



## DOCTORAL PROGRAM

### *Final Procedures*

#### 2015-16

Use the checklist below to assist you in completing your final requirements. The following pages contain an explanation of each item. After reading the packet, if you have any questions contact your Department Program Assistant.

### **Your Dissertation**

The School of Education has collaborated with USF Gleeson Library/Geschke Center to make graduate research available online via University Microfilms, Inc. (UMI/ProQuest) and *Ignacio*, the USF Library catalog, increasing exposure to researchers and students. Your dissertation will be archived and indexed at UMI and in the USF Library's digital repository, preserving and maintaining access to the research in the future, and will be made available electronically to other scholars worldwide.

### **Checklist**

Use this checklist for submitting your dissertation and other supporting documents:

- \_\_\_\_\_ Upload your dissertation as a single PDF file to UMI ETD Administrator  
(you will receive an email once your document is approved)  
*Include:*  
-Abstract with no lines or names, following Title page  
-Signature page with typed names/dates, following the Abstract page

SUBMIT to your Program Assistant (An explanation of each item appears on pages 2-3):

- \_\_\_\_\_ Abstract  
(signed by you and your chairperson)
- \_\_\_\_\_ Signature page  
(signed by you and all committee members)
- \_\_\_\_\_ Certification of Degree Requirement Form  
(signed by chairperson)
- \_\_\_\_\_ Certificate of completed Survey of Earned Doctorates  
(complete the survey online and submit the certificate you receive after you complete it)

## **Deadlines**

Degrees are posted when all requirements have been fulfilled. The date of the defense of a dissertation has no bearing on the degree posting.

Candidates must submit all required documents with all of the proper signatures by:  
**August 1 (for a Spring/May degree posting) or  
January 30 (for a Fall/December degree posting).**

Failure to complete these procedures by the above dates requires that candidates register for 1 more unit of 791 in the following semester. Failure to complete the Final Procedures in the following semester will require candidates to register for 3 more units of 791 and re-defend the dissertation at the chairperson's discretion in the subsequent semester. Candidates must be registered in the semester that the degree is posted.

## **STEP 1: Electronic Dissertation Submission**

After the oral defense and after making the required revisions, you must prepare your dissertation for UMI and Gleeson Library in Adobe PDF format. Prior to converting your document to PDF, be sure you have followed the formatting guidelines in your publication manual and the School of Education formatting recommendations found in Appendix C of the *Doctoral Student Handbook*. The order of pages is listed on page 5. It is the author's responsibility to reformat the document into Adobe PDF and check the reformatted document for accuracy. For assistance with converting your document to PDF format, please contact the USF CIT lab (located in the basement level of the Education Building) at (415) 422-2223 or [cit@usfca.edu](mailto:cit@usfca.edu). The UMI ETD Administrator Website also has tools to convert your document to PDF. Your PDF file must conform to the attached guidelines (see page 4).

### **Uploading your dissertation to the UMI ETD Administrator Website**

- Go to: <http://www.etdadmin.com/usfca>
- Check campus resources (if necessary)
- Click on "Submit my dissertation"
- New users must "Create an Account"
- Follow simple steps to create an account. We suggest you use your USF email account for your username
- Follow step-by-step instructions of the submission process
- You will receive a confirmation email once your document has been submitted
- You will receive another email once your PDF dissertation submission has been approved by the School of Education; or an email if any corrections are required. Be sure to check your email regularly after submission.

## **STEP 2: Final Document Submission**

- ***Dissertation Abstract:*** The abstract, which will be published in *Dissertation Abstracts* and *ProQuest's Digital Dissertations* database to publicize the availability of the dissertation online, should be written with care and be representative of the dissertation. You will submit 2 versions of the Abstract:
  - 1) Abstract included in dissertation: no lines/names/signatures/dates; insert after Title page and before Signature page; include as entry in Table of Contents.
  - 2) Abstract submitted separately: type signature lines and titles, include signatures.  
*See page 7 for formatting instructions.*
- ***Signature Page:*** A sample signature page is included in this packet. Re-type it and bring it with you to your final defense. Your committee members (minus your Chair) should sign it upon passing your final defense. Your Committee Chair will sign the form when you are ready to upload your final, corrected dissertation. You will submit 2 versions of the Signature page:
  - 1) Signature page included in dissertation: type names/date on top of signature/date lines; insert after Abstract; include entry in Table of Contents.
  - 2) Signature page submitted separately: type signature lines and titles, include signatures.  
*See page 8 for formatting instructions.*
- ***Certification of Completion of Degree Requirements Form:*** Once your dissertation is approved, your chairperson will sign this form. It must be submitted with all other documents. Form included on page 9. This form is not a part of your dissertation and should not be scanned or inserted in your electronic dissertation.
- ***Survey of Earned Doctorates:*** The School of Education is required to send this survey to the National Opinion Research Center (NORC) in Chicago, which uses the information for statistical purposes. The survey is accessible on-line: <https://sed.norc.org/showRegister.do>. Please complete the survey and submit the certificate of completion with your final paperwork.

**Submit all items to your Department Program Assistant**

## **Guidelines for Dissertations in Digital Format**

### **ProQuest/UMI**

The document should appear in Adobe PDF format. No compression or password protection should be used. UMI Dissertation Publishing can make no 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 assumes responsibility for reformatting the document into Adobe PDF, checking the reformatted document for accuracy, and submitting the PDF document to the graduate school or library for publication.

All fonts used should be embedded in the document. External or internal links to multimedia files are acceptable. If multimedia elements are used in the document, file formats should be identified in the dissertation abstract. Acceptable file formats include the following:

Images:

GIF (.gif)  
JPEG (.jpeg)  
PDF (.pdf) use Type 1  
PostScript fonts  
TIFF (.tif)

Video:

Apple Quick Time  
(.mov)  
Microsoft Audio Video  
Interleaved (.avi)  
MPEG (.mpg)

Audio:

AIF(.aif)  
CD-DA  
CD-ROM/XA  
MIDI (.midi)  
MPEG-2  
SND (.snd)  
WAV (.wav)

### ***Print and Electronic Access to Dissertations in Electronic Format***

Dissertations received in digital format will be processed in a manner identical to paper documents. Bibliographic citations and abstracts for these documents will be published in Dissertation Abstracts International in print, on-line, CD-ROM and microform. Bibliographic information concerning these documents will also be made available through the UMI Dissertation Abstracts Database and to a worldwide network of online information providers including OCLC and Dialog®. The PDF format of the document will be loaded into ProQuest Digital Dissertations, a digital archive of dissertations and theses. UMI Dissertation Publishing will check for document integrity and copyright compliance. If the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until those concerns are resolved.

## Dissertation Format Guidelines

All School of Education dissertations will follow the format guidelines noted below. For any format/style elements not addressed below, follow the APA (6<sup>th</sup> edition) Publication Manual. The APA Style Guide is available at [www.apastyle.org](http://www.apastyle.org).

1. **Font** — All fonts, except for tables and/or charts, must be 12 point, Times New Roman.
2. **Left hand margin** — 1 ½ inches. All other margins should be one inch.
3. **Pagination** — Pages prior to and including the Table of Contents should have lower case, Roman numerals at the bottom, center. Do not include a page number on Title page (Abstract is “ii”). The body of your dissertation should have Arabic numerals in the upper right hand corner. Include “1” on first page of dissertation.
4. **Table of contents** — The table of contents should be double spaced between sections and single-spaced within a section. Include entries for all pages prior to the TOC in your TOC (i.e. Abstract, Dedication, Acknowledgements); also include list of tables, list of figures, and list of appendices in TOC.
5. **Order of pages** —
  - Title Page
  - Copyright page (optional)
  - Abstract (*no* signatures or lines)
  - Signature Page (*typed* names & dates on top of lines)
  - Dedication page (optional)
  - Acknowledgements page (optional)
  - Table of Contents
  - Your Dissertation
6. **Levels of headings** — Follow the format below and be consistent throughout the dissertation.

USF SOE's Dissertation Levels of Headings	
Level	Format
1	<b>CENTERED, BOLDFACE, ALL UPPERCASE</b>
2	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
3	<i>Centered, boldface, italicized, lowercase heading</i>
4	<i>Left-aligned, boldface, italicized, lowercase heading</i>
5	<i>Indented, italicized, lowercase heading with a period. Begin body text after the period.</i>

## Sample Proposal and Final Dissertation Title Page

The University of San Francisco

THE EFFECTS OF AFFECTIVE-BEHAVIOR MODIFICATION,  
RESPONSE COST, AND STIMULUS COMPLEXITY ON  
IMPULSIVITY IN CHILDREN

A Dissertation Presented  
to  
The Faculty of the School of Education  
(insert your department's name here) Department

In Partial Fulfillment  
of the Requirements for the Degree  
Doctor of Education

by  
Patrick Duffy  
San Francisco  
May 2004

1 1/2 " →

Left margin should be 1-1/2 inches (for binding), as shown. The date must be either May or December.

## Sample Format for Abstract

(Abstract Heading)

THE UNIVERSITY OF SAN FRANCISCO  
Dissertation Abstract

(Dissertation Title)

Federal Funds and Educational Media  
Services at the County level

(Body of Abstract)

1. should be in paragraph form
2. must be double-spaced
3. no more than 350 words
4. formulas/diagrams not recommended
5. must have 1.5" margins

An abstract should contain:

1. statement of the problem
2. procedures and methods
3. results
4. conclusions

(Signatures)

Use the format indicated below, typing names below the line.  
Signatures go on the bottom of the last page; sign your name,  
and obtain the signature of your chairperson.

\_\_\_\_\_  
(Your name), Author

\_\_\_\_\_  
(Chairperson's name),  
Chairperson, Dissertation Committee

**Please note: Do not include the signature lines or signatures on the Abstract included in the Dissertation.**

## Sample Final Dissertation Signature Page

This dissertation, written under the direction of the candidate's dissertation committee and approved by the members of the committee, has been presented to and accepted by the Faculty of the School of Education in partial fulfillment of the requirements for the degree of Doctor of Education. The content and research methodologies presented in this work represent the work of the candidate alone.

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee

\_\_\_\_\_  
Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

→ 1 1/2 "

*This page should be retyped and does not need a title. Use a fourth line if you have a fourth reader. Bring this signature page with you to your final defense. **For the version included in your dissertation, type names and dates on the lines (no signatures).***



UNIVERSITY OF SAN FRANCISCO  
School of Education

DOCTORAL PROGRAM  
*Certification of Completion of Dissertation Requirements*

\_\_\_\_\_  
Name of Student Department or Program Area

USF ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City & State Zip Code

This is to certify that the above-named student  
has successfully fulfilled all requirements for  
the completion of the dissertation for the  
degree of Doctor of Education.

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

Dissertation Title: \_\_\_\_\_  
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