

**KENT STATE UNIVERSITY  
COLLEGE OF NURSING  
JOINT PH.D. IN NURSING PROGRAM**

**DISSERTATION INSTRUCTIONS AND STYLE GUIDE**

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**KENT STATE UNIVERSITY  
COLLEGE OF NURSING**

**DISSERTATION STYLE GUIDE AND INSTRUCTIONS  
FOR THE JOINT PH.D. IN NURSING PROGRAM**

The dissertation is considered a partial fulfillment of the requirements for the degree of the Doctor of Philosophy from Kent State University and its College of Nursing. The dissertation is much more like a book, different from the formatting required of journal specifications and presses. It is read by its audience as it is exactly produced and, thus, the final format of a dissertation reflects on its author and its university. Each university, and indeed, their departments, may vary in dissertation production requirements because of discipline requirements, local custom, and other publishing norms.

Nursing at Kent State University typically uses the APA Publication Manual as its major guide to documents, but in the case of dissertations, additional information is needed. This guide is helpful to the author and advisors preparing a dissertation, but suggests that the latest edition of the APA (American Psychological Association) Publication Manual be consulted whenever a question arises. This guide is consistent with, but supercedes, the APA Publication Manual, in questions of style. If in doubt, please consult with the KSU Director of the Joint PhD in Nursing (JPDN).

Prior to the defense of the dissertation, students frequently submit several drafts of their dissertation. At the last meeting before the defense (the pre-defense) the student should have prepared a copy for the committee members that is neat and effortlessly legible. It need not be the final draft. The advisor to the student should be consulted about the quality of the draft to be presented to the committee. After the dissertation defense, the final copy of the dissertation must be reviewed for its quality by the candidate and the dissertation advisor before it is submitted to the university. Besides the final copies to be submitted to the university, it is customary that a bound copy be given to the dissertation advisor, and as a courtesy, final copies should be given to the dissertation committee members unless they decide otherwise. The dissertation committee members may indicate the degree of binding they desire in a dissertation.

**REASONS FOR REGULATIONS**

The rules given here are not merely arbitrary ones but are necessary. Dissertations are deposited by electronic submission or in the University Library as bound volumes and must be produced with the same care as printed books. Margins must be uniform to allow for binding and trimming. Paper must be of uniform color, and erasures must be complete because dissertations are microfilmed.

**RESPONSIBILITIES**

The degree candidate is responsible for the accurate preparation of copy, including typing, footnote form, etc. He or she should not expect the advisor to copy-read the dissertation for errors, nor expect the typist to correct or edit the copy. The candidate

should supply the typist with a copy of this Style Guide as well as the supplemental style guide.

The student should make arrangements a priori with the typist about work that must meet these style guidelines. If the typist supplies the paper, the candidate must assure that it meets the College of Nursing JPDN requirements.

## **APPROVAL**

Approval of dissertations for mechanical style and format (typing, paper, spacing, etc.) is given by the College of Nursing JPDN. Before proceeding with the final typing, and if there are questions about the dissertation production, the student may bring a sample chapter to the graduate office for examination.

## **PAPER**

Size: 8 ½ inches by 11 inches

If submitting hard copy only, twenty-pound white bond paper with at least 50 percent rag content for the original copy; twenty-pound white bond paper with at least 50 percent rag content for the second copy – **regular copy paper is not acceptable.**

*NOTE:* Any paper meeting the above requirements will be acceptable, but the same paper must be used throughout to avoid variations in color and texture. Do not use “corrosible bond,” or erasable bond, which is easy to erase but smears.

## **TYPE STYLES**

It is assumed that a dissertation will be word-processed on a computer. Font must be Times New Roman. Exceptions to this font may be granted by JPDN director only with approval of the dissertation advisor. Scalable fonts should be 11-12 point size. Do not use exotic fonts (slanted, square, or script type), except where Italics are warranted. The type must be uniform throughout the dissertation. Smaller type (10 point minimum) may be used in tables and charts.

## **SIGNATURE PAGES**

All signatures **must** be signed in black ink. If the signatures are in any other ink color, the forms will need to be resubmitted.

## **STYLE GUIDES**

The form of the dissertation may follow the style The American Psychological Association (APA). The form must be consistent throughout the dissertation and must also be approved by the dissertation chairperson.

## **CORRECTIONS**

A few erasures are acceptable, if the erasures completely remove signs of the error and do not noticeably roughen the paper. Ink eradicator cannot be used because it shows up on microfilm. Interlineal corrections are not acceptable. Correction tape, chalk, liquid correction, or any other variety is not permissible. Missing letters may be inserted in a word by erasing the work and retyping with closer spacing of the letters, provided the result is neat. Strikeovers are not acceptable.

## **MARGINS**

Top, right and bottom margins are 1 inch, and left margin is 1 ½ inch. Pages beginning new chapters or major divisions must have the top margin at 2 inches – i.e., contents, list of tables, list of illustrations, preface, introduction, bibliography, and appendices.

Illustrations, graphs, and tables must not extend beyond these margins. Materials that extend beyond these margins should be retyped or reduced in size. Materials reduced in size photographically (except half-tone photographs) may be photocopied onto the appropriate paper for both the original and second copy.

## **SPACING**

The purpose of spacing is to assist the reader's efficiency in absorbing the argument presented in the dissertation. Because the dissertation is a different kind of publication than journal manuscripts, spacing requirements may vary.

Depending on the ability of the candidate to use the dissertation for future manuscripts, efficiencies may be affected by the selected use of spacing according to some journal specifications. However, the candidate and advisor must keep at the forefront the purpose and use of the dissertation as a public document more like a book than a journal article. Although advisors should not be used for copy editing, they should be consulted if the candidate is in doubt about spacing and placement of information.

Judiciously used, spacing can improve readability and appearance. Double space between text lines. In the reference pages, single space within the citation and double space between citations. Other spacing, such as triple or quadruple spacing between sections is allowed: see your APA guidelines or an advisor for suggestions. One and a half spacing may be permitted with consultation with an advisor but it is not typically used.

Footnotes and long quotations are usually set off by single spacing, but, because trends vary, consult with the latest APA guidelines or an advisor. In qualitative journals, particular requirements vary.

Centered information should be centered between the margins, not the actual page limits. Word processing programs usually center automatically within margins.

## PAGINATION

Every page in the dissertation, except the blank pages before and after the title page and the approval page and any pages inserted for protection after the end, *must* be counted (i.e. assigned) in the numbering sequence, but not every page actually has a number typed on it. A page number should be assigned but not typed only on the title page, that is, all other pages, including the title pages of chapters, the bibliography, or appendices should be consecutively numbered and typed. The placement of the number differs on certain pages.

The numbering and their locations of the dissertation's pages are as follows.

**Preliminary Pages**, sometimes called Front Matter. On all preliminary pages, or front matter prior to the actual text of the dissertation, use roman numerals, lower case, in the center bottom page within the header and the one inch margin. The title page is i but is not typed on the page, and thereafter pages are indicated by the type, i.e. the approval (second) page is ii, the acknowledgements or preface page is page iii, the table of contents is page iv and so on.

**Dissertation.** For the dissertation proper, use Arabic numerals. Arabic numerals are used beginning with the first page following the front matter and begin with the number 1. Each page carrying chapter headings, the first page of the bibliography, and the first page of each section of an appendix must be numbered in the center bottom (center with respect to the text) approx. 5/8 inch from the bottom edge of the page. Each page but the first page of each chapter should be numbered at the top right approx. 5/8 inch from the top edge of the page. Numbering must run consecutively with no missing numbers (the use of 12 a, 12 b, etc is not permitted).

## PAGE ORDER OF DISSERTATION

The following is a list of the order in which the preliminary pages, or front matter (paged in Roman numerals except where noted above), should appear in the dissertation. Dates on the title page, approval page, and abstract should be the month and year the degree is received, not when the dissertation is completed.

1. Blank Sheet
2. Title Page
3. Blank Sheet
4. Approval Page
5. Blank Sheet
6. Preface, including acknowledgements or  
acknowledgements alone if there is not preface
7. Table of Contents
8. List of Figures (if any)
9. List of Illustrations (if any)
10. List of Tables (if any)
11. Abstracts
12. Dissertation Chapters begin

## ILLUSTRATIONS

All illustrations (photographs, drawings, charts, graphs, etc.) must be neatly drawn and lettered, using India ink or other black opaque ink (not ball-point pen); and all such materials must fit inside the regular margins of the page. Oversize materials should be reduced in size to conform to the margins. Material reduced photographically (except half-tone photographs) may be photocopied onto the appropriate paper both for the original and second copy. Maps, however, may be oversized. They should be folded with care so that they may be placed in a rear cover pocket to be supplied by the bindery.

Photographs and graph paper should be mounted with rubber cement or dry adhesive paper, though usually it is preferable to draw illustrative materials directly on the page. Do not use press-type or the like for graphs and lettering as it is not very permanent. However, a photocopy on the appropriate paper of a graph made with press-type may be submitted with the original and second copy. Foldout graphs may be used sparingly. If the author wishes the lines of graph paper to show in the microfilm, paper with green or orange lines must be used.

Computer printouts should be used only if necessary and should be photocopied onto paper used for the rest of the dissertation, if possible. Fairly good results may be obtained by having the printouts done on the back of the computer paper to avoid the green bars with photocopy poorly.

Each illustration should be labeled at "Figure 1," "Figure 2," and so on, consecutively throughout the dissertation. If more than a few illustrations are used, a table of illustrations should follow the table of contents. If more than a few illustrations are used, a table of illustrations should follow the table of contents. All pages carrying illustrations must have page numbers in the upper right corner.

The student should consult the College of Nursing Graduate Office or JPDN director for further information concerning the use of illustration. All illustrations appearing in the original copy must also appear in all other copies.

## TABLES

Tables are of two kinds: text tables (small tables inserted in the text) and formal tables (larger tables requiring a whole page or most of a page). Label all Tables as "Table 1," and so on, consecutively through the dissertation. Tables must also be titled. The general instructions for the use of illustrations also apply to tables, except that tables must be placed on the paper used for the dissertation as a whole. Smaller type font (10 point minimum) may be used if needed.

If more than a few tables appear in the work, a list of tables should follow the table of contents. Tables in a dissertation should communicate something to the reader; they should not be inserted unless they are referred to and interpreted in the text, and thus form an important part of the exposition of information. Tables should be inserted immediately in the text or just after the text or page in which the table is first mentioned.

## FOOTNOTES

Footnotes can be placed at the bottom of each page and numbered consecutively throughout the text or throughout each chapter. It is also permissible to number consecutively for each page, if desired. The footnote number is to be placed one-half space above the line to which it refers, not a full space, or use the word processing command for superscript. Footnotes should use APA style.

## APPENDICES & IRB APPROVAL FORMS

Appendices may be used to present detailed information whose inclusion in the text of the dissertation would unnecessarily obstruct clear presentation of the argument. An appendix should be labeled, and each appendix should be independent of others. Ordinarily, an appendix should not have footnotes (documentation can be inserted in the text). Materials placed in the appendices must meet the standards of pagination, margins, etc. Appendices may include the IRB approval, copies of instruments (where permitted under copyright laws), letters, extensive tables or other information.

## BIBLIOGRAPHIES

The title "Bibliography" usually implies a list of references consulted or, more formally, a reasonably complete list of works on the subject considered in the dissertation. If the author wishes to emphasize that the list of references includes only those actually cited in the study, the list should be called "Works Cited," or "References."

## THE ABSTRACT

The trend now is to use the abstract as a summary of the study; Dissertation Abstracts requires an abstract. The abstract must conform to the requirements of Dissertation Abstracts without further editing or revision. The abstract should be 350 words or less, depending on the most recent requirements of the dissertation publishing organization. Sample abstracts are indicated in the appendices of this document.

The abstract is counted within the dissertation pages but is not specifically numbered. The abstract is placed after the preliminary pages and precedes the first page of text of the dissertation itself. Spacing varies, as indicated below.

The abstract page is formatted so that the abstract is on a separate page; the top margin is a 2 inch margin, and the side margins conform to earlier margin regulations.

The format includes the first line which indicates the candidate's full name, the doctoral designation (e.g., Ph.D.), the date at which the dissertation is *awarded* (not completed), and the program awarding the dissertation (the latter set flush right).

Double spaced below this identifying information should be the complete title of the dissertation set in capital letters. The title is *not* double spaced.

Double spaced below the title should be the formally approved Director(s) of the Dissertation.

Double spaced below the directors' names is the text of the abstract, double spaced.

Two hard copies of the abstract must be submitted to the CON graduate office whether the dissertation is submitted electronically or by hard copy.

### **TYPING**

Samples of proper typing and formatting are included in the appendices of this document. The number listed indicates approximately the line placement (depending on formatting and font). A reminder that centering means centering within the margins, which is automatically the case for word processing programs.

### **PUBLICATION REQUIREMENT & COPYRIGHT INFORMATION FOR DOCTORAL DISSERTATION**

Doctoral dissertations must be published using either the Electronic Thesis & Dissertation (ETD) method, or microfilm method, both of which are processed through University Microfilms, Inc., (UMI) Ann Arbor, Michigan.

Electronic submission is at no cost to the student and pertinent instructions on the ETD procedure follow on the next page.

Those students who choose to publish using the microfilm method must pay the binding fee of \$65.00 for two copies, and follow these steps:

1. The \$65.00 binding fees are paid in person at the Bursar's office located in the Michael Schwartz Center, or by forwarding your check payable to Kent State University of the Office of the Bursar, Kent State University, P.O. Box 5190, Kent, OH 44242-0001.
2. Indicate that the fee is for dissertation binding and ask that the receipt be forwarded to the College of Nursing, Graduate Office. Students desiring more copies can order them through the university bookstore or at a bindery of their choice. See ***Additional Information on Copies and Binding*** on pages 13 -14.
3. Submit two "ready-to-be-bound" originals along with the completed UMI Doctoral Dissertation Agreement, which can be found at [www.umi.com](http://www.umi.com), to the College of Nursing Graduate Office.

This service includes microfilming the dissertation, storage of one negative copy in the vaults of University Microfilms, Inc., printing the abstract in Dissertation Abstracts, presentation and distribution of catalog cards for the dissertation by the Library of Congress.

We recommend that students' work also be copyrighted. Additional information and fees on *Applying for Registration of My Claim to Copyright* can be found at UMI's website at [www.umi.com](http://www.umi.com), or at <http://www.il.proquest.com/dissertationagree>. Username = dissertations; Password = publish.

While this method of publication makes the dissertation available on microfilm, the fact that the dissertation is thus published should not discourage the new Ph.D. from seeking printed publication of his/her work, in whole or in part, especially after he/she has revised or otherwise improved it.

## ELECTRONIC SUBMISSION

An electronic dissertation (ETD) is a digital version of a dissertation. In general, it is the same product as a paper dissertation, simply in electronic form. The ETC provides a technologically advanced medium for expressing, disseminating, and preserving the ideas expressed in these works.

The library has been responsible for processing, cataloging, and archiving dissertation in the traditional print format and is assuming the same role for ETDs in conjunction with OhioLINK, the statewide library consortium.

Students interested in submitting their dissertation using the ETD process should refer to the following KSU website [www.library.kent.edu/page/10013](http://www.library.kent.edu/page/10013) for the most current instructions and information. All of the referenced links below can be found at the above referenced website and by typing in the **Search our Site** field: ETD

### ETD Checklist

This is a general checklist of steps you need to take to submit an electronic dissertation. Check with your advisor and departmental staff for details of their specific requirements. Some requirements for printed dissertations do not apply to electronic dissertations and are highlighted here.

1. Sign up for a seminar on preparing and submitting ETDs (see the [Calendar](#)). It's probably a good idea to do this the semester before you plan to graduate.
2. File an application for graduation (Exhibit B included herein) with the College of Nursing Graduate office by the end of the first week of classes of the semester you expect to graduate (see the [Calendar](#)). The binding fee of **\$65** to be paid at the Bursar's office is for dissertations submitted in print format and **does not apply** if you will only be submitting your dissertation electronically.
3. If you wish to request a delay in publication of your dissertation because of a publisher agreement or patent application, download the [form](#) and take it to your advisor.
4. After successfully defending your dissertation, make any required final corrections. The format of the **approval signature page** is a little different than for paper dissertations: **type the names as well as the titles** of the people who will be signing the page.

5. Convert the final corrected copy to PDF format (see the [How-To](#)).
6. Print the approval signature page of your dissertation, take it to your dissertation director with the final copy, and obtain all needed signatures. **Do not** print copies of the abstract (since you will be submitting it online).
7. Go to the OhioLINK ETD Center (<http://www.ohiolink.edu/etd>) to fill out the online forms and upload the dissertation (see the [How-To](#)).
8. Submit the original signature page to your college or school, (keep enough copies for your own personal use if needed) and complete any additional paperwork required. You **do not** need to fill out the forms in UMI's *Publishing Your Dissertation* booklet **unless** one or more of the following apply:
  1. You are requesting copyright registration (\$45 charge)
  2. You are ordering copies from UMI at the author discount rate
  3. You included previously published material in your dissertation or thesis

***In the first two cases*** you will need to provide a money order made out to UMI to cover the charges along with the completed order form (found at the following website). Send money order, completed order form and a copy of your title page and abstract to the College of Nursing Graduate Office. It will be sent to the library along with your original signature (previously provided) for processing with UMI.

<http://www.il.proquest.com/dissertationagree>

Username = dissertations

Password = publish

#### **Dissertation Agreement**

[Booklet and form](#) (2MB)

[Form Only](#) (4.4MB)

It's a 6 page booklet, which you can download and print. The form you need to complete are pages 4 and 5.

***In the third case*** you will need to include a copy of the reprint permission letters. If none of these three conditions apply, the online submission form you filled out at the OhioLINK ETD site is sufficient for UMI.

9. Be prepared to resolve any outstanding issues with the format of your electronic dissertation after your College or School reviews the online submission.

### **ADDITIONAL INFORMATION ON COPIES AND BINDING**

Once again, with Electronic Submission, the candidate is spared the cost of binding hard copy, although **abstracts** must be submitted in hard copy. Never-the-less, many candidates desire hard copies for their advisors, committee members and for other purposes.

We suggest that, if personal hard copies are desired and the student chooses a bindery, dissertations be bound by materials sufficient to allow the dissertation to stand upright alone on shelves. Cloth bindings with gilt or stamped titles are typically reserved for personal use or as gifts. All copies must include copies of the illustrations, photographs, or other materials included in the original.

Note: The KSU Library does not broker personal transactions for binding services. Students deal directly with the commercial bindery of his/her choice to get personal copies of their dissertation bound. Information on two suggested binderies follows:

General Bookbinding Co. (a.k.a. ICI Binding Corp.)  
8844 Mayfield Road  
Chesterland, OH 44026  
Phone: 888-485-5415

Cost at General Binding is \$20 per copy. Domestic shipping included. Spine-only lettering included. Front-cover lettering \$10. Student can deliver and pick up or ship. Student should call first to confirm all of these details.

Crawford Bindery  
2249 14<sup>th</sup> Street S.W.  
Akron, OH 44314  
Attn: Tonya  
Phone: 330-745-9048

Cost at Crawford is \$25 per copy. Spine lettering and cover lettering is included. Student pays all shipping charges to any destination. Student can deliver and pick up or ship with complete contact information, complete lettering instructions, complete shipping instructions, and cover color choice. Student should call first to confirm all of these details.

If a dissertation is submitted electronically, a "bound" copy need not be submitted to the CON Graduate Office. Otherwise, as stated before, two "ready-to-be-bound" originals must be supplied to the CON Graduate Office along with the completed Doctoral Dissertation Agreement form, and the binding fee of \$65.00 paid directly to the Bursar with a copy of the receipt sent to the CON Graduate Office.

## **APPENDIX A**

(Exhibits)

**Exhibit A**  
(Sample Abstract Title Page – Dissertation)

			<u>Approx. line</u>
Melwack, Mary Jo, Ph.D.	August, 2006	NURSING	(13)
AN EXPLORATION INTO FACTORS AFFECTING DEATH IN DIABETIC PATIENTS			(15)
Director of Dissertation:	Lisa M. Jones		(18)
This study examines the determinants of death in			(21)
diabetic patients in two Midwestern states. Independent			(23)
variables of illness trajectory, social support, family history,			(25)
and nursing care regimes were examined as they affected			(27)
the dependent variable, mode of death in the diabetic patient.			(29)
The theoretical model guiding the study was...			(31)

NOTE: Generally accepted length is approximately 300-350 words.

(#) in Rt. Margin represents approximate line text should appear on.

**Exhibit B**  
(Sample Title Page – Dissertation)

AN EXPLORATION INTO FACTORS (13)  
AFFECTING DEATH IN DIABETIC PATIENTS

A dissertation submitted to the (35)  
Kent State University College of Nursing (36)  
in partial fulfillment of the requirements (37)  
for the degree of Doctor of Philosophy (38)

by (47)

Mary Jo Melwack (49)

August 2006 (51)

(#) in Rt. Margin represents approximate line text should appear on.

**Exhibit C**  
(Sample Signature Approval Page – Dissertation)

Dissertation written by	(13)
Mary Jo Melwack	(15)
B.S.N., University of Cincinnati, 1989	(17)
M.S.N., University of Pittsburgh, 1994	(19)
Ph.D., Kent State University, 2006	(21)
Approved by	(41)
_____ Chair, Doctoral Dissertation Committee	(44)
_____ Members, Doctoral Dissertation Committee	(46)
_____	(48)
_____	(50)
_____	(52)
Accepted by	(54)
_____ Director, Joint Ph.D. in Nursing Program	(56)
_____ Dean, College of Nursing	(58)

(#) in Rt. Margin represents approximate line text should appear on.

**Exhibit D**  
(Title Page for Plates, Figures, or Illustrations)

**PLATE IV**

Title