as indicated below except as noted in this guide.

Cover Page

Update the template cover page with your dissertation title, as instructed, in ALL CAPS, centered, not bold, and written so that any long title is triangular in shape and points downward. Update your name, making sure that the student's name appears as he/she is registered at the Crummer Graduate School of Business. Remember to remove or keep the word "Proposal" depending on where you are in the dissertation process and update the year at the bottom of the page.

Copyright Page

This page provides your copyright information, meaning your name and year of defense beneath the word "Copyright." Be sure to use the year of your defense.

Signature Page

Add your name, and the names of your first and second chairs where appropriate. If you are writing your proposal or have not affirmed a date for the defense of your dissertation, leave TBA in place. But remember to go back and correct this before final submission prior to your defense.

Dedication/Acknowledgment (Optional)

While this page is optional, almost everyone wants to thank someone. Feel free to write whatever you like to as many people as you wish but avoid going over one page in length.

Abstract

Write a brief summary of your research; do not exceed 250 words. You should include a short statement concerning the area(s) of investigation; a brief discussion of methods and procedures used in gathering data; a condensed summary of the findings; and key conclusions reached in the study. This should be written at the end of your dissertation writing as it will include some information from every chapter.

You may include a short list of keywords at the end. Formatting for this page is different than the others. Paragraphs are not indented; however, *keywords* (which will be in *Italics*, though the words themselves will not) will be indented.

Table of Contents

Microsoft Word has a built-in system for generating Tables of Contents, which allows users to use Text Styles to format headers and then generates a full Table of Contents from the headers formatted by the Styles. However, it is not set up to format them to APA standards. In fact, the system requires numerous tedious changes to be made to make the Table of Contents work as required by this guide and the APA standards; therefore, we will forgo using the built-in system, and focus on the template example. Be sure to use ALL CAPS only on chapters and a ¼-inch indent for subheaders (there is no need to list level 3 headers). The page numbers are aligned right at the righthand margin and separated from the header text by dots. These have been set up in the template, so you don't have to try to format them yourself. If you need help fixing the formatting, check the online resources for instructions and video guides.

Lists of Tables and Figures

Since research will often generate tabulated data, a list of all the tables included throughout the dissertation is required and included in the preliminary pages. Similarly, figures should be listed, but on a separate page. On each list, tables and figures are listed by number, there is no need to include the word "Table" or "Figure" as the column header on that page suffices. See the dissertation template for details.

Any tables or figures appearing in any appendices must also be included in the appropriate list. Each title must be unique, and all titles must be entered in their list and worded exactly as they appear on the table or figure. Additional information about formatting tables or figures, especially using captions and titles, is found in the Specific Formatting chapter.

Chapters

The subheaders below show the format and styling of the chapter headers. Each will start on a separate page 3 inches below the top of the page, or 2 inches below the top margin. The side ruler will help assure proper location.   This is already set up in the template, but for additional help, be sure to check Student Services' online resources.

Formatted in ALL CAPS, centered on the page, with text starting indented below, this is the only time you will use the word introduction as part of a header.

Each section below will address a chapter and speak a little about what it should include and encompass. For clarification, check with your dissertation chair.

Chapter 1 – Introduction. This section introduces the study, explains the background, and sets up the reader for what is to come. This section should help someone not in the field understand what the dissertation is about, what the foundations of the research are, and where your paper intends to go.

(TIP: This should be the last section written during the proposal writing phase, to ensure meeting the comprehensive nature of the section).

Chapter 2 – Literature Review. This is a comprehensive review of the relevant research on which the dissertation is based and should include the identification of research questions, the introduction of supporting theories for any model(s), the development of the hypotheses, and the definitions of key terms used throughout your research. This section is often one of the two longest in the paper (behind Chapter 4).

Chapter 3 – Methodology. This section will take your reader through the methods used for analysis explaining how they will be/were devised and implemented. Be specific: if you used a survey created from a previous study, emailed it to people from a database, sent a follow-up email, and then used ANOVA or various other means to compile and breakdown the data, say so. Tell your reader about the previous survey, any changes you made, or why you didn't make any, refer to your survey, email, and follow-up email (contained in appendices), denote special questions as applicable, explain why and how you used which analytical methods to work the numbers, and what the potential numbers will mean one way or the other.

Chapter 4 – Data Analysis and Findings. This chapter will be the largest of the dissertation, detailing the results of your study, the analyses, and often the important data to the conclusions of your work. Be methodical and thorough in explaining the statistical and analytical aspects of your research.

Chapter 5 – Conclusions, Limitations, and Future Research. This final chapter is where you will wrap up your dissertation. Talk about your conclusions, based on your results, as well as how your research figures into the research literature on the subject. Discuss the limitations your study had, now that you have hindsight on the matter. And finally, suggest what

changes could be made to your study in future attempts to investigate the subject matter or what new research this study has inspired.

References. A dissertation must include a list of materials used in the preparation of the document. This consists of only references cited in the text; likewise, only sources listed in the references can be referred to or cited in the text.

Unlike the chapters' titles, this section should be in Title Caps. It is still centered, and not bold, like all the others. The format used for the reference entries themselves should conform to the current *APA Style Manual (6th Edition).* There is a great variety of source categories and each of them has a different format in APA. An article with two authors is formatted differently than one with seven authors; likewise, a book is different from a website, a translation is formatted differently than an edited collection, or a database, or an interview, etc., etc. A great resource for how to format your individual references is the [OWL (Online Writing Lab) at Purdue University](). It provides an excellent *APA Style Manual* guide.

Reference list entries should have a hanging indent. (See the Student Services online resources for handy guides to show you how to implement this in your document.)

All references in the text should agree in spelling and date with those listed in the reference list. Be mindful about multiple sources from the same author(s) and multiple sources by the same author(s) published within the same year. These are just some of the issues that exist with formatting references, but instructions for them all are in the *APA Style Manual* and found at the *OWL at Purdue*.

Do not trust citing software to correctly format your references. While these programs can help organize your sources, they often fail at properly citing and creating reference lists. As

some examples, the following will help illustrate some of the issues you will face using EasyBib, EndNote, RefWorks, or any of the other software to manage your references and citations. With software, you will have to enter all the relevant information for each type of source you are using or allow the software to scan your sources for what it thinks is the correct information. Most software will not recognize multiple sources from the same author in the same year and make the appropriate adjustment to the in-text citations (i.e. Watson, 1990a; Watson 1990b). Nor will they be able to correct a title of an article copied and pasted from a site using ALL CAPS (titles of references are in Title Caps in APA). Formatting for reference pages is precise in APA and no software has generated a proper format for it yet, requiring the student to reformat them manually. A good thing to remember is that the software results will only be as good as the quality of your input. If you ignore this advice and use citation software in your work, remember you will need to review each and every citation and reference entry to ensure they are correct or you can hire a Writing Consultant to do it (the Writing Coach Christopher Posey works freelance).

Lastly, your reference list entries should be in alphabetical order by the first letter of the first last name of the contributing authors (Ackerman, Wiess, & Garner before Baker, Miller, Jones, & Watson).

Appendices. The appendix is a useful device to make available material that is relevant to the text, but it's not suitable for inclusion within the main body of the dissertation. The word Appendix followed by its corresponding letter (use letters not numbers for each separate appendix; i.e., A, B, C, etc.) is centered at the top of the page, in Title Caps, and not in bold, with the title of the included material centered, in Title Caps, and also not in bold below it. Treat each appendix as a separate chapter, starting each one on a new page.

<h1 style="text-align: center;">Specific Formatting</h1>

Formatting Tables

Tables should be formatted so they fit on a page, within the margins and in portrait orientation. Do not rotate the page to accommodate wide tables; consider if the data is too cumbersome for insertion into the text and should better be put into an appendix. Maintain the same formatting as the text, e.g. Times New Roman, 12 pt. font, and double-spacing. All tables used in the text should be formatted consistently. Using tables from outside sources is allowed, but you will have to recreate the table in the proper formatting.

The tables themselves should have an extra row of cells (merged) at the top with the word "Table" left -aligned within it, along with the table number and a period. This text is not in *italics*. Below this, the name of the table (which should be a brief explanation of the table) should be in Title Caps and *italics* (as shown below).

Table 5.				
ANOVA Chart for Mean Expressions from Survey Six.				
Stubhead	*df*	*F*	*n*	*p*
	Column Spanner			
Row 1	1	.67	.44	.36
Row 2	2	.02	.23	.49
Row 3	3	1.00	.16	.01
Note: This is where authors put information important to the data, such as findings that approach statistical significance depending on the p value: Significant at the <0.05 p value.				

A table should follow its first reference in the text, after the paragraph break. But if there is insufficient room for the title row, any header rows, and at least two rows of data, place the table on the following page. If the table is on the next page from its reference, no extra space

should be left at the bottom of the previous page and the text should run continuously. Insert the table after the next convenient paragraph break.

Multiple tables can be inserted onto a page as long as there is one double-spaced line between them.

If your table is large enough to roll over onto the next page, be sure to set Table Properties to allow "Repeat header row at top of page" and disable "Allow row to break across pages." Instructions for accomplishing this can be found in the Student Services online resources.

Formatting Figures

Figures are formatted the same way as tables: inserted in portrait orientation, fitted within margins, and with sufficient space between multiple inserts. They too should follow their initial reference in text but adhere to the rules of tables established above.

However, there are key differences in the way figures are denoted in APA. Tables have their titles and enumeration at the top, whereas figures are captioned below the actual figure. And, the formatting is reversed; the word "Figure," and its accompanying number, are in *Italics* and the Title is not. The title of the figure should follow this immediately rather than beginning on the next line down, as shown below.
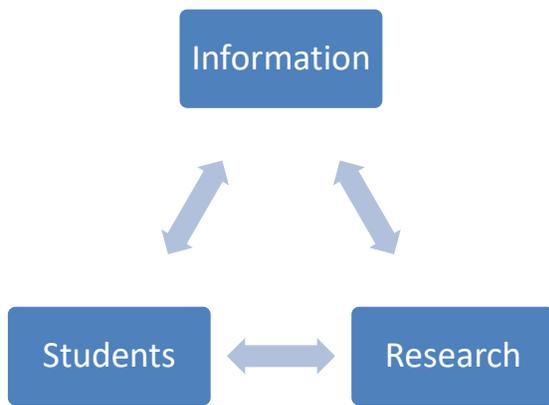

Figure 1. Information Pathways Model

If you are using figures from outside sources, crop the image to remove any headers from the original source (if it is Figure 6 in your source it might only be figure 2 in yours). To add captions, you can use Word to attach one, but sadly it will have to be reformatted to APA standards as Word does not include this setting. For instructions, see the Student Services online resources or ask your Writing Consultant to ensure correct formatting.

Long Quotations

In APA, quotations longer than 40 words are formatted into free-standing blocks of text, but an acceptable rule of thumb is to use block or long quotation formatting for any quote that is four full lines of text in your document. Long quotations must be formatted as follows: use a signal phrase as you would with a normal quote. Start the quotation on a new indented line, but type the entire quotation on this new margin. The entire quote will be indented. Indent the first line of any subsequent paragraph within the quotation an additional one-half inch. Maintain double-spacing throughout. Any parenthetical citation should come after the closing punctuation mark. An example is shown below.

Cheney (2005) discussed unity of scope saying:

Working from an outline should prevent your leaving out an important subsection. If you find you *must* leave out a subsection, you should explain to the reader the reason, e.g., lengthy strikes in the baseball leagues made statistics for 1983 meaningless. In such a situation, one might substitute 1982 statistics to approximate unity of scope (after making the substitution and the reason for it clear to the reader, of course). (p. 47)

Last Look

It is good advice to have an outline of each chapter prepared before writing, and it is also important to have someone review your paper, preferably a professional Writing Consultant. We all make small mistakes when writing, having a structure to follow and a second pair of eyes will reduce the work at the end of the process when life gets hectic, i.e., dissertation defense scheduling, graduation arrangements, etc.

Take the time to give your dissertation your best effort.

Congratulations on reaching this stage in your academic career, and good luck!