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By

FULL NAME (All caps, as it appears on your transcript)

A dissertation/thesis submitted in partial fulfillment of

the requirements for the degree of

DEGREE NAME (All caps, e.g., MASTER OF ARTS IN HISTORY)

WASHINGTON STATE UNIVERSITY

Official Name of Department/Program (e.g., Department of History)

MONTH YEAR (e.g., MAY 2017)

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To the Faculty of Washington State University:

The members of the Committee appointed to examine the dissertation/thesis of FULL NAME (All Caps, Must match title page exactly) find it satisfactory and recommend that it be accepted.

Committee Chair Full Name, Ph.D., Chair

Committee Member Full Name, Ph.D.

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Committee Member Full Name, Ph.D.

Committee Member Full Name, Ph.D.

*(<Be sure you use your committee members full names, Thomas, not Tom; Matthew, not Matt>*

*<Delete any unnecessary signature lines.>*

*<You must secure* ***ORIGINAL black or blue ink signatures*** *from all committee members for submission to the Graduate School within five business days of your successful defense.>)*

ACKNOWLEDGMENT

This section should be used if the author wishes to acknowledge assistance they received. Like the rest of the dissertation, this section must be left justified and double-spaced. There is no limit to the number of pages in this section. (See Graduate School website: template for formatting!)

TITLE OF YOUR DISSERTATION – ALL CAPS AND ARRANGED IN THE SHAPE

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Abstract

by Your Full Name, degree abrv. (e.g., Jane Doe, M.A.)

Washington State University

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Please place the body text of the abstract here. There is a strict 350-word limit. The abstract should be left justified and double-spaced. Care must be taken in the preparation of the abstract since ProQuest/UMI Dissertation Publishing will publish this without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract. This document must be sufficient to convey a concise and accurate synopsis of significant elements within the manuscript. Doctoral dissertations will be kept digitally in their entirety in the WSU Research Exchange and are available via ProQuest/UMI according to the publication and distribution options you selected while uploading your dissertation draft.

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**Dedication**

Insert your dedication here.

In the style of Sandra Boynton,

for Mary and Kelly and Maria,

but not Debbie.

CHAPTER ONE: INTRODUCTION

**THREE ARTICLE OPTION – COLLEGE OF NURSING**

For the three article option, use this introductory chapter to provide an overarching, holistic, and coherent view of your work. Introduce the topic. Introduce each article separately. Describe how each article (or grant proposal) relates to the others and how they synergistically and holistically add to a body of work.

This option includes three related manuscripts (or two manuscripts and post-doctoral fellowship research grant application) based upon research conducted at Washington State University CON, either previously published (during the course of the dissertation study) or to be published in peer reviewed journals. All manuscripts are to be related to each other in topic area and completed during the PhD program. The student must have their chair and committee convened to, with the student, mutually approve the option. It is expected that the student produces the overall majority of written work, just as in the regular dissertation. See pages 4-5 of this template for Graduate School requirements.

The dissertation must include overarching introduction for the dissertation and discussion/conclusion chapters, and references. Full citations of previously published work must be included. The dissertation must use APA formatting style with exception for manuscripts. Manuscripts in the dissertation may be written in the formatting required by the journal (e.g. APA, MLA) but also must follow the instructions for formatting the dissertation as required by the Graduate School. When manuscripts are published (or to be published) in different journals where formatting styles vary, the overarching introduction must include an explanation of the different formats All manuscripts, prior to submission, must have full dissertation committee approval. Each manuscript may have its own set of references as per journal format; however, a comprehensive reference list in APA is required for the dissertation at the end of the dissertation.

The following statements are from the graduate school template:

Begin the body of your first chapter here. There is a variety of methods for dividing your dissertation. You might use chapters, sections, or manuscript numbers. Please work in close consultation with your committee chair to determine the most appropriate means of organizing your dissertation for your discipline. The most important thing to remember is to be consistent. Below please find a series of subsections detailing the Graduate School’s formatting requirements for various aspects of the dissertation.

**Graduate School Formatting Requirements:**

Dissertation authors must follow Graduate School formatting requirements exactly. This is particularly true of the title page, abstract, signature page, and table of contents. There is no allowance for creativity or deviation on these pages and the Graduate School will not approve theses or dissertations that deviate from the required formatting.

**More on Formatting the Title Page**

The “Degree Name” field is strictly “DOCTOR OF PHILOSOPHY” for all PhD graduates and “DOCTOR OF EDUCATION” for all EdD graduates. Only masters’ graduates include the field of study, such as “MASTER OF ARTS IN HISTORY” or “MASTER OF SCIENCE IN CHEMISTRY”.

You must use your full, official name of record on file at Washington State University in all places that require your name. This name appears on your unofficial transcripts (available at no cost via myWSU). If you wish to use a different name, you must provide the necessary legal documentation to WSU’s Payroll Office.

The “Department Name” field must include the official unit name that is granting the degree. Some examples are “Department of History,” “School of Engineering and Computer Science”, and “Department of Criminal Justice and Criminology.” If you are not sure of your department’s official name, contact your department or gradschool@wsu.edu for assistance.

**More on Formatting the Signature Page:**

This is arguably one of the most important pages to have formatted correctly BEFORE your final defense. You must secure ORIGINAL black or blue ink signatures from all committee members for submission to the Graduate School within five business days of your successful defense. The Graduate School cannot accept signed signature pages that are not formatted correctly; you must be sure that this page is correct before taking it to your examination for signatures. It is your responsibility to ensure your signature page is numbered as page ii and that it matches the example in this template EXACTLY.

**Final Document Submission:**

Following your successful defense, you must submit a physical copy of the abstract, title page, and signature page printed on 100% cotton paper to the Graduate School. Along with these 100% cotton pages, you must also submit a signed Hold Harmless/Copyright Acknowledgment Form. Doctoral students are also responsible for submitting a completed Survey of Earned Doctorates. Your 100% cotton pages are filed for permanent retention with Manuscripts, Archives, and Special Collections (MASC) after cataloging with WSU Libraries is complete.

CHAPTER TWO: ARTICLE ONE

**INSERT ARTICLE ONE HERE**

**COLLEGE OF NURSING AND GRADUATE SCHOOL ALTERNATIVE DISSERTATION REQUIREMENTS –** work with your dissertation chair to outline the purpose and message of three articles, or two articles and one post-doctoral fellowship grant application proposal related to findings of the dissertation. At least two articles must be databased; manuscripts that include aims, background, methods, results, and conclusions. Article one could be a pilot study. Manuscripts must be prepared for submission to a scholarly journal (consult with the PhD director and your dissertation chair before choosing specific journals) and two manuscripts may be submitted prior to dissertation defense (not required). Manuscripts are to be in journal publication form, including separate introduction, methods, results, and discussion sections, or as applicable to the journal requirements for the type of article. If choosing a post-doctoral fellowship research grant application proposal, it must be in the form required by the grantor.

* The graduate student is to be the primary contributor and writer of the manuscript; however, dissertation committee members may be included as co-authors on the submitted manuscripts and will be detailed in the Introduction or separate Attribution page.
* The graduate student is to provide the Graduate School with a letter of copyright release for previously copyrighted material (important for previously published manuscripts).
* Whether previously published or to be reviewed, the manuscript shall be formatted to fit within the margins acceptable by the Graduate School and be in a single font style throughout. However, when manuscripts are published (or to be published) in different journals where styles vary, the introduction must include an explanation of the different formats. The manuscripts *may, therefore, be written* in the style specified by the journal(s).
* The dissertation including the manuscripts is to be paginated consecutively.
* If applicable (such as in photovoice methods), archival digital photographs, properly identified, are to be included in the manuscript. Photocopies or scans of photographs may be substituted only when of high quality.
* Research activities involving publications must be directly related to the student’s dissertation and may not be considered one of the three manuscripts if this research would not have otherwise contributed to the dissertation (e.g., research assistantship resulting in publication).
* The dissertation/thesis is to include a title page, signature page, abstract, and table of contents as specified by the Graduate School
* With the exception of procedures outlined here, the submission of the manuscript format for dissertations and theses should be in accordance with the policies and procedures set forth by the Graduate School.

|  |  |
| --- | --- |
| **Required for Preliminary exam** | **Required for dissertation** |
| Chapter 1: Introduction: overarching explanation of body of work with problem statement, purpose, and research aims/questions approved by committee, and to include information about how each manuscript (or grant) will be incorporated into the dissertation. This chapter written in APA format. | Chapter 1: Updated Chapter 1 from preliminary exam plus information about manuscripts and journal formatting. This chapter written in APA format.  Chapters 2-4: Three manuscripts including methods and findings related to aims/ questions (prepared for submission or as submitted or published).  Chapter 5: Summary that synthesizes all findings for discussion, implications, recommendations, and conclusions. APA format. |

\* Developed from WSU Graduate School Guidelines and College of Nursing Manuscript Policy

The following statements are from the basic graduate school template:

**Chapter Headings:**

The Graduate School requires that new chapters always begin at the top of a new page within the thesis or dissertation, regardless of where text ends on the previous page.

**Professionalism and Consistency:**

Authors should use the formatting and citation style guide that is appropriate for their discipline for the body of the thesis or dissertation. Whenever there is a formatting conflict between Graduate School requirements and a style guide, authors must adhere to the Graduate School’s requirements. In the body of the thesis or dissertation, there are two primary formatting considerations to keep in mind: professionalism and consistency. For example, it is perfectly acceptable to bold your subheadings (as in this template) if you treat all subheadings in the entire dissertation in the same manner. You cannot bold or underline some subheadings and not others. In all cases, be certain that your formatting decisions convey a sense of professionalism and always be consistent in how you apply your decisions.

**Page Margins:**

All pages must have at least a 1” margin with a 1.2” margin on the bottom of the page. The larger bottom margin allows you to have ½” of clear space above and below the page number. This is mandatory – please ensure that no text, charts, graphs, images, etc. infringe upon your document’s margins.

**Page Numbers:**

This template is designed to help you with the most challenging aspects of pagination. Please do not edit these settings. If you need to adjust the pagination, keep the following requirements in mind. Page numbers must have at least ½” of cleared space on all sides of the number. Page numbers must either be centered at the bottom of the page or in the upper right-hand corner. If you decide to move your page numbers to the upper right hand corner in this template, you need to reduce the bottom margin back to 1” and increase the top margin to 1.2” to allow for enough space around your page numbers.

Page numbers must be in the same font as the rest of your dissertation. You may edit the font size to be slightly smaller if desired. Each page must be assigned a page number with the exceptions of a half-title page (see an example half-title page later in this template). Half-title pages have a number counted for them; however, the number is not visible to the reader. Front matter pages (signature page, abstract, table of contents, etc.) must be numbered using lower case roman numerals (ii, iii, iv) whereas all body pages, beginning with the first page of the introduction, must be numbered with Arabic numerals (1, 2, 3).

**Blank Pages and Running Headers**

The Graduate School does not permit students to have blank pages or running headers within their dissertation. Please ensure that you do not include these in your document.

**Block Quotes:**

Use a single or double-space for block quotes. Remember; always be consistent with your formatting choices!

**Handwriting:**

Handwriting is not acceptable within a thesis or dissertation. Any graphics, drawings, figure labels, etc. must be generated by computer, typewriter, Kroy lettering, or a professional draftsperson.

**Hyperlinks:**

Anytime you include a website, such as www.gradschool.wsu.edu, you need to deactivate the hyperlinks in your text. Your dissertation needs to be viewable today, next week, next month, next year, in twenty years, and beyond. In the long term, hyperlinks will no longer point to anything and will not provide much meaning for readers. The Graduate School *suggests* you incorporate any such referenced material into the body of your dissertation, but we *require* that you deactivate the hyperlink. In Word, right-click the link and select “Remove Hyperlink”.

CHAPTER THREE: ARTICLE TWO

**INSERT ARTICLE TWO HERE**

**COLLEGE OF NURSING –** the second databased article. Same criteria as Article #1.

CHAPTER FOUR: ARTICLE THREE

**INSERT ARTICLE THREE OR GRANT PROPOSAL HERE**

**COLLEGE OF NURSING –** This article may be a third databased article or a grant proposal. One of the three papers may be a new grant proposal such as a post-doctoral fellowship grant application proposal. The decision to pursue this is at the discretion of the chair and committee. If the student, chair and committee agree, the chair and committee must also approve the type of grant. To replace one of the three manuscripts, it must be a very thorough research grant application.

The following statements are from the graduate school template:

**Landscape Pages:**

Sometimes, it becomes preferential to insert a landscape page into your dissertation. In these cases, the page number must be reoriented so, when printed, it appears in the same location as the rest of your page numbers. For instructions on how to make this change, please proceed to the next page.

This is a pre-formatted, example landscape page. There is a variety of ways to format these page numbers. This template used the directions found here (<http://guides.lib.umich.edu/c.php?g=283073&p=1886009>) to create this example, but if you are having difficulty, you could also use <http://support.microsoft.com/?kbid=211930>. Regardless of the method used to create your landscape pages, they must follow this example in formatting.

CHAPTER FIVE: SYNTHESIS AND CONCLUSIONS

**COLLEGE OF NURSING –** In this chapter synthesize your work and impact by discussing new discipline or interdisciplinary knowledge gain including the overall integrated knowledge from all findings that are added to the body of literature, overall limitations, the associated implications for future nursing research, practice, education, and policy that are needed, and a conclusion.

The following statements are from the graduate school template – references and appendixes below:

REFERENCES

Authors may use whichever style guide is appropriate for their field. Remember to be consistent and use the same citation style throughout the dissertation. Additionally, you may either place references at the end of each chapter or at the end of the document. In all cases, references pages always start at the top of their own page and the page heading must be formatted in the same manner as a chapter title. College of Nursing requires APA formatting for references. A comprehensive reference list section in APA is required.

**Additional Resources**

For additional help with thesis and dissertation formatting, please see the Graduate School’s forms website, available at https://gradschool.wsu.edu/facultystaff-resources/18-2/. The “Thesis and Dissertation Formatting and Submission Requirements” provides more in-depth explanations of thesis/dissertation formatting as well as instructions and checklists to help you through your final semester at WSU.

If you need help with content, clarity, form, flow, organization, or writing, contact the Graduate Professional Writing Center at gpwc@wsu.edu. If you need help with grammar, proofreading, or copy editing, contact the Professional Editing and Service Center at prof.edit@wsu.edu. Finally, feel free to direct any questions regarding formatting to gradschool@wsu.edu.

APPENDIX

<*This is a sample half-title page>*

*<Half-title pages have a page number counted, but it is not displayed>*

**Example Image:**

Images, charts, and graphs must not enter the mandatory 1” margins. Captions for these elements may be either single or double-spaced so long as you are consistent. Additionally, be sure that your reader can easily tell the difference between your caption and the body text of your dissertation.



Example caption: Captions for figures and charts may be single or double-spaced. Remember, be consistent and format all captions in the same manner.