

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
Byrdine F.Lewis College of Nursing & Health Professions



GUIDE
for Preparing Dissertations

UPDATED Aug. 2016/MP; January 2018/RS; July 2018/RS

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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 College of Nursing and Health Professions, and the School of Nursing. It has received the approval of the PhD 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 College of Nursing and Health Professions and online at <http://lewis.gsu.edu/student-resources/thesis-dissertation-announcements/>.

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 PhD program. The student is responsible for adhering to the requirements noted in this guide and in the current APA style manual.

Every PhD candidate in the 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 dissertation is a permanent record of the student's contribution to an academic field. It should reflect credit upon the University, the College, the School of Nursing, the PhD 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.

A Style Reviewer is required for proofing and formatting of the final dissertation. The Style Reviewer is at the cost of the student, and must be obtained by the student in sufficient time for review of the dissertation. The student is to contact the Director of the PhD in Nursing Program for current Style Reviewers.

The student must submit one draft of the dissertation to the Director of the PhD in Nursing Program, and one to the School of Nursing at the time the defense is announced. After the defense and once all recommended edits have been completed, the student must submit a final draft to the designated Style Reviewer. The student will have to make corrections consistent with the timeline and graduate during the desired semester. The Director 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 School of Nursing.

HUMAN SUBJECTS

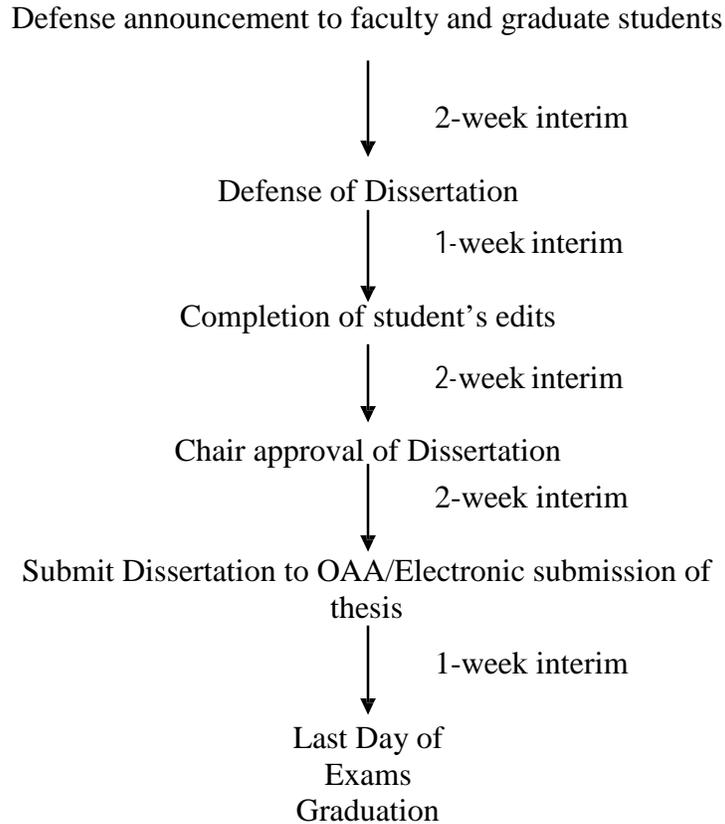
The Institutional Review Board (IRB) of Georgia State University is charged with protecting the rights and welfare of human subjects by reviewing the background, purpose, methodology, and instrumentation of all research involving human subjects conducted by faculty, staff, students, and employees of 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://ursa.research.gsu.edu/>). Students are advised to speak with their major advisor 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. CITI training expires after 3 years. More information is available at the following link:

<http://ursa.research.gsu.edu/ursa/compliance/human-subjects/required-education-and-training/>

Dissertation Completion Timeline Template
Byrdine F. Lewis College 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. A deadline schedule is available from the Byrdine F. Lewis College of Nursing and Health Professions and online at <http://lewis.gsu.edu/student-resources/thesis-dissertation-announcements/>.



*OAA – Office of Academic Assistance

Timeline: Schedule provides guidance for students and committee chairs in setting defense dates to meet required deadlines for a student's graduation. Summer deadlines may change based on the needs of graduation office but students will be informed by committee chair or the Office of Academic Assistance if a change is required. Actual time line is on Byrdine F. Lewis College of Nursing and Health Professions website. <https://lewis.gsu.edu/student-resources/thesis-dissertation-announcements/>

Committee Selection: The School of Nursing assigns (dissertation) advisor for PhD who will assist student in the selection of committee members. Also, will assist student in selection of committee members.

Dissertation or Thesis Proposal Development: Developed by student and committee chair.

Defense Date: Date should be determined based on timeline provided by the Byrdine F. Lewis College of Nursing and Health Professions Dean of Academic Affairs. Each Graduate Program Coordinator or Doctoral Program Coordinator will ensure defense date is within the timeline if the student expected to defend and graduate within the same semester.

Notify the Office of Academic Assistance: Thesis, Doctoral, or Capstone Coordinators should send a list to the appropriate Office of Academic Assistance (OAA) – Advisor through e-mail providing defense date and student intended graduation date. If graduation date change is required, please inform OAA-Advisor and instruct student to submit change of graduation form to Georgia State University Graduation Office.

BFLCNHP Website Announcement: Two (2) weeks prior to the defense, the Thesis/Dissertation/Capstone Announcement, and abstract must be submitted to the link <https://lewis.gsu.edu/student-resources/thesis-dissertation-announcements/>. The student and committee chair work together to submit the defense date with time, location, working title and student's name. The two (2) week period will allow ample time for posting to the Byrdine F. Lewis College of Nursing and Health Professions website.

Defense Date Change: Announcement should be updated to the web link indicating the change and mailed with "Subject Line: Defense Announcement Changed Date (new date)" because of the urgency. All yearly announcements are displayed on the Byrdine F. Lewis College of Nursing and Health Professions website and previous years will be archived.

Announcement Approval: Dissertation announcement for the School of Nursing must be approved and signed by Director of the PhD in Nursing Program and Major Advisor before submitting, and submitted online at <https://lewis.gsu.edu/student-resources/thesis-dissertation-announcements/> Submission of defense announcement will be through web link. All attachments to be submitted with announcement should be uploaded.

Committee and Chair Approval Signatures: To ensure the quality of each dissertation or thesis, the appropriate signatures are required. These signatures confirm all requirements were met for the student.

Nursing Acceptance page: Dissertation Committee Chair and Members, Date, Director of PhD in Nursing Program, Associate Dean of Nursing

Electronic Signatures: These signatures can be obtained by using EchoSign Adobe software. Only faculty and staff of the Byrdine F. Lewis College of Nursing and Health Professions serving on a defense committee may use the service. Also, staff and faculty will be required to sign an "[Electronic Signature -Usage Compliance Instructions](#)". Outside committee, members **not** employed by Georgia State University may use the service with a minimal cost applied.

Signature Process: If available, assigned department administrators will have access and will route document electronically for signature. The chair 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. The department administrator determines routing.

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, dissertation, or capstone defense should be sent to the Byrdine F. Lewis College 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 "Thesis, Dissertation, or Capstone Results Form" must be included in the student's file and Office of Academic Assistance file.

Committee chair or thesis/doctoral/capstone advisor is responsible for ensuring all information is sent no later than (3) weeks after thesis/dissertation defense or capstone presentation. The Office of Academic Assistance will record information in Banner.

The student will be required to provide a copy of defense results for thesis or dissertation clearance 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.

Committee Chair Responsibility: Ensure candidates present a thesis or dissertation of acceptable scholarship and literary quality. In addition, 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 BFLCNHP, Office of Academic Assistance. Form must be signed by committee chair to confirm all changes have been made and approved. Student should provide signed form during thesis or dissertation clearance.

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 Clearance: 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 Scholar Works. **Deadline is the last day of classes in which the student is to graduate.** Appointment is made through the office of Academic Assistants. Committee chair and thesis/doctoral/DNP 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.

Letter of Completion – International Student:

A letter of completion can be issued by the Georgia State University Graduation Office when a student completes 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 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 Dissertation Committee 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 CNHP website at <http://lewis.gsu.edu/student-resources/thesis-dissertation-announcements/>. 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. Director of the PhD in Nursing Program.
- The dissertation defense should be scheduled only when all committee members can be present. However, if necessary, one committee member can be present remotely. All committee members must participate in the dissertation defense.
- The last day for the dissertation defense is a minimum of 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, invited guests, and the public.
- 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 Dissertation Committee.

- The decision of the Dissertation Committee is forwarded to the Director of the PhD in Nursing Program and the Associate 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 Director of the PhD in Nursing Program, and the Associate Dean 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.

Publication Manual of the American Psychological Association APA. Washington, D.C.: American Psychological Association. Inc.

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 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 on the original manuscript. See Appendix C.

Author's Statement

The author's statement is required. This page in the original manuscript must have the author's original signature. 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 E.

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. Avoid vague openers like “A Study of...”; instead, use specific nouns. 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. In addition, students have the option to embargo a dissertation, and can discuss with OAA. 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. See Appendix Q for manuscript option dissertation policy and text format.

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. See APA Style Manual for written instructions.
16. It is the student's responsibility to assure that the dissertation has been thoroughly edited and proofread prior to submission to the Dissertation Committee, Director of the PhD in Nursing Program, and the Style Reviewer.

17. Georgia State University staff members are available at the Writing Studio 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. A dissertation editor is not available through the Writing Studio.

ELECTRONIC SUBMISSION OF DISSERTATIONS

Information for preparing your dissertation can be found in Appendix R and S, Dissertation Checklist.

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
APPENDIX A

Dissertation Defense Announcement

Student Name	Date	Time	Place
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Title of the Study

Dissertation Committee Member	Department	College
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Dissertation Committee Member	Department	College
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Dissertation Committee Member	Department	College
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Dissertation Committee Member	Department	College
-------------------------------	------------	---------

Major Advisor	Signature	Date
---------------	-----------	------

Director, PhD in Nursing Program	Signature	Date
----------------------------------	-----------	------

Please place the abstract on a separate page.

ABSTRACT
Title of the Study

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
APPENDIX B

DISSERTATION RESULTS

RESULTS OF THESIS DEFENSE

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

RE: Results of Defense

STUDENT'S NAME	STUDENT ID NUMBER
ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
DATE ADMITTED	GRADUATE TRACK

THE ABOVE NAME CANDIDATE DEFENDED A DISSERTATION ENTITLED:

THE FOLLOWING RESULTS ARE REPORTED:	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Successfully Defended Pending Revisions
	<input type="checkbox"/>	

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

STUDENT'S SIGNATURE	DATE	COMMITTEE MEMBER	DATE
MAJOR ADVISER/COMMITTEE CHAIRPERSON	DATE	COMMITTEE MEMBER	DATE
COMMITTEE MEMBER	DATE	COMMITTEE MEMBER	DATE

File Copies: Student Department File and Office of the Associate Dean for Academic Affairs created 11/3/97; approved 7/98; revised 1/00; 06/03; 1/12

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
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 College of Nursing and Health Professions, Georgia State University.

Faculty name
Committee Chairperson

Faculty name
Committee Member

Faculty name
Committee Member

Date

This dissertation meets the format and style requirements established by the School of Nursing and Health Professions. 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.

Name and Credentials Director, PhD in
Nursing Program
Byrdine F. Lewis College of Nursing and Health Professions

Name and Credentials Associate Dean for
Nursing
Byrdine F. Lewis College of Nursing and Health Professions

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
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 Director of the PhD Program in Nursing, Byrdine F. Lewis College 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.

Student's name

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
APPENDIX E

NOTICE TO BORROWERS

All dissertations deposited in the Georgia State University Library must be used in accordance with the stipulations prescribed by the author in the preceding statement.

The author of this dissertation is:

Name and address of student
720 Wild Timber Court
Franklin, TN 37069

The director of this dissertation is:

Committee Chair, title and address Associate
Professor
School of Nursing
Byrdine F. Lewis College of Nursing and
Health Professiona
Georgia State University
P.O. Box 4019
Atlanta, GA 30302-4019

Users of this dissertation not regularly enrolled as students at Georgia State University are required to attest acceptance of the preceding stipulations by signing below. Libraries borrowing this dissertation for the use of their patrons are required to see that each user records here the information requested.

NAME OF USER	ADDRESS	DATE	TYPE OF USE (EXAMINATION ONLY OR COPYING)
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APPENDIX F

VITA

ADDRESS:	Student's Name	
EDUCATION:		
Ph.D.	2005	Georgia State University Atlanta, Georgia
M.S.N.	1984	Emory University Atlanta, Georgia
B.S.N.	1981	Georgia State University Atlanta, Georgia
A.S.N	1976	Georgia State University Atlanta, Georgia
PROFESSIONAL EXPERIENCE:		
2005		Director of Nursing Education and Development, Clinical Assistant Professor of Nursing, Vanderbilt University Medical Center
1998 – 2000		Vice President – HPM Operations and Development, Matria Healthcare, Inc.
1997		Vice President Operations – Integrated Care Delivery, Scottish Rite Children's Medical Center
1991 – 1996		Vice President – Patient Services, Corporate Operations, Matria Healthcare, Inc.
1991		Assistant Director of Nursing – Maternal Child Services, Georgia Baptist Medical Center
1990 – 1991		Assistant Director of Nursing – Special Projects, American Red Cross
1986 – 1990		Assistant Director of Nursing – Critical Care Services, Scottish Rite Children's Medical Center
1979 – 1986		Assistant Unit Manager – NICU – Northside Hospital
1978 – 1979		Staff Nurse – Drs. Glisson, Smith, Dees, and Albee
1976 – 1978		Charge Nurse – Crawford W. Long Hospital

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	Sigma Theta Tau International
2005 – Present	National Nurses Staff Development Organization

AWARDS:

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	Mortar Board – Georgia State University

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
APPENDIX G

ABSTRACT

TITLE OF THE STUDY CENTERED AND IN ALL CAPS HERE

by

STUDENT'S NAME-CENTERED AND IN ALL CAPS HERE

Abstract begins here after indenting. 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.

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
APPENDIX H

TITLE PAGE

THE TITLE SHOULD BE CENTERED IN ALL CAPS HERE

by

STUDENT'S NAME SHOULD BE PLACED HERE – ALL CAPS

A DISSERTATION

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

Atlanta, Georgia

Year here

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
APPENDIX I
COPYRIGHT

Copyright by
Student's Name
year

GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING
APPENDIX J

ACKNOWLEDGEMENTS

“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 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

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***Please note that this is an example. Page numbers are not to be used as a guide for length of content, chapters, and dissertation as a whole. Please seek advice from your dissertation chair regarding appropriate page length.**

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LIST OF ABBREVIATIONS

AUAQ	Adolescent Unresolved Attachment Questionnaire
FBS	Family Bonding Scale
IPPA	Inventory of Parent and Peer Attachment
IWM	Internal Working Model
PSQ	Parenting Style Questionnaire

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APPENDIX O

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

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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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Manuscript Dissertation Option

The student and the student's dissertation committee may consider the three manuscript dissertation option. This alternate dissertation format allows inclusion of three publishable or published papers in peer-reviewed, scholarly journals as part of the dissertation. The student and committee will agree on the three manuscripts, but all must be clearly linked to the aims established for the dissertation. Papers that have been judged by the committee as ready for submission, accepted, or published by a journal for publication are considered acceptable. If the Manuscript Dissertation Option is selected, it does NOT change the proposal process and written requirements.

Format

Publishable or published papers should be integrated into the optional format for dissertation. In order to provide coherency, the dissertation format must include a summary of the research completed by the student. The optional format must include the following sections:

1. Introduction- The introduction describes the unique contribution of the student's work to the field of study. That uniqueness should be described via the following subsections to extent they are appropriate.
 - a. Explanation of the problem and its context
 - b. An abbreviated review of the literature (the appended manuscript or paper is to be included in this section)
 - c. A description of the student's role in developing the study design, study completion, and production of the publishable or published three paper(s)
2. Present Study- This chapter summarizes the methods, results and conclusions of the research. The chapter should begin with a statement such as: The methods, results, and conclusions of this study are presented in the papers appended to this dissertation/thesis (if this is the case). This chapter is a summary of the most important findings in this document. This chapter, with the appended papers, replaces the methods chapter and the results and discussion chapters.)
3. Appendices (Each Manuscript is a separate appendix labeled A, B, C., etc.) Two types of appendices are appropriate:
 - Publishable or published paper
 - Supplemental Material (Supplemental materials that are resources to the methods and results. These most often include data tables, graphs, and maps.)
4. Additional Appendices
 - a. The statement of permission for use of copyrighted material must be placed immediately before the reprint (if published)
 - b. The title page of the journal in which the article appeared should precede the statement of permission (if published)
 - c. Reprints must be numbered in sequence (if published)
 - d. Analysis not in manuscripts (tables, and/or narrative)
 - e. Methods details not in manuscript

Key Points

1. A minimum of three manuscripts ready for submission, accepted, or published in a peer reviewed journal
2. Student must be lead author
3. Content must be student's original research or related to their research area

4. Subject to approval of Dissertation Committee
5. Can be a combination of manuscript types (at least one must be data-based)
6. Manuscripts must be produced during the time the student was enrolled in the current degree program

Overview

The format allows the use of published papers as part of the dissertation. The publishable or published work must be logically connected and integrated into the dissertation in a coherent manner. Simply binding reprints or collections of manuscripts or publications together is not acceptable as a dissertation in either format or concept. The manuscripts or publications represent research or scholarship comparable in scope and contribution to the component of the dissertation.

Type and number of manuscripts. Three manuscripts, at least one of which must be data-based, that have been judged by the committee as ready for submission, accepted, or published by a journal are considered acceptable.

Examples of acceptable data-based manuscripts include:

- Results paper
- Psychometric testing of a study measure and/or instrument development
- Meta-analysis and/or meta-synthesis

Examples of acceptable manuscripts for the other two manuscripts include:

- Integrative Review of the Literature
- State of the Science
- Concept Analysis and/or Theory Application
- Methodological paper

Manuscripts should be prepared according to the author guidelines including page limits. Writing a manuscript that does not fit with the journal guidelines does not have an opportunity to be accepted. Therefore, if there is more data than what can be reported in the manuscripts, these findings can be reported as part of summary chapter or in an appendix. Ultimately, the student, the chair of the dissertation committee, and the dissertation committee should select the manuscript type, journal, and format based on journal guidelines that is appropriate for the research.

Decisions regarding the manuscript option. The decision to pursue the PhD manuscript dissertation option should be made prior to the student's PhD Proposal Defense. The student should meet with committee members and identify the general focus of the three manuscripts using proposed titles and the potential journals for submission. These proposed manuscripts topics should be listed as an attachment to the Approval of Dissertation Proposal Form and signed by all committee members. At least one manuscript that has been judged by the committee as ready for submission, must be completed prior to the PhD Dissertation Defense. Potential content, authorship, journals for submission, and anticipated dates for submission of each paper will be agreed upon by the student and committee at the defense; these details should be finalized for each manuscript when an initial draft of the dissertation is submitted by the student (if not done earlier). With agreement of the committee, planned content of the manuscripts may change based upon findings from the dissertation or other factors.

Authorship. Multiple authorship of manuscripts that are publishable, have been published, or are accepted for publication is allowed. The student must be the lead or co-lead author and the corresponding author of the papers. It is the responsibility of the committee to ensure that a dissertation represents research conducted primarily by the student. For papers where efforts are part of a larger collaborative project, students must be

able to identify one aspect as their own and be able to demonstrate their individual contribution. When determining authorship on papers, students should refer to the *Publication Manual of the American Psychological Association* for information on ‘publication credit’ or the International Committee of Medical Journal Editors’ reference on ‘Authorship and Contributorship’:

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Co-authorship of a student’s manuscripts is to be negotiated prior to individual manuscript development with the student’s dissertation committee members and dissertation chair. If there are questions or issues arise about authorship, then the student can request that the Director of the PhD program meet with the student and committee and attempt to resolve the issue.

Publishing Notes. All dissertations are required to be submitted in electronic format. For specific requirements and additional information on the electronic theses or dissertation (ETD) submission process, please visit <http://snhp.gsu.edu/student-resources/thesis-dissertation-announcements/>

To comply with copyright law, it is important that students do not include journal proofs or printed articles unless students receive permission from the journal in which the work has been published. The inclusion of any articles that are previously published or accepted for publication requires permission from the copyright holder. Articles not yet copyrighted by another party will be covered under the copyright of the dissertation. You should include the word processing format in the dissertation, and the full citation for the manuscript, indicating it has been published, has been accepted for publication, or under review as appropriate.

If the three-paper format is selected, permission to reprint will be required from the copyright holder if one or more paper is already published and the student desires to copyright the dissertation. If one or more manuscript is still in the review process, the copyright issues will have to be resolved at time of publication.

It is the responsibility of the student and the dissertation chair to communicate authorship and publishing details as these may need to be addressed on a case-by-case basis due to specific journal guidelines and current university repository procedures.

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Electronic Submission of Dissertation to Digital Archive

You will submit the final copy of your dissertation in an electronic format for the Georgia State University Library files after receiving final approval from your dissertation advisor. You simply save your dissertation in a .pdf format (portable document format). You then submit it to a secure web site developed by the Georgia State University Library. Once submitted, the School and/or Associate Director of Graduate Programs will check to make sure everything is in order and will then approve the final copy. Your dissertation will be transferred to the Georgia State University Library and will be available on the web.

The Library has additional information on Digital Archive at <http://digitalarchive.gsu.edu>. To initiate the submission process, you will need to click on the "Submit Research" link on the right pane and follow the prompts to specific areas for submission. After reviewing the submissions areas, you are ready to create your individual user account. Please refer to <http://digitalarchive.gsu.edu/faq.html> for Frequently Asked Questions.

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The first step in your electronic submission will be to create a .pdf file using Adobe Acrobat. It is recommended that you use Acrobat 4.0 or later to do this. The process of creating the .pdf file is really quite simple. Open your dissertation in Word and go to File, Save as Adobe PDF or File, Print, and select PDF as the printer.

You will need to make an appointment with Joycelyn Riley-Pace, OAA, to submit the dissertation required fees and forms. She may be reached at 404-413-1000.

Georgia State University no longer requires bound copies of the dissertation, and does not provide binding services.

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Please call Joycelyn Riley-Pace at least **one week** in advance to schedule an appointment to submit your dissertation for clearance. The telephone number is 404-413-1000.

1.	check	Original copy in large envelop with author's name and ID#s on outside.	7.	check	Copy of your dissertation pass or fail sheet signed by all committee members and chair.
2.		Acceptance page (original) bears date of acceptance and original signatures of all committee members, Nursing Director and Dean of SNHP in blue ink.	8.		Signed ETD Approval Form from Thesis Advisor.
3.		Author's statement (original) bears author's original signature in blue ink	9.		Final manuscript uploaded to Georgia State University Scholar Work archive without signatures in blue ink but hardcopy should have all signatures in blue ink.
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