

**DISSERTATION TITLE IS UPPERCASE, CENTERED,  
SINGLE-SPACED, AND A MAXIMUM OF 13 WORDS**

By Student's Name

(Name should be written exactly the same as on the Title Page)

The Abstract is a summary of the entire dissertation. It should be specific enough to provide insight into the value of the student's project. The Abstract should contain the following; (a) a statement of the problem, (b) a description of the materials and methods, and (c) a summary of the conclusions.

The margins for the Abstract are 1.5 inches left and top, and one inch right and bottom. The Abstract is single-spaced, and the length should be kept to one page. If a second page is necessary for the Abstract, both pages are numbered. The page numbers are Arabic numerals and are placed in the upper right corners of the pages of the Abstract, one inch from the right and one inch from the top.

The title of the Abstract and the student's name should be identical in wording and appearance to that on the Title Page. Regarding the author's name, list first name, middle initial(s), and last name. Do not include previously earned degrees (e.g. BA, BS, BSE, MS, MSE, etc.)

The Abstract will be used by readers to determine the content of the dissertation. They will decide whether or not to read the entire publication. The Abstract should contain a precise and well-written summary of the research.

DISSERTATION TITLE IS CENTERED, UPPER CASE,  
SINGLE-SPACED, AND A MAXIMUM OF 13 WORDS

by

First Name Middle Initial(s) Maiden Name (optional) Last Name

A Dissertation Submitted  
In Partial Fulfillment of the Requirements  
For the Degree of

Doctor of Education – Educational Leadership and Policy

Superintendent Licensure

at

The University of Wisconsin Oshkosh  
Oshkosh WI 54901-8621

Month 20XX

(Must be the same month as signatures of dissertation committee members, below left)

COMMITTEE APPROVAL

PROVOST AND  
VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS

\_\_\_\_\_ Chair

\_\_\_\_\_

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Member

FORMAT APPROVAL

\_\_\_\_\_ Date Approved

\_\_\_\_\_

\_\_\_\_\_ Member

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Date Approved

The dedication is optional and follows the title page. The dedication is intended for special recognition of persons, organizations, and/or others who provided particular encouragement and support to the author. The tone is “personal.” The dedication page is centered vertically, is single-spaced, is “flush” with the left margin – no indentations, and should not exceed one page. The Dedication page is not titled, and is expressed in the first line of the text, “To ...” The page number for the dedication is lowercase Roman numeral, centered horizontally, one inch from the bottom of the page.

## ACKNOWLEDGEMENTS

The acknowledgements, also optional, recognizes persons and institutions that have provided guidance and/or assistance to the author. The tone and focus are “professional” and should not exceed one page. The acknowledgements are double-spaced, and two double-spaces follow the “ACKNOWLEDGEMENTS” title. Margins are 1.5 inches left and top, and one inch right and bottom. The Acknowledgements page number is a lowercase Roman numeral, centered horizontally one inch from the bottom of the page. Acknowledgements follow the dedication, if included, or the title page if there is no dedication.

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## Chapter I

### First Level of Heading

#### Second Level of Heading

Including a chapter number is optional for the first levels of heading. If you choose not to include a chapter number, the entire first level of heading would remain on the same line. Notice that the second level of heading follows the first level by two hard returns in the double-spaced setting. First levels of heading are bold, centered, begin on a new page, and second levels of heading are bold, aligned left, and only capitalize the first letter of the major words.

#### Second Level of Heading

All second levels of heading should be preceded by two hard returns in the double-space setting.

**Third level of heading.** Indented, bold, and ends in a period. Only the first letter of the first word is capitalized. The corresponding text begins on the same line as the heading.

***Fourth level of heading.*** Very similar to the third level of heading, but is italicized.

***Fifth level of heading.*** Very few students need all five levels of heading. However, if you need even more levels, please contact the Format Reviewer in the Office of Graduate Studies for further instruction.

## Tables

Students should consult the 7<sup>th</sup> Ed. *Publication Manual of the American Psychological Association* for information about how format tables and figures. Microsoft Word has formats for preparing tables. However, the APA table guidelines feature no vertical lines and a minimum of horizontal lines. Therefore, a software's default setting and options for tables may not be appropriate for the purposes of a dissertation.

Table 1. Standard table format; format approval deadlines.

<b>Expected Graduation Date</b>	<b>Formatting Deadline</b>
Fall 2017 Graduates	November 27, 2017
Spring 2018 Graduates	April 27, 2018
Summer 2018 Graduates	July 13, 2018

DISREGARD DATES. FOR ILLUSTRATION PURPOSES ONLY

Table 2. Standard table format; final submission deadlines.

<b>Expected Graduation Date</b>	<b>Final Delivery Deadline</b>
Fall 2017 Graduates	December 15, 2017
Spring 2018 Graduates	May 18, 2018
Summer 2018 Graduates	August 3, 2018

DISREGARD DATES. FOR ILLUSTRATION PURPOSES ONLY



## Formatting Requirements

Dissertations are written by doctoral students, and include an added element of knowledge and rigor than what is expected of a master's thesis. Both require years of research collection and writing, but a dissertation also includes professional practice and expertise. Graduate students are trained to strictly follow their discipline's formatting style while writing research papers throughout their graduate career. However, the formatting of a dissertation (and thesis) is based on publication requirements in addition to the scholarly writing style.

While reading a professional journal, students will notice that the citations may follow APA, Chicago, or MLA style, but the headings, order, and layout might differ. Like scholarly journals who format all articles in the same way for clarity and ease of reading, a dissertation must also follow a formatting style required of all graduate students from a single university. The *appearance* of the manuscript must follow these guidelines for the research to be *published*. Publication of a dissertation is a requirement of the doctoral degree at UW Oshkosh.

### UW Oshkosh Formatting and APA Differences

Differences between what is outlined in the American Psychological Association (APA) manual and dissertation formatting for publication at UW Oshkosh include but are not limited to manuscript order, preliminary pages, margins, page numbers, running heads, and appendix cover sheets.

**Manuscript order.** The order of the dissertation is non-negotiable. The first page of the dissertation must be the (1) Abstract, which is immediately followed by the (2) Title Page. A (3) Dedication page and (4) Acknowledgements page may follow, but are both optional. The (5) Table of Contents is required, and would follow the Title Page if no Dedication or Acknowledgments page is included. The (6) List of Tables and (7) List of Figures follow, respectively, and are required only if tables and figures exist within the text.

The (8) text order, itself, may vary depending on discipline, and students are encouraged to discuss the order with their dissertation chair. A common order seen is as follows (and are often their own chapter within the dissertation)

- (a) Introduction explaining the significance to the field, statement of the research problem and research question, purpose of the study, definitions, hypotheses or research questions
- (b) Conceptual framework and literature review
- (c) Methodology design, population samples and setting, demographic data, data collection procedures, and data analysis procedures
- (d) Results and discussion, major themes, and related research
- (e) Summary, conclusion, recommendations

The (9) appendixes follow the text, and the very last piece of the dissertation is the (10) references or bibliography.

**Preliminary pages.** The organization and structure of the preliminary pages (Abstract, Title Page, Dedication, Acknowledgements,

APPENDIX A  
Research Proposal Form

## Research Proposal Form



University of Wisconsin Oshkosh  
Office of Graduate Studies  
Dempsey 337 (920) 424-1223

### 1. Completed by student (Please print or type)

Student Name (Last Name, First Name, Middle Initial)		Student ID Number
Address		Telephone#
Degree Program	Date admitted to candidacy	_____ semester/year
Type of Research Project (check one):		
<input type="checkbox"/> Thesis	<input type="checkbox"/> Field Project	<input type="checkbox"/> Clinical Paper
<input type="checkbox"/> Other: _____	No. of credits: _____	
Project Title:		
Name(s) of proposed reader(s)/ committee (list chairperson first):		
<b>Answer both -- IRB approval needed? Circle one: Y / N IACUC approval needed? Circle one: Y / N</b>		
It is University policy and federal regulation (FR Title 45 Part 46, rev. 6/18/91) that all research conducted with humans or animals must comply with guidelines regarding the Use of Human Participants or Animal Care. By signing below, you certify that you will obtain the necessary IRB or IACUC approvals, as appropriate, for the research described herein.		
Student Signature		Date

*Attach a brief proposal (approximately 250 words) that identifies the plan and purpose of your research. As applicable attach verification of your IRB or IACUC approval. Note that if IRB/IACUC approval is required for your research, this proposal will not be approved without the IRB/IACUC approval attached.*  
THIS IS **NOT** A REGISTRATION DOCUMENT. YOU MUST REGISTER SEPARATELY FOR THE APPROPRIATE COURSE CREDITS.

### 2. Completed by Research Committee

We certify that the student has obtained the necessary institutional approval(s) to use Human Participants or Animal Subjects for the research described herein.	Date	Department
Committee Chairperson/Instructor/Reader – Name & Signature		
Second Committee Member – Name & Signature (if applicable)	Date	Department
Third Committee Member – Name & Signature (if applicable)	Date	Department

3. Program Coordinator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

4. Graduate Studies Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Copies:

- Graduate Studies                       Student  
 Graduate Program Coordinator       Research Committee Chair/Instructor/Reader

## References

Hanging indents, and double-spaced. The order of the References list is alphabetical by author(s), than chronological by date. A few examples are below.

Also, if you would like to include sources that were not cited in the text, please title this section Bibliography, instead. When only listing sources that are cited in the text, this section should remain References.

American Psychological Association. (2009). *Publication Manual of the American Psychological Association*. Washington, D.C.: American Psychological Association.

Author Last, First Initial. (year). *Name of book*. Publication City: Publisher.

Author Last, First Initial. (year). Title of book chapter. In Editor Last, First Initial. (Eds.), *Title of book* (page numbers). Publication City: Publisher.

Author Last, First Initial, Last, First Initial, and Last, First Initial. (year). Title of journal article. *Name of Journal*. *Volume number* (issue number if available), page numbers, DOI if available

Examples:

Locke, E. A., & Latham, G. P. (2002). Building a practically useful theory of goal setting and task motivation: A 35-year odyssey. *American Psychologist*, *57*, 705–717.

Locke, E. A., Shaw, K. N., Saari, L. M., & Latham, G. P. (1981). Goal setting and task performance: 1969–1980. *Psychological Bulletin*, *90*, 125–152.