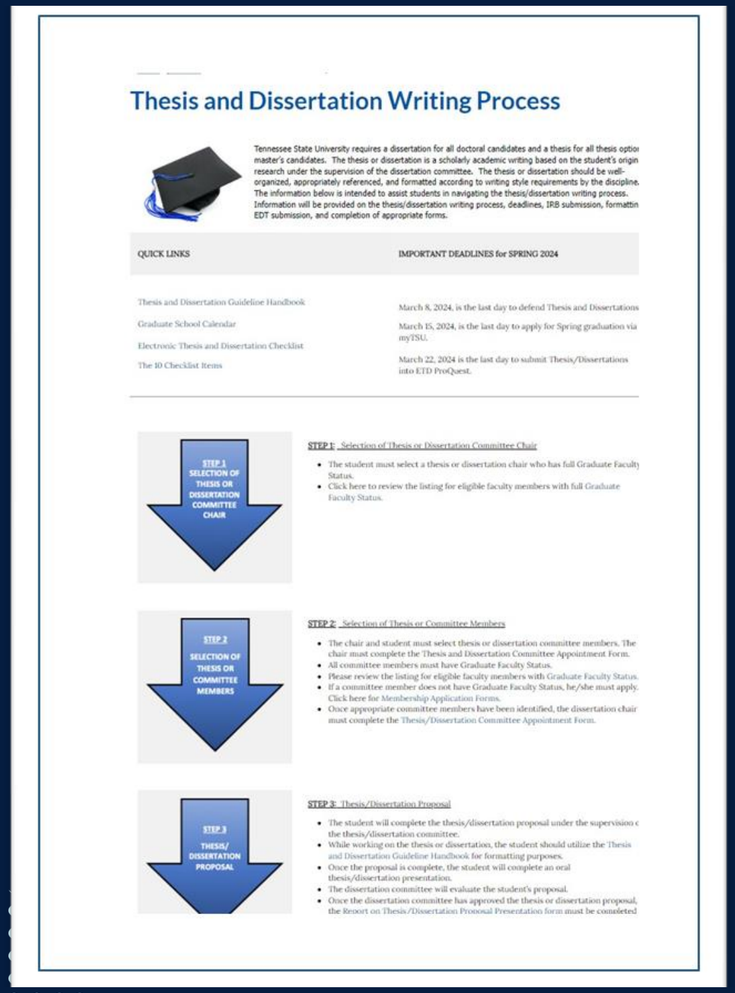
THE SCHOOL OF GRADUATE STUDIES

BIG 10 QUALITY CHECKS

MARK YOUR CALENDAR

THESIS/DISSERTATION GUIDANCE



Thesis and Dissertation Writing Process

Tennessee State University requires a dissertation for all doctoral candidates and a thesis for all thesis optio master's candidates. The thesis or dissertation is a scholarly academic writing based on the student's origin research under the supervision of the dissertation committee. The thesis or dissertation should be well-organized, appropriately referenced, and formatted according to writing style requirements by the discipline. The information below is intended to assist students in navigating the thesis/dissertation writing process. Information will be provided on the thesis/dissertation writing process, deadlines, IRB submission, formattin EDT submission, and completion of appropriate forms.

QUICK LINKS	IMPORTANT DEADLINES for SPRING 2024
Thesis and Dissertation Guideline Handbook	March 8, 2024, is the last day to defend Thesis and Dissertations
Graduate School Calendar	March 15, 2024, is the last day to apply for Spring graduation via myTSU.
Electronic Thesis and Dissertation Checklist	March 22, 2024 is the last day to submit Thesis/Dissertations into ETD ProQuest.
The 10 Checklist Items	

STEP 1: Selection of Thesis or Dissertation Committee Chair

- The student must select a thesis or dissertation chair who has full Graduate Faculty Status.
- Click here to review the listing for eligible faculty members with full Graduate Faculty Status.

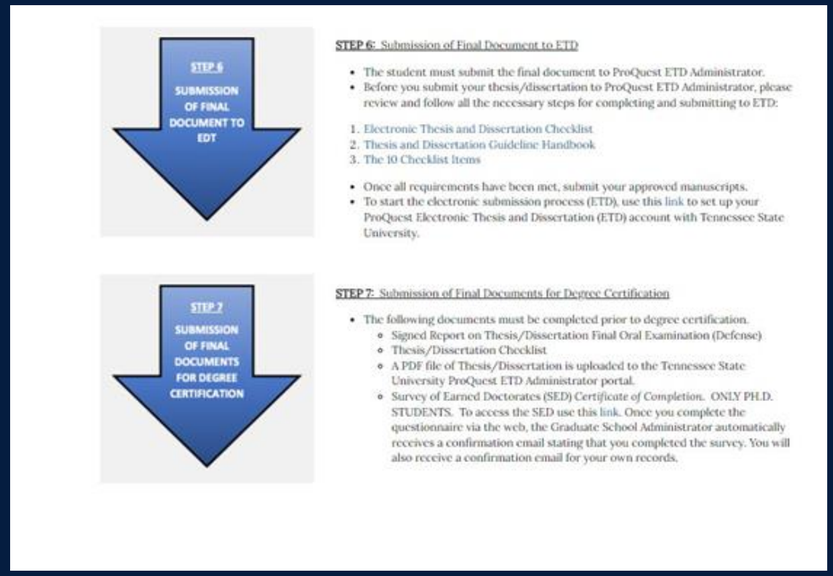
STEP 2: Selection of Thesis or Committee Members

- The chair and student must select thesis or dissertation committee members. The chair must complete the Thesis and Dissertation Committee Appointment Form.
- All committee members must have Graduate Faculty Status.
- Please review the listing for eligible faculty members with Graduate Faculty Status.
- If a committee member does not have Graduate Faculty Status, he/she must apply. Click here for Membership Application Forms.
- Once appropriate committee members have been identified, the dissertation chair must complete the Thesis/Dissertation Committee Appointment Form.

STEP 3: Thesis/Dissertation Proposal

- The student will complete the thesis/dissertation proposal under the supervision c the thesis/dissertation committee.
- While working on the thesis or dissertation, the student should utilize the Thesis and Dissertation Guideline Handbook for formatting purposes.
- Once the proposal is complete, the student will complete an oral thesis/dissertation presentation.
- The dissertation committee will evaluate the student's proposal.
- Once the dissertation committee has approved the thesis or dissertation proposal, the Report on Thesis/Dissertation Proposal Presentation form must be completed

- Thesis and Dissertation Writing Process – Graduate School Website
- https://www.tnstate.edu/graduate/Thesis%20and%20D issertation%20Workshop.aspx



STEP 6: Submission of Final Document to ETD

- The student must submit the final document to ProQuest ETD Administrator.
- Before you submit your thesis/dissertation to ProQuest ETD Administrator, please review and follow all the necessary steps for completing and submitting to ETD:

1. Electronic Thesis and Dissertation Checklist
2. Thesis and Dissertation Guideline Handbook
3. The 10 Checklist Items

- Once all requirements have been met, submit your approved manuscripts.
- To start the electronic submission process (ETD), use this link to set up your ProQuest Electronic Thesis and Dissertation (ETD) account with Tennessee State University.

STEP 7: Submission of Final Documents for Degree Certification

- The following documents must be completed prior to degree certification.
  - Signed Report on Thesis/Dissertation Final Oral Examination (Defense)
  - Thesis/Dissertation Checklist
  - A PDF file of Thesis/Dissertation is uploaded to the Tennessee State University ProQuest ETD Administrator portal.
  - Survey of Earned Doctorates (SED) Certificate of Completion. ONLY PH.D. STUDENTS. To access the SED use this link. Once you complete the questionnaire via the web, the Graduate School Administrator automatically receives a confirmation email stating that you completed the survey. You will also receive a confirmation email for your own records.

FALL 2024 KEY DATES

October 15th 2024

Last day to apply for Fall graduation via myTSU

October 25th 2024

Last day to defend Theses and Dissertations

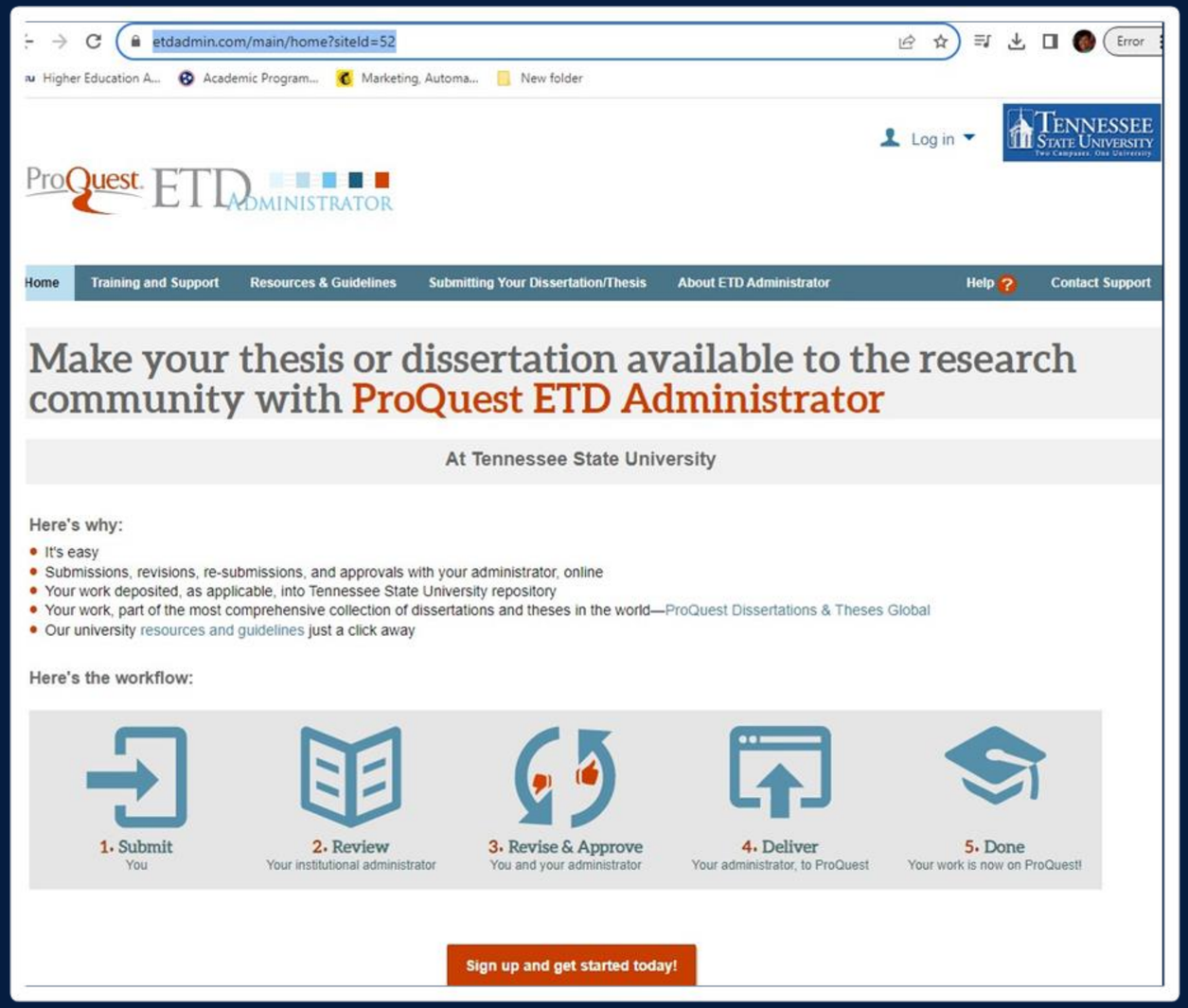
November 6th 2024

Last day to submit Theses/Dissertations into ETD ProQuest

Dissertation/Thesis Link

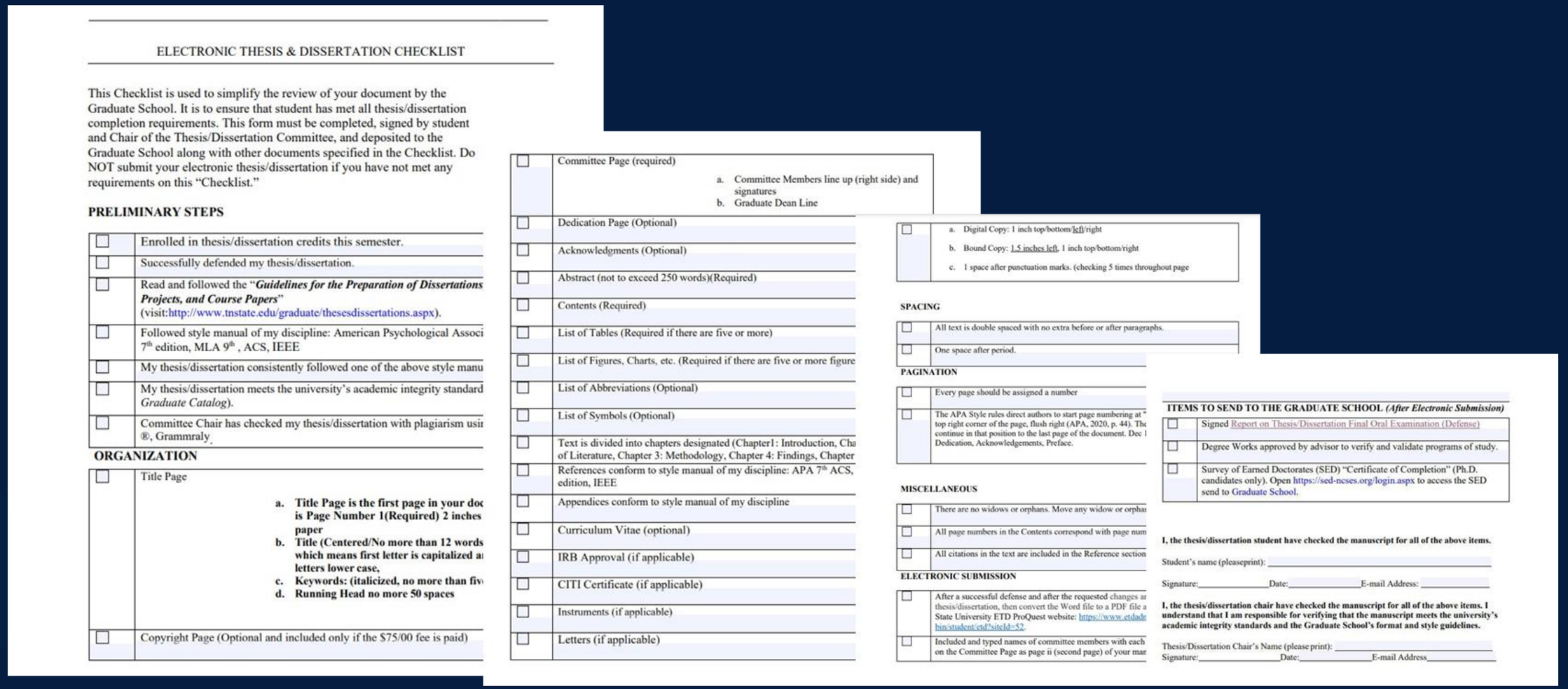
https://www.tnstate.edu/graduate/thesesdissertations.aspx .

November 6th Last day to submit Theses/Dissertations into ETD ProQuest for Fall



https://www.etdadmin.com/main/home?siteId=52 t

TSU ELECTRONIC THESIS & DISSERTATION CHECKLIST



ELECTRONIC THESIS & DISSERTATION CHECKLIST

This Checklist is used to simplify the review of your document by the Graduate School. It is to ensure that student has met all thesis/dissertation completion requirements. This form must be completed, signed by student and Chair of the Thesis/Dissertation Committee, and deposited to the Graduate School along with other documents specified in the Checklist. Do NOT submit your electronic thesis/dissertation if you have not met any requirements on this "Checklist."

PRELIMINARY STEPS

- ☐ Enrolled in thesis/dissertation credits this semester.
- ☐ Successfully defended my thesis/dissertation.
- ☐ Read and followed the "***Guidelines for the Preparation of Dissertations Projects, and Course Papers***" (visit:http://www.tnstate.edu/graduate/thesesdissertations.aspx).
- ☐ Followed style manual of my discipline: American Psychological Associ 7th edition, MLA 9th , ACS, IEEE
- ☐ My thesis/dissertation consistently followed one of the above style manu
- ☐ My thesis/dissertation meets the university's academic integrity standard *Graduate Catalog*).
- ☐ Committee Chair has checked my thesis/dissertation with plagiarism usi ®, Grammraly

ORGANIZATION

- ☐ Title Page
  - a. **Title Page is the first page in your doc is Page Number 1(Required) 2 inches paper**
  - b. **Title (Centered/No more than 12 words which means first letter is capitalized a letters lower case,**
  - c. **Keywords: (italicized, no more than fiv**
  - d. **Running Head no more 50 spaces**
- ☐ Copyright Page (Optional and included only if the $75/00 fee is paid)
- ☐ Committee Page (required)
  - a. Committee Members line up (right side) and signatures
  - b. Graduate Dean Line
- ☐ Dedication Page (Optional)
- ☐ Acknowledgments (Optional)
- ☐ Abstract (not to exceed 250 words)(Required)
- ☐ Contents (Required)
- ☐ List of Tables (Required if there are five or more)
- ☐ List of Figures, Charts, etc. (Required if there are five or more figure
- ☐ List of Abbreviations (Optional)
- ☐ List of Symbols (Optional)
- ☐ Text is divided into chapters designated (Chapter1: Introduction, Cha of Literature, Chapter 3: Methodology, Chapter 4: Findings, Chapter
- ☐ References conform to style manual of my discipline: APA 7th ACS, edition, IEEE
- ☐ Appendices conform to style manual of my discipline
- ☐ Curriculum Vitae (optional)
- ☐ IRB Approval (if applicable)
- ☐ CITI Certificate (if applicable)
- ☐ Instruments (if applicable)
- ☐ Letters (if applicable)
- ☐ a. Digital Copy: 1 inch top/bottom/left/right
  - b. Bound Copy: 1.5 inches left, 1 inch top/bottom/right
  - c. 1 space after punctuation marks. (checking 5 times throughout page

SPACING

- ☐ All text is double spaced with no extra before or after paragraphs.
- ☐ One space after period.

PAGINATION

- ☐ Every page should be assigned a number
- ☐ The APA Style rules direct authors to start page numbering at " top right corner of the page, flush right (APA, 2020, p. 44). The continue in that position to the last page of the document. Dec 1 Dedication, Acknowledgements, Preface.

MISCELLANEOUS

- ☐ There are no widows or orphans. Move any widow or orphar
- ☐ All page numbers in the Contents correspond with page num
- ☐ All citations in the text are included in the Reference section

ELECTRONIC SUBMISSION

- ☐ After a successful defense and after the requested changes ar thesis/dissertation, then convert the Word file to a PDF file a State University ETD ProQuest website: https://www.etdadr bin/student/etd?siteId=52.
- ☐ Included and typed names of committee members with each on the Committee Page as page ii (second page) of your mar

ITEMS TO SEND TO THE GRADUATE SCHOOL ***(After Electronic Submission)***

- ☐ Signed Report on Thesis/Dissertation Final Oral Examination (Defense)
- ☐ Degree Works approved by advisor to verify and validate programs of study.
- ☐ Survey of Earned Doctorates (SED) "Certificate of Completion" (Ph.D. candidates only). Open https://sed-ncses.org/login.aspx to access the SED send to Graduate School.

I, the thesis/dissertation student have checked the manuscript for all of the above items.

Student's name (pleaseprint): _____

Signature:_____Date:_____E-mail Address: _____

I, the thesis/dissertation chair have checked the manuscript for all of the above items. I understand that I am responsible for verifying that the manuscript meets the university's academic integrity standards and the Graduate School's format and style guidelines.

Thesis/Dissertation Chair's Name (please print): _____

Signature:_____Date:_____E-mail Address_____

START WITH COMMITTEE CHAIR

- Responsible for assisting the student in establishing and conducting thesis/dissertation research,

- Assisting student in identifying committee members (aligned to research)

START WITH COMMITTEE CHAIR

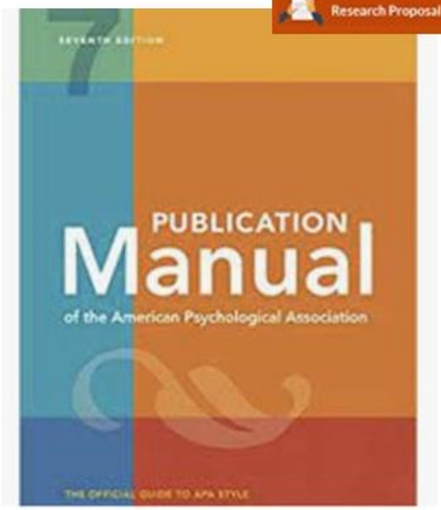
- Collaborating with committee members about:
  - Assisting student with research proposal
    - statement of the problems
    - Review of literature,
    - significant of study,
    - formulation of research questions and/or hypotheses,
  - Methodology
  - Submitting to IRB
  - Research findings, implications, and recommendations
  - Coordinating and convening with committee members the student's proposal defense and oral defense,
  - Verifying originality of thesis/dissertation
  - Ensuring approved college/department writing format (APA, MLA, IEEE. ACS)
  - ➢Adherence to Graduate School Writing Format

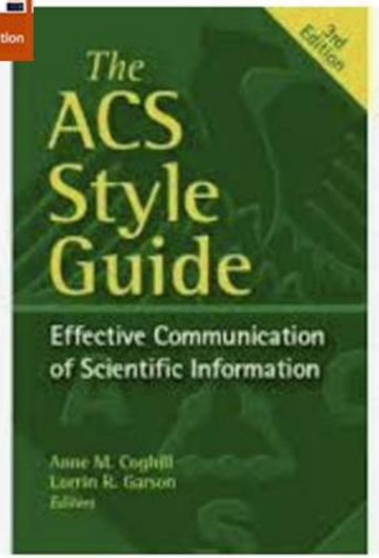
APPROVED WRITING FORMATS

- American Psychological Association (APA 7TH EDITION)
- Modern Language Association (MLA 9TH EDITION
- Institute for Electrical and Electronics Engineers (IEEE)
- American Chemical Society (ACS)

*

PLEASE CHECK WITH YOUR COLLEGE/DEPARTMENT FOR YOUR APPROVED FORMAT.

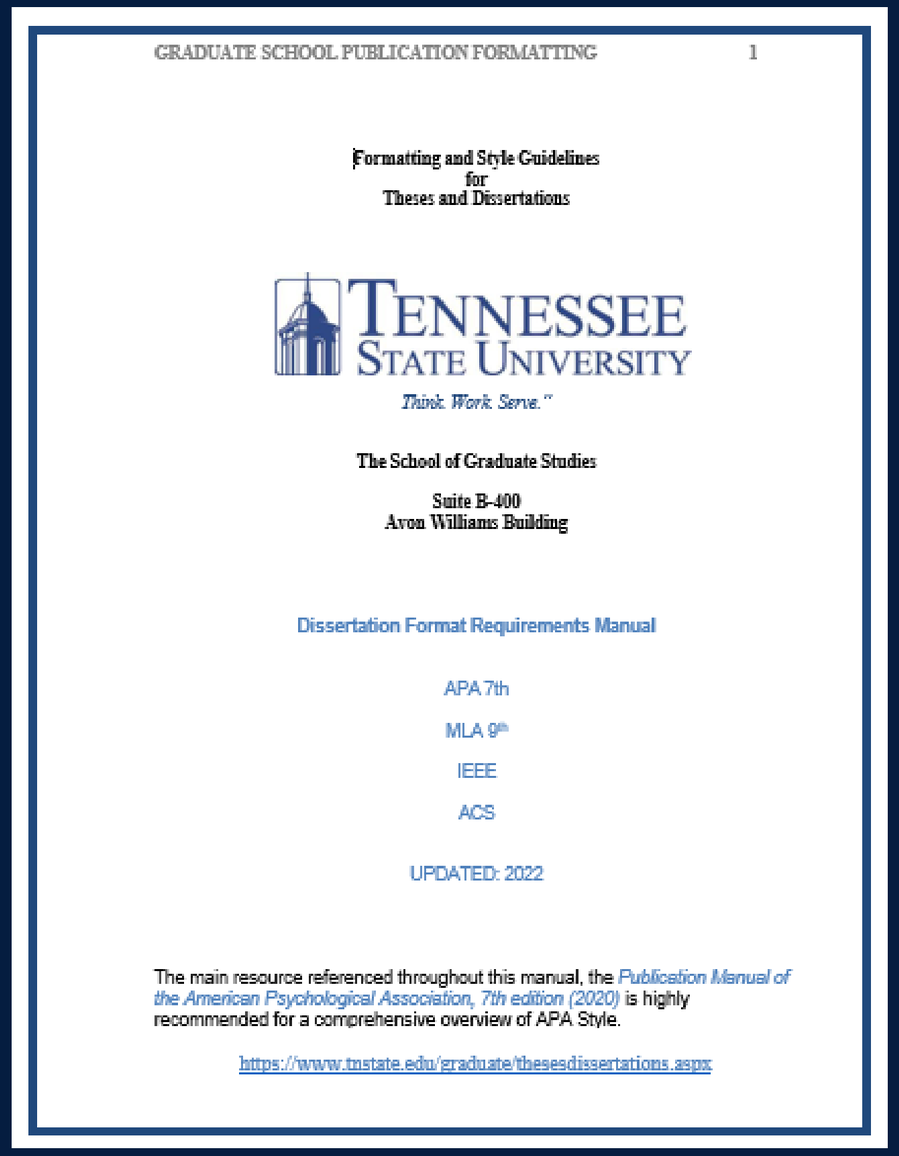




COMMITTEE CHAIR: SUBMIT TO GRADUATE SCHOOL

Thesis/Dissertation Oral Defense Form

- ❑ Signature of Committee Members
- ❑ Approval or denial (if denial to identify area(s) for improvements
- ❑ Verification originality (TURNITIN, ETC)
- ❑ Adherence to Graduate Writing Format Requirements
- ❑ Signature of Department Chair
- ❑ Signature of College Dean
- ❑ Coordinate with you/the student any updates from the Graduate School regarding ProQuest publication and the chair resubmits to Graduate School



GRADUATE SCHOOL PUBLICATION FORMATTING 1

Formatting and Style Guidelines
for
Theses and Dissertations

TENNESSEE STATE UNIVERSITY
Think. Work. Serve."

The School of Graduate Studies

Suite B-400
Avon Williams Building

Dissertation Format Requirements Manual

APA 7th

MLA 9th

IEEE

ACS

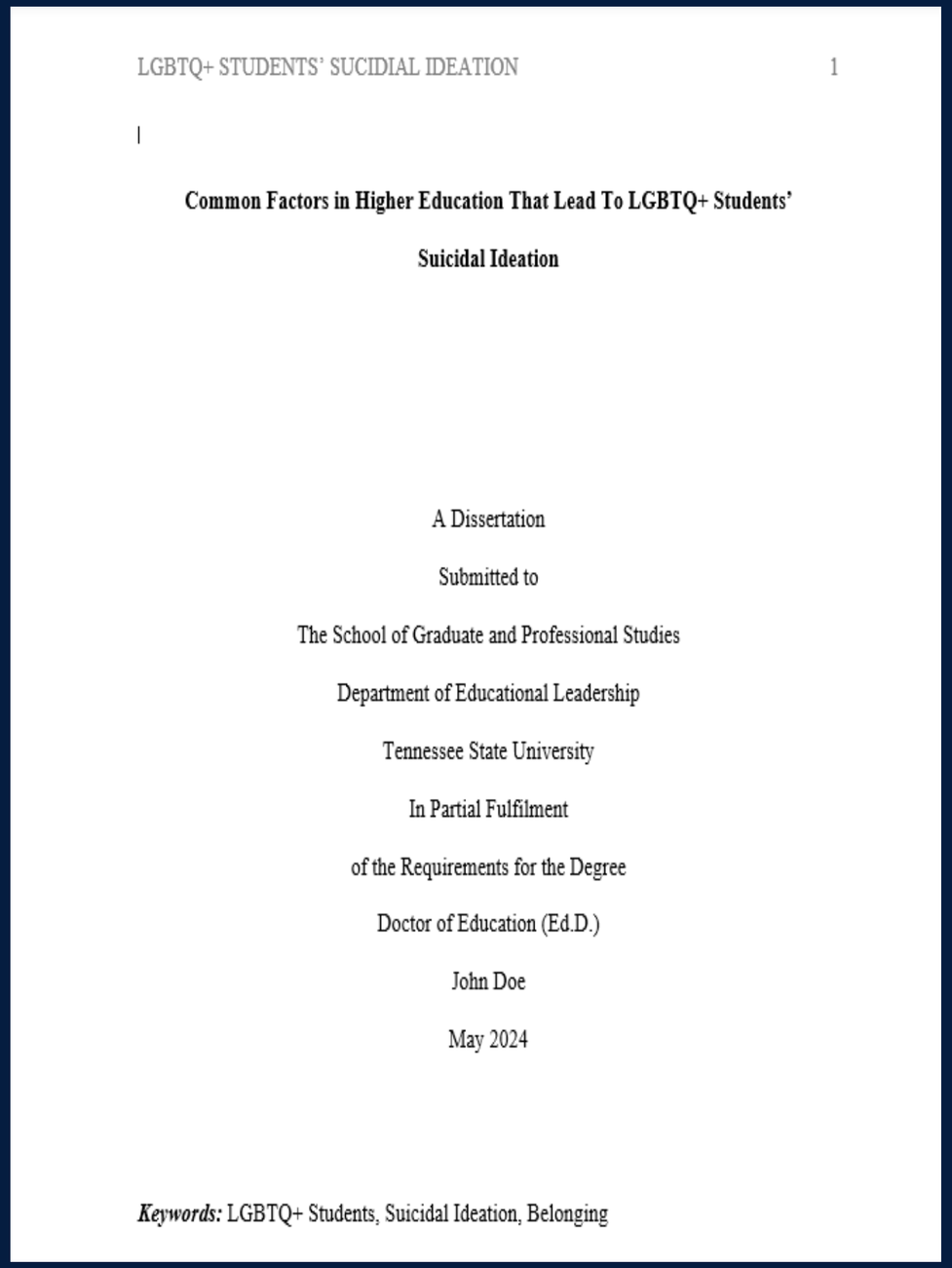
UPDATED: 2022

The main resource referenced throughout this manual, the *Publication Manual of the American Psychological Association, 7th edition (2020)* is highly recommended for a comprehensive overview of APA Style.

https://www.tnstate.edu/graduate/thesesdissertations.aspx

BIG 10 QUALITY CHECKS

1. Title Page
2. Running Head
3. Page Numbers
4. Margins & spacing
5. Fonts
6. Abstract
7. Committee Page
8. Contents Page
9. Headings
10. Appendices



LGBTQ+ STUDENTS' SUCIDIAL IDEATION 1

Common Factors in Higher Education That Lead To LGBTQ+ Students' Suicidal Ideation

A Dissertation

Submitted to

The School of Graduate and Professional Studies

Department of Educational Leadership

Tennessee State University

In Partial Fulfilment

of the Requirements for the Degree

Doctor of Education (Ed.D.)

John Doe

May 2024

Keywords: LGBTQ+ Students, Suicidal Ideation, Belonging

#1: TITLE PAGE

Running Head (one inch from top)

Title of Paper

- 2 inches from top of paper
- Title (Centered/No more than 12 words
- Title Case which means first letter is capitalized and the other letters lower case
- *Title Case: capitalize the first word, the last word, and all major words in between.
- Capitalize the first word and if it has at least 4 or more letters regardless of it value (When, What, Which, etc.)

- Place Keywords on the title page: (italicized)
- The word keywords is italicized
- The actual five words are not italicized:
- no more than five words

EXAMPLE:

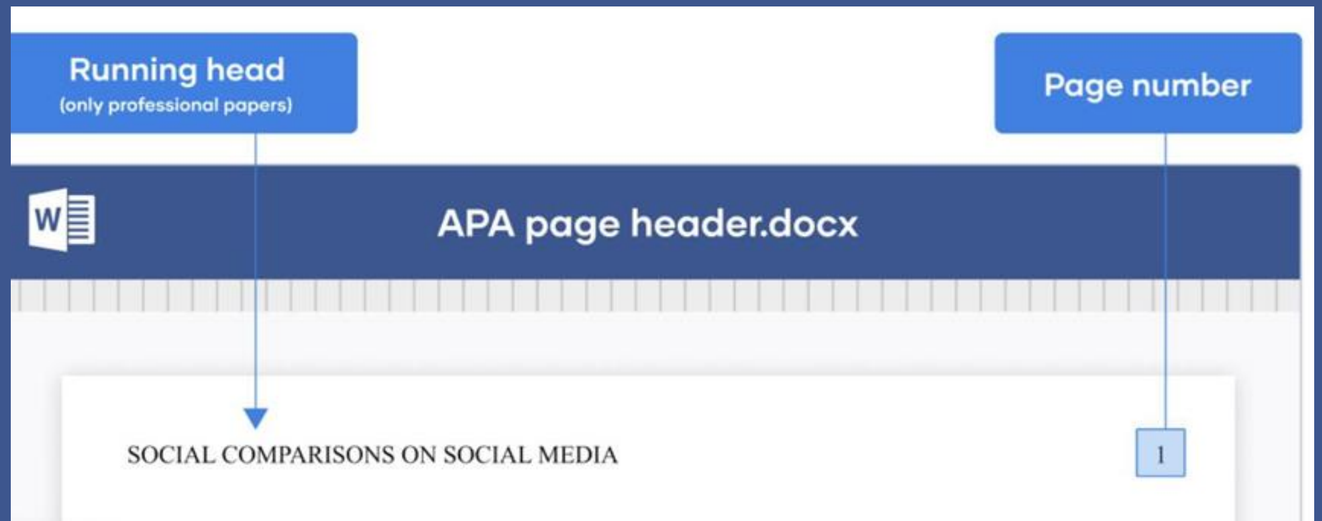
Keywords: Phonology, Semantics, Aural Rehabilitation

2. RUNNING HEAD

Thesis/Dissertation is considered a Professional Paper

Running Head (under the 1 inch margin and flushed left)

- An APA running head can be up to 50 characters (including spaces) and is written in **ALL CAPITAL LETTERS**.
- It's left-aligned and appears on all pages, including the **title page**.
- It's not necessary to put the label "Running head" in front of the title (as was the case in **APA 6**).



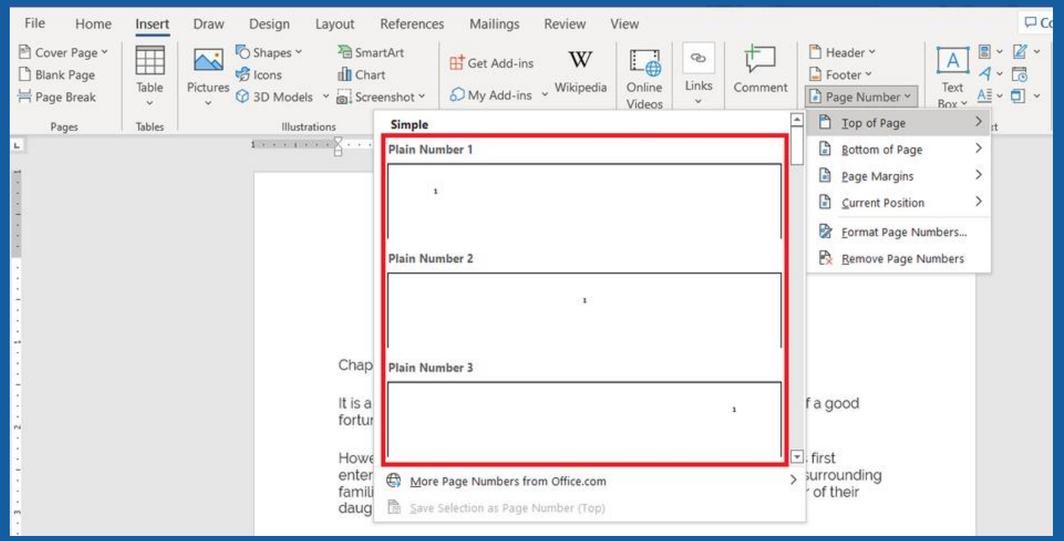
#3: PAGE NUMBERS

- ALPHANUMERIC PAGE NUMBERS (no Roman Numerals)
  - 1, 2, 3, 4 .....

ALL Pages including title pages

- Page Numbers

The APA Style rules direct authors to start page numbering at "1" on the title page in the top right corner of the page, flush right (APA, 2020, p. 44).



The page numbers should continue in that position to the last page of the document.

#4: MARGINS & SPACING

Margins & Spacing

- Digital Copy: 1 inch top/bottom/left/right
- Bound Copy: 1.5 inches left, 1 inch top/bottom/right

- 1 space after punctuation marks.

**Graduate School: (checking 5 times throughout page)

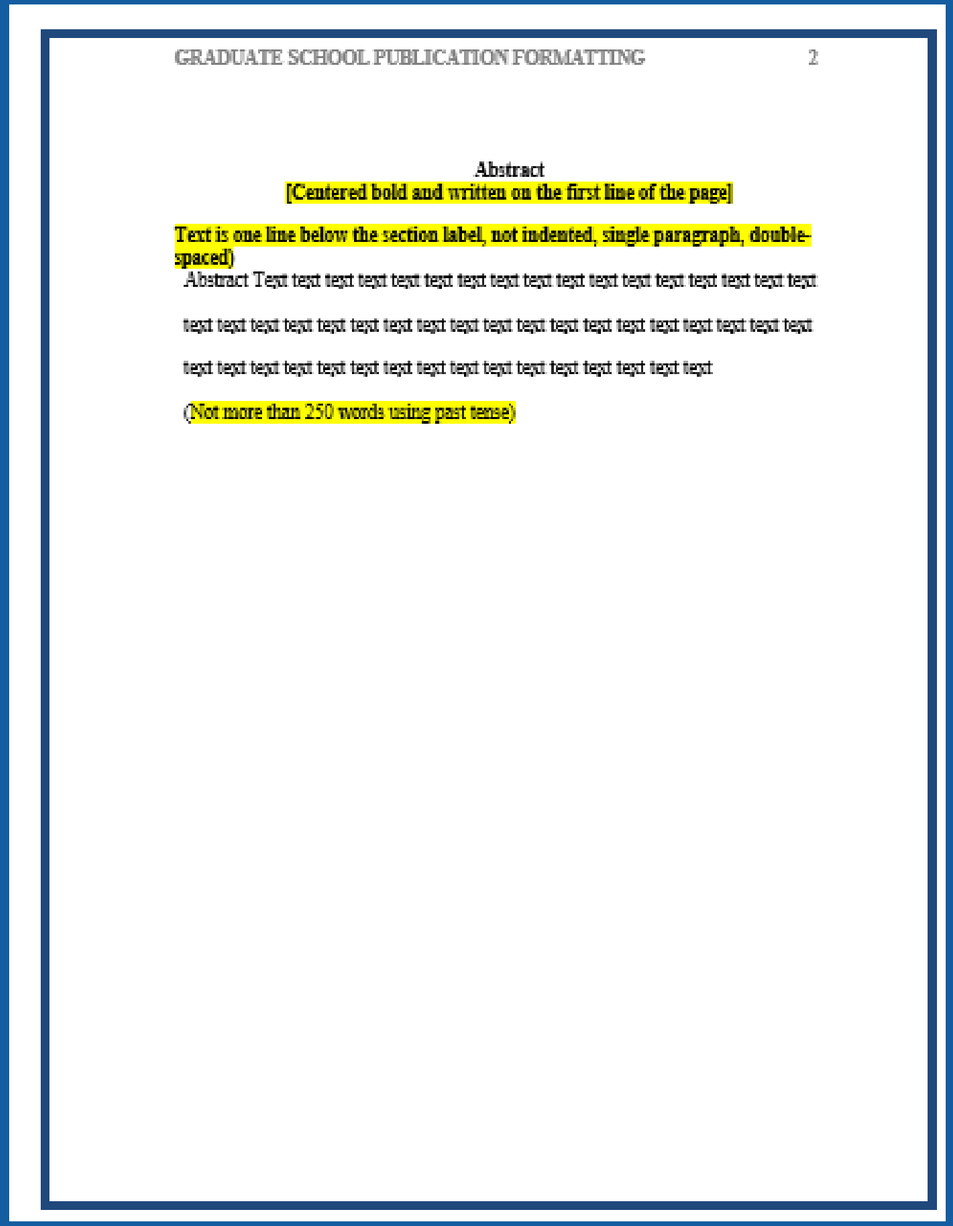
#5: FONTS

- Times New Roman 12pt
- Arial 11pt.
- Georgia 11 pt

#6 ABSTRACT

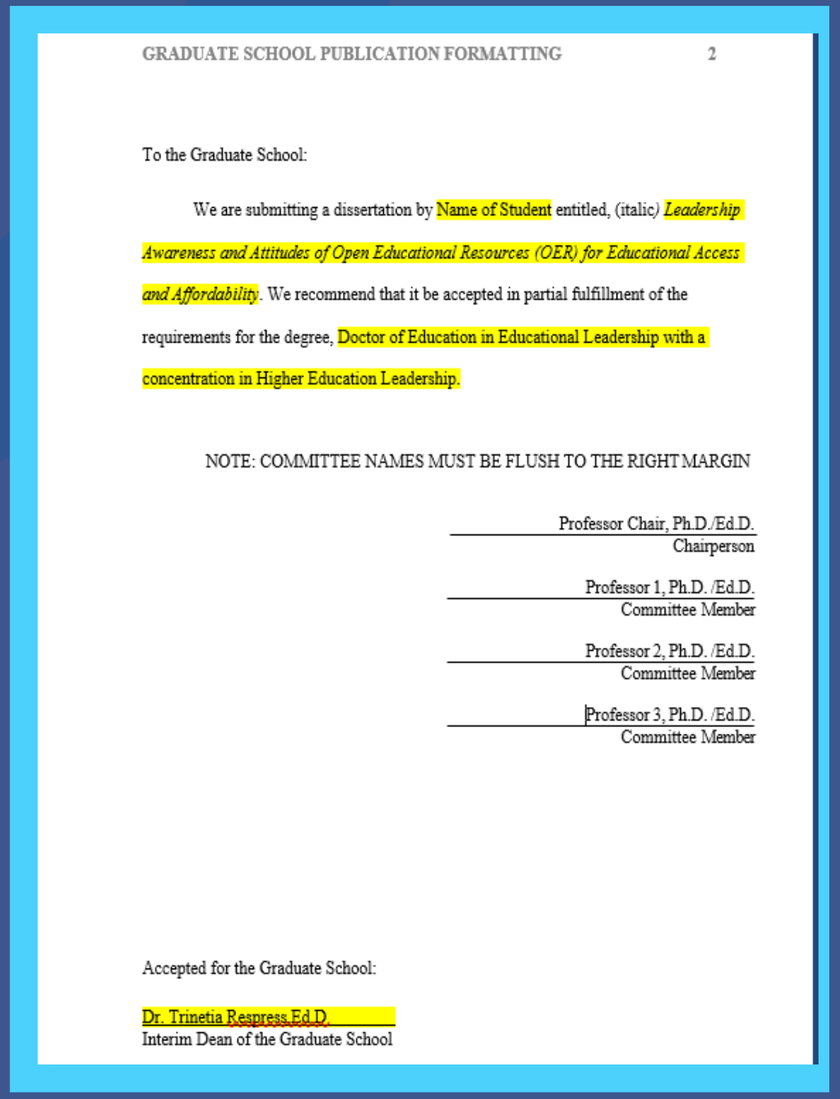
(NO MORE THAN 250 WORDS)
PAST TENSE NOTING RESEARCH WAS COMPLETED.

- Your abstract page should already include the page header
- On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks).
- Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.)
- Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions.
- You may also include possible implications of your research and future work you see connected with your findings.


GRADUATE SCHOOL PUBLICATION FORMATTING 2

Abstract
[Centered bold and written on the first line of the page]

Text is one line below the section label, not indented, single paragraph, double-spaced)
Abstract Text text text



GRADUATE SCHOOL PUBLICATION FORMATTING 2

To the Graduate School:

We are submitting a dissertation by Name of Student entitled, (italic) *Leadership Awareness and Attitudes of Open Educational Resources (OER) for Educational Access and Affordability*. We recommend that it be accepted in partial fulfillment of the requirements for the degree, Doctor of Education in Educational Leadership with a concentration in Higher Education Leadership.

NOTE: COMMITTEE NAMES MUST BE FLUSH TO THE RIGHT MARGIN

Professor Chair, Ph.D./Ed.D.
Chairperson

Professor 1, Ph.D. /Ed.D.
Committee Member

Professor 2, Ph.D. /Ed.D.
Committee Member

Professor 3, Ph.D. /Ed.D.
Committee Member

Accepted for the Graduate School:

Dr. Trinetia Respress,Ed.D.
Interim Dean of the Graduate School

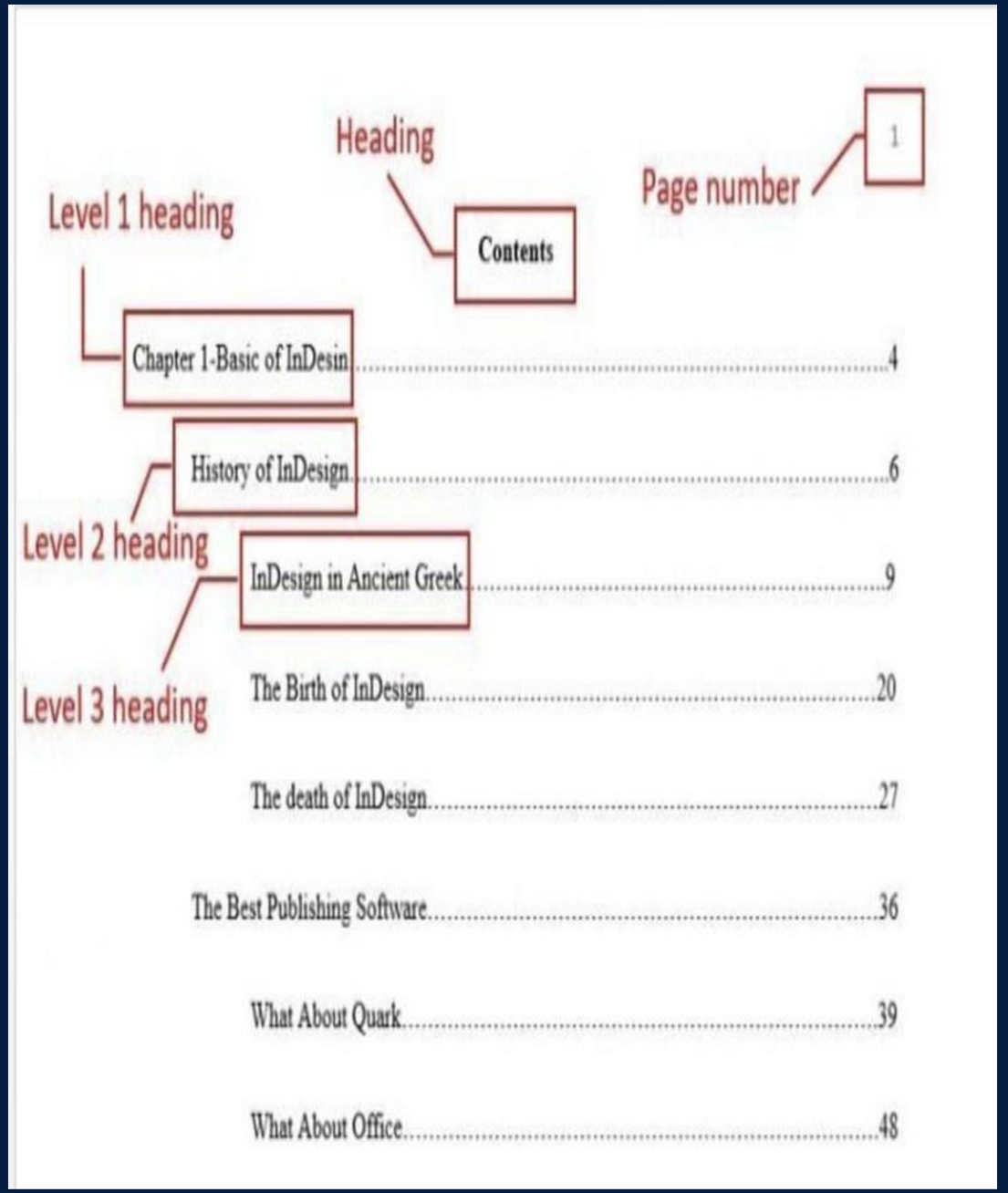
#7 COMMITTEE PAGE

- ❑ Committee Members line up (right side) and signatures
- ❑ Be mindful to include the correct degree (Ph.D., Ed.D., M.S., etc.) for your committee members
- ❑ Graduate Dean Line

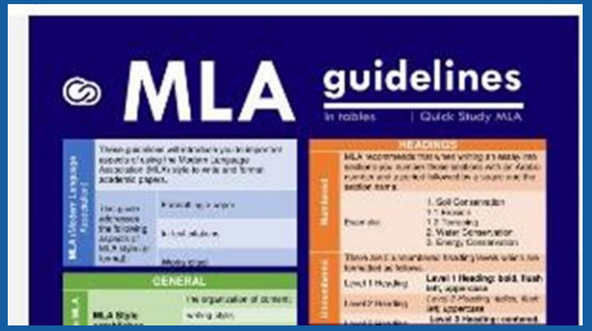
8: CONTENTS PAGE

Contents Page

- ❖ No word ‘Table’ only Contents (centered, bold)
- ❖ Headings and Subheadings
- ❖ Page Numbering
- ❖ Graduate School will conduct a (5) random check of page numbers verification with pages)
- ❖ You should have a ‘Table Page’ (if you have more than 5 tables)
- ❖ You should have a ‘Figure Page’ (if you have more than 5 figures)



9: HEADINGS



The Graduate School will be reviewing the headings for the appropriate format (which may vary)

- APA 7TH EDITION
  - American Psychological Association
- MLA 9TH EDITION
  - Modern Language Association
- IEEE
  - Institute for Electrical and Electronics Engineers
- ACS
  - American Chemical Society

APA Headings

Level	Format
1	**Centered, Boldface, Title Case Heading** Text starts a new paragraph.
2	**Flush left, Boldface, Title Case Heading** Text starts a new paragraph.
3	***Flush Left, Boldface Italic, Title Case Heading*** Text starts a new paragraph.
4	**Indented, Boldface Title Case Heading Ending With a Period.** Paragraph text continues on the same line as the same paragraph.
5	***Indented, Boldface Italic, Title Case Heading Ending With a Period.*** Paragraph text continues on the same line as the same paragraph.

Level	IEEE Heading Format
1	I. Centered, Small Caps, Title Case Text begins on a new line (first line indented).
2	*A. Left-Aligned, Italicized, Title Case* Text begins on a new line (first line indented).
3	*1) Indented, italicized, sentence case:* Text begins on the same line.
4	*a) Indented further, italicized, sentence case:* Text begins on the same line.
Component	Centered, Small Caps, Title Case Text begins on a new line (first line indented).

10: REFERENCE PAGE

Random format check of 3 citations per page

Reference List (*APA Manual* 2.12, chapter 9)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and a flush-right page number in the header. List sources alphabetically with no extra lines between sources.

References

Achterberg, J. (1985). Imagery in healing. Shambhala Publications.

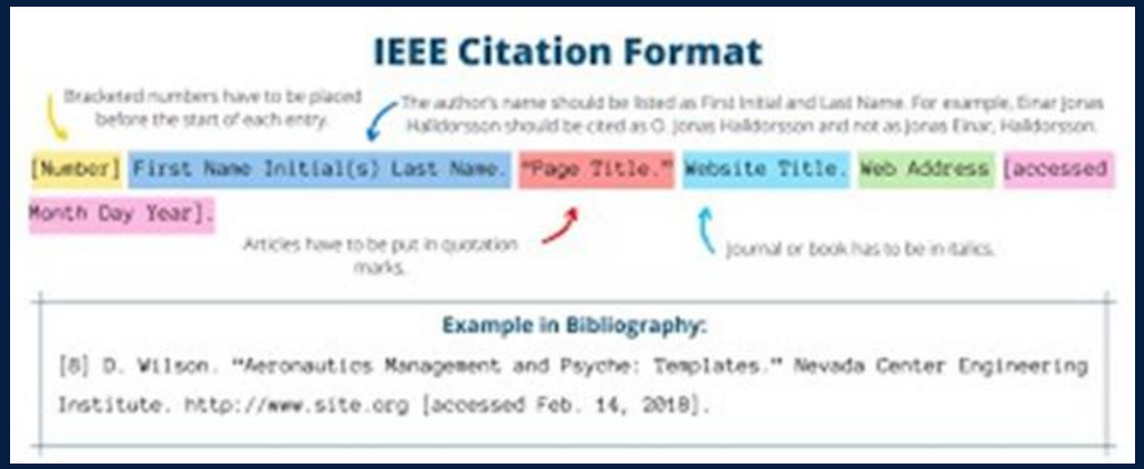
American Psychological Association. (2017). Stress in America: The state of our nation.

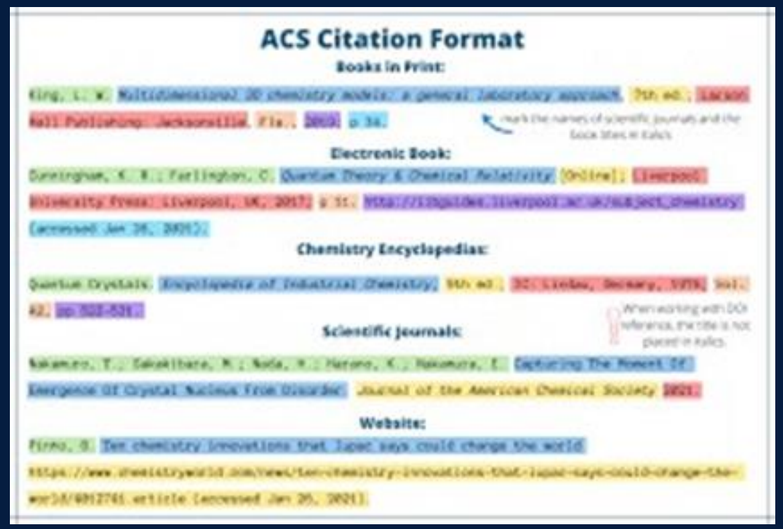
Bader, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. General Hospital Psychiatry, 16(5), 340–347.

Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2001). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. Clinical Pediatrics, 40(6),

Title (9.43): Center the bolded word "References" in the same size and font as the title of your paper.

Hanging Indent (9.43): Set a ½-inch indent for citations that extend more than one line. Do not attempt to create this appearance manually by adding spaces, hard returns, and tabs. Instead, use your program's built-in process for hanging indents.





#11: APPENDICES

- IRB
  - Institutional Review Board
- CITI Certificate
  - Collaborative Institutional Training Initiative

*Copy of Instrument/Survey

CITI Certificate

CITI Collaborative Institutional Training Initiative

Basic Learner Instructions

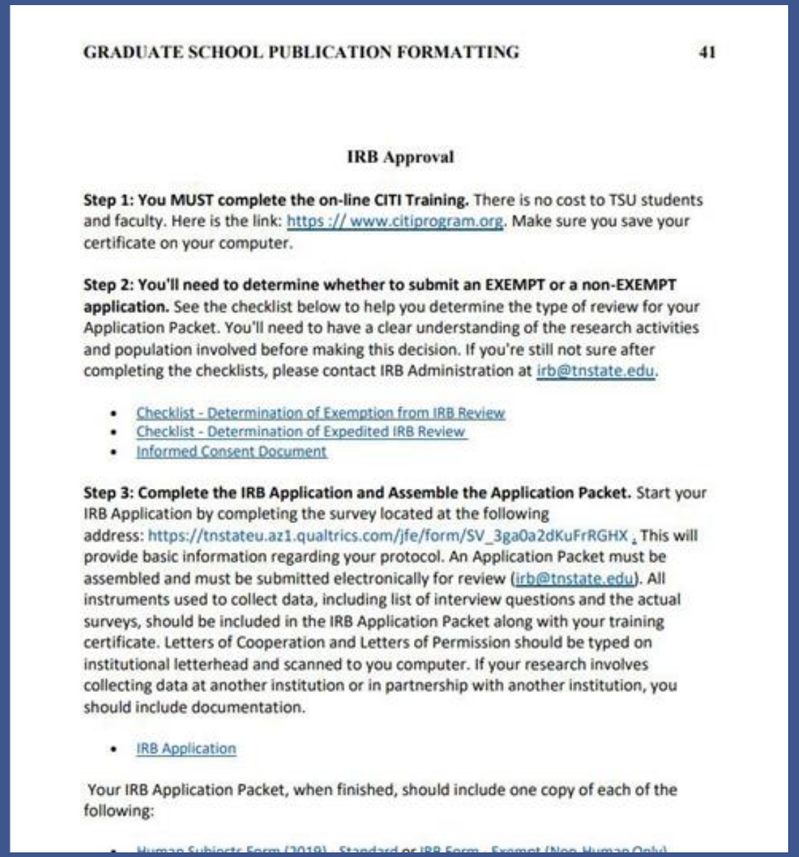
The following are basic learner instructions to logon to your CITI site for the first time.

- User should be instructed to go to www.citiprogram.org to register for CITI online training.
- Once there, they simply click on "New Users Register Here".
- Under "Select your institution or organization" page they should select your institution in the "Participating Institutions" drop down box.
- Next they should proceed to create their own username and password and select the Learner group.
- After going through registration process they should be ready and setup as CITI Learners under your Institution setup requirements.

The file: (Steps to registering with CITI.ppt) will also help you and the users of your institution to register with CITI for the first time

Additionally, our knowledgebase is an excellent source of information.

Please contact citisupport@med.miami.edu in case of any question.



GRADUATE SCHOOL PUBLICATION FORMATTING 41

IRB Approval

Step 1: You MUST complete the on-line CITI Training. There is no cost to TSU students and faculty. Here is the link: https :// www.citiprogram.org. Make sure you save your certificate on your computer.

Step 2: You'll need to determine whether to submit an EXEMPT or a non-EXEMPT application. See the checklist below to help you determine the type of review for your Application Packet. You'll need to have a clear understanding of the research activities and population involved before making this decision. If you're still not sure after completing the checklists, please contact IRB Administration at irb@tnstate.edu.

- Checklist - Determination of Exemption from IRB Review
- Checklist - Determination of Expedited IRB Review
- Informed Consent Document

Step 3: Complete the IRB Application and Assemble the Application Packet. Start your IRB Application by completing the survey located at the following address: https://tnstateu.az1.qualtrics.com/jfe/form/SV_3ga0a2dKuFrRGHX , This will provide basic information regarding your protocol. An Application Packet must be assembled and must be submitted electronically for review (irb@tnstate.edu). All instruments used to collect data, including list of interview questions and the actual surveys, should be included in the IRB Application Packet along with your training certificate. Letters of Cooperation and Letters of Permission should be typed on institutional letterhead and scanned to you computer. If your research involves collecting data at another institution or in partnership with another institution, you should include documentation.

- IRB Application

Your IRB Application Packet, when finished, should include one copy of each of the following:

FIGURE EXAMPLE

Figure Elements

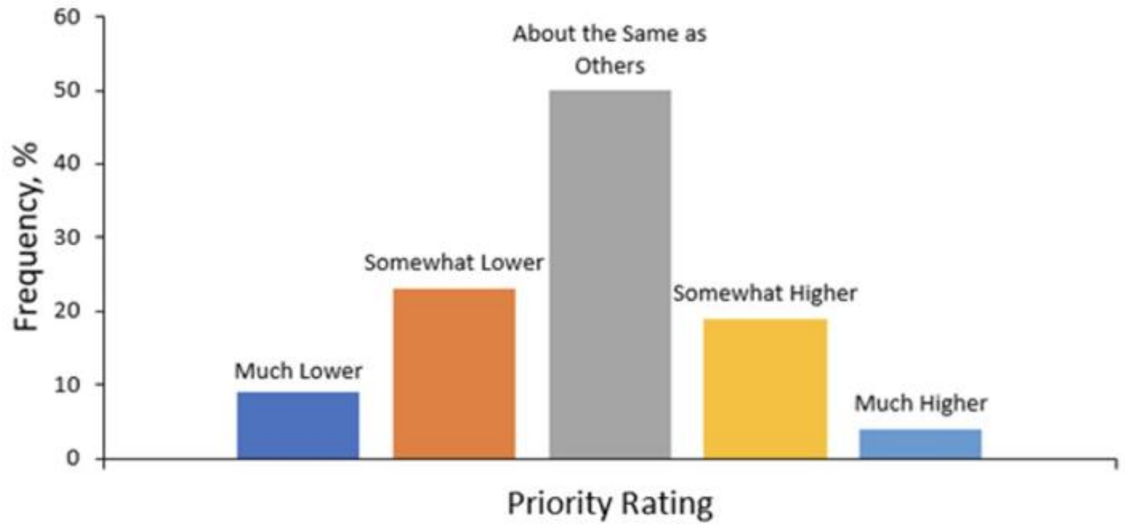
Number

Figure 1

Title

Participant Response Frequencies Regarding Priority of Graduate School Advising

Image



Note (optional)

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

TABLES

Number

Table 1

Title

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Body (rows and columns)

Answer	%	*n*
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Note (optional)

Note. The survey item read as follows: "What format requirements does your department have for students to learn abc Screenshot school in psychology? Check all that apply."

COMPONENTS OF DISSERTATION

- Title
- Copy Right (optional) *Included only if the fee is paid $75.) Committee Page (required)
- Dedication Page (optional) Acknowledgements (optional) Abstract (required)
- Contents
- List of Tables (if more than 5)

- List of Figures (if more than 5)
- List of Illustrations (if more than 5) List of Abbreviation (it more than 5) List of Symbols (optional)
- Chapter 1: Introduction Chapter 2: Review of Literature Chapter 3: Methodology
- Chapter 4: Findings

- Chapter 5: Conclusion References Appendices Curriculum Vita
- IRB Approval (if applicable) CITI Certificate (if applicable) Instrument (if applicable)
- Letters (if applicable)

ADDITIONAL RESOURCES

- APA 7th Edition: https://youtu.be/Pm-hDUC2Hgo
- Literature Review APA 7tth: https://youtu.be/wKE8URD0YT8
- Section Headings APA 7th: https://youtu.be/oPvvikR-zZA
- Citations APA 7th : https://youtu.be/F_yHfsX3SG8
- Purdue Online Writing Lab. (n.d.). APA Tables and Figures. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html
- APA 7th Edition https://youtu.be/Ae6mQBUVqVE
- APA 7th Edition for Tables and Figures: https://youtu.be/ytnies1s65o

THE SCHOOL OF GRADUATE STUDIES

330 10th Avenue North
Nashville, TN 37203
615-963-5448
trespress@tnstate.edu