

WESTERN ILLINOIS UNIVERSITY  
EDUCATIONAL LEADERSHIP  
DOCTORAL DISSERTATION  
GUIDELINES

**Updated: August 1, 2020**

NOTE: THE EDL DISSERTATION GUIDELINES TRUMP THE APA MANUAL

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Western Illinois University School of Graduate Studies

Dissertation Process (Also available on the Graduate Studies Forms Page)

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RESEARCH PROPOSAL CONTENTS AND FORMAT

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## CHAPTER I

### INTRODUCTION

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INTRODUCTION a b b a

#### Length

P I a a a

The Introduction section has a clear statement demonstrating that the focus of the study is on a significant problem that is worthy of study. The writer should consider having a "hook" to engage

## **Assumptions**

Provide descriptions of:

a.

CHAPTER II  
REVIEW OF THE

## Headings for Chapter 2

### *IMPORTANT*

Chapter II of the proposal should be updated for the dissertation.

- a. The student should regularly review the literature on the topic and any new and emerging findings/results throughout the post-proposal process.
- b. Any pivotal "literature" that has emerged since the proposal was written should be included in the revised review of literature.
- c. General editing and revising typical to the writing process.

You should work with your cha



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Q a a

Criteria for selecting participants are specified and are appropriate to the study. There is a justification for the number of participants, which is balanced with depth of inquiry - the fewer the participants the deeper the inquiry per individual.

Choices about which data to collect be justified. Data collected are appropriate to answer the questions posed in relation to the qualitative paradigm chosen. How and when the data are to be/were collected and recorded is described.

Q a a

Setting and Sample

- a. Describes the population from which the sample will be (or was drawn).
- b. Describes and defends the sampling method including the sampling frame used.
- c. Describes and defends the sample size.
- d. Describes the eligibility criteria for study participants.
- e. Describes the characteristics of the selected sample.

**Procedures** (Field, cl (s) 13583.56 c (d,) 51JE

Q a a a a a a a a a a a a

Data Collection and Analysis includes:

- a. An explanation of descriptive and/or inferential analyses used in the study such as:
  - i. Nature of the scale for each variable,
  - ii. Statement of hypotheses related to each research question,
  - iii. Description of parametric, nonparametric, or descriptive analytical tools used.
- b. Description of data collection processes.
- c. Description of any pilot study results, if applicable.

Q a a S A E

A summary of the major components of the methodology section is included.

Headings for Chapter III

Note:



## BACK MATTER

### References (must be in APA format)

- a. References should have a heading in all capitals (REFERENCES)
- b. There should be a triple space after the REFERENCES heading) before the first reference.
- c. References should be double-spaced.
- d. Only references cited in Chapters 1-2-3 should be listed.
- e. References should be in alphabetical order.
- f. References should use a hanging heading (.5").
- g. The page number on the first page of the references should be at the bottom of the page, be centered, 12 pt. Times New Roman.

### Appendices

- a. There should be a "Title Page" for the Appendix section.
- b. The title page should have a page number (bottom of the page, centered, 12 pt Times New Roman)
- c. Each Appendix does not need its own separate title page.
- d. Each appendix should be label sequentially and should appear in the order referenced in the proposal and dissertation.
- e. The page numbers for appendices beyond the title page should be in the upper right hand corner (12 pt Times New Roman)

### Vita

- a. A one-page vita should be included.
- b. A sample of the content to be included on the vita can be found on Page 38.
- c. The vita should be the last page of the dissertation.
- d. The page number should be at the top right hand corner (Times New Roman)



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 a a *The method, statistical techniques, purpose of the study,  
 research questions, hypotheses, and title of the dissertation must all align!*

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CHAPTER III  
METHODOLOGY

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## CHAPTER IV



Findings are presented in tables or charts when appropriate

**Qualitative:**

- a. Patterns, relationships, and themes described as findings are supported by the data.
- b. All salient data are accounted for in the findings.

**Quantitative:** Tables and Figures

- a. Are as self-descriptive as possible, informative, and conform to standard dissertation format,
- b. Are



BACK MATTER

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Copyright by

YOUR FULL NAME IN ALL CAPS

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All Rights Reserved

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APPENDIX A

Sample Dissertation Pages



September 2010





TABLE OF CONTENTS

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ABSTRACT

ACKNOWLEDGEMENT

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

CHAPTER I INTRODUCTION

I c

S a P b

R a I a

CHAPTER II REVIEW OF THE LITERATURE

CHAPTER III TITLE OF CHAPTER

XX

CHAPTER IV TITLE OF CHAPTER

XX

CHAPTER V TITLE OF CHAPTER

XX

CONTINUE AS NECESSARY

REFERENCES

APPENDIXES

APPENDIX A TITLE OF APPENDIX

APPENDIX B TITLE OF SECOND APPENDIX

VITA

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VITA

MICHELLE NADINE STALLONE

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EDUCATIONAL HISTORY

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This is the last page of the document!

## APPENDIX B

### Graduate School Dissertation Checklist

## Dissertation Checklist

All revisions are due by the Friday before Finals Week

Any questions, contact the School of Graduate Studies (309/298-1806) or the program advisor.

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## APPENDIX C

## REVIEW OF LITERATURE GUIDELINES

### REVIEW OF THE LITERATURE Guidelines

	Appropriate topic for a dissertation	
	Opening paragraph(s) leads the reader into the review of literature Describes the content of the review Addresses the organization of the review Explains the strategy used for searching the literature	
	Provides a historical background to the topics in the literature review Compares the relationship of the current study to previous research	
	E	













- ( ) An explanation of descriptive and/or inferential analysis to be used in the study
- Nature of the scale for each variable
  - Statement of hypotheses related to each research question
  - Description of parametric, nonparametric, or descriptive analytical tools used
  - Description of data collection processes
- Description of any pilot study results if applicable



QUALITATIVE STUDY CHAPTER III OUTLINE

APPENDIX E

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QUALITATIVE STUDY CHAPTER III OUTLINE

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APPENDIX F

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# SAMPLE QUANITATIVE CHAPTER III OUTLINE

## CHAPTER III METHODOLOGY

*Write an introduction to the chapter. No heading*

### **Statement of the Problem**

*Write about and explain the statement of the problem.*

### **Research Questions**

*Write about research questions. It is best to have a sentence or two introducing your research questions.*

### **Null Hypotheses**

*Write about the null hypotheses*

### **Research Methodology**

*Write about the research methodology*

### **Research Design**

*Write about the research design*

### **Population and Sample**

*Write about the research design*

### **Instrumentation**

*Write about instrumentation.*

### **Validity**

*Write about validity*

### **Reliability**

*Write about reliability*

### **Procedures**

*Write about procedures*

## SAMPLE QUANTITATIVE CHAPTER III OUTLINE

### **Data Collection Procedures**

*Write about data collection. See p. 7*

### **Data Analysis Procedures**

*Write about data analysis (p. 7)*

### **Summary of Methodology**

*Include a summary of the methodology section of your dissertation.*

SAMPLE QUANITATIVE CHAPTER IV OUTLINE

APPENDIX G

C a e IV Sa eO e

SAMPLE QUANITATIVE CHAPTER IV OUTLINE

CHAPTER IV  
DATA ANALYSIS

*Write an introduction to the chapter. Probably ! -1 page.* Chapter IV provides a description it to further test the study's findings. The chapter concludes with a brief summary.

**Review of the Survey Instrument and Survey Administration**

Write a

**Overview of Data Analysis**

Th

**Data Preparation**

Write

**Analysis of Demographic Information**

Write

**Summary of Superintendent's Demographic Information**

Write a brief summary

**Analysis of Reliability and Validity (???)**

Write

**Analysis of XXXX**

Write an intro to the section

**Research Question One**

Write about RQ1

**Research Question Two**

Write about RQ2

**Research Question Three**

Write about RQ3

SAMPLE QUANITATIVE CHAPTER IV OUTLINE

**Research Question Four**

Write about RQ4

**Research Question Five**

Write about RQ5

**Summary of XXX**

**Interpretation of Results**

Write a brief introduction

**Findings: Demographic Data**

Write

**Findings: Research Question One**

Write

**Findings: Research Question Two**

Write

**Findings: Research Question Three**

Write

**Findings: Research Question Four**

Write

**Findings: Research Question Five**

Write

**Summary of Interpretation of Results**

Write

**Summary**

Write

INDEX

APPENDIX H

Sa e C a e V O e

CHAPTER V

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

Write an introduction to the chapter. Probably -1 page. Chapter V....

**Research Questions**

Write a

**Summary of Methodology**

Th

**Summary of the Data Analysis**

*Write*

**Research Question One Summary**

*Write*

**Research Question Two Summary**

*Write*

**Research Question Three Summary**

*Write*

**Conclusions**

*Write*

**Conclusion One:**

*Write*

**Conclusion Two:**

*Write*

**Conclusion Three:**

*Write*

**Recommendations**

## INDEX

*Write an introduction to this section.*

### **Recommendations for Educators**

**Recommendation One:** *Write*

**Recommendation Two:** *Write*

**Recommendation Three:** *Write*

### **Recommendations for Researcher**

**Recommendation One:** *Write*

**Recommendation Two:** *Write*

**Recommendation Three:** *Write*

### **Concluding Remarks**

*Write an introduction to this section.*



INDEX

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