GUIDE
for Preparing Dissertations

Byrdine F. Lewis School of Nursing
Georgia State University

UPDATED Aug. 2012/PM
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FOREWARD

This guide is designed to answer questions about preparing and submitting a dissertation that conforms to the established technical requirements of style and format of the Byrdine F. Lewis School of Nursing. It has received the approval of the Graduate Program Committee and the School of Nursing.

Questions about the content of the dissertation should be addressed to the dissertation committee. Be sure to consult the appropriate Graduate Catalog for academic policies related to the Ph.D. degree. Also, it is important to be aware of each semester’s dissertation deadline dates. A deadline schedule is available from the Byrdine F. Lewis School of Nursing, Office of Records and Information and online (http://chhs.gsu.edu/nursing/index.asp).

ACKNOWLEDGMENTS

This manual was adapted from the Guide for Preparing Dissertations and Theses (1989), which was developed by faculty in the College of Education, Georgia State University.
INTRODUCTION

This guide is intended to assist students in preparing a dissertation. Certain elements in the guide are required. In addition, the guide offers guidance pertaining to style and format. Careful study of and attention to the information contained in this guide will expedite completion of the final phase of the doctoral program. The student is responsible for adhering to the requirements noted in this guide and in the APA style manual.

Every doctoral candidate in the Byrdine F. Lewis School of Nursing prepares a dissertation related to his or her major field of study. The dissertation represents high standards of scholarly inquiry, technical mastery, and professional ethics. It should be an addition to the knowledge base in the student’s special field, reflecting independent and creative thinking. The doctoral dissertation is a permanent record of the student’s contribution to an academic field. It should reflect credit upon the University, the College, the Byrdine F. Lewis School of Nursing, the doctoral committee, and upon the student.

A dissertation will not receive final approval unless it meets the appropriate standards published in this guide. If a manuscript does not meet these standards, the author must make the necessary changes. Graduation may be delayed to allow time for corrections. Students frequently find that it is helpful to have an editor or proofreader review the manuscript. However, no editorial and proofreading services are available through the University.

Student must submit one draft of the dissertation to the designated Style Reviewer, one to the Doctoral Program Coordinator, and one to the School of Nursing Records and Information Office at the time the defense is announced. If a manuscript needs revision, the author will have time to make corrections and graduate during the desired semester. The Director of the Byrdine F. Lewis School of Nursing will not approve anyone for graduation unless the dissertation has been reviewed by the Style Reviewer and judged to adhere to the style and format specifications adopted by the faculty of the Byrdine F. Lewis School of Nursing.

HUMAN SUBJECTS

The Institutional Review Board (IRB) of Georgia State University is charged with protecting the rights and welfare of human subjects by reviewing the background, purpose, methodology, and instrumentation of all research involving human subjects conducted by faculty, staff, students and employees of the university. Students planning to conduct research involving human subjects must submit pertinent information to the IRB for review. Information about the review process, application process, and application forms may be obtained online by accessing Georgia State University’s web site and following the links to the University Research Services and Administration (URSA) (http://www.gsu.edu/research/index.html). Students are advised to speak with their major adviser and dissertation committee or to contact the URSA (404-413-3500.) Electronic applications for approval of a research project involving human subjects are required. See the URSA website above for more information.

All students implementing research projects must complete an online education program on the protection of human subjects as directed by the URSA. Currently the CITI program is required (http://www.gsu.edu/research/irb_education_and_training.html).
### Dissertation Completion Timeline Template
Byrdine F. Lewis School of Nursing and Health Professions

The following dates represent the last possible dates for completion of the dissertation process to graduate in the selected semester.

**Defense announcement to faculty and graduate students**

![Diagram showing the timeline with dates for each step]

**Defense of Dissertation**

**Completion of student’s edits**

**Chair approval of Dissertation**

**Submit Dissertation to OAA/Electronic submission of thesis**

**Last Day of Exams**

**Graduation**

**Example:**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Fall 2012</th>
<th>Spring 2013</th>
<th>Summer 2013</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
<th>Summer 2014</th>
<th>Fall 2014</th>
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<tbody>
<tr>
<td>Defense announcement to faculty and graduate</td>
<td>Oct 15</td>
<td>Mar 4</td>
<td>Jun 10</td>
<td>Oct 14</td>
<td>Mar 3</td>
<td>Jun 9</td>
<td>Oct 13</td>
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<tr>
<td>students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion of student’s edits</td>
<td>Nov 5</td>
<td>Mar 25</td>
<td>Jul 1</td>
<td>Nov 4</td>
<td>Mar 24</td>
<td>Jun 30</td>
<td>Nov 3</td>
</tr>
<tr>
<td>Chair approval of thesis</td>
<td>Nov 19</td>
<td>Apr 8</td>
<td>Jul 15</td>
<td>Nov 18</td>
<td>Apr 7</td>
<td>Jul 14</td>
<td>Nov 17</td>
</tr>
<tr>
<td>Submit thesis to OAA/Electronic submission of</td>
<td>Dec 3</td>
<td>Apr 29</td>
<td>Jul 22</td>
<td>Dec 9</td>
<td>Apr 28</td>
<td>Jul 21</td>
<td>Dec 8</td>
</tr>
<tr>
<td>thesis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Dec 3</td>
<td>Apr 29</td>
<td>Jul 22</td>
<td>Dec 9</td>
<td>Apr 28</td>
<td>Jul 21</td>
<td>Dec 8</td>
</tr>
<tr>
<td>Last Day of Exams</td>
<td>Dec 11</td>
<td>May 7</td>
<td>Aug 3</td>
<td>Dec 17</td>
<td>May 5</td>
<td>Aug 2</td>
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<td>TBD</td>
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<td>TBD</td>
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</table>

OAA – Office of Academic Assistance

*Note: The dissertation is to be submitted for approval and the final copy must be turned in to the Doctoral Program Coordinator before making multiple copies. Students are to provide the School of Nursing with one bound copy of the dissertation.*
**Defense Date:** The student and chair should determine the defense date based on timeline provided by the Byrdine F. Lewis School of Nursing and Health Professions Dean of Academic Affairs if the student expects to defend and graduate within the same semester. See the previous page.

**Notify the Office of Academic Assistance (OAA).** The student and chair should notify OAA via e-mail providing defense date and student intended graduation date. If graduation date change is required, please inform OAA and instruct the student to submit change of graduation form to Georgia State University Graduation Office.

**Defense Announcement:**

*SNHP Website Announcement:* Two (2) weeks prior to the defense, the Dissertation Announcement and abstract (See Appendix A.) must be submitted to http://chhs.wufoo.com/forms/dissertation-or-thesis-announcement/. The student and chair should work together to submit the defense date with time, location, working title and student’s name. The two week period will allow ample time for the information to be posted to the SNHP website one week prior to the defense date.

**If defense date changes,** announcement should be updated and sent to the web link indicating the change and an e-mail with “Subject line: Defense Announcement Changed Date (new date)” because of the urgency of the change.

All yearly announcements will be displayed on the Byrdine F. Lewis School of Nursing and Health Professions website and previous years will be listed under archived link for dissertation and thesis announcements.

**Electronic Signatures:** These signatures can be obtained by using EchoSign Adobe software. Only faculty and staff of the Byrdine F. Lewis School of Nursing and Health Professions serving on a defense committee may use the service. Also, staff and faculty will be required to sign a usage compliance form. Outside committee members **not** employed by Georgia State University may use the service with a minimal cost applied.

Assigned department administrators will have access and will route document electronically for signature. Committee members will receive an e-mail alerting them “you have a document requesting your signature”. Committee members would be required to sign and it will be routed to the next member. Routing is determined by the department administrator. The Office of Academic Assistance will be given overall administrative rights to run reports, ensure university and school compliance regarding users.

**Defense (Pass or Fail):** Results of thesis or dissertation defense should be sent to the Byrdine F. Lewis School of Nursing and Health Professions Academic Dean and the OAA Advisor assigned for each department. You may inform the Office of Academic Assistance –Advisor through e-mail as a courtesy but “Pass or Fail Form” must be included in the student’s file and Office of Academic Assistance file.
Committee chair or thesis/doctoral advisor is responsible for ensuring all information is sent no later than (3) weeks after proposal defense. Information will be recorded in Banner by the Office of Academic Assistance.

The student will be required to provide a copy of “Pass or Fail sheet” for thesis or dissertation binding appointment to ensure they have passed. However if passed pending revisions, committee chair will be contacted to ensure all final revisions have been approved and asked to provide electronic PDF of manuscript.

**Committee Chair Responsibility:** Ensure candidates present a thesis or dissertation of acceptable scholarship and literary quality. Also, the final electronic copy of student’s manuscript should be reviewed and approved by signing the electronic thesis or dissertation (ETD) approval page.

**Electronic Thesis or Dissertation Approval:** This form should be in your dissertation manual or handbook and will be provided by the SNHP, Office of Academic Assistance. Form must be signed by committee chair to confirm all changes have been made and approved. Signed form should be provided by student during thesis or dissertation binding appointment.

**Banner Manual Updates:** Academic Advisor will update Banner, not just comments, to capture required information for reporting purposes regarding thesis or dissertation for each department. It is the department and committee chair’s responsibility to ensure information is correct before entering.

**Appointment for Thesis or Dissertation Binding:** Student is required to make an appointment after he/she has received all committee and chair signatures, signed ETD approval form and uploaded thesis or dissertation in PDF format to Georgia State University Digital Archive. Deadline is the last day of classes in which the student is to graduate. Committee chair and thesis/doctoral coordinator will be contacted when student selects appointment after the last day of classes to avoid issues with graduation. This is in accordance with university policy 2.10.16 Electronic Master’s Theses and Doctoral Dissertations.

**ETD Upload:** Does not require Acceptance Page with signatures in blue ink to be uploaded as February 2012.

**Dissertation or Thesis Bound Hardcopy:** Does require Acceptance Page with signatures in blue ink.

**Distribution Binding:** Thesis or dissertation bound personal copies will be distributed to student. Department, school, committee and chair copies will be sent directly to each department by Office of Academic Assistance. Students are not permitted to distribute department, school, committee and chair copies.

**Letter of Completion – International Student:** A letter of Completion can be issued by the Georgia State University Graduation Office when a student has completed all requirements toward their degree but did not apply to graduate on time. To receive a
Letter of Completion, please submit your request in writing to the Office of the Registrar, with your name, student ID number, academic college, and the name and address of the person or entity to whom it should be mailed.

GUIDELINES FOR ORAL DEFENSE OF THE DISSERTATION

The purpose of the oral defense of the dissertation is to enable the Doctoral Dissertation Committee and the faculty to judge the quality of the investigation and the student's ability to defend his/her work.

When the dissertation is completed, the following must be adhered to:

☐ The student and members of the Doctoral Dissertation Committee (DDC) set the date, time and location of the oral dissertation defense.

☐ Two weeks (or more) prior to the defense, the student and chair submit the date, time and location of the defense to SNHP website, http://chhs.wufoo.com/forms/dissertation-or-thesis-announcement/. The abstract (350 words) should be loaded when the information is submitted. See Appendix A for details about the abstract.

☐ At the time the dissertation defense announcement is submitted, two (2) typed copies of the dissertation are submitted. One copy to the:
   1. Sr. Administrative Coordinator for Graduate Programs (This copy will be available for faculty review.) and
   2. Doctoral Program Coordinator.

☐ The dissertation defense should be scheduled only when all committee members can be present. However, if necessary, one committee member can be present via electronic technology. All committee members must participate in the dissertation defense.

☐ The last day for the dissertation defense is six weeks prior to the last day of classes in the semester in which a student plans to graduate.

☐ The dissertation defense is scheduled during regular dates of operation (that is, between the first day of classes and the last day of Final Examinations each semester, excluding official holidays).

☐ The dissertation defense is open to all School of Nursing faculty, School of Nursing doctoral students and invited guests.

☐ The dissertation defense will include a presentation (less than 30 minutes) of the research and questions from the members of the Dissertation Committee. If time allows, the Committee may invite other faculty and guests to question the candidate. (Students should consult with their chairs about the length of the presentation.)

☐ Approval and acceptance of the dissertation requires a favorable vote of a majority of the Doctoral Dissertation Committee.
The decision of the Doctoral Dissertation Committee is forwarded to the Doctoral Program Coordinator and the Assistant Dean of the School of Nursing who review and accept the dissertation for the School.

Prior to making multiple copies of the final copy of the dissertation, the student must have the signature page signed by committee members, the Doctoral Program Coordinator, and the Assistant Dean Director of the School of Nursing.

STYLE MANUAL

The following style manual has been approved for use in preparing a dissertation. The latest edition is to be used.


The dissertation must conform consistently to the instructions and specifications of the manual. However, if specifications of the style manual differ from any statements in this document, the statements in this document take precedence.

Exceptions to APA Style Manual

Because the APA style manual is written as a guide for the publication of journal articles, there are instances when departures are appropriate for a dissertation. The student should follow the specifications outlined by the Doctoral Dissertation Committee.

PRELIMINARY PAGES

The preliminary materials precede the body of the text. The order and specifications are as follows: Acceptance Page, Author’s Statement, Notice to Borrowers, Vita, Abstract, Title Page, Blank Page or Copyright Page, Acknowledgments, Table of Contents, List of Tables, List of Figures, List of Abbreviations. All Preliminary Pages are numbered, with the exception of the Acceptance Page.

Acceptance Page

The acceptance page is required, but not numbered. Original signatures of the Dissertation Committee must appear in blue ink on the original manuscript on 25% rag white paper. See Appendix C.
Author’s Statement

The author’s statement is required. This page in the original manuscript and first copy on 25% rag paper must have the author’s original signature, in blue ink. This page may then be copied for inclusion in other copies of the dissertation. Please see Appendix D.

Notice to Borrowers

This notice to borrowers is required. Please see example in Appendix

Vita

The vita is required. The vita should be limited to two pages. Please see example in Appendix F.

Abstract

The abstract is required. The abstract is intended for publication in Dissertation Abstracts International as a summary of the research. It should contain a statement of the problem, methods, results, and conclusions. The abstract is limited to 350 words (excluding the title and headings) and must be double-spaced. The abstract will have the same margins and general specifications as the text of the dissertation. Mathematical formulas, diagrams, and other illustrative materials are not acceptable for the printed abstract. Please see example in Appendix G.

Title Page

The title page is mandatory. Dissertation Abstracts International and computerized retrieval systems will use the key words in the title for indexing the dissertation. Therefore, it is important that precise language be used. The title should describe the subject of the research as specifically and simply as possible. “(Between Fact and Fiction: The New Journalism of Three American Writers at Mid-Century).” Avoid vague openers like “A Study of...”; instead, use specific nouns. Because the title will have to fit on the spine of the bound dissertation, aim for brevity. Please see example in Appendix H.

Blank Page or Copyright Page

The blank page or copyright page is required. Copyrighting is optional. If the dissertation is copyrighted, a copyright page is included. If the dissertation is not copyrighted, include a blank page rather than a copyright page. Please see example in Appendix I.
Acknowledgments
An acknowledgment page is optional. Please see Appendix J.

Table of Contents
The table of contents is required. Please see Appendix K.

List of Tables
The list of tables is required, if tables are included in the dissertation. Please see Appendix L.

List of Figures
The list of figures is required, if figures are included in dissertation. Please see Appendix M.

List of Abbreviations
The list of abbreviations is required, if abbreviations are included in dissertation. Please see Appendix N.

TEXT
The text should be divided into titled chapters (INTRODUCTION, REVIEW OF LITERATURE, etc). See Appendices O & P for examples for quantitative and qualitative studies.

REFERENCES & BIBLIOGRAPHY
Refer to the latest version of APA style manual.

APPENDICES
Materials such as tables, charts and other addenda that are not absolutely necessary to the text are often grouped as an appendix or as appendices. If an appendix is used, it should follow the last page of the references or bibliography. Refer to the APA style manual for more specific formatting instructions.
PRODUCTION

General Points

1. The left margin must be one and one-half inches wide, all other margins one-inch.

2. Margins must be accurate and consistent on all pages.

3. Sentences ending a paragraph may not end as a partial line at the top of the next page.

4. The first line of a paragraph may not occur as the last line on a page with the remainder of the paragraph on the following page.

5. Headings should not start at the bottom of a page.

6. The acceptance page, the first page of the manuscript, is not numbered.

7. All of the preliminary pages that follow are counted and numbered with small Roman numerals.

8. Place small Roman numerals on the fifth line (3/4 inch) from the bottom of each page and centered.

9. Number the body of the text with Arabic numerals. The first page of chapter one (Introduction) is numbered “1” at the bottom of the page and is centered on the fifth line (3/4 inch) above the bottom edge of the page. Pagination continues consecutively throughout the remainder of the text including appendices, references, and last page of the dissertation. The top margin is two inches on the first page of each chapter.

10. Page numbers in the body of the text are placed in the upper right hand corner of the page, on the fifth line (3/4 inch) from the top edge of the page and just inside the right margin.

11. Chapter titles must be in all capital letters and centered; they do not count as a level heading for APA.

12. Subheadings should follow APA format style.

13. Citations for references should be hanging indent paragraphs.

14. Font for the text should be 12 point Arial or Times New Roman.

15. A laser printer or similar quality must be used.


17. It is the student’s responsibility to assure that the dissertation has been thoroughly edited and proofread prior to submission to the Dissertation Committee, Doctoral Program Coordinator,
or the Style Reviewer.

18. Georgia State University staff members are available at the Counseling Center (404) 413-1640 to assist free of charge with writing problems students may encounter. These problems include working through ideas and the expression of ideas and APA format. No dissertation editor is available through the Counseling Center.

REPRODUCTION

Each student is required to submit the following to the Office of Academic Assistance, School of Nursing and Health Professions:

- an original manuscript on white 25% (20 lb.) rag paper, with the original signatures of all committee members on the acceptance page in blue ink and with the author’s original signature on the author’s page, also in blue ink,

- two copies on 25% rag (20 lb.) of the original manuscript, and the accompanying checklist (Appendix B).

The original copy on 25% (20 lb.) rag is called “the first copy.” This means that the signature on the author’s statement page is original, while the rest of the manuscript is a copy. Every page of the first copy, including the page with the original signature, must be on 25% (20 lb.) rag paper. The other copies of the manuscript do not need original signatures.

The original version is formatted to a PDF file and electronically submitted to the University Library. The original version is then bound and presented to the student for personal use. The first copy is presented to the School of Nursing, the Office of Records and Information. The second copy is for the author’s major advisor. Any additional copies can be purchased for student use. See Appendix Q for more information on electronic submission.

SUBMISSION PROCESS

After the dissertation is approved by the Dissertation Committee and the Doctoral Program Coordinator, and after it has been reviewed for adherence to format specifications, the student will bring the original (final corrected manuscript) and all copies with each copy in a separate container (envelope or box) bearing the student’s name and identification to the Office of Academic Assistance of the Byrdine F. Lewis School of Nursing and Health Professions (8th floor of Urban Life). At this time, the student will pay for the binding. Students must make an appointment with the appropriate representative in the Office of Academic Assistance for the submission of the manuscript and copies.

Students are required to submit the original dissertation and two copies to the Office of Academic Assistance for binding (original + 2 copies=3 total). The original manuscript goes to the student for personal use. The first copy is sent to the School of Nursing, the Office of Records and Information. The second copy is the dissertation chair’s copy.

Students who wish to have additional copies bound must submit additional copies of the manuscript. There is a cost for binding of the manuscript. This cost is subject to change without prior notice. Effective
June 6, 2012, the cost of binding is:

- Thesis/Dissertation three or more copies $19.50 ea.

The Office of Academic Assistance will handle the binding of manuscripts. Six to eight weeks after graduation, the student will receive written notification that the bound dissertations are available for her/him to claim. The School of Nursing will not ship or mail bound dissertations. Students living outside the metro-Atlanta area are responsible for making arrangements to receive their copies of the bound dissertation.

**ELECTRONIC SUBMISSION OF DISSERTATIONS**

Information for preparing your dissertation can be found in Appendix Q.
APPENDIX A

Dissertation Defense Announcement

Student Name                  Date                Time                Place
____________________________________________________________________

Title of the Study

Dissertation Committee Member Department College

Dissertation Committee Member Department College

Dissertation Committee Member Department College

Dissertation Committee Member Department College

Major Advisor                  Signature               Date

Doctoral Program Coordinator   Signature               Date

Please place the abstract on a separate page.

ABSTRACT
Title of the Study
APPENDIX B
DISSERTATION RESULTS

RESULTS OF THESIS DEFENSE

To: Associate Dean of Academics, SNHP
From: Dissertation Committee Chairperson -
Cc: Graduate Program Coordinator
    Office of Academic Assistance

RE: Results of Thesis Defense

<table>
<thead>
<tr>
<th>STUDENT’S NAME</th>
<th>STUDENT ID NUMBER</th>
</tr>
</thead>
<tbody>
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<td>ADDRESS</td>
<td>HOME TELEPHONE</td>
</tr>
<tr>
<td>CITY, STATE, ZIP</td>
<td>BUSINESS TELEPHONE</td>
</tr>
<tr>
<td>DATE ADMITTED</td>
<td>GRADUATE TRACK</td>
</tr>
</tbody>
</table>

THE ABOVE NAME CANDIDATE DEFENDED A DISSERTATION ENTITLED:

THE FOLLOWING RESULTS ARE REPORTED:

- [ ] Successfully Defended
- [ ] Successfully Defended Pending Revisions
- [ ] Unsuccessful

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

<table>
<thead>
<tr>
<th>STUDENT’S SIGNATURE</th>
<th>DATE</th>
<th>COMMITTEE MEMBER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR ADVISER/COMMITTEE CHAIRPERSON</td>
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APPENDIX C

ACCEPTANCE

This dissertation, TITLE OF DISSERTATION HERE IN ALL CAPS by student’s name was prepared under the direction of the candidate’s dissertation committee. It is accepted by the committee members in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Nursing in the Byrdine F. Lewis School of Nursing in the College of Health and Human Sciences, Georgia State University.

____________________________________
Susan J. Kelley, RN, PhD, FAAN
Committee Chairperson

____________________________________
Patsy L. Ruchala, RN, DNSc.
Committee Member

____________________________________
Christopher Henrich, PhD
Committee Member

Date

This dissertation meets the format and style requirements established by the College of Health and Human Sciences. It is acceptable for binding, for placement in the University Library and Archives, and for reproduction and distribution to the scholarly and lay community by University Microfilms International.

____________________________________
Ptlene Minick, PhD, RN
Doctoral Program Coordinator
Byrdine F. Lewis School of Nursing and Health Professions

____________________________________
Joan Cranford, EdD, RN
Assistant Dean for Nursing
Byrdine F. Lewis School of Nursing and Health Professions
APPENDIX D

AUTHOR’S STATEMENT

In presenting this dissertation as a partial fulfillment of the requirements for an advanced degree from Georgia State University, I agree that the Library of the University shall make it available for inspection and circulation in accordance with its regulations governing materials of this type. I agree that permission to quote from, to copy from, or to publish this dissertation may be granted by the author or, in his/her absence, by the professor under whose direction it was written, or in his/her absence, by the Coordinator of the Doctoral Program in Nursing, Byrdine F. Lewis School of Nursing and Health Professions. Such quoting, copying, or publishing must be solely for scholarly purposes and will not involve potential financial gain. It is understood that any copying from or publication of this dissertation which involves potential financial gain will not be allowed without written permission from the author.

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Doctoral Committee Chair, title and address
Associate Professor
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Georgia State University
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APPENDIX F
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1991 – 1996 Vice President – Patient Services, Corporate Operations, Matria
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1991 Assistant Director of Nursing – Maternal Child Services, Georgia
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1986 – 1990 Assistant Director of Nursing – Critical Care Services, Scottish
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PROFESSIONAL ORGANIZATIONS AND CERTIFICATIONS:

- **2003** – **Present**
  Trustee – Georgia State University Foundation

- **1989** – **Present**
  American College of Healthcare Executives (ACHE)

- **2001** – **Present**
  Southern Nurses Research Society (SNRS)

- **1995** – **Present**
  American College of Obstetricians and Gynecologists (ACOG) – Clinical Education Affiliate

PROFESSIONAL ORGANIZATIONS AND CERTIFICATIONS, CONTINUED:

- **2001** – **Present**
  Chair, College of Health and Human Sciences Advisory Board, Georgia State University

- **1986** – **Present**
  Women Healthcare Executives (WHE)

- **2004** – **Present**
  Association of Governing Boards of Universities and Colleges

- **2005** – **Present**
  President, Georgia State University Alumni Association

- **1981** – **Present**
  National Certification - Neonatal Intensive Care-

- **1981** – **Present**
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- **2005** – **Present**
  National Nurses Staff Development Organization

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- **2004**
  Kathryn Suggs Chance Dissertation Award

- **2004**
  Phi Beta Delta – Alpha Lambda Chapter

- **1999**
  Georgia State University Distinguished Alumni Service Award

- **1992**
  Women Healthcare Executives Professional Achievement Award

- **1992**
  President’s Award – Healthdyne Perinatal Services

- **1991**
  American Red Cross Service Excellence Award

- **1989**
  Georgia Hospital Association’s Nurses Make A Difference

- **1988**
  Who’s Who in American Women and Nursing

- **1984**
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APPENDIX H

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A DISSERTATION

Presented in Partial Fulfillment of Requirements for the Degree of Doctor of Philosophy in Nursing in the Byrdine F. Lewis School of Nursing in the College of Health and Human Sciences Georgia State University

Atlanta, Georgia

Year here
“Grandparents can do more for us than anyone else in the world; they sprinkle stardust in our eyes.” …Alex Haley

I must acknowledge several mentors who have contributed greatly to this project. I would like to first acknowledge Dr. Susan J. Kelley, who answered the phone several years ago and patiently listened to me discuss my initial thoughts about applying to the doctoral program at Georgia State University and my desire to conduct research in the area of grandmothers raising grandchildren. Thank you, Susan, for your willingness to take me on as a student and to help me become a fledgling scientist and a better person while being immersed in Project Healthy Grandparents.

I would like to also thank Dr. Patsy Ruchala who was a “new kid on the block” along with my class when we began our program in the summer of 2001. I appreciate your steady guidance, attention to detail, commitment to always doing the right thing, and your great sense of humor.

Dr. Chris Henrich deserves a special thank you for his willingness to commit to an entire semester of directed readings in attachment theory. Thank you for taking me back to the beginning and ahead to the future of attachment theory. The hours spent reading, digesting, and discussing the salient concepts and constructs with you have proven invaluable as we laid the groundwork for this study. I could never thank you enough for your patience in guiding me through the metrics of the instruments or in reviewing drafts of the analysis.

Most importantly, I would like to thank all of the grandmothers and their grandchildren who agreed to participate in this study. The best part of this research study was getting to know...
all of these special families. Your willingness to allow us into your home is greatly appreciated.

I owe a huge debt of gratitude to the staff at Project Healthy Grandparents: Dr. Dorothy Carrillo, Judy Perdue, Kim White, and Natache Sumter for their support, encouragement, and time, especially during the data collection phase. I thank you, Kim, for always “having my back.” The social workers (Leah Caldwell, LaDonna Hightower, Antega Townsend, and Jeris Bennett Whitaker) are the most committed and compassionate professionals I have ever worked with in my career.

I would also like to thank the graduate research assistants, Brittany Clay and Rick Polk who conducted the home visits with these families. Without their assistance this study would never have been completed.

Dr. Theresa A. Sipe who has been a friend and a colleague for more years than either she or I will admit to must be acknowledged for her contribution to the data analysis. Thank you, Theresa, for always providing a listening ear when I just needed to say things out loud. Your experience, knowledge, and guidance kept me on a steady course.

Finally, I would like to thank my family who stood by my side for these four years while I completed my education. My husband, Bob, who although always said, “Better you than me” was a stalwart of support, encouragement, and love through the long hours of studying and writing. Thank you to my son, Joshua, who patiently read my early papers and corrected the grammatical errors. Thank you for keeping your promise to not receive your hood before me. I would also like to thank my sister, Dr. Shirley J. Carey, who has been my mentor since I was born. Your willingness to help me lay out my thoughts in the early days, your prayers, and your ever listening ear toward the end has been a constant source of encouragement to me – you are the best!

The last person and to me the most important one I would like to acknowledge is my own
grandson, John Francis. Our special relationship is what prompted me to pursue my doctorate and conduct my research in this area. I pray that God will continue to bless our relationship and keep us “attached” no matter how many miles apart we are. Proverbs 17:6 tells us that “Children’s children are a crown to the aged” and you are the brightest of crowns!

“The greatest terror a child can have is that he is not loved and rejection is the hell he fears. I think everyone in the world to a large or small extent has felt rejection. And with rejection comes anger, and with anger some kind of crime in revenge for the rejection, and with the crime guilt—and there is the story of mankind. I think that if rejection could be amputated, the human would not be what he is. Maybe there would be fewer crazy people. I am sure that there would not be as many jails. It is all there—the start, the beginning. One child, refused the love he craves, kicks the cat and hides his secret guilt; and another steals so that money will make him loved; and a third conquers the world—and always the guilt and revenge and more guilt.”

John Steinbeck
East of Eden, 1952
## APPENDIX K

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## LIST OF ABBREVIATIONS

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<td>AUAQ</td>
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<td>IPPA</td>
<td>Inventory of Parent and Peer Attachment</td>
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<td>IWM</td>
<td>Internal Working Model</td>
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GUIDELINES FOR QUANTITATIVE STUDIES

The following outline is adapted from one used in the Georgia State University Center to assist Ph.D. students in organizing their dissertations. The outline is offered as a departure point for dissertations. Each student should work closely with the dissertation adviser to develop an outline appropriate to the student’s particular topic.

Title

CHAPTER I: Introduction

Introduction
Problem
Purpose/Significance
Questions and/or Hypotheses
Assumptions
Theoretical Framework

CHAPTER II: Review of Literature

CHAPTER III: Methods

Sample
Instruments
Procedures
Summary

CHAPTER IV: Results

CHAPTER V: Discussion

Discussion/Conclusions
Limitations
Implications
Suggestions for Future Research
APPENDIX P

QUALITATIVE DISSERTATION GUIDELINES

The following format may be helpful for the development of a qualitative proposal and its final report. Students are referred to this outline and APA formatting guidelines as the proposal and final report are prepared.

CHAPTER I

INTRODUCTION

This chapter includes a statement of the focus of the inquiry. Background information about the topic of the study is often included here. Describe the researcher’s goal in conducting the study. Include a statement regarding the significance of the study to nursing. End the chapter with a summary paragraph.

Subheadings often used in this chapter include the following:

- Focus of Inquiry
- Background
- Statement of Purpose
- Significance to Nursing

CHAPTER II

CONTEXT OF THE STUDY

Two major areas are included in this chapter: the literary context and the theoretical context. The literary context includes the research literature and may include other literature depending on what is included in Chapter I. The theoretical context includes the assumptions of the researcher, including any assumptions that may be related to or derived from nursing and other frameworks that are guiding or influencing the researcher. End the chapter with a summary paragraph.
CHAPTER III

RESEARCH PLAN

Begin this section with a brief statement of purpose and a brief overview of the research plan. Other headings often used in this chapter include:

Research Design
Setting
Participants
Data Generation Strategies
Authenticity/Trustworthiness
Protection of Human Participants

NOTE: The first three chapters of the dissertation constitute the proposal that is reviewed and accepted by the student’s advisory committee.

CHAPTER IV

RESEARCH PROCESS

This chapter describes how the research plan was actually carried out. It provides an audit trail regarding the researcher’s decisions concerning the process of the inquiry. It includes a description of how participants were recruited, and how data was generated including the setting. Any deviations from the research plan should be described and discussed. The researcher’s field notes are often invaluable in completing this chapter of the dissertation. The chapter should end with a summary paragraph.

CHAPTER V

FINDINGS AND DISCUSSION

This chapter includes the findings of the study. If demographic data about the participants was collected, it may be included in this chapter. The findings of the study are presented and discussed in the context of the literary and theoretical contexts presented in Chapter II. The chapter should end with a summary paragraph.

CHAPTER VI

CONCLUSIONS AND RECOMMENDATIONS

This chapter includes the final conclusions or working hypotheses generated by the inquiry. If the researcher makes recommendations, they may be in the areas of practice, research, and perhaps areas such as nursing education, if appropriate.
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APPENDIX R (CONTINUED)

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