



**Procedures & Guidelines Manual: from
Candidacy to Dissertation Defense and
Graduation**

for

Doctoral Candidates and Doctoral Faculty

AY 2020-2021

Revised: August 2020

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NOTE TO READER

The checklists within this document are provided for your convenience. Please be sure to read this document in its entirety prior to completing each portion of the dissertation process.

All forms, as referenced throughout this document, are provided in the APPENDIX as well as on The Graduate School's website at <http://www.montclair.edu/graduate/current-students/doctoral-students/>. As each form is processed by The Graduate School, it will be e-mailed to the individuals on the Distribution List at the bottom of each form. The form will also be uploaded to the Doctoral Tracking System, accessible to all Doctoral Program Directors and defined Dissertation Chairs.

Note that individual programs may have additional or more stringent requirements than those outlined in this manual. Please consult your Doctoral Program Director to identify any program-specific policies.

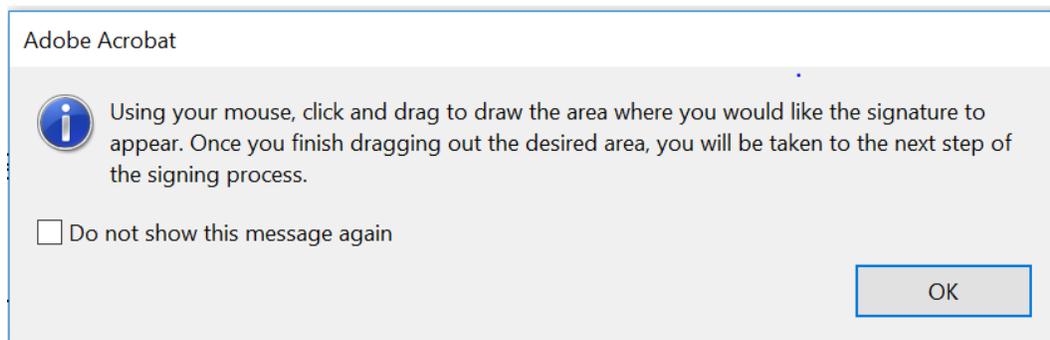
Any questions regarding this document should be directed to

The Graduate School at docstudy@montclair.edu.

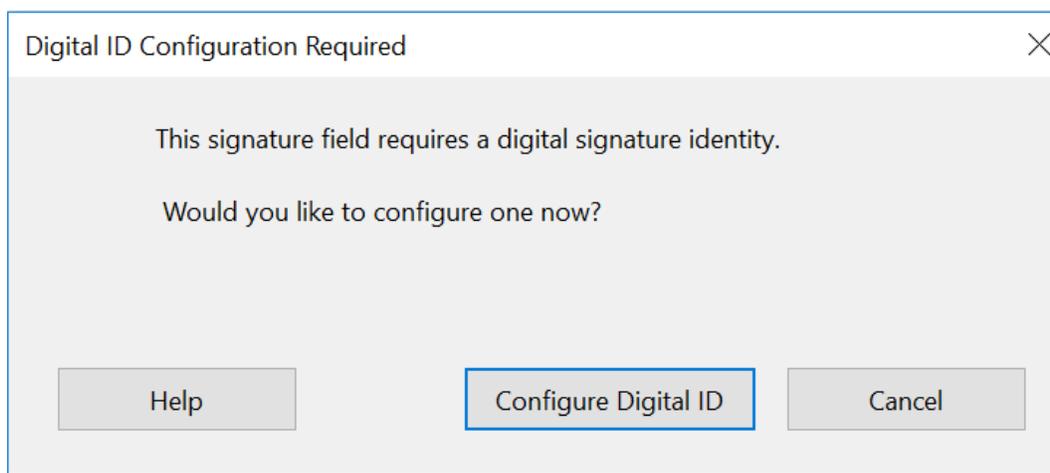
PROCEDURAL CHANGES IN EFFECT DURING 2020-2021

Please note that throughout the academic year 2020-2021, students and faculty must submit all forms electronically to docstudy@montclair.edu. Students, faculty, and staff should seek certified electronic signatures; please follow instructions below using Adobe Acrobat. Please note that once an Adobe document is first signed following the procedure below, it cannot be modified except to add more certified signatures.

- In an open PDF file, go to "Edit" at the top menu, and choose "Manage Tools" at the bottom of the options.
- Once in "Manage Tools," choose "Certificates."
- Choose "Digitally sign."
- You will see this appear:



- Make sure you click and drag; this will open a rectangle.
- You will then see this:



- Click on "Configure Digital ID," which will prompt the following step:

Select the type of Digital ID:

 **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

 **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

 **Create a new Digital ID**
Create your self-signed Digital ID

- Select “create new digital ID”
- A new prompt will ask you where you would like to save the file. I choose to save the digital ID to a file in my computer, and accepted the default placement of that file. I do not know what it would entail to save to a “Windows certificate store” so I chose to avoid that.

 **Save to File**
Save the Digital ID to a file in your computer

 **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

- You will then need to fill in the following information:

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

Please note that I accepted the default option here.

- You will then need to add a password:

Your Digital ID will be saved at the following location :

Apply a password to protect the Digital ID:

Confirm the password:

- From then on, you have a Digital Signature with Adobe. Every time you want to include a digital signature in a document, repeat the steps of going to Edit—Manage Tools—Certificates—Digitally Sign. You will have to click and drag to create a rectangle, which will open this Window for you to choose your digital signature (I have only one):

Choose the Digital ID that you want to use for signing:



- You will then need to include your password. This prompt will look like this:

Sign as "Nelly Lejter" ×

Appearance Standard Text ▼ Create

**Nelly
Lejter**  Digitally signed
by Nelly Lejter
Date: 2020.03.16
08:59:08 -04'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign

- When you click "Sign" you will have to save the file, please make sure to do that! Finally, your digital signature will look like this:

Nelly Lejter



Digitally signed by Nelly Lejter
Date: 2020.03.16
10:10:03 -04'00'

ADMISSION TO CANDIDACY

The procedure is as follows:

1. Upon completion of the appropriate qualifying assessment, the student and Doctoral Program Director complete *FORM A – Notification of Completion of the Qualifying Assessment and Notification of Admission to Doctoral Candidacy* and submit it to The Graduate School for approval. Please submit the form electronically to The Graduate School at docstudy@montclair.edu.
2. Once *FORM A* has been approved and returned, the student has been admitted to candidacy.
3. If *FORM A* has not been approved prior to the end of the Add/Drop period, and if the student is otherwise not-enrolled, the student must enroll in an appropriate placeholder course (e.g., Qualifying Exam Prep (XXXX-920) if not already taken; Doctoral Continuous Matriculation). If the student does not enroll in an appropriate placeholder course, a Continuous Matriculation hold and associated fee will be applied to their account.

Note: Doctoral Programs may choose to have students create the Dissertation Committee prior to completing the Qualifying Assessment.

CREATING THE DISSERTATION COMMITTEE

The procedure is as follows:

The dissertation committee is composed of a minimum of three Montclair State University faculty members, ***including the dissertation chairperson.***

1. Once admitted to candidacy, the student will select a dissertation Chair as the first member. The chair must be a faculty member in the student's program and must hold doctoral faculty status. Dissertation Co-Chairs may be permitted by The Graduate School in extenuating circumstances only.
2. In consultation with the Chair, the student asks appropriate faculty to serve on their committee. All dissertation committee members should hold a doctoral degree. In addition, different programs have specific requirements for who must serve on the committee. Consult with your Doctoral Program Director regarding program specific guidelines.
3. The student will file for Dissertation Committee approval through The Graduate School by submitting *FORM B - Approval of the Dissertation Committee*. If outside committee members are being requested, *Form C – Request for Approval of an Outside Dissertation Committee Member*, must be submitted for each outside member, at the same time *FORM B* is submitted.

Note: An “Outside Dissertation Committee Member” is defined as any individual who does not hold full-time faculty status at Montclair State University. The individual must hold a doctoral degree or, in exceptional circumstances, equivalent appropriate experience and/or recognition.

Responsibilities of the Dissertation Committee Chair include:

- Guide the doctoral candidate to :
 - Determine a realistic timeline for completion of the dissertation; setting clear expectations for timely completion;
 - Select methods/procedures for data collection and analysis;
 - Prepare for the oral defense component.
- Engage Committee Members in providing feedback to the student during the dissertation-writing period and in preparation for the oral defense.

Responsibilities of Dissertation Committee Members include:

- Read drafts and suggesting substantive, meaningful feedback at each stage of the defense writing and defense;
- Provide rationale for the support and critique of dissertation drafts;
- Discuss with the candidate and Chair any major concerns that could affect the success of the

dissertation defense.

Responsibilities of the Student in the Dissertation preparation phase:

- Prepare drafts and prepare adequately for meetings with the Chair and Committee members;
- Maintain regular (at least bi-weekly) communication with the Chair and keep them informed of progress and challenges;
- Consult with the Chair before contacting the full committee; however, students are encouraged to communicate individually with each Committee member frequently and seek their feedback and advise, especially in their areas of expertise as related to the student's dissertation;
- Follow all procedural steps as determined by The Graduate School and included in this document, to ensure compliance with all appropriate deadlines.

Note: Students must have an approved committee on file prior to enrolling in Dissertation Advisement.

It is important to note that the Chair and Dissertation Committee members should engage with the student well in advance of the expected dissertation defense date. The timeline on page 16 of this Manual illustrates this involvement.

REGISTERING FOR DISSERTATION ADVISEMENT OR ADVISEMENT EXTENSION

The procedure is as follows:

1. Upon admission to candidacy and the creation of the dissertation committee, and after having submitted the corresponding forms A, B, and if applicable, C, and obtained corresponding approval, the student may initiate the process to enroll in Dissertation Advisement (XXXX-900).
2. The student should register for the appropriate Dissertation Advisement course and credits, to be determined through collaboration with their Chair and/or Doctoral Program Director, using *Forms G/H – Dissertation Advisement or Advisement Extension Application*, found at:
<https://gradschool.montclair.edu/gradweb/forms/dissertation.php>
3. Upon electronic submission of Form G/H, the student’s Dissertation Chair will be prompted to approve the request, followed by the appropriate Department Chair, and then the Doctoral Program Director. Once all parties have approved, The Graduate School will perform a final review of the request and submit it to the Registrar’s office for processing. The student will receive electronic notification at the time that the form has been sent to the Registrar’s office

*Note: As described in the Graduate Policy Manual: Students enrolled in these courses are considered full-time status regardless of the number of credits for which they are registered.**

Course	Description
XXXX-900 Dissertation Advisement** Minimum three credits	Students register for XXXX 900 until they have completed the required number of dissertation credits in their program of study. If a student does not complete the dissertation after the requisite number of credits, he/she must register for XXXX 901. Students must complete form G/H to register for this course.
XXXX-901 Dissertation Advisement Extension* * One credit	Students register for XXXX 901 once they have completed the required number of dissertation credits in their program of study but are still actively working on the dissertation and receiving mentoring . Students must complete form G/H to register for this course. The form must include a plan/timeline for dissertation completion and defense, completed by the dissertation advisor. The Doctoral Program Director’s and Dissertation Committee Chair’s signatures on the form reflect approval of the timeline for dissertation completion. If the program has a checklist with timeline, TGS will accept a copy of that document.

**This may have a broad impact including, but not limited to, eligibility for both financial aid and University-sponsored health insurance. Unlike other full-time graduate students, those who are forced full-time because of dissertation status will not automatically be enrolled in health insurance and will need to opt in with Student Accounts in order to receive it.*

***Dissertation Advisement and Advisement Extension will receive a grade of “S” while the dissertation is in progress. This grade will ultimately be updated to a “P” or “F” at the end of the student’s program.*

THE DISSERTATION PROPOSAL

The procedure is as follows:

1. Once the committee has been approved by The Graduate School, the student begins work on the dissertation proposal in collaboration with the approved Dissertation Chair and Dissertation Committee. It is recommended that the student adhere to the formatting guidelines set forth in this document from the start of their work in order to simplify the process.
2. Once the Dissertation Chair has indicated to the student that the dissertation proposal is ready for defense, the defense date will be scheduled by the Dissertation Chair.
3. When the student's proposal has been approved by the Dissertation Committee, the student submits *FORM D - Approval of the Dissertation Proposal*, **along with a copy of the proposal**, to The Graduate School for approval.
4. *FORM D - Approval of the Dissertation Proposal* will be returned to the student, indicating whether the proposal has been approved.
5. Upon approval of *FORM D*, the student should file for IRB approval (if required for the student's dissertation project). The Dissertation Chair may waive the requirement to wait until proposal is approved prior to filing for IRB approval.

Note: Students must have an approved Dissertation Proposal on file prior to requesting a Dissertation Defense Date.

DETAILS OF THE DISSERTATION PROPOSAL

After the doctoral student has been admitted to candidacy and selected their Dissertation Chair and Dissertation Committee, the student is eligible to begin to work on the dissertation proposal. The proposal could include:

- Statement of the problem/inquiry
- Justification of proposed research
- Relevant prior research
- Procedures and methods of research/inquiry
- Data sources, if relevant
- Projected findings
- Reference list

A formal defense of the proposal is required. The full Dissertation Committee must meet with the student and discuss the proposal prior to its approval. This meeting can take place virtually, using a video conferencing system that will facilitate interaction among participants to resemble as much as possible a meeting in the same physical location. The committee, through a consensus process, approves, modifies or rejects the proposal.

Once the student has successfully defended the proposal and it has been approved by the Dissertation Committee, the student must complete “*FORM D - Approval of the Dissertation Proposal*” and submit it along with an electronic copy of the proposal to The Graduate School at docstudy@montclair.edu for the Dean’s approval. It is the students’ responsibility to obtain [IRB](#) approval for any research involving human subjects.

A dissertation defense may not occur in the same semester as the approval of the dissertation proposal. The student must have an approved dissertation proposal within three years of advancement to candidacy. If this condition is not met, the student’s matriculation status will be reviewed.

THE DISSERTATION – POLICIES

A dissertation pertaining to a significant topic in the major field is required of all doctoral students. The doctoral dissertation should be original, significant, and carried out independently. The dissertation must be a written work of original research, demonstrating the candidate's comprehensive knowledge and mastery of theoretical, methodological, historical, and empirical issues relevant to the chosen research topic. Once a student has advanced to candidacy, the dissertation process begins and the committee is formed. Please make sure to check specific program requirements, as the sequence of steps may vary in specific programs.

Statement of Responsibility

Students are responsible for following the requirements set forth in this dissertation guide and any additional guidelines established by their department or program. (To determine if the program has additional or special guidelines, students should contact their Dissertation Chair or Doctoral Program Director.) It is the student's responsibility to locate appropriate materials, perform the necessary research, develop conclusions, and present all of the above in a form that meets standards acceptable to the discipline.

Plagiarism

Plagiarism in any form is unacceptable and will result in serious disciplinary action including loss of matriculation. If detected after graduation, the student's degree may be rescinded. Students must act ethically in all aspects of the dissertation process. Students are expected to know, understand and follow the policies and procedures as outlined in the students' Rights and Responsibilities section of the Student Handbook as well as other University policies.

Subject content and appropriate supervision of all aspects of the dissertation process is the responsibility of the Dissertation Chair and committee. The Graduate School will approve the dissertation only if discipline appropriate style, form, and content standards are maintained.

For Research Involving Human Subjects

Once the student's dissertation proposal is approved by the dissertation committee, the candidate must receive approval from the Institutional Review Board (IRB) *before conducting research that involves human subjects* and before submitting the dissertation to The Graduate School for final approval. Research involving human participants requires an initial IRB submission through Cayuse IRB (our e-IRB system). A student may not commence work on the dissertation without IRB approval. More information about IRB submissions and approvals can be found at www.montclair.edu/irb or to set up an appointment to meet with an IRB staff member, call 973-655-7583.

For Research Involving Animals

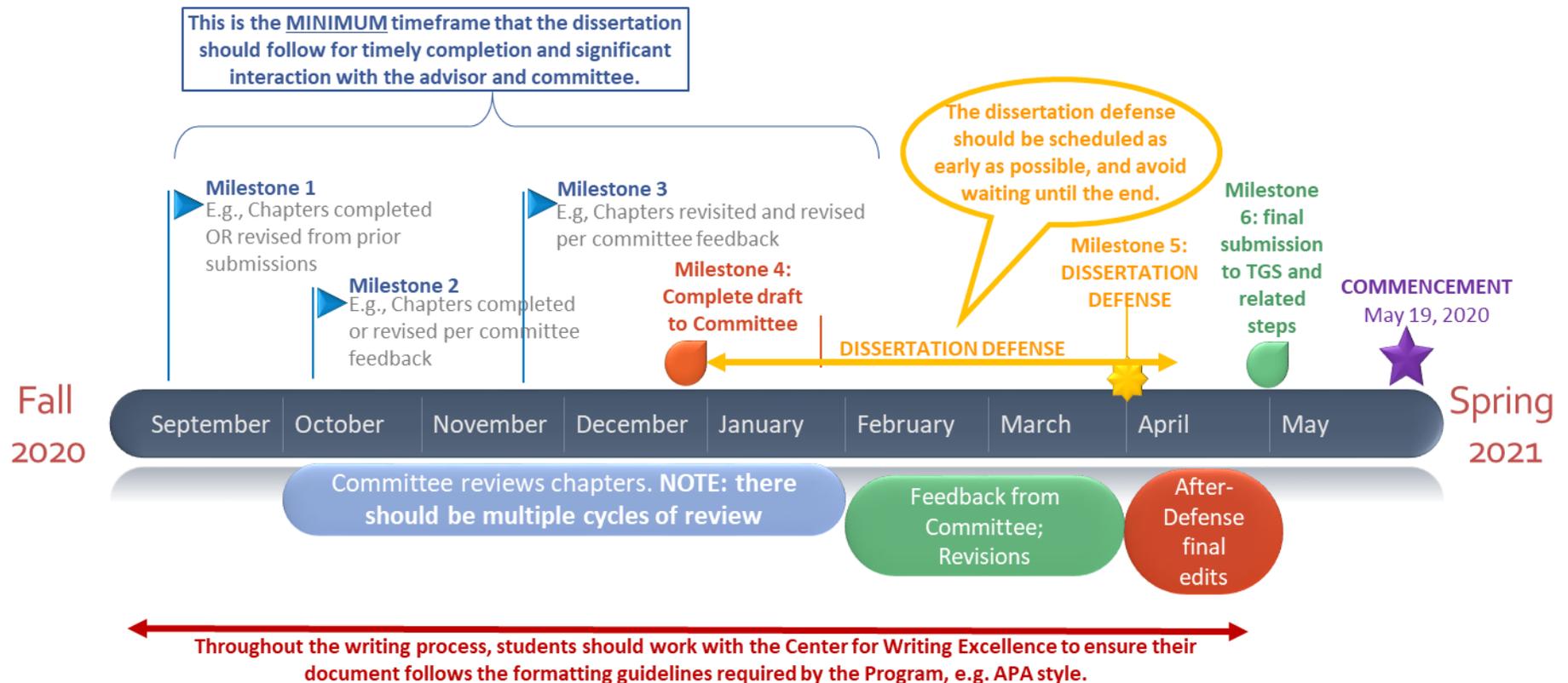
Once the student's dissertation proposal is approved by the dissertation committee, the candidate must receive approval from the Institutional Animal Care and Use Committee (IACUC) before conducting research that involves animals and before submitting the dissertation to The Graduate School for final approval. Research involving animal subjects requires the filing of an Animal Care and Use Protocol Form. A student may not commence work on the dissertation without IACUC approval. The form for submission of the proposal to the IACUC is available on the Montclair.edu website: <http://www.montclair.edu/provost/iacuc/>.

THE DISSERTATION – CREATION OF THE DOCUMENT

Please refer to [Appendix 2](#) in this Manual for the guidelines to create a dissertation document using APA style.

Suggested Timeline for completion and defense of doctoral Dissertation: Final Countdown—**Minimum** timeline for students planning to graduate in May 2021

Note: this example timeline is based on a chapters-based dissertation. A dissertation based on articles can use the same timeline, with any adjustments to the writing milestones. This timeline is meant to be an example to illustrate the level of engagement expected of the Dissertation Committee members with the student during the last year of the dissertation process. **Please see table in the next page for what the milestones would look like for expected graduations in January 2021 or August 2021.**



Note: students should always check program-specific requirements regarding the sequence from proposal to dissertation defense, since they may impact milestones in this graph.

Suggested Timeline for Dissertation Completion and Defenses: continued

Based on the timeline included in the previous page, please use this table to see the different milestones over the course of the semester when the dissertation defense will take place and the degree will be conferred. Please remember at all times that this is the **minimum** timeframe that the dissertation should follow for timely completion and significant interaction with the advisor and committee. This timeline is an example to illustrate the level of engagement expected of the Dissertation Committee members with the student during the last year of the dissertation process. Specific programs may have requirements about milestones different from “chapters completed or revised” in the table below; students and faculty should work on dissertation completion plans specific to their needs and programs.

	Milestone 1: chapters completed or revised	Milestone 2: chapters completed or revised	Milestone 3: chapters revisited and revised	Milestone 4: complete draft to Committee	Milestone 5: Dissertation defense (note the range of possible dates)	Milestone 6: Final submission (see deadlines in next page)	Commencement
Fall 2020	Spring 2020	Spring 2020	September 2020	November 2020	November-early December 2020	December 2020	January 2021
Spring 2021	September 2020	October 2020	November 2020	December 2020	January-April 2021	April 2021	May 2021
Summer 2021	January 2021	February 2021	March 2021	April 2021	May-early August 2021	August 2021	August 2021

DISSERTATION DEFENSE & SUBMISSION DEADLINES

Note: This timetable may not allow for substantive revisions after a student's defense. Please plan accordingly.

Requested Degree Conferral	Application for Graduation	Request for Dissertation Defense Date (see pg. 20)	Request for Approval of Signature Page (see pg. 21)	Dissertation Defense Date Approval (see pg. 21)	Submission of Completed Signature Page, Completed Embargo form, and Dissertation Filing Fee to TGS (see pg. 23)	Final Submission of Dissertation to TGS via E-mail (see pages 24-26)	Electronic Submission of APPROVED document to Pro-Quest (see pg. 25)
May 2021	December 21, 2020	March 22, 2021	Prior to Defense Date	April 5, 2021	Prior to Final Submission of Dissertation via E-mail	April 23, 2021	May 10, 2021
August 2021	June 1, 2021	June 16, 2021	Prior to Defense Date	Only by Approval of Dissertation Chair	Prior to Final Submission of Dissertation via E-mail	August 2, 2021	August 20, 2021
January 2021	October 2, 2020	November 2, 2020	Prior to Defense Date	December 15, 2020	Prior to Final Submission of Dissertation via E-mail	December 21, 2020	January 13, 2021

The dates listed above are deadlines. The Graduate School must receive the Request for Dissertation Defense form at least ten business days prior to proposed defense date.

END-OF-SEMESTER POLICY

Students who apply to graduate in Fall (January) or Spring (May) and find that they cannot complete the necessary degree requirements by the posted deadlines can request The Graduate School's (TGS) to apply for End-of-Semester policy. Meeting the End-of-Semester deadline means that a student will officially graduate during the subsequent semester, but will not have to be enrolled in that semester. The student will be required to contact the Registrar's office to withdraw their application for graduation for the original semester, and will need to submit a new Application for Graduation via Nest (<https://www.montclair.edu/red-hawk-central/managing-your-academic-life/apply-for-graduation/how-to-apply-to-graduate-through-nest/>). Upon successful completion of the degree requirements, the student's degree will be conferred at the end of the updated graduation term (May or August). Note that students who are required to maintain part-, half-, or full-time enrollment status for any reason (e.g., assistantship/fellowship; health insurance; student loans) should not pursue this option as it will not result in any enrollment status for the subsequent semester.

Students must contact TGS at docstudy@montclair.edu to discuss their eligibility for this policy.

WHEN THE STUDENT IS READY TO DEFEND THE DISSERTATION

The procedure is as follows:

1. Once the Dissertation Chair has indicated to the student that the dissertation is ready for defense, using the Dissertation Defense and Submission Deadlines chart (page 18), the student consults with the Dissertation Chair and members of the Dissertation Committee to select a date for the dissertation defense.

For a dissertation to be ready for defense, the whole dissertation, including chapters on data analysis, conclusions and discussion, and the abstract, must be complete. The student and Committee must resolve substantive missing elements of the written dissertation, such as data, analysis, or interpretation, prior to the oral defense. The document should also include the formatting elements required in this Manual, so that The Graduate School can check for any errors. All references, citations, and other formatting derived from APA or other applicable style as dictated by the program must also be included. This submission is not the final draft of the dissertation, and a limited set of edits may take place after the pre-defense submission to The Graduate School, as a result of feedback from the committee during the defense. Please keep in mind that the student will need to carry out a second and final submission of the dissertation, as described later in this Manual.

By the time the dissertation is approved for defense by the Dissertation Committee Chair, the student should have spent at least a full semester meeting with the committee members collectively or individually and received substantive feedback on the different sections or chapters. The expectation should be that the student would pass with no substantive revisions; the need for substantive revisions should be an exception and not the norm.

2. The student and Dissertation Chair review the dissertation for compliance with formatting guidelines, as set forth in this document.
3. The student submits "*FORM E - Application for Dissertation Defense Date*" to The Graduate School, indicating the date of defense. The form must be accompanied by an electronic copy of the student's dissertation. Prior to submitting the form, the student must provide each committee member with a copy of their dissertation.

4. If the Dean of The Graduate School agrees that the student is ready for the defense, the date is confirmed and the dissertation defense is scheduled by the student, Chair and/or Doctoral Program Director. The defense details will be posted on The Graduate School's Doctoral Dissertation Defense Schedule (<https://www.montclair.edu/graduate/current-students/doctoral-students/doctoral-dissertation-defense-schedule/>).
5. Prior to the scheduled defense date, the student must format their signature page and submit it to The Graduate School for approval (see sample signature page in the Appendix to this Manual). This page will ultimately be inserted into the final electronic copy of the dissertation. The formatting of this page must be approved by The Graduate School BEFORE the student acquires the committee members' signatures. In order to obtain approval, the student must e-mail the formatted signature page as a Word document to The Graduate School at docstudy@montclair.edu.
6. Upon approval of the signature page by The Graduate School, students must circulate the page among the Dissertation Committee after defense. For 2020-2021, while the University remains in Stage 2, all signatures can be electronic as described in this Manual.

AT THE DISSERTATION DEFENSE

The procedure is as follows:

1. Attendance by the candidate and *all* members of the dissertation committee is required. For 2020-2021, while the University remains in Stage 2 and is working remotely, dissertation defenses can take place virtually with the use of Zoom or similar university-approved video conferencing tool. The Graduate School can assist with the scheduling of the Zoom sessions. The Dissertation Chair should ensure that the student is familiar with the mechanics of sharing their presentation slides. The Chair should also organize, prior to the defense, the mechanisms for the public portion of the defense as well as the committee deliberations (use of breakout rooms in Zoom, for example) and the way to notify the student when they can return to the general meeting, if the committee is not using a breakout room.
2. The Doctoral Program Director, an impartial Doctoral Faculty Member within the department, or a representative from The Graduate School must attend the defense. The Committee Chair brings *FORM F - Report of Dissertation Defense* to the defense.
3. There are three possible outcomes which are determined by the committee. The outcomes are:
 - Pass – no substantive revisions
 - Pass with Conditions – substantive revisions
 - Fail – second defense required

The outcome must be indicated on *FORM F - Report of Dissertation Defense*, signed by all of the committee members and returned to The Graduate School for final approval by the Graduate Dean **within 24 hours of the defense.**

4. Upon a successful dissertation defense, the Dissertation Approval Form/Signature page(s) can be circulated for the committee members' signatures at any time, at the discretion of the Dissertation Chair. Once all committee members have signed, indicating their approval of the final document, the page must be submitted to The Graduate School for the Graduate Dean's signature and to be inserted into the final document when appropriate.

SUBMISSION OF THE FINAL MANUSCRIPT

The procedure is as follows:

1. Once all necessary content changes are made to the dissertation, and the Dissertation Chair approves of the document and reviews the *Final Review Checklist* (p. 30) with the doctoral candidate, the final dissertation document is submitted as a Word document to The Graduate School at docstudy@montclair.edu. This must be completed by the prescribed deadline (see p. 24).
2. After approval of the signature page by The Graduate School, the Dissertation Approval Form/Signature Page is circulated to all dissertation committee members, then submitted to The Graduate School for the Dean's signature. Note that if the dissertation requires substantive post-defense revisions, it is common for all regular committee members to sign the signature pages and the Dissertation Chair to hold on to the pages and wait until the revisions have been made and approved by the committee prior to signing off on the Dissertation Chair line of the pages.
3. The student will submit the Dissertation Filing Fee to The Graduate School. A \$100 check or money order made out to MSU should be sent to The Graduate School. Please reference the student's name in the check.
4. The student will complete and sign the Electronic Thesis and Dissertation (ETD) Release Form. This document, referring to an Embargo, will dictate to Harry A. Sprague Library when the student wants their dissertation to be made available to the public. It will correspond to a similar response the student will issue when submitting their document to UMI.
5. Once the final electronic Word document and the electronic copy in PDF of the Dissertation Approval Form/Signature Page have been appropriately submitted and approved, The Graduate School will create the final electronic copy of the dissertation for submission to University Microfilms International (UMI)/ProQuest.
6. Once the student has received the final, approved electronic copy of the dissertation, they must follow the instructions in this document to submit the file to UMI. The UMI submission fee of \$65 will be collected at this time.
7. Complete the *Survey of Earned Doctorates* as described in this Manual.

SUBMITTING THE FINAL MANUSCRIPT – DETAILS

Final Review Checklist Prior to Post-Defense Submission

Before submitting your dissertation for final review by The Graduate School, the student must review the following checklist with their Chair. Formatting errors will result in the return of the document to the student for additional revision.

- Have I made all necessary changes as indicated by my committee after my defense?
- Is my title, as it appears at any point within the document, the final title as I wish to have it represented by the University?
- Has my Chair approved this document as my final copy?
- Have I spell-checked the document, paying particular attention to my title, name, and the names of my committee members?
- Have I spot-checked the Table of Contents with the actual content of the document?
- Does the Table of Contents look clean and professional?
- Does the Abstract adhere to my style manual?
- Does the Abstract include keywords?
- Are the margins 1” throughout the ENTIRE document?
- Are all figures, tables, or images contained within the margins?
- Are all fonts Times New Roman, size 12, and black, unless otherwise indicated in my style manual?
- Is the content of the document appropriately and consistently justified (i.e. left justified for the majority of the text, centered for headers as indicated by my style manual, etc.)?
- Have all blank pages and/or extraneous spacing been removed from my document?
- Are heading styles consistent throughout the document?
- Have I adhered to the style manual of my discipline?
- Are my references punctuated and spaced correctly?

If you have answered “NO” to any of these questions, please revise your document as necessary. If the document is submitted with any of the basic issues listed above, it will be returned to you for revision. This may result in the delay of your degree conferral.

Dissertation Submission

A. Electronic Submission to The Graduate School

The dissertation **with all required content and format revisions** must be submitted as a Word document to The Graduate School at docstudy@montclair.edu in accordance with the dates outlined in the Dissertation Defense and Submission Deadlines chart on page 26 of this document. The Graduate School strongly suggests that each candidate arrange an appointment with the Center for Writing Excellence prior to final submission in order to confirm that the formatting of their document adheres to the style manual of their respective discipline. In the case that the document does not meet formatting guidelines, the document will be returned to the student for editing. This process may delay the candidate's date of degree conferral.

B. Electronic Thesis and Dissertation (ETD) Release Form

Along with the final copy of the dissertation, each student must submit the Electronic Thesis and Dissertation (ETD) Release Form, located on The Graduate School website at montclair.edu/graduate/forms. This form must be completed by the student and submitted to The Graduate School, as a separate document, at the time of final submission of the dissertation. The dissertation cannot be processed without this form.

C. Electronic Submission to UMI

The electronic submission will also serve as the text that is published by **University Microfilms International (UMI)**. All candidates for doctoral degrees at Montclair State University are required to publish their dissertations through UMI Ann Arbor, Michigan. Publication brings the manuscript to the attention of other researchers through various printed references and through the online search facility, *Dissertation Abstracts Online*. Publication through UMI allows other researchers to order copies of the dissertation.

The dissertation must be approved by The Graduate School BEFORE the student submits it electronically to UMI. The student will be responsible for submission of the dissertation to UMI once it has received final approval from The Graduate School.

D. Hard Copies

Students no longer have the option to submit hard copies of their dissertation to The Graduate School for binding or cataloging by Sprague Library. If a student would like to have personal copies of their dissertation printed and/or bound, they may do so using a vendor of their choice. Note that Montclair State University does not endorse or guarantee a specific vendor.

Fees

The following fees are **required** during the final submission process:

Fee	Cost	Payment Date	Payment Details
Dissertation Filing Fee	\$100	With submission of signature page	Student must submit a Dissertation Filing fee to The Graduate School. <i>*Check made payable to “Montclair State University.”</i>
UMI Submission Fee	\$65	During UMI submission process	Student will be charged a UMI submission fee by UMI when the dissertation is submitted electronically. This fee may be paid on-line, via credit card directly to UMI.

In Summary

Submit the following:

- One (minimum) signature page with **original** signatures from each committee member
- Fees
- When appropriate, copies of letters of permission for the reproduction of copyrighted material
- Electronic Thesis and Dissertation (ETD) Release Form

UMI/PROQUEST

A note about University Microfilms International (UMI)/Proquest

In order for a dissertation to be useful to other researchers, it must be easy to locate. UMI's services allow researchers to conduct a computer search using the complete text of an abstract, the title of a dissertation or a few "keywords" – significant words that don't appear in either the title or abstract. When submitting a dissertation to UMI, a student will also be asked to select one broad subject category which most clearly describes the general content of the dissertation as well as the selection of keywords. It is recommended that students consult with a librarian at Sprague Library for help in identifying the appropriate categories and keywords.

DEAR STUDENT:

UMI's most pertinent requirements have been covered in this Manual, but a few are worth repeating:

1. All type must be dark and clear, and illustrative materials must have sufficient contrast in black and white. Everything must be within the prescribed margins in order to be microfilmed properly.
2. You must obtain permission letters which must be submitted to The Graduate School, for any previously copyrighted material you used in your dissertation that is beyond "fair use."

UMI requires your dissertation to be submitted as ONE document. The Graduate School requires the inclusion of an original signature page. In order to facilitate this process, The Graduate School has implemented the process outlined in Step 1 – Step 3.

Step 1: You will need to acquire The Graduate School Dean's signature on your signature page. Once you obtain the signatures from your committee members, submit the signature page to The Graduate School. Once the Dean of The Graduate School signs the signature page, we will send it to you electronically. For 2020-2021, this entire procedure can take place electronically using Adobe certified signatures as described in this Manual.

Step 2: Once authorized to do so by your Dissertation Chair, please e-mail the final version of your manuscript as one Word document to docstudy@montclair.edu.

Step 3: The Graduate School will review your document for adherence to formatting requirements as outlined in this manual and, upon approval, will add the signed signature page to your document and return it to you electronically.

Once you receive the merged document from The Graduate School, you may proceed with the electronic submission process beginning with Step 4.

Step 4: Go to www.etdadmin.com/montclair

Step 5: Create an account.

Step 6: Click on the MY ETD tab.

Step 7: Please make sure your dissertation is **one** electronic file.

****STEPS 8-11 ARE COMPLETED FOR YOU BY THE GRADUATE SCHOOL****

****YOU MAY SKIP TO STEP 12****

Step 8: Before your dissertation or thesis can be published, your PDF must have all fonts embedded.

This guidance assumes you are writing your manuscript in MS Word on a PC. I

1. On the File menu, click Options, and then click the Save tab.
2. Select the *Embed fonts in the file* check box.
3. Select the *Embed only the characters used in the document (best for reducing file size)* check box.
4. Do not select the *Do not embed common system fonts* check box.
5. Save the document as both a Word document and as a PDF.

Step 9: Confirm that all security restrictions are removed from the newly created .pdf file.

Step 10: Check your document and then save it in both formats again.

Step 11: Go to www.etdadmin.com/montclair.

Step 12: Click on the “My ETD” tab in the top navigation bar, then the “Submit by ETD” tab, then the “Publishing Options” tab in the left navigation bar.

Step 13: Select the publishing options of your choice. Then, click the “Save and Continue” button.

Step 14: Please read the ProQuest/UMI Traditional Publishing Agreement and then click the “Accept” button at the bottom of the page. (Please note: To publish your dissertation/thesis with ProQuest/UMI, you must review and accept the ProQuest/UMI agreement.)

Step 15: Please enter your contact information. Then, click the “Save and Continue” button.

Step 16: Please complete the Dissertation/Thesis Details. **Please note:** There are no special characters allowed in the Title since this information is used for archiving. Therefore, symbols, such as “ β ” and “ π ” need to be spelled out as beta and pi.

You may copy and paste the abstract from your thesis or dissertation into the field marked “Abstract.” **Please note:** Special characters need to be formatted in a specific way. Please click on the “formatting hints” link for detailed instructions.

Once you’ve completed the Dissertation/Thesis Details, click the “Save and Continue” button.

Step 17: Using the approved final .pdf file of your Dissertation, you may upload your document by clicking the “Browse” button and locate your file. **THIS IS THE FILE THAT IS BEING UPLOADED TO THE GRADUATE SCHOOL ADMINISTRATOR.** You will get a message saying that your file was successfully uploaded. You will also see a View PDF link that will allow you to view your manuscript. Then, click the “Save and Continue” button.

Step 18: The Supplemental Files page is optional and only for those who have media, such as audio files, video files or over-sized charts. **MOST STUDENTS WILL SKIP THIS STEP** simply by clicking the “Save and Continue” button.

Step 19: If you would like to send The Graduate School administrator a message, you may do so by entering it on the Notes to Administrator page. You may also choose to skip this step. When you are ready to move to the next step, please click the “Save and Continue” button.

Step 20: Please read the Register U.S. Copyright page and complete Questions 1 and 2. Then, click the “Save and Continue” button.

Step 21: If you are interested in ordering copies of your thesis or dissertation from UMI/Proquest (**The Graduate School and Montclair State University do not endorse or guarantee the printing or binding service provided by any specific vendor and will not stand behind the quality of the copies**), you must complete the Order Copies form at this point in the process. If you skip this step and decide later that you are interested in purchasing copies of your thesis or dissertation, you will have to order them over the phone.

If you **are interested** in ordering copies of your thesis or dissertation, please click the “Calculate Subtotal Button.” If you would like to make changes to your order, you may do so and then click the “Calculate Subtotal Button” again. If you are satisfied with your order, please click the “Continue with Order” button. Once you click the “Continue with Order” button, you will be asked to confirm your ship-to address. Once you’ve confirmed your shipping address, please click the “Save and Continue” button.

If you **are not interested** in purchasing copies of your thesis or dissertation, click the “Decline – Do not order” button. (Please note: You will still be charged a \$65.00 copyright registration fee, which will appear on your Order Summary.)

Step 22: The Submit and Pay page is your last chance to make any revisions to your thesis or dissertation or changes to your order for copies. Once you click the “Continue with submission” button, your dissertation will be sent to The Graduate School and you will be unable to make any further revisions to your submission without obtaining permissions from The Graduate School. If you are satisfied with your document and your order and are prepared to submit the final version of your thesis or dissertation, please click the “Continue with submission” button.

Step 25: Please note: You will still be charged a \$65.00 copyright registration fee, which will appear on your Order Summary. This fee will be assessed regardless of whether or not your order copies of your thesis or dissertation.

Step 26: You will be given the opportunity to enter your credit card information and then click the “Submit Dissertation/Thesis & Pay” button.

If, at any time during this process, you have any questions, please do not hesitate to contact The Graduate School at (973) 655-5147 or docstudy@montclair.edu.

Survey of Earned Doctorates

After you complete the electronic submission process, you will be required to complete the Survey of Earned Doctorates. The Survey of Earned Doctorates is the definitive source of information on the nation’s new research doctorates. Sponsored by the National Science Foundation and five other Federal agencies and conducted by NORC, the SED is critical to understanding in what specialty areas doctorates are earned and the post-graduation employment plans of those who completed the doctoral degree. Results are used by government as well as academic institutions to make decisions about funding for graduate education, developing new programs and supporting existing ones. The survey can be accessed through the following site: <https://sed-ncses.org/>. Upon completion of the survey, **you must notify The Graduate School, in writing**, that you have completed this requirement.

COMPLETION OF THE DOCTORAL DEGREE

The procedure is as follows:

1. Once all requirements are completed, The Graduate School will clear the candidate for graduation through the Registrar's office.
2. The final electronic copy of the dissertation will be submitted to Sprague Library by The Graduate School to be uploaded to the Montclair State University Digital Commons (<https://digitalcommons.montclair.edu/>) as described in the Electronic Thesis and Dissertation (ETD) Release Form submitted by the student.
3. All students with degree conferral dates within the recent academic year (August through May) will be contacted as appropriate regarding intentions to attending **Commencement**. Students must respond to The Graduate School by the prescribed dates in order to be eligible for participation.
4. Appropriate **doctoral regalia** must be ordered through Montclair State University and worn by those attending Commencement.

COMPLETION OF THE DOCTORAL DEGREE – DETAILS

Commencement

Students who have completed all requirements of the doctoral degree, including the successful defense and submission of the dissertation prior to dissertation filing deadlines listed above, will be invited to attend the appropriate Graduate School Commencement ceremony. If students intend to attend the Commencement ceremony, they must take the appropriate steps, including ordering regalia, responding to The Graduate School communications, and registering for Commencement via the posted University procedures. **Following these steps is the only way to guarantee full participation in the ceremony.**

General information related to University Commencement ceremonies can be found at: www.montclair.edu/commencement/

Doctoral Regalia

Doctoral students who wish to attend Commencement will be required to wear appropriate academic regalia. Information regarding the purchase of regalia will be provided by The Graduate School, in conjunction with the University Bookstore. The purchase of regalia is partially facilitated by The Graduate School, but primarily managed through Oak Hall. Deadlines for ordering must be strictly adhered to in order to participate in Commencement. All details regarding these processes will be provided to students by The Graduate School as they become available.

APPENDIX 1: FORMS A –K

FORM B

**THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPROVAL OF THE DISSERTATION COMMITTEE**

Return the completed form, with all signatures, to: docstudy@montclair.edu

Student Name: _____ CWID #: _____

Address: _____ Date: _____

Program: _____

Instructions to doctoral student: Please identify below the members of the Dissertation Committee and obtain their consent to serve. The Chair of the Committee must hold doctoral faculty status at MSU. Working Dissertation Topic: ____

			Outside Member
_____	_____	_____	<input type="checkbox"/>
Committee Member	Signature	Date	
_____	_____	_____	<input type="checkbox"/>
Committee Member	Signature	Date	
_____	_____	_____	<input type="checkbox"/>
Committee Member	Signature	Date	
_____	_____	_____	<input type="checkbox"/>
Committee Member	Signature	Date	
_____	_____	_____	
Chair of Committee	Signature	Date	

Doctoral Program Director: Please review this Dissertation Committee request, make one of the following determinations and forward this form to The Graduate School.

- I confirm that the Chair has doctoral faculty status at MSU, and recommend the dissertation committee as outlined
- above The dissertation committee is **not** recommended for the following reason(s):
 - A minimum of three committee members has not been identified.
 - More than one committee member has been selected from outside the student's discipline.
 - Committee members have been identified from outside Montclair State University without the approval of the Dean of The Graduate School.

Signature, Doctoral Program Director _____ Date _____

The Graduate School's Use Only

The Dissertation Committee is: Approved Denied (Comments: _____)

Signature, Dean of The Graduate School or Designee _____ Date _____

FORM C

**THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
REQUEST FOR APPROVAL OF OUTSIDE DISSERTATION COMMITTEE MEMBER**

Return the completed form, with all signatures, to: docstudy@montclair.edu

Student Name: _____ CWID#: _____

Address: _____ Date: _____

_____ Program: _____

Name of Dissertation Chair: _____

Instructions to Outside Faculty Member: Please print and sign your name, date the form and provide a copy of your current curriculum vitae.

Committee Member, (Please print name) Permanent E-mail address

Signature, Proposed Committee Member Date

Doctoral Program Director: Please review this request for an outside Dissertation Committee member, make the following determinations and forward this form to the Dean of your college.

- I recommend the Dissertation Committee membership as outlined above.
- I support the membership of this applicant from *outside the degree-granting department* as part of this committee.
(See attached CV)
Name of outside department: _____

I support the membership of this applicant from *outside the Montclair State University community* as part of this committee (See attached CV.)

I do *not* recommend the Dissertation Committee membership as outlined above.

(Comments: _____)

Signature, Doctoral Program Director Date

The Graduate School's Use Only

The Dissertation Committee member is: Approved Denied

(Comments: _____)

Signature, Dean of The Graduate School or Designee Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

FORM D

**THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPROVAL OF THE DISSERTATION PROPOSAL**

Return the completed form, with all signatures, to: docstudy@montclair.edu

Student Name: _____ CWID #: _____

Address: _____ Date: _____

_____ Program: _____

Instructions to doctoral students: Once the dissertation committee has reviewed your dissertation proposal and *it has been accepted*, this form must be signed by all committee members and the Doctoral Program Director and forwarded **along with the final proposal** to The Graduate School.

Dissertation Title: _____

Date proposal accepted: _____

Committee Member Signature Date

Chair Signature Date

Doctoral Program Director Signature Date

IRB approval required :

IRB approval not required:

The Graduate School's Use Only

┌ The attached dissertation proposal is approved. _____
Month Year

┌ The attached dissertation proposal is not approved. The Dissertation Committee is asked to reconvene and reconsider the proposal for the following reasons:

Signature, Dean of The Graduate School or Designee Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

FORM E

THE GRADUATE SCHOOL MONTCLAIR STATE UNIVERSITY APPLICATION FOR DISSERTATION DEFENSE DATE

Return the completed form, with all signatures, to: docstudy@montclair.edu

Student Name: _____ CWID#: _____

Address: _____ Date: _____

Program: _____

Instructions to doctoral students: An oral defense of the dissertation is required of all doctoral students. By completing this form and with the approval of all members of your committee and the Doctoral Program Director, you are eligible to defend your dissertation. This form must be accompanied by one hard copy of your dissertation for The Graduate School. This copy may be printed double-sided. Prior to submitting this form, you must provide each committee member with a hard copy (unless otherwise requested by your committee member) of your dissertation.

Deadline for submission: March 1 for May graduation; May 1 for August graduation; November 1 for January graduation; a minimum of ten business days prior to proposed defense date

Dissertation Title: _____

Please indicate the proposed defense date. All committee members must agree to the following date and time:

Date of Dissertation Defense: _____ **Time of Dissertation Defense:** _____

Outside Observer of Defense: _____
(Doctoral Program Director, Impartial Doctoral Faculty Member, TGS Rep.)

Committee Member Signature Date

Chair of Committee Signature Date

Doctoral Program Director Signature Date

The Graduate School's Use Only

Approved **Denied (Comments: _____)**

Signature, Dean of The Graduate School or Designee Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

FORM F

THE GRADUATE SCHOOL MONTCLAIR STATE UNIVERSITY REPORT OF DISSERTATION DEFENSE

Within **24 hours** of the Defense, please return the completed form, with all signatures, to: docstudy@montclair.edu

Student Name: _____ CWID#: _____

Address: _____ Defense Date: _____
_____ Program: _____

Dissertation Title (Case Sensitive): _____

Defense being reported: First Defense Second Defense Review of Pass with Conditions

(Pass – no substantive revisions; Pass with Conditions – substantive revisions; Fail – second defense required)

Pass Pass with Conditions Fail

Committee Member Signature Date
 Pass Pass with Conditions Fail

Committee Member Signature Date
 Pass Pass with Conditions Fail

Committee Member Signature Date
 Pass Pass with Conditions Fail

Committee Member Signature Date
 Pass Pass with Conditions Fail

Dissertation Chair Signature Date

Doctoral Program Director certifies that the above student has met the requirement for the successful defense of the dissertation.

Doctoral Program Director Signature Date

If the majority of the above votes are Conditional Pass, list the conditions and timetable for making the revisions to the dissertation or defense (attach as a separate document). Indicate below the deadline by which all changes must be made:

Changes must be submitted to the Chair and/or Dissertation Committee no later than: _____

The Graduate School's Use Only

The Graduate School certifies that the above student has met the requirement for the successful defense of the dissertation and authorizes a grade of P in all dissertation courses (900).

Dissertation Approved: _____
Month Year

Signature, Dean of The Graduate School or Designee Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

FORM J

**THE AUDIOLOGY PROGRAM
MONTCLAIR STATE UNIVERSITY
APPLICATION FOR RESEARCH PROJECT PRESENTATION DATE**
Return the completed form, with all signatures, to: docstudy@montclair.edu

Student Name: _____ Date: _____

Address: _____ CWID #: _____

Instructions to doctoral students:

An oral presentation of the research project is required of all doctoral students. By completing this form and with the approval of all members of the student's research project committee, you are verifying that the project has met all the requirements of the doctoral program and that it is ready for final presentation. Submit this form to The Graduate School by **March 1st for May graduation, May 1st for August graduation** (students seeking an August degree conferral must include with their *Application for a Research Project Presentation Date* form letters of approval from each committee member confirming their summer availability), and by **November 1st for January graduation**. Along with this form, the student should submit 1 copy of the PowerPoint presentation which will be reviewed by the Graduate Dean. The Chair of the Research Project Committee will distribute copies of the PowerPoint to all members of the student's committee for their use in preparing for the presentation.

Research Project Title: _____

Research Project Committee

We have reviewed the proposed written manuscript of the above student's research project and deemed it ready for presentation. The following individuals have agreed to this date and signify by their signature below.

Date of Research Project Presentation _____ **Time of Presentation** _____

Chair/Advisor _____ Name _____
Signature _____ Date _____

Committee Member _____ Name _____
Signature _____ Date _____

Committee Member _____ Name _____
Signature _____ Date _____

Committee Member _____ Name _____
Signature _____ Date _____

(e-mail if off-campus: _____)

Director,
Doctoral Program _____ Name _____
Signature _____ Date _____

The Graduate School's Use Only

The above student has met all the conditions for presentation of the research project as certified by The Graduate School and received a grade of Pass.

Signature of The Graduate School Dean _____ Date _____

Distribution: The Graduate School, CHSS Dean's Office, Doctoral Program Director, Research Project Chair, Student

FORM K

**THE AUDIOLOGY PROGRAM
MONTCLAIR STATE UNIVERSITY
REPORT OF RESEARCH PROJECT PRESENTATION**

Return the completed form, with all signatures, to: docstudy@montclair.edu

Student Name: _____ CWID#: _____

Address: _____ Presentation Date: _____

Program: _____

Research Project Title: _____

***Please note that the final manuscript is due to The Graduate School no later than: April 30th for May degree conferment; December 1st for January degree conferment; August 7th for August degree conferment.**

Defense being reported: First Defense Second Defense Review of Conditional Pass

(Pass – No substantive revisions; Conditional Pass – Substantive revisions; Fail – Second defense required)

Pass Conditional Pass Fail

Committee Member Signature Date

Pass Conditional Pass Fail

Committee Member Signature Date

Pass Conditional Pass Fail

Committee Member Signature Date

Pass Conditional Pass Fail

Chair/Advisor Signature Date

Doctoral Program Director certifies that the above student has met the requirement for the successful presentation of the research project.

Doctoral Program Director Signature Date

If the majority of the above votes are Conditional Pass, list the conditions and timetable for making the revision to the presentation (attach as a separate document). Indicate below the deadline by which all changes must be made:

Changes must be submitted to the Chair and/or Committee no later than: _____

The Graduate School's Use Only

The Graduate School certifies that the above student has met the requirement for successful presentation of the research project.

Signature of The Graduate School Dean Date

Distribution: The Graduate School, Doctoral Program Director, Research Project Chair, Student



Electronic Thesis and Dissertation (ETD) Release Form

This form must be completed by the student and submitted to The Graduate School, as a separate document at the time of final submission of the thesis or dissertation.

Name _____

CWID _____

Degree Conferred Year _____

Degree Conferred Month **-- Select --** _____

Degree Type _____

Program _____

Department _____

College / School **-- Select --** _____

IMMEDIATE RELEASE

I authorize The Graduate School to release my thesis / dissertation to Harry A. Sprague Library for the Library to make it available to the public electronically as soon as is feasible after my thesis / dissertation has been filed.

EMBARGO

Please note: If you place an embargo in MSU Digital Commons, you must also place an embargo of the same duration with ProQuest Dissertations & Theses Global separately.

I wish my thesis / dissertation to be withheld for (please check one):

6 months

1 year

2 years

following the date of filing after which time it will be released by Harry A. Sprague Library and be made available to the public electronically.

REASONS FOR EMBARGO

Signature: _____

Date: _____

APPENDIX 2: CREATING A DISSERTATION DOCUMENT IN APA STYLE, 7TH EDITION

How to Prepare your Dissertation in APA Style

This guide has been taken from the American Psychological Associations Website.

Style Manual

It is recommended that APA Style Seventh Edition is used. It should be in 12-point type using Times New Roman font.

Spacing

The text in the manuscript should be double-spaced. The right margin of the text should not be justified, but kept left-aligned, also known as ragged right, like the text in this guide.

Margins

All margins in the document should be set to 1 inch on each side. The margins must be maintained on all pages, including the appendices. Tables, maps, charts, and illustrations should fall within such margins.

Bias-Free Language

Eliminate biased language from your writing. Avoid perpetuating prejudicial beliefs or demeaning attitudes. Instead, use bias-free language to describe all people and their personal characteristics with inclusivity and respect, including

- Age
- Disability
- Gender
- Participation in research
- Racial and ethnic identity
- Sexual orientation
- Socioeconomic status
- Intersectionality
-

Guidelines on writing about people without bias and examples of bias-free language, see the Bias-Free Language link on the last page.

Dissertation Order

Your dissertation should include a title page, text, and references. They may include additional elements such as tables and figures.

Arrange the pages of an APA Style paper in the following order:

- Title page - *required*
- Dissertation Approval/Signature Page* - *required*
**Formatting must be approved by The Graduate School before printing, then signed by all members of the committee and The Dean of The Graduate School.*
- Copyright Page - *required*
- Abstract - *required*
- Text
- References
- Footnotes
- Tables
- Figures
- Appendices

In general, start each section on a new page. However, the order of pages is flexible in the following cases:

- **tables and figures:** Embed tables and figures within the text after they are first mentioned (or “called out”), or place each table and then each figure on separate pages after the references. If an embedded table or figure appears on the same page as text, place it at either the top or the bottom of the page, and insert a blank double-spaced line to separate the table or figure from the adjacent text.
- **footnotes:** Use the footnotes function of your word-processing program to insert a footnote at the bottom of the page of text on which the footnote appears, or list footnotes together on a separate page after the references.

Professional Title Page

The professional title page includes the paper title, author names (the byline), author affiliation(s), author note, running head, and page number, as shown in the following example.

Follow the guidelines described next to format each element of the professional title page.

The Role of Compulsive Texting in Adolescents' Academic Functioning

A DISSERTATION

Submitted to the Faculty of
Montclair State University in partial fulfillment
of the requirements
for the degree of Doctor of Philosophy

by

John P. Smith

Montclair State University

Upper Montclair, NJ

August 2020

Dissertation Chair: Dr. Michael S. Silverman

	Format	Example
Paper title	Place the title three to four lines down from the top of the title page. Center it and type it in bold font. Capitalize major words of the title. Place the main title and any subtitle on separate double-spaced lines if desired.	The Role of Compulsive Texting in Adolescents' Academic Functioning
	As shown in the sample.	A DISSERTATION Submitted to the Faculty of Montclair State University in partial fulfilment of the requirements for the degree of Doctor of Philosophy
Author name	Place one double-spaced blank line between the paper title and the author names. Center author name on their own line.	Francesca Humboldt
University	As shown.	by John P. Smith Montclair State University Upper Montclair, NJ
Date	Use the month and year that you are completing your dissertation.	August 2020
Running head	The running head appears in all-capital letters in the page header of all pages, including the title page. Align the running head to the left margin. Do not use the label "Running head:" before the running head.	COMPULSIVE TEXTING AND ACADMIC FUNCTIONING
Page number	Use the page number 1 on the title page. Use the automatic page-numbering function of your word processing program to insert page numbers in the top right corner of the page header.	1

MONTCLAIR STATE UNIVERSITY
THE GRADUATE SCHOOL
DISSERTATION APPROVAL

We hereby approve the Dissertation

The Role of Compulsive Testing in Adolescents'

Academic Functioning
of

John P. Smith

Candidate for the Degree:

Doctor of Philosophy

Graduate Program:
Counseling

Dissertation Committee:

Certified by:

Dr. Michael S. Silverman
Dissertation Chair

Dr. M. Scott Herness
Vice Provost for Research and
Dean of the Graduate School

Dr. Patricia X. Smith

Date

Dr. Frieda F. Friedman

Copyright © 2020 by John P. Smith. All rights reserved.

Running Head

Creating an APA Style table of contents

APA format guidelines for the table of contents

In a dissertation, the table of contents comes between your abstract and your introduction. It should be written in the same font and size as the rest of your text (usually 12 pt Times New Roman). At the top of the page, write **Contents**, centered and in bold.

In APA Style, you can use up to five levels of headings, each with its own formatting style. In the table of contents, you should include all level 1 and 2 headings, left-aligned and formatted as plain text. Level 2 headings are indented.

Including lower-level headings in the table of contents is optional. Add an additional indent for each level. If you have a lot of headings in your text, you may not be able to include them all – your table of contents should not be more than two pages long in total.

Example: APA table of contents

Contents

Introduction	2
Literature Review	5
Methodology	10
Sampling Method	11
Procedure	11
Data Analysis	12
Results	13
Survey Data	13
Interview Data	16
Conclusion	23
Discussion	24
Recommendations	28
Appendix 1. Interview Transcripts	29
Appendix 2. Survey Responses	34
Reference List	38

How to generate a table of contents in Word

To automatically generate a table of contents in Word, you'll first have to apply heading styles throughout your text. After that, you can generate the table of contents.

Applying heading styles

First, go through your text making sure that each level of heading is in keeping with APA Style rules:

Heading 1	Centered, Bold, Title Case Capitalization*
Heading 2	Left-Aligned, Bold, Title Case Capitalization*
Heading 3	Indented, bold, sentence case capitalization,** a final period. The body text begins immediately after the period.
Heading 4	<i>Indented, bold, italics, sentence case capitalization,** a final period.</i> The body text begins immediately after the period.

Heading 5

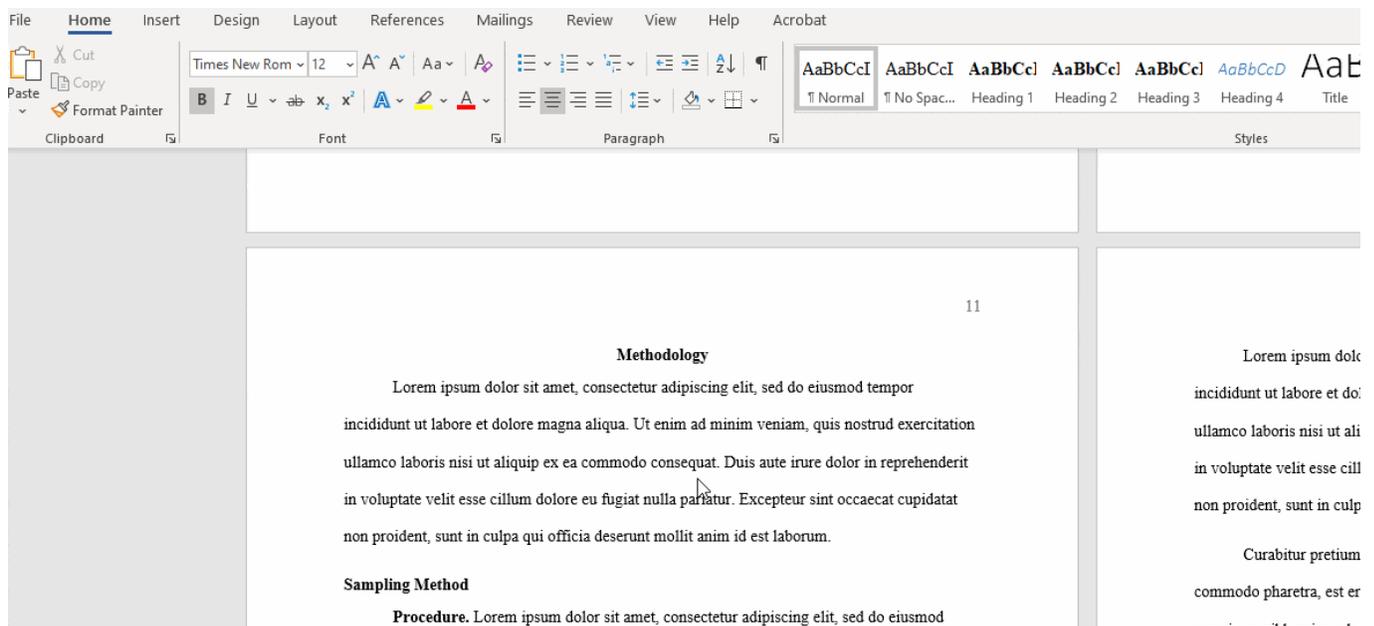
*Indented, italics, sentence case capitalization, ** a final period.* The body text begins immediately after the point.

* Capitalize the first word of the title and all major words (including words that have four or more letters). Example: The Effects of Autism on Listening Skills.

** Capitalize the first word of the title and proper nouns (just as you would capitalize a sentence). An example: Teenagers with autism in the United States.

Next, update the heading styles listed in the **Home** tab at the top:

1. Highlight a level 1 heading.
2. Right-click the **Heading 1** style and select **Update Heading 1 to match selection**
3. Do the same for each level of heading.

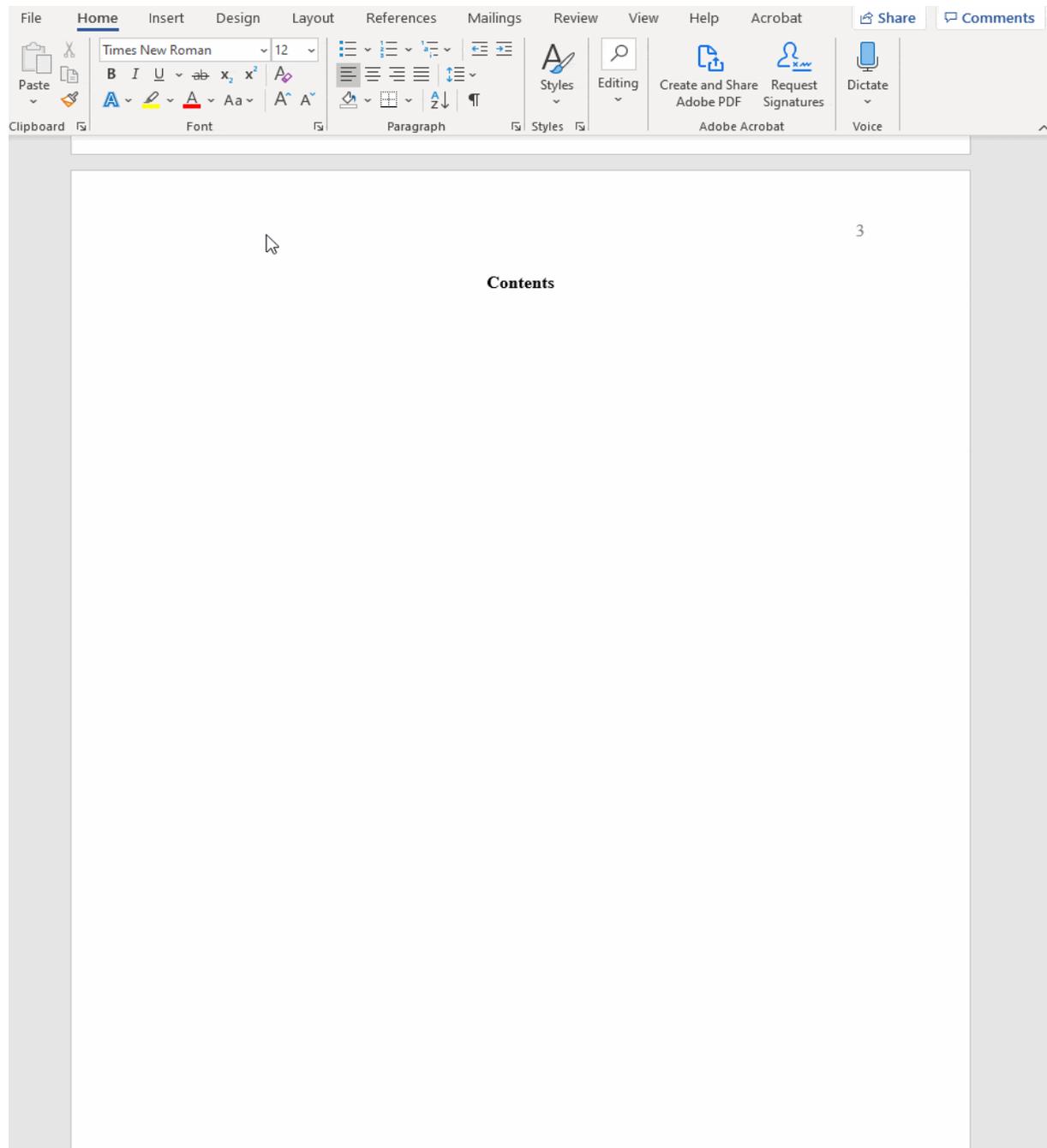


Once you've done this you can update any other headings quickly using the heading styles. Make sure all headings are in the appropriate style before proceeding.

Generating the table of contents

Now you can generate your table of contents. First write the title (in the style of a level 1 heading). Then place your cursor two lines below this and go to the **References** tab.

Click on **Table of Contents** and select **Custom Table of Contents...** In the popup window, select how many levels of heading you wish to include (either two or three) under **Show levels**, then click **OK**:



Updating your table of contents

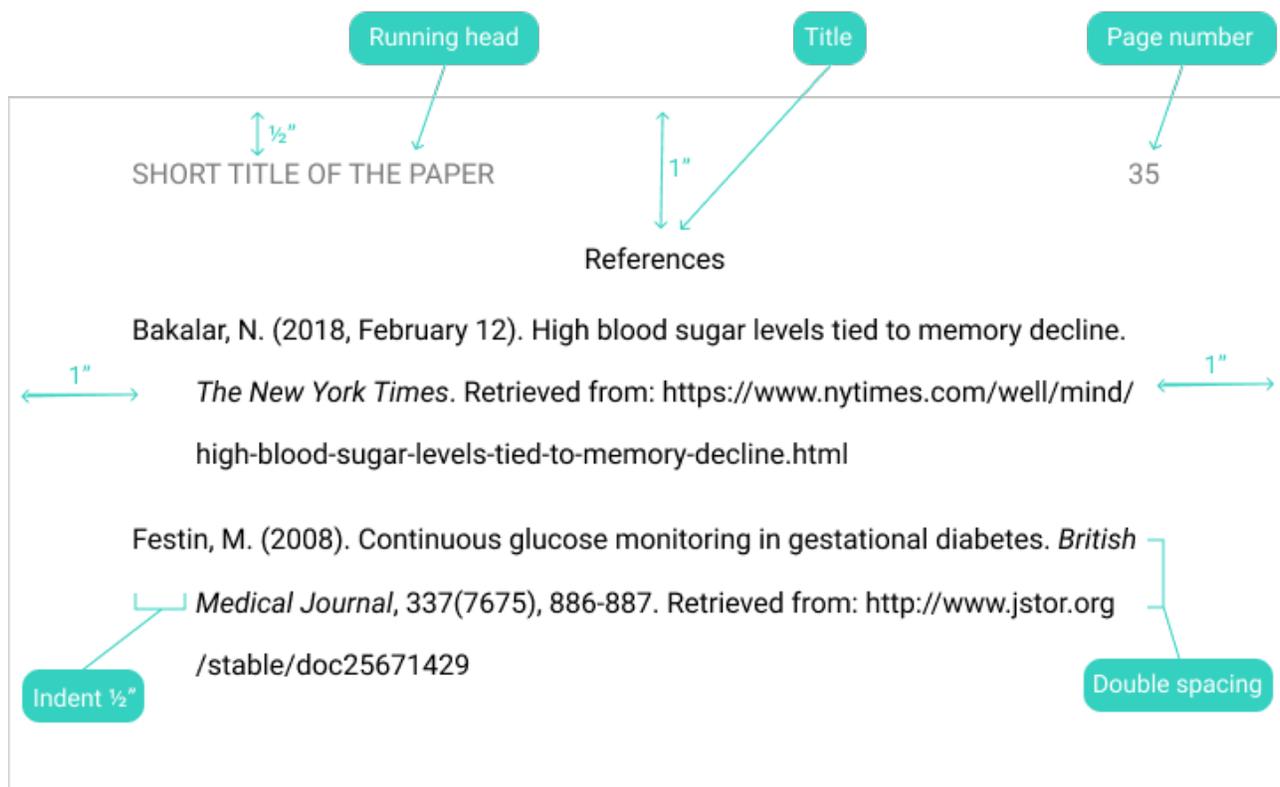
Now you have a table of contents based on your current headings and page numbers; if you continue working on your text after this, be sure to go back and update your table of contents at the end, as headings and page numbers might change.

You can do this by right-clicking on the table of contents and selecting **Update Field**. Then you can choose whether to update all information or just the page numbers; it's best to update everything, just to be sure.

APA reference page

The APA reference page is a separate page at the end of your paper where all sources you cited in the main text are listed. The references are **sorted alphabetically**, **double spaced**, and formatted using a **hanging indent** of ½ inch. Use **“References”** as **page heading** and include a running head with your paper title and page number.

APA reference page example



Creating references in APA format

Each reference must be structured according to the rules for that source type. These rules vary between books, journal articles, internet articles and more.

You should include a reference for all sources you have [cited in the text](#). One inch (2.54 cm) page margins on all sides

- Times New Roman font in 12 pt
- ‘References’ as title (centered)
- Running head (top left corner)
- Page number (top right corner)
- Double spacing within and between references
- ½ inch hanging indent for references longer than one line.

Links for further resources

Additional reference guides are available at: <https://apastyle.apa.org/>

Purdue University has a comprehensive Writing Lab:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

In-Test Citation Checklist: <https://apastyle.apa.org/instructional-aids/in-text-citation-checklist.pdf>

Bias-Free Language: <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/>

Creating an APA Style Reference List: <https://apastyle.apa.org/instructional-aids/creating-reference-list.pdf>