

**The College of Education**  
**Thesis/Dissertation Guidelines**  
**APA Format**

These guidelines have been prepared to assist in the preparation and submission of a thesis/dissertation. These guidelines are a supplement to *Guidelines for the Preparation and Submission of Your Thesis or Dissertation* published by the Graduate School. It is the responsibility of the student to submit a copy of the thesis/dissertation in the correct format, grammatically correct, and free of spelling and typographical errors. Students must register with the Registrar's office in Keeny Hall for graduation by the deadline of the quarter they plan to graduate.

**Order of Arrangements**

Title page (title page is approved by the department and Graduate School)  
Signature page: obtained from Graduate School; identify date of graduation  
Abstract: 350 word (this is a deviation from APA)  
Approval for Scholarly Dissemination (refer to Graduate School website: [www.latech.edu/tech/gradschool](http://www.latech.edu/tech/gradschool) - must have correct GS Form 14)  
Table of Contents  
List of Tables  
List of Figures  
Illustrations  
Reproductions of Graphs, Charts, Exhibits

**Doctor of Education (Ed.D.) -Louisiana Education Consortium (LEC)**

**Use the following guidelines:**

**Chapter 1 Statement of the Problem**

- Problem, theoretical framework, and hypotheses are stated clearly
- Significance of problem is developed
- Assumptions and limitations are clearly stated
- Important terms are defined conceptually and operationally

**Chapter 2 Literature Review**

- Coverage of the literature is adequate
- Literature review is well organized
- Studies are critically examined
- Source(s) of important findings is (are) noted
- Relationship of the problem to previous research is made
- Primary sources are utilized and cited

### **Chapter 3 Methodology**

- Provides complete description of research design
- The research design is appropriate for the hypotheses to be tested
- Research design is free of specific weaknesses
- Population and sample are described
- Sampling methods, data gathering methods and instruments, and procedures are appropriate.
- Data gathering methods or procedures are described and used correctly.
- Provides validity and reliability data on instrumentation. Implications of invalidity or unreliability are discussed.

### **Chapter 4 Results**

- Appropriate methods are selected to analyze data.
- Methods utilized in analyzing data are applied correctly.
- Results of the analysis are presented clearly.
- Tables and figures are effectively used and follow current APA guidelines.

### **Chapter 5 Discussion and Conclusions**

- Conclusions are clearly stated.
- Conclusions are substantiated by the evidence presented.
- Conclusions are relevant to the problem.
- Conclusions are fully addressed in terms of their relevance to the identified problem and to the potential implications of those findings.
- Generalizations are confined to the population from which the sample was drawn.

### **References**

References are listed according to current APA manual and are accurately stated.

### **Appendixes**

Appendixes contain appropriate information such as (a) Letters of permission; (b) Informed consent form; (c) Copy(ies) of data collection instrument(s); Copy of Approved Human Use Review Form; and (e) Other items of important information.

## **Doctor of Philosophy (Ph.D.) - Counseling Psychology**

### **Use the following guidelines:**

Prior to Chapter One of the dissertation or proposal the following format should be used:

- Title Page (approved by the Department and School of Graduate Studies)
- Signature Page (Graduate School Approved Form)
- Abstract
- Approval for Scholarly Dissemination Form (GS Form 14)
- Dedication (Optional)
- Table of Contents
- List of Tables (with titles and page references)
- List of Figures (with titles and page references)

### **Chapter 1 Introduction**

- Brief introduction of the research areas to set the stage for the dissertation
- Statement of the purpose or problem (why or how does the dissertation add to the field)
- Justification/purpose/rationale for conducting the dissertation
- Comprehensive literature review of the area
- Hypotheses
- Summary

### **Chapter 2 Methods**

- Participants (Describe in detail sample demographics such as: gender, age, education, ethnicity/race, reasons for selection, etc.)
- Instruments (what they measure, psychometric properties, and rationale for use)
- Procedures for data collection and rationale for use
- Procedures for hypotheses testing and data analyses
- Summary

### **Chapter 3 Results**

- Descriptive statistics of sample
- Descriptive statistics of instruments (means, standard deviation, reliability, etc.)
- Correlations of study variables, if appropriate
- Report actual statistical/qualitative findings as they relate to each hypothesis or research question
- Appropriate use of tables or figures for each hypothesis
- Summary

## **Chapter 4 Discussion**

- Explain results in general
- Relate discussion back to original hypothesis or research questions
- Explain how findings add to current knowledge and how they relate to theory
- Describe the overall implication of the findings for the field
- Limitations of the findings (e.g., problems with generalizability)
- Suggestions for future research
- Summary

## **References**

- References in appropriate APA format

## **Appendixes**

- Copy of Human Use Approval, informed consent, and all relevant forms
- Copy of all instruments and any other materials pertinent/requested by the committee (e.g., letter of permission to use each instrument)
- Vita

## **Vita**

- Narrative vita is included

## **Addition to Guidelines**

- Maximum font 12
- Times New Roman font
- Left justified
- Narrative introduces tables

## **Common Mistakes**

1. Numbers not aligned in tables including Table of Contents
2. Tables may be imbedded or listed on a single page at the discretion of committee
3. Underline instead of italics
4. Using apostrophes for plural items example: V's instead of Vs
5. Not referring to the current APA Edition
6. Having extensive grammatical errors throughout dissertation
7. Using first names
8. Overuse of secondary or dated sources
9. In Review of Literature, overuse of found or states
10. Failing to place numbers on center first page of Chapters, Appendix, Bibliography using Arabic numerals
11. Page number following the first page should be placed at top right
12. Typeface
  - 12pt. Times New Roman
  - Use italics, not underline

**Tips for Formal Writing**

1. Use primary data sources where possible
2. Use past tense for the dissertation (telling what was done). Use future tense for the prospectus (telling what is planned).

**Final Steps**

After all committee recommended changes are made, a copy of the dissertation should be submitted to the Director of Graduate Studies. Allow two weeks for the Director of Graduate Studies to read and make recommendations for changes. The Director submits the dissertation to the Dean for his or her review. The Dean has two weeks to review and make recommendations. After these corrections are made and verified by the student's chair and the Director of Graduate Studies, the student should submit a revised copy to Graduate School. Upon receiving approval from Graduate School, the student is responsible for printing the final copies of the dissertation on 20 # 25% cotton fiber paper. Each copy should be placed in a large unsealed envelope. After copying the dissertation, the student should take the copies of the dissertation and signature pages to Graduate School to secure the Dean of Graduate School's signature. The final step is to take dissertation copies to the third floor of the library for binding (<http://www.latech.edu/tech/library/thesis.htm>).