Institute for the Study of Human Service, Health, and Justice

GUIDELINES FOR THE PREPARATION
AND PROCESSING OF DISSERTATIONS
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Institute for the Study of Human Service, Health, and Justice

GUIDELINES FOR THE PREPARATION AND PROCESSING OF DISSERTATIONS

The purpose of these Guidelines is to assist graduate students and their mentors with the preparation, formatting, and submission of dissertations to the Institute of the Study of Human Service, Health, and Justice (HSHJ) at Nova Southeastern University. Students should follow these Guidelines and contact HSHJ with questions left unanswered by these instructions. Dissertations received by the Institute that do not reasonably adhere to these Guidelines will be returned to the student or committee chairperson. Deviations from these Guidelines will be permitted if the student can demonstrate that the proposed format is acceptable to the individual’s scholarly discipline. Final approval of all dissertations rests with HSHJ.

Choosing a Dissertation Committee

It is the student’s responsibility to formulate a dissertation committee consisting of at least three people. The committee consists of a dissertation chair and committee members whose composition is based on a complex set of factors including faculty expertise, shared interests, and personal compatibility. The committee chair assumes the responsibilities previously held by the student’s advisor during the general phase of the program. Two of the committee members must be faculty members at NSU. The remaining member may be a full-time or part-time faculty member or academic administrator from another center/college at NSU, from another regionally accredited university, or a non-university employee with particular expertise in the field. Each member must possess an earned doctorate from a regionally accredited institution and be an active scholar, with demonstrated capabilities for research/scholarship and for directing independent research. One of the committee members is to be designated as chair. The chair must be a faculty member at NSU with a doctoral degree in criminal justice or a related field and must possess expertise in the student’s chosen area of study and have served previously on a dissertation committee, thereby demonstrating experience in directing independent research. The committee should be selected and approved using the Dissertation Committee Approval Form (see Appendix A) by the program office by the end of the first 8 weeks in the second semester of the program (see Appendix B for Course of Study).

The committee’s function is to guide in the development of the dissertation research to ensure that it is the best contribution to the field that can be made, and that the student is subsequently prepared to do productive independent research. The committee’s responsibility includes, ultimately, judging whether the dissertation warrants the conferral of the doctoral degree. The responsibility of the dissertation chair is to oversee the planning, conduct and writing of the doctoral dissertation. This function includes
providing timely feedback on drafts, providing discussion of relevant theoretical and practical issues, offering direction in reading and in writing related to the dissertation, and chairing committee meetings.

**Deciding on Dissertation Topic and Committee Members**
Some dissertation advisors are willing to offer a choice of two or three dissertation topics. This can be of great advantage inasmuch as the advisor has a better overview of the field, knows the sources, and knows if the dissertation is able to be accomplished within the allotted time frame. In effect, the doctoral student receives a crucial implicit promise that you will be closely guided along the way. Of course, some professors are reluctant to suggest thesis topics, either out of a rejection of the philosophical commitment and responsibility that go with such advice, or because they simply want to limit their involvement with students. Be aware that a reserved disposition might well signal a reluctance to work with you closely, and it might be wise to look for alternatives.

**The Importance of Time Management**
Writing a dissertation can be very demanding in terms of managing your time and managing the process itself. It is a major piece of work and you are likely to have to invest months before it is ready for submission. The dissertation process and its unstructured parameters sometimes causes problems even for people who are normally good at meeting deadlines but who may not be experienced at creating boundaries, constructing foci, or delineating priorities in an independently managed and complex intellectual task. Plan to work on your dissertation actively for approximately one year. If you are ready to begin working on your dissertation ahead of schedule you can submit the Dissertation Credit Readiness Form (see Appendix C) to request entry into one of the Dissertation courses.

**The Dissertation Idea Paper**
In the Dissertation Idea Paper your task is to present an idea along with a preliminary plan for your research and convince the faculty that the proposed research is worthy of a dissertation. This document is not intended to be a one-time or static document. As your dissertation work proceeds, goals and approaches may evolve, and the original Dissertation Idea Paper may have to be updated in order for it to accurately reflect the dissertation study as it moves through various stages. The Dissertation Idea paper is written in the future tense and it includes the following elements:

*Background/Introduction*
In this section, present enough information about the proposed work that the reader understands the general context or setting. It is also helpful to include a summary of how the rest of this document is organized. After synthesizing the literature decide what the existent literature/research lacks as it is this gap that you will fill with your research.

*Problem Statement*
In this section, present a concise statement of a research-worthy problem to be addressed
(i.e., why the work should be undertaken). Follow the statement of the problem with a well-supported discussion of its scope and nature. The discussion of the problem should include: what the problem is, why it is a problem, how the problem evolved or developed, and the issues and events leading to the problem.

**Dissertation Goal**
Next, include a concise definition of the goal of the work (i.e., what the work will accomplish). Aim to define a goal that is measurable.

**Research Questions**
Research questions are developed to help guide you through the literature for a given problem area. Three to five open-ended questions are usually adequate. As your research evolves, it is likely your research questions will too. Depending on the design of your study, you may also develop a hypothesis(es).

**Relevance and Significance**
This section provides the necessary support for both the problem statement and goal of your dissertation study; the “so what” of the research. Here you should also identify methodological limitations of your research and suggest future avenues for exploration. Consider the following questions and support your discussion by citing the research literature:

- Why is there a problem? What groups or individuals are affected?
- How far-ranging is the problem and how great is its impact? What is the benefit of solving the problem?
- What has been tried without success to correct the situation? Why weren’t those attempts successful? What are the consequences of not solving the problem?
- How does the goal of your study address the research problem and how will your proposed study offer promise as a resolution to the problem?
- How will your research add to the knowledge base?
- What is the potential for generalization of your results?
- What is the potential for the dissertation to demonstrate original work?

**Brief Review of the Literature**
In this section, it is important to clearly identify the major areas on which you will need to focus your research in order to build a solid foundation for your study in the existing body of knowledge. The literature review is the presentation of quality literature including peer reviewed journal articles in a particular field that serves as the foundation and justification for the research problem, research questions or hypothesis, and methodology. You will develop a more comprehensive review of the literature as part of your Dissertation Proposal.

**Barriers and Issues**
In this section, identify how the problem is inherently difficult to solve. You should also show how the solution you propose is likewise difficult. You should show the study you propose is of adequate difficulty to warrant dissertation-level work and reward.
**Approach**
Describe how you plan to address your research problem and accomplish your stated goal. List the major steps that must be taken to accomplish the goal and include a preliminary discussion of the methodology and specific research methods you plan to implement. Although specific details are not required at this point, you must provide adequate discussion of the general process you will follow to implement your research methodology.

**Milestones**
Identify the major steps for your dissertation development. In the Approach section you discuss only the steps you will follow in implementing your research methodology. In this section, you discuss the steps necessary to complete the dissertation.

**Resources**
Include all resources you will need, such as hardware, software, networks, data communications, access to students, access to experts in the field, access to peers, and standardized tests, surveys, or other forms of instrumentation.

**References**
Follow the most current version of APA to format your references. However, each reference should be single-spaced with a double space in between each entry. Make sure that every citation is referenced and every reference is cited. [APA format](#)

**The Dissertation Proposal**

After the formation of the dissertation committee, the student must develop a formal dissertation proposal, which usually is the first three chapters of the dissertation. While individual committees may function in slightly different ways, the student first should discuss the research question for the dissertation with the committee chair and the committee members. The student should confer with the committee as to how to proceed with the development of the proposal.

In writing the proposal, the student should assume the readers to be intelligent individuals who are knowledgeable in the discipline, but who may not be experts in the particular area addressed by the proposal. Hence, while the proposal should not be written as a primer, sufficient background and definitions should be provided to enable the reader to grasp readily the concepts being addressed.

The Dissertation Proposal provides the framework within which your research will be conducted and presents evidence of your qualifications to pursue the research. You must articulate the concepts and theories underlying the study, clearly state the problem, specify goals that are measurable, present a thorough review of the literature, delineate the methods for conducting the research, and present a strategy to achieve the goals. The Dissertation Proposal is written in the future tense and includes the following elements:
**Front Matter**
The front matter includes the following:
- Title Page
- Abstract
- Table of Contents
- List of Tables
- List of Figures

**Chapters**
Chapter 1: Introduction
This chapter is an expansion of the Dissertation Idea Paper and generally includes the following sections:
- Background
- Problem Statement
- Dissertation Goal
- Research Questions and Hypotheses
  Note: Some studies have research questions and hypotheses while others have one or the other.
- Relevance and Significance
- Barriers and Issues
- Limitations and Delimitations: A limitation is a factor that beyond your control and potentially impact the internal validity of the study. Delimitation is a factor that you intentionally impose to constrain the scope of the study to make it manageable. Delimitations impact the generalizability of the results of the study.
- Definition of Terms
- Summary

Chapter 2: Review of the Literature

In Chapter 2, you will expand and develop the review you presented in your Dissertation Idea Paper. In the review, it is important to:

- Justify the criteria for what is included and excluded as part of the review.
- Identify what has been done before including the strengths and weaknesses of existing studies.
- Find and discuss gaps in the literature.
- Place your research problem within the broader context of the field and scholarly literature.
- Analyze research methods that are used in similar studies and determine whether these methods were valid and reliable.
- Synthesize the literature and present it in a way that helps the reader gain a new perspective on the literature.

Chapter 3: Methodology

In Chapter 3, you will delineate, in detail, how the investigation will be conducted. This
chapter requires significant enhancement over the scope described for the Approach section in the Idea Paper. Enough detail should be provided to enable replication of your work by other researchers.

The following topics are intended to serve as a guide:

Overview of research methodology
- Specific research method(s) to be employed
- Instrument development and validation
- Formats for presenting results
- Resource requirements
- Summary

Chapters 4 and 5 should only be included for the final report and should include the elements listed here. Additional components and subheadings will be necessary and unique to your study (all written in past tense)

Chapter 4: Results

- Results presented in sequence and relative to each research question, or by theme, etc. if qualitative
- Present only the results without a rationale or discussion
- Include relevant tables and figures
- Include the appropriate use of statistical or qualitative language in your presentation of the results

Chapter 5: Discussion

- Introductory paragraphs provide overview of the study
- Results should be elaborated upon and interpreted in sequence and relative to each research question
- Conclusions and summaries regarding the findings are offered
- Findings are linked to relevant research literature
- Limitations are discussed
- Implications of findings and recommendations for future research are discussed

Back Matter

The back matter includes the following:
- Appendixes
- References

The IRB Application (Research Involving Human Subjects)

If you plan to conduct surveys (email, telephone, regular mail), interviews, testing, or any other type of assessment involving human subjects as part of your dissertation, the instruments and protocols must be reviewed and approved by the university’s Human
Research Oversight Board (Institutional Review Board or IRB) prior to beginning the research. The mission of the IRB is to protect human subjects involved in research and ensure appropriate practices are being carried out at NSU. It is recommended that you initiate the IRB review process after you have received approval of your Dissertation Idea Paper as the process can be lengthy. Furthermore, you may visit http://ohsr.od.nih.gov/guidelines/belmont.html to view the Belmont Report Ethical Principles and Guidelines for the protection of human subjects of research.

The University has set standards for the conduct of research which mandate well conceived and well-conducted research. To assist in maintaining those standards, an Institutional Review Board (IRB) has been established, and a Policy and Procedure Manual for Research with Human Subjects has been prepared for distribution to the University community. The manual is available from the office of Contracts and Grants, and also online under the administration portion of the NSU homepage, office of grants and contracts, at www.nova.edu. Once you have chosen a dissertation chair, you and your chair should review this manual before any human subjects data is collected. IRB approval is necessary before any dissertation proposal can be approved by a committee. The manual provides detailed information to support institutional initiatives for guaranteeing compliance with federal regulations governing the protection of human subjects and to guide principal investigators in procedures relevant to the development of research protocols that include human subjects. Throughout this manual, humans whose physiologic or behavioral characteristics, or whose understanding of their lived experiences, and responses are the object of study are referred to as subjects; however, the University in no way intends to demean the humanity and individualism of such persons. Recognizing that regulations and policies and procedures are no guarantee of ethical conduct, it is the responsibility of individual researchers to make ethical considerations central in the conduct of research and to have a clear understanding of their duties to human subjects.

Any research that involves human subjects conducted by NSU faculty, staff or students, whether funded or unfunded, shall be under the jurisdiction of the IRB. The IRB is responsible for determining and assuring that 1) the welfare and rights of human subjects are adequately protected and informed consent given, if necessary; 2) human subjects are not placed at unreasonable physical, mental, or emotional risk as a result of research; 3) the necessity and importance of the research outweighs the risks to the subjects; and 4) the researcher(s) is/are qualified to conduct research involving human subjects.

The IRB is responsible for determining and assuring under the auspices of NSU faculty, staff, and students that
- the welfare and rights of human subjects are adequately protected and informed consent given, if necessary
- human subjects are not placed at unreasonable physical, mental, or emotional risk as a result of research
- the necessity and importance of the research outweighs the risks to the subjects the researcher(s) is/are qualified to conduct research involving human subjects
**Criteria for Approval of Research**

In order to approve human subjects research, the IRB will determine that all of the following requirements are satisfied:
- Risks to subjects are minimal
- Risks to subjects are reasonable in relation to anticipated benefits
- Selection of subjects is reasonable
- Informed consent will be sought from each prospective subject or the subject's legally authorized representative
- Informed consent will be appropriately documented
- When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects
- When appropriate, adequate provisions exist to protect the privacy of subjects and to maintain the confidentiality of data
- Additional safeguards have been included in the study to protect the rights and welfare of vulnerable populations, such as children; prisoners; pregnant women; mentally disabled persons; or, economically or educationally disadvantaged individuals

**Protocol**

For all research involving human subjects, the principal investigator will be responsible for completing the Submission Form and the Research Protocol.

The IRB protocol is the formal design or plan for the proposed experiment or research activity; specifically, it is the plan submitted to the IRB for review and subsequently, to an agency for research support. The protocol includes a description of the research design or methodology to be employed, the eligibility requirements for prospective subjects and controls, the treatment regimen(s), and the proposed methods of analysis that will be performed on the collected data. The following format should be used in developing the research protocol.

Students may obtain additional information from the IRB’s home page: [http://www.nova.edu/irb/index.html](http://www.nova.edu/irb/index.html). You should check the websites frequently in order to ensure that you use the most current version of the required IRB documents. A signed, approved IRB form must be filed with the IRB and the program office before the Dissertation Proposal is approved.
Nova Southeastern University  
Institute for the Study of Human Service, Health, and Justice  

(Sample of a Proposal Title Page)  

"Armed Encounters"  
Training above and beyond  

by  

[Student]  

A Dissertation Proposal Presented to the  
Institute for the Study of Human Service, Health, and Justice  
of Nova Southeastern University  
in Partial Fulfillment of the Requirements for the Degree of  
Doctor of Philosophy  

Nova Southeastern University  
[Year]
Approval Page

This applied dissertation was submitted by, __________________________________________, under the direction of the persons listed below. It was submitted to Institute for Human Service, Health, and Justice and approved in partial fulfillment of the requirements for the degree of Doctor of Education at Nova Southeastern University.

Approved: __________________________________ Date: ____________
Committee Chair’s Signature

Approved: __________________________________ Date: ____________
Committee Member’s Signature

Approved: __________________________________ Date: ____________
Committee Member’s Signature

Approved: __________________________________ Date: ____________
Tammy Kushner, Psy.D.
Executive Associate Dean
Implementation and Writing of the Dissertation

Following a successful proposal defense and IRB approval, the student may begin his or her research, incorporating any modifications resulting from the defense. It is important that the student follow the proposed procedures. It is advisable that the student maintain frequent contact with the committee chair and with the committee members throughout the dissertation process in order to obtain ongoing feedback regarding the progress of the study. In the event that the student finds it necessary to make modifications in the research, it is important that such changes be cleared with the committee to avoid problems and confusion in the final defense. Modifications may also need to be submitted to and approved by the IRB.

The content of the dissertation should be as complete and thorough as is necessary to cover the topic. At the end of the study, the student should be an expert on the topic, perhaps the foremost expert in the field. The writing of the document should reflect that it has been prepared by such an expert. Further, the student should provide sufficient detail to permit the independent replication of the research. As was the case for the proposal, the dissertation, in its final form, should be a well written and professionally appearing document.

Submission to the Institute for the Study of Human Service, Health, and Justice
Students are required to submit one unbound copy on 25% cotton fiber paper to HSHJ. In addition to the paper copy, students may submit (but are not required to submit) an electronic version of their dissertation.

Style and Format Requirements
While some departments may suggest that students follow a particular style manual in the preparation of dissertations, these Guidelines for the Preparation and Processing of Dissertations supersede all other style manuals. Final responsibility for the form, accuracy, and completeness of the dissertation lies with the student, although, the committee chair should assist the student in this process. It is in the best interests of the student to be internally consistent in style, notation, form, etc. It is not acceptable to submit a manuscript in lieu of a dissertation. The finished dissertation should contain all the components described in these Guidelines. Latitude as to specifics of the dissertation belongs to the author.

It is anticipated that preparation of the dissertation will be via commercially available word processing software.

Paper and Copying
Students should use a laser printer or other high quality printer to print a master copy of the dissertation, which remains with the student. All pages should be printed only on one side. Students are responsible for obtaining copies of the approved dissertation, bearing the signatures of the Dissertation Committee members, for themselves, their advisors, the library (in the case of Speed Scientific School graduates), and their departments as well
as HSHJ. The Graduate School copy is forwarded to the University Library so that it may be available to the campus community. The copy submitted to HSHJ must be a clean photocopy on 25% cotton fiber, white, 8 ½ by 11 inch paper, not the original master copy. Folded pages must be of the same quality as the others and must be folded such that they accommodate binding.

**Fonts**

A standard font of 10 or 12 points should be selected for use throughout the entire dissertation (Standard fonts include Arial, Courier, CM, or Times New Roman). Eccentric type styles, such as cursive, are not permitted.

**Margins and Spacing**

Each page of the document should have the following margins:
- **Top:** 2" for the first page of each chapter or division; 1" for all other pages.
- **Bottom:** 1"
- **Left:** 1½"
- **Right:** 1"

The entire dissertation should be double-spaced except for long quotations, computer programs, endnotes, and footnotes. These exceptions should be single-spaced.

Paragraphs should begin with a standard, consistent indentation and each sentence should be consistently followed by one or two spaces after the period before the next sentence begins.

**Pagination**

Preliminary pages should be numbered with lower-case Roman numerals (i, ii, iii, etc.) at the bottom and center of each page, ½" from the bottom edge. The title page should be counted when numbering successive pages, but the number should not appear on that page. The first page on which a number should appear is the signature page. The copyright page is not numbered nor is it counted in the document. See page 7 for a complete list of dissertation pages and how each should be numbered, and see Illustrations A-N for examples of each page. Begin numbering the text with Arabic numerals (1, 2, 3, etc.) at the start of the first page of text (after the abstract). Arabic numerals should appear ½" from the bottom center of the page. All pages in the appendices must also be numbered.

**Electronic Format Dissertations**

UMI Dissertations Publishing (ProQuest) accepts digital dissertations as an option to the submission of a paper document. The digital document must appear in Adobe PDF format. No compression or password protection should be used. Neither HSHJ nor UMI Dissertations Publishing will make changes to the document, therefore the burden of how the document looks when it is accessed or printed is entirely the responsibility of the author. The author must assume responsibility for preparing the document according to HSHJ for the Preparation and Processing of Dissertations, reformatting the document into Adobe PDF, checking the reformatted document for appearance, and submitting the PDF.
document on CD-ROM to Institute for publication. A candidate who elects to submit his or her dissertation in a digital format must still submit a printed copy to the Institute for the Study of Human Service, Health, and Justice.

Submission of an electronic format dissertation will allow compound documents to be developed. Such documents may contain both text on paper and databases only available and accessible through a specific electronic format. For example, a biological study and a database containing a complete gene map or an analysis of a screenplay accompanied by a CD containing full motion video with sound of a performance of the work. Such compound dissertations will expand the intellectual opportunities embedded in dissertation writing. All fonts used should be embedded in the document. External and internal links to multimedia files are acceptable. If multi-media elements are used in the document, file formats should be identified in the dissertation abstract. Acceptable file formats include the following:

Images: Video: GIF (.gif) Apple Quick Time (.mov)
JPEG (.jpeg) Microsoft Audio Video Interleaved (.avi)
PDF (.pdf) use Type 1 PostScript fonts MPEG (.mpg)
TIFF (.tif)
Audio:
AIF (.aif) MIDI (.midi) WAV (.wav)
CD-DA MPEG-2
CD-ROM/XA SND (.snd)

Submitted CD-ROMs must follow the ISO 96-90 specification for disk creation. Player or reader must be ubiquitous free ware (e.g., Netscape or Adobe Acrobat) or fully licensed third party software. A copy of the application used to display, play or read the document must be available on CD and be fully licensed on a reader’s machine. Author created programming must be in a format that can be copied by a machine at an operating system prompt.

Plagiarism
The Institute for the Study of Human Service, Health, and Justice defines plagiarism in the following way:

Representing the words or ideas of someone else as one’s own in any academic exercise, such as:

1. Submitting as one’s own paper a paper written by another person or by a commercial “ghost writing” service.
2. Exactly reproducing someone else’s works without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
3. Paraphrasing or summarizing someone else’s work without acknowledging the source with a footnote or reference.
4. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference.
Borrowed facts or information obtained in one’s research or reading must be acknowledged unless they are “common knowledge”. Clear examples of “common knowledge” include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as “common knowledge”: for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their mentors regarding what can be viewed as “common knowledge” within a specific field, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used.

Plagiarism is forbidden and can result in disciplinary action and immediate dismissal from HSHJ at Nova Southeastern University.

Parts and order of pages for a Dissertation
Title Page
The title page is required. It should be assigned the page number “i” (lower case Roman numeral one), although the number does not appear on the page. The date included on the title page is the month and year of the author’s graduation.

Blank Page
The blank page is required and should not include markings of any sort. It should be left unnumbered, and it is not counted in numbering successive pages.

Copyright Page
The copyright page is optional but if included, must be inserted immediately after the title page. It should be left unnumbered, and it is not counted in numbering successive pages.

Approval/Signature Page
This page is required of all dissertations. The committee signatures must be original (not copies of the original) and in black or blue ink that will photocopy. The date on this page is the date of the final oral examination or defense. The page should be numbered as page “ii” (lower case Roman numeral two). Successive pages should be numbered from this page. For students submitting an Electronic Dissertation, the signature page submitted with the PDF file should NOT contain signatures. A printed signature page with signatures should be submitted separately to HSHJ at the time of dissertation submission.

Dedication and/or Acknowledgment Pages
These pages are optional for dissertations. Lower case Roman numerals should be used to number these pages.

Abstract
All dissertations must include an abstract. It should be numbered with lower case Roman numerals and should include the student’s name, the title of the dissertation, and the date
of graduation. The abstract must not exceed 350 words. Although students and their committees determine the contents of the abstract, the following information is appropriate:

- a brief introduction of background or importance;
- a brief discussion of methods and procedures used in gathering data;
- a condensed summary of findings; and
- a summary of conclusions reached in the study.

**Table of Contents**
The Table of Contents is required for all dissertations. The Table of Contents is NOT listed in the Table of Contents. Number all table of contents pages with lower case Roman numerals. The dissertation may be presented in the form of Chapters or Sections, at the discretion of the student and dissertation committee.

**List of Tables**
This list should only be included in a dissertation that incorporates five or more tables. If used the List of Tables page(s) should be numbered with lower case Roman numerals.

**List of Figures. Illustrations, Charts, or Graphs**
This list should only be included in a dissertation that incorporates five or more figures, illustrations, charts, or graphs. If used, the List of Figures page(s) should be numbered with lower case Roman numerals. See Illustration I for a sample list of figures. A list of symbols page is optional as needed. If figures must be presented in landscape format, the page must be numbered at the bottom center and the margin of 1 ½” must be maintained on the binding side of the figure.

**Text**
The pages of the body of the dissertation should be numbered with Arabic numerals (1, 2, 3, etc). Each chapter or section should begin at the top of a new page. With a top margin of 2”, the title of the section should be centered and typed in full capital letters. The first line of text begins three single spaced lines below the section title. Major headings (Chapters or Sections) may be in **BOLD TYPE** for organization.

**Footnotes or Endnotes**
Footnotes come at the bottom of the page where noted and endnotes come at the end of each chapter or are grouped together directly after the entire body of the dissertation. They should be uniform and formatted according to a standard style guide (such as the *Publication Manual of the American Psychological Association*).

**References or Citations**
All dissertations must include a list of works cited and/or referenced. The citations should appear directly after the body of the dissertation (and after footnotes or endnotes, if they are used). References may be presented in the style of the scholarly discipline, i.e., they may be alphabetical, numerical, in order of citation, etc. All pages of the references should be numbered with Arabic numerals at the center of the bottom of the page.
Appendix
Appendices are optional for dissertations. If included, all pages of an appendix must be numbered in Arabic numerals as in text.

Curriculum Vitae
Inclusion of a Curriculum Vitae as the last page(s) of the dissertation is required. The vita should be numbered at the bottom center of each page.

Dissertations Prepared in a Foreign Language
Dissertations submitted to the Graduate School should be written in English. Only under exceptional circumstances may another language be used, and only with prior approval obtained from HSHJ.

Binding
Only one copy of the dissertation should be submitted to the Institute for binding and placement in HSHJ libraries. Students are responsible for binding copies of the dissertation for themselves, their advisors, and their departments.

Copyrighting
Publication rights are reserved to the author, subject to the provisions of research contracts, patent agreements, or other similar agreements made by the author with the dissertation advisor, the university, the funding agency, or other parties. Dissertations are copyrighted exactly as they are submitted. They are not edited, typeset, or retyped by HSHJ. Students are responsible for the content and appearance of their work.

Sample Dissertation Pages
The following is an example illustrating these dissertation guidelines:
- Title page*
- Copyright page*
- Signature/Approval page*
- Dedication page
- Acknowledgment page
- Abstract
- Table of Contents (and text page 2)
- List of Tables
- List of Figures
- Sample pages of body of dissertation
- Table
- Figure
- References
- Curriculum Vitae

*The text on these pages should be centered between the left and right margins.
Defense of the Dissertation

Following the completion of the research and the preparation of the written dissertation (i.e., the complete text, including title page, references, appendices, etc.), the student next must receive written approval on the dissertation text from each dissertation committee member. When each committee member has approved the written dissertation, the Chair will then sign the dissertation Defense Scheduling Approval Memo (see appendix D). When these tasks are accomplished, the student is ready to schedule the dissertation defense. The defense is open to all faculty, staff, and students.

All defenses must proceed according to the following guidelines:

1. The defense will include all the committee members. It is the student's responsibility to schedule the defense with the committee members.

2. The student must produce the dissertation in final form, but not bound, and distribute it to the committee at least two weeks prior to the defense. Electronic copies may be used in lieu of hardcopies with the approval of the respective chair/committee member(s). Normally changes will be made following the defense; therefore, it is not necessary to produce the dissertation on bond paper at this time.

3. After presenting the signed Dissertation Scheduling Approval Memo to the program office, the student and the program office staff shall prepare an official notice of the dissertation defense and distribute it and the abstract of the dissertation to all HSHJ faculty, professional staff, and doctoral students. The notice must be submitted to the Dean's office for posting two weeks prior to the defense date.

4. Two weeks prior to the defense, the student will give the program office a complete copy of the dissertation, which will then be placed in the HSHJ’s library for interested persons to read. During this period it is advisable for the student and the chair to meet and discuss the particulars of the dissertation defense proceedings. Typically, a Collaborate session within Blackboard is created for the defense presentation by the program office. The student is required to provide their presentation in electronic form to the program office and chair well in advance of the scheduled defense.

5. The chair will preside over the defense proceedings.

6. During the defense, the student will make a 30 to 45 minute presentation (typically via MS PowerPoint) and will describe the dissertation in detail. A majority of this time should be spent detailing the material from Chapters Four and Five. After the oral presentation, the student should be prepared to answer any relevant questions.

7. The defense must provide an opportunity for the faculty and students to ask questions and to offer constructive criticism. After the presentation and question sections, the faculty present and the committee will exit the room and reconvene in the chair's
office. All others, including the dissertation student, may stay in the room. Faculty, including the committee, will be polled for comments. Any decision regarding the status of the dissertation (i.e., pass or fail) and any modifications and/or revisions to be made to the text remains with the committee members.

8. It is the responsibility of the committee chair to see that any modification and/or revision agreed upon by the committee is accurately recorded.

9. The proposal must be unanimously accepted by the members of the committee.

10. After this deliberation, the student is called into the committee and faculty meeting and the results of the final defense (i.e., pass or fail, modifications, and revisions) are discussed.

11. If the committee accepts both the dissertation and the student's defense of it, each member will sign the dissertation approval sheet. The sheet should be dated the day of the defense. The student is responsible for having the approval sheet available (a sample approval sheet is available in the program office). The chair of the committee will hold the approval sheet until any revisions or modifications are completed. At that time, the chair should date and sign the final approval section of the approval sheet. The date of the chair's final signature will constitute the official date of completion of the dissertation.

12. When the chair of the dissertation committee is satisfied that all revisions or modifications (if any) have been made and that the dissertation is ready for binding, he or she will submit a memo to the Dean of the Institute for the Study of Human Service, Health, and Justice indicating that the dissertation is completed (sample is available in the program office).

13. The student shall make any revisions indicated by the committee, preparing the document in its final form. As part of this revision process, the student should check the Reference section and update any “in press” sources and supply the correct publication information, if available. It is advisable that the dissertation be reviewed for style and format by the Office of the Dean prior to submission for binding.

**Post-Defense Responsibilities**

After the defense of the dissertation, the following tasks must be completed:

**Binding**

Once the chair has signed the final approval, the student should arrange to have three copies of the final version bound (see section on "Submission" below for distribution). The chair will submit a memo to the Dean of the School indicating that all aspects of the dissertation have been completed (as discussed in #14 above). The following are instructions for the binding process:
1. The School's dissertations are bound at Dobbs and Brodeur, Inc. Book Binders, at 1030 East 14th Street in Hialeah, Florida 33010. Their telephone number is (305) 885-5215, and their fax number is (305) 882-0407.
2. The dissertation must be bound in Dark Red (check with the Dean's office).
3. The title and author's name is to be printed on the front of the bound copy.
4. The word "Dissertation" and the author's name must appear on the spine.

**Registering Dissertations**
The student is responsible for registering his or her dissertation with University Microfilms International (UMI) in Ann Arbor, Michigan. For a fee, UMI will microfilm and publish the dissertation, store the negative in the vault, and print the abstract in Dissertation Abstracts International. The student should contact UMI and request materials for the individual manuscript service for Dissertation Abstracts International. Their phone number is (800) 5210600 and their URL on the Internet is http://www.umiacs.org.
Appendix A

Nova Southeastern University
Institute for the Study of Human Service, Health, and Justice

Dissertation Committee Approval Form

NSU ID#: ___________________________ Date: ________________

I, __________________________________, have successfully completed all the necessary requirements in order to formulate my dissertation committee.

Committee Chair: ____________________________ Degree: ________________

Telephone: __________________ Email: __________________

*Committee Chair must be a full-time, or part-time faculty member at NSU

Committee Member: ____________________________ Degree: ________________

Telephone: __________________ Email: __________________

NSU faculty member? ________ YES ________ NO

If not an NSU faculty member, please list his/her affiliation and describe why you have selected this individual as your committee member.

_____________________________________________________________________

Committee Member: ____________________________ Degree: ________________

Telephone: __________________ Email: __________________

NSU faculty member? ________ YES ________ NO

If not an NSU faculty member, please list his/her affiliation and describe why you have selected this individual as your committee member.
Each of the above faculty members has agreed to serve on my dissertation committee.

Student’s Signature

Committee Chair’s Signature

Committee Member’s Signature

Committee Member’s Signature

Tammy Kushner, Psy.D.
Executive Associate Dean
Appendix B

Ph.D. in Criminal Justice
Course of Study Guideline

Please note: All courses MUST be taken in the prescribed order, to complete the program within the estimated 2.5 year time period.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Committee Selected</th>
<th>Idea Paper completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theories</td>
<td>Police &amp; Society</td>
<td>Stats I</td>
</tr>
<tr>
<td>1st Track class (15 weeks)</td>
<td>Take one of the following 8130 / 8220 / 8310</td>
<td>2nd Track class (15 weeks)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Proposal completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Qual Research</td>
<td>Program Eval I</td>
</tr>
<tr>
<td>4th Track class (15 weeks)</td>
<td>Take one of the following 8140 / 8240 / 8340</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Dissertation II</td>
<td>Dissertation III</td>
</tr>
</tbody>
</table>

Winter & Fall
Core courses = 8 weeks
Track classes = 15 weeks

Summer
Core courses = 7 weeks
Track classes = 14 weeks

XXX = Track 1 Organizational Leadership
XXX = Track 2 Behavioral Science
XXX = Track 3 Juvenile Justice
Appendix C

Institute for the Study of Human Service, Health and Justice

Dissertation credit readiness form

This form documents the student’s status and readiness for dissertation credits. Please have your dissertation chair sign in approval and return to the program office either by fax (954-262-7005) or email (kushner@nova.edu).

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NSU ID #</td>
<td></td>
</tr>
<tr>
<td>Dissertation Chair</td>
<td></td>
</tr>
<tr>
<td>Dissertation Course student plans to enter</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td></td>
</tr>
</tbody>
</table>

__________________________  ________________________
Student signature          Date

__________________________  ________________________
Dissertation Chair signature  Date
Appendix D

Nova Southeastern University
Institute for the Study of Human Service, Health, and Justice

(Sample of Dissertation Defense Scheduling Approval Memo)

MEMORANDUM

Date: [Date Memorandum is Being Typed]

To: Tammy Kushner, Psy.D., Executive Associate Dean

From: [Name of Chair], Chair

Subject: [Name of Student], Ph.D. Student

As chair of the dissertation committee for the above named student I recommend the student schedule a date and time to defend the dissertation entitled:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Please provide your approval by signing below.

Approved: _________________________________________

Tammy Kushner, Psy.D.
Executive Associate Dean

cc: Student
Committee members
Program Office / Student file