Guidelines for Preparing Dissertations

Doctor of Business Administration Program

Revised May 2012
Table of Contents

The Dissertation..............................................................................................................2
Format..........................................................................................................................3
Binding, Storage and Fees............................................................................................6
Submission Procedures...............................................................................................7
Submission Checklist.................................................................................................8
Appendix – Sample Pages...........................................................................................9
  • Copyright Page
  • Approval Page
  • Title Page
  • Acknowledgements Page
  • Abstract Page
  • Table of Contents Page
  • List of Tables Page
  • Vita Page
The Dissertation

The Doctoral Degree Candidate

A dissertation is required in the DBA Program and must be written on a subject approved by the candidate’s dissertation committee. The dissertation must include the results of original and significant investigation, and it must be the candidate’s own work.

Consult the DBA Student Handbook for policies concerning:
- Dissertation Committee
- Dissertation Content
- Time Frame for Completion of Dissertation Proposal and Defense
- Dissertation Proposal Defense
- Oral Defense of the Dissertation

Commencement Policy

To participate in commencement, students must have successfully completed the dissertation requirements and submitted final copies of the dissertation to the Doctoral Faculty Council (the DBA Director will accept the dissertation on behalf of the Doctoral Faculty Council).
Format

The dissertation should be written in accordance with the 5th edition of the Publication Manual of the American Psychological Association. In addition to the APA guidelines, St. Ambrose University has special guidelines that supersede the APA format. These are detailed below.

All dissertations must be prepared in this standardized format.

• Printers and fonts

Dissertations must be printed using a letter-quality or laser printer. The typeface used throughout the dissertation should be consistent. Approved fonts* are the following:

Times New Roman
Century Schoolbook
Palatino Linotype

*Since point size varies with the type of font used, actual print should equal about 10-13 characters/spaces per inch.

• Margins

Left Margin: 1 ½ inches Top, Bottom and Right Margins: 1 inch
The bottom margin may measure more than 1 inch to avoid “widows” and “orphans.” (These are incomplete lines, as those beginning or ending a paragraph, carried over to the top of a new page.)

• Line Spacing

Double-space all text, except:

- Quotations of four lines or longer should be single-spaced with the left and right margins indented five spaces on each side.
- References indented five spaces on each side.

• Headings

Chapter headings and subheadings should be consistent throughout the dissertation. If you use all caps and center the chapter head for the first chapter, be sure to use that format throughout the paper.

Also, there should be a minimum of three lines of space between the chapter heading and the start of the first paragraph.
• **Page Numbers**

Place page numbers at least one inch from the edge of the paper. Your final draft will be trimmed ¼ inch on all sides in the binding process. If page numbers are too close to the top or bottom of the page, they may be trimmed away.

The title page is counted as a Roman numeral page, but Roman numeral “i” is not printed. The optional dedication page is not numbered or counted and is placed after the title page. Acknowledgements, abstracts, other preliminary pages, and the table of contents all receive a Roman numeral at the center bottom, beginning with “ii” for the acknowledgements page. Regular page numbering begins with Chapter One, page 1. The page numbers should be placed at center bottom.

Page numbers on landscape figures or tables need to be placed at the same location as page numbers for other pages. In order to accomplish this, it may be necessary to photocopy the page number onto the page. Note: landscaped figures and tables should be paginated with the top of the figure or table to the binding side of the page.

• **Tables, Maps, Figures**

If your dissertation includes tables, figures, etc., then you also must have a page listing each category, i.e., List of Tables, List of Figures, etc.

• **Running Head**

Since the dissertation will be bound, no running head is needed.

• **Abstract**

The abstract is not to exceed a page and a half in length. The abstract is double-spaced and is placed after the acknowledgements page. It receives a Roman numeral page number.

• **Approval Page**

The doctoral candidate prepares the approval page (see sample page included in this guide) and brings it to the defense of the final dissertation.

• **Paper**

The original, unbound final copy of your dissertation must be printed on one side only on paper that has at least 25 percent cotton content. It is necessary to use heavy bond paper in order to
insure the shelf life of the dissertation.

Occasionally, laser printers will not feed the required acid free heavy bond paper and it is permissible to print the dissertation on regular copy paper, and then photocopy it onto the required bond paper.

Although early drafts of the dissertation may be copied front-to-back for distribution to committee members, the final copy is to be printed only on one side of each page.
Binding, Storage and Fees

• Binding

The St. Ambrose University Library staff arranges for hard-back binding services. Please meet with your dissertation chair to set up a time to present the required materials.

- The bindery that handles our periodicals also binds dissertations.
- Current cost: Approximately $12.00 per dissertation.*
- The dissertation will be bound in black with gold lettering.
- The spine of the dissertation will indicate the title, DBA, and year.
- In addition to the three original, unbound final copies that you turn in to the DBA Director, you may want to have some personal copies of your dissertation made and bound.

*Any text printed on the front cover costs an additional $1.00 per line.

• Storage

- Currently we catalog dissertations and house them in the University Archives.
- Bibliographic information is entered into OCLC, the international database used by libraries to manage collections and facilitate inter-library loan. We presently loan requested dissertations.
- The St. Ambrose University Library will arrange to have the dissertation microfilmed and entered into Dissertation Abstracts database.

• Fees

- At the time you submit your three copies of the unbound dissertation, you need to submit a money order or certified check payable to ProQuest LLC for $141.00. This amount covers the following costs:

  
  Microfilming fee $21.00
  Copyright fee $55.00
  Dissertation Abstracts fee $65.00
  
  Total $141.00

- St. Ambrose University Library will bill you separately for the bound dissertations. The amount will depend on the number of copies you have made (approximately $12 per copy).
Submission Procedures

Defects in the dissertation that come to light at the defense must be revised before it is submitted to the DBA Director.

You should, at this stage of preparing your dissertation, bring a complete copy of the text to the DBA Director to be checked for compliance with the requirements of this Guide, though you may bring any portion of the document by for a format check at any stage of revision. You must also have the final version checked for format errors before the official copies are submitted to the St. Ambrose University Library.

After you have successfully defended the dissertation and corrected any format errors, you may submit the three official copies.

One of the official copies will be sent to UMI for microfilming and then returned to the University for binding. Two official copies of the dissertation will be housed in the St. Ambrose University Library (one in Archives and one for check-out), and the third official copy will be held by the DBA Director.
Submission Checklist

The dissertation is submitted to the DBA Director. Three copies of the dissertation are needed.

In a box that conforms to the size of your dissertation, include the following in the order specified:

- Copyright page, no number and not counted
- Approval page (no page number and not counted)
- Title page (counted, not numbered)
- Dedication page (optional, no page number and not counted)
- Acknowledgements (numbered with lower case Roman numeral)
- Abstract, can use short or a longer version (numbered with lower case Roman numeral)
- Table of contents (numbered with lower case Roman numeral)
- List of tables, if applicable (numbered with lower case Roman numeral)
- List of figures, if applicable (numbered with lower case Roman numeral)
- List of illustrations, if applicable (numbered with lower case Roman numeral)
- Text, beginning with chapter one (numbered with Arabic number 1)
- Vita (required) last numbered page

In addition, when you submit your dissertation the following items are needed:

- The completed Publishing Agreement Form (p. 3-4 in the “Forms” link)
- The form Copyright Registration Form (pg 6 of the forms instruction booklet).
- A copy of the title page for microfilming.
- A copy of a short abstract for microfilming. The short abstract should contain no more than 350 words and should not include a page number.
- The completed Doctoral Dissertation Submission Form (p. 5 of the “Forms” booklet)
- A money order or certified check payable to ProQuest LLC for $141.00.
Appendix
Sample Pages
The undersigned, approved by the Doctoral Faculty Council, have examined the dissertation entitled

THE RELATIONSHIP BETWEEN ACADEMIC FREEDOM
AND THE FREEDOM OF SPEECH
(title must be in caps & centered)

presented by Abraham B. Dunn

a candidate for the degree of Doctor of Business Administration

and hereby certify that in their opinion it is worthy of acceptance.

____________________________________
____________________________________
____________________________________
____________________________________

(3 – 5 lines based on the number of committee members)

(This page does not get a page number, nor is it counted.)
THE RELATIONSHIP BETWEEN ACADEMIC FREEDOM
AND THE FREEDOM OF SPEECH
(must be caps)

A Dissertation
Presented to
The Doctoral Faculty Council of
St. Ambrose University

In Partial Fulfillment
Of the Requirements for the Degree
Doctor of Business Administration

By
ABRAHAM B. DUNN
(must be caps)

Dr. Monica Forret, Dissertation Chair

MAY 2003
(must be caps, use month of graduation)
Sample Acknowledgements Page

ACKNOWLEDGEMENTS*
(must be in caps)

This is the page where you can thank all of the people who supported you during your efforts to produce this incredible volume, and your Doctor of Business Administration degree.

*ACKNOWLEDGEMENTS must be at least seven lines from the top of page. Leave three lines, then start the body of the Acknowledgements, double-spaced. There is no length restriction.
THE RELATIONSHIP BETWEEN ACADEMIC FREEDOM
AND THE FREEDOM OF SPEECH
(must be caps)

Abraham B. Dunn

Dr. Monica Forret, Dissertation Chair

ABSTRACT
(must be caps)

The abstract is not to exceed a page and a half in length. The abstract must be double-spaced. For your dissertation, you indent all new paragraphs in your abstract.
**TABLE OF CONTENTS**

ACKNOWLEDGEMENTS...........................................................................................................ii

ABSTRACT..................................................................................................................................iii

LIST OF TABLES......................................................................................................................vi

LIST OF FIGURES....................................................................................................................vii

LIST OF ILLUSTRATIONS.......................................................................................................viii

I. LITERATURE REVIEW AND HYPOTHESES......................................................................1
   Overview..................................................................................................................................1
   Academic Freedom Defined......................................................................................................2
   Evolution of Academic Freedom..............................................................................................4
   Freedom of Speech ..................................................................................................................14
   Similarities between Academic Freedom and Freedom of Speech......................................22
   Differences between Academic Freedom and Freedom of Speech......................................25

II. METHOD...............................................................................................................................28
   Sample and Setting..................................................................................................................28
   Measures...............................................................................................................................29
   Data Analysis.........................................................................................................................38

III. RESULTS............................................................................................................................46
   Summary of Support for Hypotheses.....................................................................................83
TABLE OF CONTENTS (CONT.)

IV. DISCUSSION.................................................................................................................................92
   Limitations of this Study..................................................................................................................97
   Suggestions for Future Research...............................................................................................99
   Conclusion.................................................................................................................................102

REFERENCES.......................................................................................................................................103

APPENDIX 1: Survey Instrument and Correspondence.............................................................104

VITA.....................................................................................................................................................120
LIST OF TABLES
(must be caps)

Table                                                                                               Page
1. Correlations, Means and Standard Deviations..........................................................................................52
2. Predictors of Freedom of Speech..................................................................................................................54
3. Examination of Freedom of Speech and Academic Freedom
   Later Action.......................................................................................................................................................60

*Title should be all caps and centered about 2 inches from the top of page. Single-space within items and indent runover 3 spaces. Double-space between items. Item numbers should align on periods; item page numbers should align at right margin.*

(align center, 1 inch from bottom)
Abraham B. Dunn was born August 13, 1969, in Dublin, Michigan. He completed his undergraduate work at Albion College in Albion, Michigan where he received a B.A. in Liberal Arts with an English concentration (1990). His Master of Theology degree was awarded by Wartburg Seminary, Dubuque, Iowa (1992). He completed his M.B.A. at Michigan State University in 1999. Abraham has recently accepted a position at Academia University where he is teaching business writing and business ethics.