



Guidelines for the Preparation of Theses, Doctoral Projects, and Dissertations

Summer 2009 – Fall 2009

Introduction

Theses/Doctoral projects/Dissertations are capstone experiences for graduate students at CMU. Graduate students at CMU who must submit a thesis/doctoral project/dissertation as part of their degree requirements must comply with the University's guidelines for the preparation of such documents. These guidelines outline the thesis/doctoral project/dissertation requirements established by the Graduate Council and College of Graduate Studies. The guidelines and forms in this 2008-2009 guide take precedence over previous publications issued by the College of Graduate Studies.

Although the graduate student assumes primary responsibility for the content and format of his/her thesis/doctoral project/dissertation, departments and faculty are expected to provide guidance. The student and his/her committee are responsible for the accuracy of the content of the document, and should proofread and edit the document carefully for correct syntax, grammar, spelling, punctuation, references, and adherence to University guidelines.

The focus of the review by the College of Graduate Studies is to ensure consistency of style within each individual document rather than enforcing consistency across all documents. This focus allows students to more closely follow the standards of their disciplines and incorporate new technology into their documents. **The College of Graduate Studies reserves the right to reject theses/doctoral projects/dissertations that contain errors or do not follow format and style guidelines.**

Students, advisors, committee chairs or members should direct questions concerning policies, procedures, style or formatting to Lisa Boyd-Devers, Assistant to the Dean, CGS (boyd11m@cmich.edu).

2009 Thesis/Doctoral Project/Dissertation Deadlines

Graduation Date	August 2009 Graduation	December 2009 Graduation
What is Due Graduation Application Deadlines ○ 1 st Deadline ○ 2 nd Deadline	June 29, 2009	September 28, 2009 October 26, 2009
ALL defended, committee-approved theses/doctoral projects/dissertations due to the College of Graduate Studies by 5:00 p.m. (Foust 250) †	July 6, 2009	October 19, 2009
Final submission date for all graduation audit items to the College of Graduate Studies (Foust 100)★	August 31, 2009	January 11, 2010

* Students must apply for graduation, even if they will not participate in commencement. Applying for graduation generates an audit of the student's academic file and notifies the University that the student wants to graduate. Students who do not apply for graduation by the second deadline will have to apply for the next graduation cycle to graduate.

† ALL **defended, committee-approved** theses/doctoral projects/dissertations are due to the College of Graduate Studies. Generally, the College of Graduate Studies does not begin reviewing documents for the new graduation cycle until one month after the current graduation cycle commencement date. For example, review of August graduation theses/doctoral projects/dissertations does not begin until June 1st, approximately one month after May commencement exercises. Allow 14 business days for the initial document review by the College of Graduate Studies. Students who will not be on campus should plan accordingly.

★ Off campus students should check with their academic programs as there may be additional required deadlines.

Before The Research/Creative Project Begins

Committee Chairperson and Committee Selection

Students should consult their academic advisor in selecting a committee chairperson and at least two committee members. Academic advisors may or may not be the committee chairperson. One committee member may be from a discipline other than the student's area of concentration. All committee members must have graduate faculty status.

Graduate Faculty Status

Graduate students must ensure that all committee members have graduate faculty status. To verify a committee member's status, contact the College of Graduate Studies (989-774-4890). Graduate Faculty applications are online: <http://www.grad.cmich.edu/forms.htm>

Prospectus Filing

Once a topic has been selected and the committee has approved the research or creative project, a *Prospectus- Theses, Doctoral Projects, and Dissertations* form must be completed by the student and signed by the committee chair and members, the department chairperson, and the Dean of the College of Graduate Studies. Projects must not be undertaken until the form is approved by the Dean of the College of Graduate Studies. Projects undertaken prior to the Dean of the College of Graduate Studies approving the *Prospectus* may be denied and the project deemed invalid.

Human and Animal Experimentation and Recombinant DNA

Before filing the *Prospectus* and beginning the research, students should be aware that limits may be applied to human, animal, and recombinant DNA experimentation. All theses/doctoral projects/dissertations with research involving the following groups require approval from the appropriate committee:

- Human Subjects: Institutional Review Board (IRB)
- Animals: Institutional Animal Care & Use Committee (IACUC)
- Recombinant DNA: Institutional Biosafety Committee (IBC)

Information on experimentation and the IRB, IACUC or IBC processes are available from department chairs, committee chairs, or from the Office of Research and Sponsored Programs. IRB, IACUC, and IBC requirements are online at: <http://www.orsp.cmich.edu/Policies.htm>

Thesis/Doctoral Project/Dissertation Course Credit

Enrolling for thesis/doctoral project/dissertation credit is required. Students may NOT enroll for more than three thesis/doctoral project/dissertation credits until the *Prospectus* and committee composition have been approved by the Dean of the College of Graduate Studies. This is to ensure that if the *Prospectus* is not approved by the Dean of the College of Graduate Studies that the student has not wasted valuable time, credits, and resources.

Preparing for the Defense

Setting the Defense Date

In conjunction with the committee chair, students should review the thesis/doctoral project/dissertation deadlines set forth by the University for the semester in which the student wishes to graduate. From these dates students should determine the deadline for submitting the final draft of their document to their committee for review. Students should give committee members ample time to thoroughly review the draft while keeping in mind the deadline for submitting the final, defended, committee-approved document to the College of Graduate Studies for review.

- Set defense date and **no later than two weeks prior to the defense**, submit an *Oral Defense Submission – Theses, Doctoral Projects, and Dissertations* form to the College of Graduate Studies in Foust 250 (see Required Forms). **THIS IS REQUIRED!**
- Work with committee chair and members to rectify any changes they want made to the draft.
- Present to the committee for **final review** a finished document of professional quality and free of errors.

Required Forms

These forms are required by the College of Graduate Studies in the timeframe indicated. Failure to submit these forms on time may result in having to apply for the next graduation cycle. All forms are available online at: <http://www.grad.cmich.edu/forms.htm>.

Prospectus – Theses, Doctoral Projects, and Dissertations

- Students may not enroll for more than three thesis/doctoral project/dissertation credits and work on the project may not begin until the *Prospectus* has been approved at the departmental level AND by the Dean of the College of Graduate Studies.
- Submit to Foust 250

Graduation Application

- Students must apply for graduation, even if they do not plan to participate in commencement. Applying for graduation generates an audit of the student's academic file and notifies the University that the student intends to graduate. Students that do not apply for graduation by the second deadline must apply for the next graduation cycle in order to graduate.
- Submit to Foust 100

Oral Defense Submission – Theses, Doctoral Projects, and Dissertations

- **No later than two weeks prior to the oral defense** submit form to Foust 250.

Dissertation and Doctoral Project Sign-Off form

- Once the student has successfully completed the oral defense of their project, this form is signed by the student's committee and the department chairperson.
- Submit to Foust 100

Plan A & B Completion Sign-Off form

- Once the student has successfully completed their project (Plan A – oral defense/ Plan B – research, independent study, internship, field study, practica, or creative endeavor), this form is signed by the student's advisor and the department chairperson.
- Submit to Foust 100

Committee Chair and Student Verification form

- Must be signed by both the student and the committee chair.
- Must accompany the thesis/doctoral project/dissertation to the College of Graduate Studies. **Theses/Doctoral Projects/Dissertations are not reviewed until this document is on file at the College of Graduate Studies** (Foust 250).

Contact Information Form – Theses, Doctoral Projects, and Dissertations

- Must accompany the thesis/doctoral project/dissertation to the College of Graduate Studies. **Theses/Doctoral Projects/ Dissertations are not reviewed until this document is on file at the College of Graduate Studies** (Foust 250).

Preparation of the Manuscript

The most important facets (and most common errors) of thesis/doctoral project/dissertation preparation are in: margins and consistency throughout the document in wording, appearance, punctuation, and formatting. Paying close attention to these areas will be beneficial in the long run. Please note that exceptions are sometimes given. An exception once is **not** a change in CGS policy.

Students & Committees: must ensure the document is accurate in content, has been proofread and edited carefully for correct grammar, and meets the required standards as outlined in this document. Students are responsible for ensuring they are using the most recent set of *Guidelines*. *Guidelines* are updated each summer. Projects not meeting the requirements outlined by the University will be returned to the Committee Chair, even during the summer for August graduates. The Committee Chair is responsible for assisting the student with their revisions and ensuring the document meets University guidelines. **This means that Committee Chairs must be available to assist students who will be graduating in August.**

Style Manuals. The College of Graduate Studies does not prescribe a particular style, but departments often do. In many disciplines, a professional manual is acknowledged as the accepted guide for headings, subheadings, tables, figures, and documentation styles. However, all documents must be in a thesis/doctoral project/dissertation style format. Formatting for journals is not acceptable.

Use of a Typist. The service of a typist to produce the final draft of a thesis/doctoral project/dissertation is allowed by the College of Graduate Studies. However, the use of a typist is for formatting purposes only. **Using a typist for the purpose of editing the content of a thesis/doctoral project/dissertation is strictly prohibited.** All arrangements, including the financial aspect, are to be handled directly between the typist and the student. When hiring someone to prepare their thesis/doctoral project/dissertation, students should specify all terms. Agree in writing on such things as a time frame for completion (including corrections), whether or not editing and correction are provided, specific fees per page, whether fees agreed upon cover corrections until final approval by the College of Graduate Studies, and if the fee covers taking the document to Printing Services for binding and the Park Library for microfilming (dissertations only) on the student's behalf. Revisions required by the College of Graduate Studies are sent directly to the student (**not the typist**) whose responsibility it is to convey these revisions to their typist and, once the revisions are made, to review the revisions to ensure that the requested revisions are being made and correctly and submit them to the College of Graduate Studies.

Thesis/Doctoral Project/Dissertation Submission to the College of Graduate Studies

All students (on and off-campus) are responsible for submission to and any thesis/doctoral project/dissertation revisions requested by the College of Graduate Studies as well as the subsequent binding and/or microfilming processes. Students who are not or will not be on campus during these phases should plan accordingly.

ALL **final, defended, committee-approved** theses/doctoral projects/dissertations are due to the College of Graduate Studies, Foust 250, by 5:00 p.m. on the due date for the semester in which the student intends to graduate (see page 2 for deadlines). **Students submitting their manuscripts after the indicated deadline must apply for the next graduation cycle.**

Generally, the College of Graduate Studies does not begin reviewing documents for a new graduation cycle until one month after the current graduation cycle commencement date. For example, review of theses/doctoral projects/dissertations submitted for August graduation does not begin until June 1st, approximately one month after the May commencement exercises take place. Students who will not be on campus should plan accordingly. Allow 14 business days for the initial document review by the College of Graduate Studies.

The items below **MUST** accompany the thesis/doctoral project/dissertation when submitted to the College of Graduate Studies. **Theses/Doctoral Projects/Dissertations are NOT reviewed until all items are on file.**

1. the final, **defended, committee approved** thesis/doctoral project/dissertation on plain, copy paper. Do NOT bind or hole-punch.
2. *Contact Information Form – Theses, Doctoral Projects, and Dissertations*
3. *Committee Chair and Student Verification form*
4. Signature page printed on 20 pound white, bond paper with at least a 25% cotton-fiber content embossed with a watermark seal with the original signatures of all committee members in **black ink**. **Signature pages with signatures in a color other than black will be returned for new signatures.**

Approval of Your Thesis/Doctoral Project/Dissertation by the College of Graduate Studies

Students are responsible for keeping a copy of the final, approved by the College of Graduate Studies thesis/doctoral project/dissertation. The College of Graduate Studies does not return any copies.

The University requires that two copies of the thesis/doctoral project/dissertation be bound. One copy is sent to the Park Library and the other copy becomes the property of the student's academic department. Students should check with their department as to whether additional copies are required to be bound.

Following final approval of the thesis/doctoral project/dissertation by the College of Graduate Studies, the Dean of the College of Graduate Studies will sign the thesis/doctoral project/dissertation signature page and a *Thesis, Doctoral Project, and Dissertation Binding & Microfilming Approval Form* is issued by the College of Graduate Studies.

Binding (Required for all Theses/Doctoral Projects/Dissertations)

- **Binding charges**
 - Charges may increase; contact Printing Services for current pricing (989-774-3216). Printing Services **DOES NOT** accept credit cards. Payment must be made by cash, check or money order.
 - **\$60.00 PER BOOK** for a project **up to 2 ¼ inches thick**
 - **\$70.00 PER BOOK** for a project **more than 2 ¼ inches thick**
- Take to University Printing Services for binding:
 1. the *Thesis, Doctoral Project, and Dissertation Binding & Microfilming Approval Form*
 2. **two copies** of the approved by the College of Graduate Studies thesis/doctoral project/dissertation. (Students can print their own **laser** copies or Printing Services will copy an approved thesis/doctoral project/dissertation for 10 cents per black and white page or 75 cents for color pages.)

- **Printing Services must sign the *Thesis, Doctoral Project, and Dissertation Binding & Microfilming Approval Form at the bottom.***

Microfilming (required for dissertations ONLY)

Microfilming requires the following copies (items in addition to those used for binding purposes):

- dissertation
- title page
- abstract
- signature page signed by the Dean of the College of Graduate Studies
- completed and signed Doctoral Dissertation Agreement Form
- **Microfilming charges:**
 - Dissertations (microfilming required): \$82.00
 - Theses and Doctoral Projects (microfilming optional): \$72.00
- **Copyright charges** (not required): \$65.00

Students should complete the microfilming paperwork online before arriving on campus to have their dissertation bound and microfilmed (www.il.proquest.com/dissertationagree/disspub.pdf). Students will be asked to enter a user name: **dissertations** and password: **publish**.

Take the items mentioned under “microfilming” along with the *Thesis, Doctoral Project, and Dissertation Binding & Microfilming Approval Form*, the Doctoral Dissertation Agreement Form, and the payment receipt issued by the Student Service Court to the Park Library, Room 407H. Direct microfilming questions to the Park Library at 989-774-3852.

- **The Park Library microfilming coordinator must sign the *Thesis, Doctoral Project, and Dissertation Binding & Microfilming Approval Form at the bottom.***

The Final Step

The *Thesis, Doctoral Project, and Dissertation Binding & Microfilming Approval Form* must be signed by Printing Services (and the microfilming coordinator for dissertations) and returned to the College of Graduate Studies (**Foust 100**). Once the College of Graduate Studies (**Foust 100**) receives the approval form, the student services specialist will review the student’s graduation audit for remaining requirements and check if account receivables are up-to-date. If all is in order, a request to issue the diploma is sent to the Registrar’s Office.

PLEASE NOTE: The binding and microfilming processes do not need to be completed prior to that graduation cycles’ commencement exercises. The thesis/doctoral project/dissertation review and revision process can take several weeks; the University typically allows an additional month after commencement to complete the review/revision/submission, binding and microfilming processes.

General Manuscript Requirements

▶ Paper

- 8.5 inches x 11 inches
- 20 pound white, bond paper with at least a 25% cotton-fiber content embossed with a watermark seal.

▶ Printing

- A flawless, single-sided, laser print of the entire document is expected
- Not acceptable:
 - Dot matrix printers
 - hole punching or binding

▶ Typeface

- Acceptable fonts:
 - Arial
 - Times New Roman
- Font size:
 - 12

▶ Spacing

- All general text is double-spaced unless noted. Double space=two blank lines and begin typing on the third line.

▶ Page Numbers

- Bottom Center is the only acceptable place for page numbers (preliminary, text, appendices, etc)

▶ Margins

- Pages numbers should **not** appear within the margin. Margins indicate the space **below** the page number
 - Left margin: 1.5 inches
 - Top margin: 2.0 inches
 - Bottom & Right margins: 1.0 inch
 - Abstracts, Table of Contents, and Lists more than one page in length
 - First page: 2 inch top margin
 - Subsequent pages: 1 inch top margin
 - Text and Supplementary pages

- Left margin: 1.5 inches
- Top, Bottom & Right margins: 1.0 inch

▶ Pagination

- Preliminary pages
 - Lower case Roman numerals only
 - Acceptable location: bottom center only
- Text, Appendix, Bibliography pages
 - Arabic numerals
 - Acceptable locations: bottom center or top right

▶ Section Order

- Preliminary pages
 - Blank White page
 - Title page
 - Signature page
 - Frontispiece (optional)
 - Copyright (optional)
 - Dedication (optional)
 - Acknowledgments*
 - Abstract
 - Table of Contents
 - List of Tables (only if there are two or more)
 - List of Figures (only if there are two or more)
 - Keys to Symbols, Definitions, Abbreviations, or Nomenclature (if applicable)
- Text and Supplementary pages
 - Thesis/Dissertation text
 - Appendix/Appendices (if applicable)
 - Bibliography/Literature Cited/ Works Cited/ List of Sources/References
 - Blank White Page

* Acknowledgement pages must include an acknowledgement of the support provided by Central Michigan University. For example, “Finally, I wish to acknowledge the support of Central Michigan University in producing this work.”

APPENDICES

*****Please Note for each Appendix Example*****

- **The words in bold ...** are insertions students should put into each page. They should not appear in bold in the student's thesis/doctoral project/dissertation.
- *The wording in italics ...* should **not** be included in the student's pages; they are only there for formatting purposes.
- The MARGINS of the following appendices do not match the University margin requirements for theses/doctoral projects/dissertations.

PRELIMINARY PAGE DIRECTIONS

APPENDIX A: Title Page Directions

- Count, but do not number this page
- Page must conform in wording, formatting, and spacing to APPENDIX A
- The **line spacing below is approximate** and **can vary between computers**.
- At the top 2 inch margin, type the title. Single-space the text.
- Insert 7 blank single-space lines
- On the eighth line, type your name
- Insert 7 blank single-space lines
- On the eighth line, type the submission paragraph as shown in APPENDIX A. Single-space the text.
- Insert 8 blank single-space lines
- On the 9th line, type the academic department. **Check with your department for correct wording.**
- Insert 6 blank single-space lines
- On the seventh line, type the three lines as shown in APPENDIX A. The defense date line should sit at the bottom 1 inch margin. This date is only the month and year separated by a comma.

APPENDIX B: Signature Page Directions

- Page must conform in wording, formatting, and spacing to APPENDIX B. **Signature Pages that DO NOT Meet the Guidelines or have signatures in a color besides black will be RETURNED for corrections and new signatures.**
- **Use Black Ink only for signatures.**
- Page number must be “ii”
- At the top 2 inch margin, begin typing the acceptance paragraph. Double-space the entire document. Double space=two blank lines and begin typing on the third line.
- The choices (master’s, specialist’s, and doctoral) should all be lower case. Pay particular attention to the choices “master’s” or “specialist’s” as they have apostrophes in the word.
- The word “the” in the third line should not be capitalized.
- Additional committee member information can be inserted as needed.
 - Correct formatting of a committee member: Pamela Eddy, Ph.D., Committee Chair
 - Incorrect formatting of a committee member: Dr. Pamela Eddy, Ph.D., Committee Chair

Frontispiece

- Optional
- May be a quotation, drawing, photography, or whatever the author considers appropriate

APPENDIX A

THIS IS HOW THE TITLE PAGE SHOULD LOOK WITH
ONE OR MORE LINES OF TEXT IN THE TITLE: SEE
BELOW FOR ADDITIONAL INFORMATION

Carolyn Studebaker

A **thesis, doctoral project, or dissertation** submitted in partial fulfillment of
the requirements for the degree of
Doctor of Philosophy or Audiology
or
Master of Arts or Science
or
Specialist in Educational Leadership

Department of **student's academic department**

Central Michigan University
Mount Pleasant, Michigan
Month, 200?

APPENDIX B

Accepted by the Faculty of the College of Graduate Studies,
Central Michigan University, in partial fulfillment of
the requirements for the **master's, specialist's, doctoral** degree

Thesis, Doctoral Project, or Dissertation Committee:

_____	Committee Chair
_____	Faculty Member
_____	Faculty Member
Date: _____	
_____	Dean
Date: _____	College of Graduate Studies

Committee:

Insert name, degree, Chair

Insert name, degree

Insert name, degree

*Roman numeral "ii" should be
centered at the bottom of the page*

APPENDIX C: Copyright Directions

- Optional
- Page must conform in wording, formatting, and spacing to Appendix C
- Do not bold in any way
- Center text in middle of page
- See information under the subheading “Once Your Thesis/Doctoral Project/Dissertation is Approved by the College of Graduate Studies” for information on how to obtain a copyright

APPENDIX D: Dedication Directions

- Optional
- Dedications are limited to one page

APPENDIX E: Acknowledgements Directions

- Acknowledgements pages must include an acknowledgement of the support provided by Central Michigan University in producing your work.
- One-page limit
- At the top 2 inch margin, type word “ACKNOWLEDGEMENTS”
- Insert one blank line
- Indent 0.5 inches and begin typing text
- Double-space text. Double space=two blank lines and begin typing on the third line.
- Acknowledgements are limited to one page

APPENDIX C

Copyright by
Your full legal name
Year

*The appropriate Roman numeral would
be centered at the bottom of the page.*

APPENDIX D

**This is dedicated to my family
for all of their support
throughout this project.**

*The appropriate Roman numeral would
be centered at the bottom of the page.*

APPENDIX E

ACKNOWLEDGEMENTS

I wish to thank the members of the ad hoc Thesis Requirements Committee: Dr. Mitchell Hall, Dr. Sivaram Narayan, Dr. George Ronan, and Dr. John Scheide. These faculty members provided valuable direction when this project began, reviewed the draft of the document, and made many contributions to the final product. Throughout the process, these faculty members from history, mathematics, psychology, and biology drew on their experiences of working with many graduate students as major professor, thesis advisor, and thesis or dissertation committee members. **Finally, I wish to acknowledge the support of Central Michigan University in producing this work.**

*The appropriate Roman numeral would
be centered at the bottom of the page.*

APPENDIX F: Abstract Directions

- Abstracts more than one page in length:
 - First page: at the 2 inch top margin, type the word “ABSTRACT”.
 - Additional pages: 1 inch top margin
- Insert one blank single-spaced line and type the title (single-space). Abstract title and title on the title page are identical in wording, appearance and division.
- Insert one blank single-spaced line and type the word “by” (lower-case “b”) and the student’s name.
- Insert one blank single-spaced line.
- Indent 0.5 inches and begin typing text.
- 350 word limit.
- Does not contain tables or figures.
- While there are no sections per se in the abstract, abstracts should include information that answer the questions below. Poorly written abstracts are returned to the committee chair.
 - Introduction. Should concisely present the background for the project the student conducted and outline the importance of the question the student is asked.
 - Rationale/Hypothesis/Purpose Statement. Why did the student carry out this project?
 - Methodology. Specifically, how did the student conduct the project?
 - Results. What were the student’s finding(s)?
 - Conclusions. What can be drawn from the student’s finding(s) and what are the implications?

APPENDIX G: Table of Contents Directions

- Page must conform in wording, formatting, and spacing to APPENDIX G
- Table of Contents more than one page in length:
 - First page: at the 2 inch top margin top the words “TABLE OF CONTENTS”
 - Additional pages: 1 inch top margin
 - if a header such as “TABLE OF CONTENTS continued” is used, it should appear at the top 1 inch margin line. Insert one blank line and continue text.
 - If no header is used, the text should begin at the top 1 inch margin.
- Refers only to items that follow the Table of Contents
- Insert one blank single-spaced line and type the first line of text appropriate to the student’s table of contents.
- Titles/headings/subheadings in the Table of Contents must match their counterparts in the text in style, format, and wording.
- Use ellipsis marks from the final word of the entry to the page number. Page numbers should sit at the right-hand margin and must be aligned in a column.
- Only subdivided levels with at least two subheadings should be listed
- Single-space multi-line entries
- Appendices
 - Only list in the Table of Contents if there is more than one appendix
 - Do not list appendices individually.
 - See APPENDIX G for correct formatting.

APPENDIX F

ABSTRACT

THIS IS HOW THE TITLE PAGE SHOULD LOOK WITH
ONE OR MORE LINES OF TEXT IN THE TITLE: SEE
BELOW FOR ADDITIONAL INFORMATION

by Carolyn Studebaker

The abstract is a very important part of the thesis/doctoral project/dissertation and should clearly represent the student's work. Abstract text should be no more than 350 words in length and although there are no sections per se in the abstract, abstracts should include information that covers the following areas. The introduction concisely presents the background for the project that was conducted and outlines the importance of the question being asked. The rationale/hypothesis/purpose statement should explain why the project was conducted, and the methodology section should address how the project was conducted. Finally, the results section describes the major findings of the student's work, the conclusions, and what can be drawn from the findings.

*The appropriate Roman numeral would
be centered at the bottom of the page*

APPENDIX G

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*The appropriate Roman numeral would
be centered at the bottom of the page.*

APPENDIX H: List of Tables and Figures Directions

- Required only if there are two or more tables or figures
- The List of Tables/Figures should match APPENDIX H exactly in wording, formatting, and spacing.
- List of Tables/Figures more than one page in length:
 - First page: at the 2 inch top margin type the “LIST OF TABLES” or figures wording
 - Additional pages: 1 inch top margin
- Insert one blank single-spaced line and type the word “TABLE” or “FIGURE” at the left margin and the word “PAGE” at the right margin.
- Insert one blank single-spaced line and type first table/figure number, heading, and page number.
- Single-space multiple line table/figure titles.
- Headings in the List of Tables/Figures must match their text counterparts in style, format, and wording.
- Use ellipsis marks from the final word of the entry to the page number. Page numbers should sit at the right-hand margin and must be aligned in a column.

Keys to Symbols, Abbreviations, Definitions, or Nomenclature

- Optional
- A key to symbols, abbreviations, definitions or nomenclature is expected if such information is contained in the document.
- If used, keys appear after the List of Tables and/or Figures.
- Formatting should follow the formatting for the List of Tables/Figures

APPENDIX I: Tables & Figures in the Text Directions

- Illustrative materials must fit within the margins
- Clear, sharp, easily readable, of professional quality, and suitable for microfilming, if required.
- Must be embedded as near as possible to where they are referred to in the text they illustrate
- The space before or after a table or figure and the text is two blank single-spaced lines.
- Landscape-oriented tables/figures:
 - The top of the table is placed at the binding (left) side.
 - Page numbers must be in the same place as the remainder of the text.
- Headings:
 - Table headings: above the table. Figure headings: below the figure
 - Left justify or center.
 - There should be none or one blank single-spaced line between the table/figure and its heading
 - Single-space multi-line headings

The table and figure title font size minimum is 10 however, whenever possible, the font size should match the size of the document text (Size 12). All table/figure titles should be the same size font.

APPENDIX J: Headings and Miscellaneous Text Divisions Directions

- At the top 1 inch margin type “CHAPTER I, II, III...”
- Insert one blank single-spaced line and type the chapter title
- Next line is:
 - Text – insert one blank single-spaced line between the chapter title and the text
 - a Subheading – insert two blank single-spaced lines between the chapter title and the subheading
- Chapter numbers are upper-case Roman numerals only
- Headings: insert two blank single-spaced lines after text and a new subheading

APPENDIX K: References/Bibliography/Literature Cited/ Works Cited/ List of Sources

- Final section of document
- Page numbers should follow the either the final page of text or final page of appendices, if used.
- At the top 1 inch margin, type word “REFERENCES” (or other option)
- Insert one blank single-spaced line and begin typing entries.
- Alphabetical listing
- Single-space entries and double-space between them
- Individual entries should begin and end on the same page

APPENDIX H

LIST OF TABLES

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*The appropriate Roman numeral would
be centered at the bottom of the page.*

APPENDIX I

Examples of a Table and Figure in the Text

Table 1. Trends in Graduate Enrollment by field, 1986 to 1998

Major Field	% Change 1998	% Change 1995 to 1998	Average Annual 1986 to 1998
Total	1,238,190	-1%	1%
Biological Sciences	59,486	-1%	1%
Business	189,328	-1%	1%
Education	258,722	-1%	2%
Engineering	87,641	0%	1%
Health Services	88,465	-3%	4%
Humanities & Arts	96,599	-2%	2%
Physical Sciences	90,574	-1%	0%
Public Admin & Sciences	49,512	0%	4%
Social Sciences	98,277	-4%	2%
Other Fields**	85,033	1%	1%

Source: CGS/GRE Survey of Graduate Enrollment

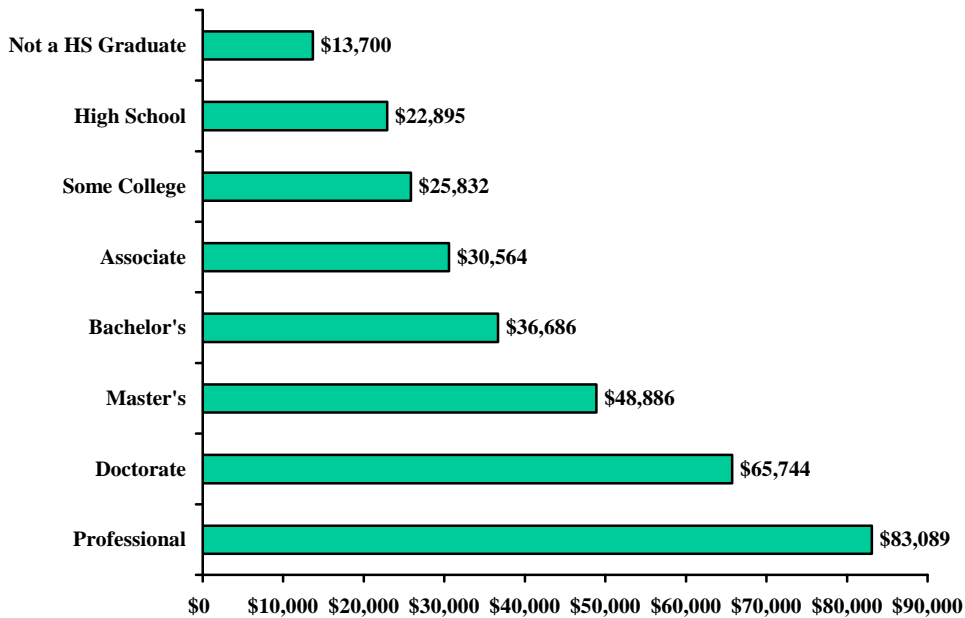


Figure 1. Estimates of Annual Earnings, by Level of Education, 1996*

*Based on Bureau of the Census, P20-493, 1996

APPENDIX J
CHAPTER I
INTRODUCTION

Subheading for a Thesis, Doctoral Project, or Dissertation

A subheading is centered and in upper and lower case. This is how it should appear in the text. The subheading title should be identical to what is listed in the *Table of Contents* in style, format, and wording.

This is Another Example of a Subheading

The spacing between the text and the next heading or a table/figure is a double-space (two blank single-spaced lines and begin typing on the third). Below is an example of a side-heading.

Side Heading

This heading does not need to be listed in the Table of Contents. However, if side headings are listed in the Table of Contents for one chapter, they must be listed in the same manner (style, format, and wording) for every chapter.

“Widows and Orphans”

Some programs have the ability to keep text together so a document does not develop what is known as “widows” or “orphaned” words or a single line of text. In Microsoft Word, you can turn on an option to eliminate such words or text by: click on the tab “Format” then click on the option “Paragraph”. Under “Paragraph” choose the tab “Line and Page Breaks” and click on the box “Widow/Orphan Control” under the title of “Pagination”. If this option is not

available do not leave just a few words or one line of text alone at the bottom of or a partial line of text by itself on the top of a page (conclude the paragraph).

Spacing and Indentation of Text, Series and Block Quotations

The text of a document should be double-spaced and a new paragraph should begin five spaces or 0.5 inches from the left margin. A numbered, lettered, or bulleted series can be indented from just the left margin or both the left and right margins. Block quotations can also be indented from just the left margin or both the left and right margins. Block quotations can be single or double-spaced. Consistency within the document is required. An example of a block quotation taken from A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian.

Short, direct prose quotations should be incorporated into the text of the paper and enclosed in double quotation marks: “One small step for man; one giant leap for mankind.” But in general a prose quotation of two or more sentences which at the same time runs to four or more lines of text in a paper should be set off from the text with no quotation marks at the beginning or end.

As an example of a bulleted series, examine the list of mistakes frequently made by graduate students when they prepare their manuscripts.

- Preliminary pages are in an incorrect sequence
- Wording, style, and formatting of headings and subheadings is inconsistent between the Table of Contents and what is listed in the text
- Caption labeling for tables and figures in the text is not identical to the wording, style or formatting of those in the list of tables or figures
- Text or page numbers appear within the margins

APPENDIX K

REFERENCES

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- Rost, J. C. (1991). *Leadership for the twenty-first century*. New York: Praeger.

TEXT PAGE DIRECTIONS

Pagination

- Begin pagination at the first page of Chapter I. Begin with page “1” and continue consecutively to the end of the document, including any appendices and the bibliography.
- Page number location: top right or bottom center (including landscape-oriented pages)

Spacing, Indentation of Text, Series, and Block Quotations

- All general text is double-spaced
- No space between paragraphs
- New paragraphs should be indented 0.5 inches from the left margin
- Numbered/Bulleted/Lettered Series and Block Quotations
 - Indented from the left or both the left and right margins
 - Text can be single or double-spaced

Chapter Titles/Headings/Subheadings Style

- Style acceptable to discipline is used
- Chapters or major sections should begin on a new page

SUPPLEMENTARY PAGE DIRECTIONS

Footnote/Endnotes (if applicable)

- Format acceptable to discipline is used and used consistently
- Single-space multi-line entries

Appendix/Appendices (if applicable)

Appendices are used to contain materials too lengthy for inclusion in the text or not immediately essential to an understanding of the text.

- Examples: supplementary illustrative materials, original data, mathematical derivations, computer programs, and subject letters.
- Follow the final page of text and are numbered consecutively
 - if there is only one appendix, that page should be numbered to immediately follow the last page of text. For example, if the last page of the text is numbered "127," then the first page of the appendix is number "128".
 - if there is more than one appendix, the page immediately following the text should read “APPENDICES” centered in the middle of the page. This page should be numbered to immediately follow the last page of the text. For example, if the last page of the text is numbered "127," then the first page of the Appendices is number "128".

Attachments (optional)

- Photographs
 - Photographs must be flawless reproductions onto appropriate photo paper or may be inserted using the dry mounting process
 - Pictures corners and tape are not acceptable
- Compact Discs/Slides
 - CD’s and Slides must be inserted into slide pockets at the time the document is being presented for binding.

**FORMS REQUIRED BY
THE COLLEGE OF GRADUATE STUDIES**



PROSPECTUS

Theses, Doctoral Projects and Dissertations

Submit to the College of Graduate Studies at the address below.

The Prospectus has not been approved until **ALL** signatures have been obtained.

Students may not begin a project or enroll for more than three thesis/doctoral project/dissertation credits, until a Prospectus receives approval from the following: the student's committee, the College of Graduate Studies (committee verification and project approval by the Dean), and if human subjects, animals, or recombinant DNA are involved, approval from the appropriate committee. **Projects undertaken prior to receiving approval from the appropriate committee and/or before the Dean of the College of Graduate Studies approves the Prospectus may be denied and deemed invalid.** The *Graduate Bulletin* outlines all University policies relating to theses/doctoral projects/dissertations. **Completed theses/doctoral projects/dissertations will not be reviewed** or approved by the College of Graduate Studies until the Prospectus has been approved by the appropriate committee and the Dean of the College of Graduate Studies.

Type or Print Clearly			
Name: _____		Student ID #: _____	
Contact Information: _____			
Email		Phone	
Address: _____			
City		State/Country	Zip/Postal Code
Project Title: _____			

This project is being proposed to fulfill the thesis/dissertation requirement for the following degree:			
<input type="checkbox"/> MA <input type="checkbox"/> MM <input type="checkbox"/> MS <input type="checkbox"/> MBA <input type="checkbox"/> MPA <input type="checkbox"/> MSA <input type="checkbox"/> EdS <input type="checkbox"/> SPsyS <input type="checkbox"/> DHA <input type="checkbox"/> PhD <input type="checkbox"/> AuD <input type="checkbox"/> EdD			
What is involved in the research? <input type="checkbox"/> None of the items below			
Human Subjects	Animals	Recombinant DNA	
<input type="checkbox"/> Yes (attach copy of IRB approval)	<input type="checkbox"/> Yes (attach copy of IACUC approval)	<input type="checkbox"/> Yes (attach copy of IBC approval)	
Synopsis			
Attach a brief (no more than two pages, double-spaced) description of your project.			

Required Signatures:

Committee Chairperson:

Signature	Print name	Date
-----------	------------	------

Faculty Member:

Signature	Print Name	Date
-----------	------------	------

Faculty Member:

Signature	Print Name	Date
-----------	------------	------

Faculty Member:

Signature	Print Name	Date
-----------	------------	------

Department Chair or Designee:

Signature	Print Name	Date
-----------	------------	------

College of Graduate Studies Dean:

Signature	Print Name	Date
-----------	------------	------

Distribution: College of Graduate Studies, Committee Chairperson, Department, Student

(10/07)

COLLEGE OF GRADUATE STUDIES · OFFICE OF THE DEAN · FOUST 250 · MOUNT PLEASANT, MI 48859 (989) 774-1527 · Fax (989) 774-3439 · www.grad.cmich.edu

PROSPECTUS

Theses, Doctoral Projects and Dissertations

Policies and Procedures from the *Graduate Bulletin*

The satisfactory completion of a thesis is a requirement on some master's and specialist's degree programs and optional on others. The satisfactory completion of a doctoral project or dissertation is a requirement for the doctoral degree. The *Graduate Bulletin* outlines all University policies relating to theses/doctoral projects/dissertations. Theses/Doctoral Projects/Dissertations submitted to the College of Graduate Studies that have not received approval from the appropriate committee and/or do not have a Prospectus approved by the Dean of the College of Graduate Studies on file will not be reviewed or approved by the thesis secretary and **run the risk of being denied and deemed invalid.**

Thesis/Doctoral Project/Dissertation credits. Students may not begin a project or enroll for more than three thesis/doctoral project/dissertation credits, until their Prospectus receives approval from the following: the student's committee, the College of Graduate Studies (committee verification and Prospectus approval by the Dean), and if human subjects, animals, or recombinant DNA are involved, approval from the appropriate committee. The *Graduate Bulletin* outlines all University policies relating to theses/doctoral projects/ dissertations.

Letter grades are not used in the evaluation of the theses, doctoral projects, and dissertations; therefore, the student's grade point average is not affected by credit earned for these. In all departments the thesis, doctoral project, or dissertation is designated as credit (CR) if acceptable and no credit (NC) if not acceptable. Students will receive six semester hours of credit for an acceptable thesis. Students successfully completing a dissertation receive a minimum of 12 and a maximum of 36 semester credit hours depending on the specific department's guidelines. Final credit will be granted upon satisfactory completion of the thesis/dissertation, its acceptance by the student's committee, and approval by the College of Graduate Studies.

Committee verification. The College of Graduate Studies must verify the composition of the student's committee. Students should consult their advisor when selecting a committee chairperson and two committee members. The student's advisor may or may not be the committee chairperson, depending upon the student's academic emphasis. One member of the committee may be from a discipline other than that of the student's area of concentration. All members of the committee must have graduate faculty status. The thesis/doctoral project/ dissertation committee chairperson will have active direction of the thesis/doctoral project/dissertation but the chair may wish to consult with other committee members about matters pertinent to the projects development. The committee as a whole, however, will determine the quality of the work. After selecting the committee and the thesis/doctoral project/dissertation topic, a *Prospectus – Theses, Doctoral Projects, and Dissertations* form must be approved by the student's committee and department and the College of Graduate Studies.

Human and animal subjects and recombinant DNA. Before filing the *Prospectus* and beginning the research, students should be aware that limits may be applied to human, animal, and recombinant DNA experimentation. All theses/dissertations with research involving the following groups require approval from the appropriate committee:

- Human Subjects: Institutional Review Board (IRB)
- Animals: Institutional Animal Care & Use Committee (IACUC)
- Recombinant DNA: Institutional Biosafety Committee (IBC)

Information on experimentation and IRB, IACUC or IBC is available from department chairs, committee chairs, or the College of Graduate Studies. IRB, IACUC, and IBC requirements are online at: www.orsp.cmich.edu/Policies.htm

Final Stages of Thesis/Doctoral Project/Dissertation Preparation. The final draft of the committee-approved thesis, doctoral project, or dissertation must be submitted to the College of Graduate Studies for approval. Students are required to follow the most recent edition of the *Guidelines* <http://www.grad.cmich.edu/forms.htm>.



Graduation Application - Graduate Student

Send the completed and signed application with the non-refundable \$50.00 graduation fee to the College of Graduate Studies at the address below. NOTE: Submission of this application does not guarantee that you will graduate during the semester you indicate below. If you do not graduate during the semester you have indicated below, you must reapply for graduation for a subsequent semester. Each reapplication for graduation requires a \$25.00 application fee.

TYPE or PRINT CLEARLY

Student ID#: _____ Graduation semester you are applying for: May August December Year: _____

The name you list below is how your name will appear on your diploma; it must match the name you listed on your admission application. Proper name(s) or initials may be substituted for one another, but you may not alter your name in any way unless your name has been legally changed with the Registrar's Office.

Student: _____

Last
First
Middle
Former

<u>Current Address:</u>			
Address: _____			
	City	State	Zip
Contact Information: _____			
	Email	Phone	
<u>Mail Diploma To:</u>			
Address: _____			
	City	State	Zip

Degree Information (check one):	
GRADUATE CERTIFICATE <input type="checkbox"/> MASTER'S DEGREE: <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> MAT <input type="checkbox"/> MFA <input type="checkbox"/> MM <input type="checkbox"/> MPA <input type="checkbox"/> MBE <input type="checkbox"/> MBA <input type="checkbox"/> MSA	
SPECIALIST'S DEGREE: <input type="checkbox"/> EdS <input type="checkbox"/> SPsyS DOCTORAL DEGREE: <input type="checkbox"/> DPT <input type="checkbox"/> PhD <input type="checkbox"/> AuD <input type="checkbox"/> EdD	
Area of Concentration _____	Option _____

Bachelor's Degree Information:		
College/University Granting Degree _____	Degree _____	Date Earned (month/year) _____

Coursework: List coursework for which you have not earned credit and have/will be registering for to meet all remaining coursework requirements.

Dept & Course #	Course Title	Semester Hours	Ending Date	On or Off Campus

<input type="checkbox"/> Attached is a check or money order, payable to CMU, for the appropriate amount.			
<input type="checkbox"/> Charge my credit card for the appropriate amount. <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Account # _____	Expiration Date _____	Cardholder's Name _____	Cardholder's Signature _____

Student Signature: _____ Date: _____



ORAL DEFENSE SUBMISSION

Theses, Doctoral Projects, and Dissertations

Defending one's research is a fundamental facet of scientific scholarship. It is through this process that the student clarifies, validates, and demonstrates the significance of his or her research or creative project. As such, the oral defense represents the culmination of the research or creative process.

A minimum of two weeks prior to defending their work, ALL graduate students (on and off-campus programs) are REQUIRED to inform the College of Graduate Studies about the details of their oral defense. The College of Graduate Studies will review the student's file to ensure that the proper paperwork has been filed and all requirements have been met, and that the oral defense has been properly arranged. The College of Graduate Studies will then post the defense information so interested parties can attend the "open" portion of the defense.

Name: _____

Student ID #: _____ Email: _____

Contact numbers: _____
Home Cell Other

Department: _____

Expected Graduation Date (month/year): _____

Type of project you are completing: Thesis Doctoral Project Dissertation

Degree: _____

Project Title: _____

Committee Chair: _____

Defense Date: _____

Defense Time (eastern standard time): _____

Defense Location (room # & location): _____



Dissertation and Doctoral Project Completion Sign-Off

This form is not approved until **ALL** signatures have been obtained.
Submit to the College of Graduate Studies at the address below.

TYPE or PRINT CLEARLY

Name: _____ Student ID#: _____

Contact Information: _____
Email Phone

Department: _____ Program: _____
(Give the exact title of the program as printed in the *Graduate Bulletin*)

This document has been completed in partial fulfillment of the requirements for the following degree (check one):
 DPT PhD AuD EdD DHA

Project Title: _____

Committee Chair: _____
Print Name

Faculty Member: _____
Print Name

Faculty Member: _____
Print Name

Faculty Member: _____
Print Name

Defended and Approved/Accepted on: _____
Date

Research involving the groups listed below require approval from the appropriate committee:

- Human Subjects: Institutional Review Board (IRB)
- Animals: Institutional Animal Care & Use Committee (IACUC)
- Recombinant DNA: Institutional Biosafety Committee (IBC) approval

Research did not involve human subjects, animals, or recombinant DNA

Human Subjects
 Yes _____
Approval Date

Animals
 Yes _____
Approval Date

Recombinant DNA
 Yes _____
Approval Date

Department Chairperson: _____
Signature Print Name Date

Distribution: College of Graduate Studies, Department Chair, Student

(11/07)



CONTACT INFORMATION FORM

Theses, Doctoral Projects, and Dissertations

This completed form **MUST** accompany your thesis/doctoral project/dissertation when submitted for review to the College of Graduate Studies.
Theses/Doctoral projects/Dissertations are not reviewed until this form is on file with your document.

Print Clearly

Date Document Submitted to the College of Graduate Studies: _____

Type of Document you are submitting: Thesis Doctoral Project Dissertation

Student ID# (not your SS#): _____ Graduation: May August December Year: _____

Is your academic program located On or Off CMU's Main Campus: ON OFF

Name: _____

Department: _____
(Please make sure what you are writing down is correct. Consult the Graduate Bulletin for clarification.)

Degree: _____
(Please make sure what you are writing down is correct. Consult the Graduate Bulletin for clarification. e.g. Master of Science, Doctor of Philosophy)

Home: _____ Work: _____

Cell : _____ Email: _____

Contact Address: _____

Committee Chairperson: _____

TYPIST INFORMATION

Students may utilize the services of a typist. This arrangement is strictly between the student and typist. All manuscript revisions required by the College of Graduate Studies are sent directly to the student. It is the student's responsibility to communicate the required revisions to their typist. Revisions must come directly from the student not the typist.

Typist: _____

Contact Information: _____
Email Phone

(5/08)



College of Graduate Studies Thesis, Doctoral Project, and Dissertation Typist List

Central Michigan University does not endorse any typist. The typists listed here have attended a training session to learn about the general formatting requirements and thesis/doctoral project/dissertation process mandated by the College of Graduate Studies. The typist list is supplied on request for informational purposes only.

Use of a Typist. The service of a typist to produce the final draft of a thesis/doctoral project/dissertation is allowed by the College of Graduate Studies. However, all arrangements, including the financial aspect, are to be handled directly between the typist and the student. When hiring someone to prepare their thesis/doctoral project/dissertation, students should specify all terms. Agree in writing on such things as a time frame for completion (including corrections), specific fees per page, whether fees agreed upon cover corrections until final approval by the College of Graduate Studies, and if the fee covers taking the document to Printing Services for binding and the Park Library for microfilming (dissertations only) on the student's behalf.

Required Revisions. Revisions required by the College of Graduate Studies are sent directly to the student (not the typist) whose responsibility it is to convey these revisions to their typist and, once the revisions are made, to review the revisions to ensure that the requested revisions are being made and correctly and submit them to the College of Graduate Studies. Revisions will not be sent by the College of Graduate Studies directly to the typist.

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