



*Regulations for Thesis and Dissertation
Preparation Manual*



Division of Graduate Studies

Regulations for Thesis and Dissertation Preparation Manual

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INTRODUCTION

Definition of a Thesis and a Dissertation. The submission of a thesis or a dissertation is the last step in a program leading to the award of a graduate degree. The manuscript is a scholarly statement of the results of a long period of research and related preparation, undertaken to fulfill partially the requirements for an advanced degree. It is made available for public use in the University Library, microfilmed for archival preservation and, if a dissertation, it is published by University Microfilms International (UMI).

Purpose of these Regulations. For the reasons above the University has established guidelines for uniformity in the physical format of the manuscript. The intent of this manual is to assist candidates in the preparation and typing of theses and dissertations submitted for advanced degrees in the schools or colleges of Florida International University (FIU).

General Guidelines for Procedure and Format. The student's work is carried out under the direction and supervision of their major professor and committee members who supervise it for the intellectual content. Before beginning work on a thesis or dissertation, candidates must present a proposal for the approval of their major professor and committee members. The major professor and committee members may specify certain aspects of style, such as footnote style and placement, and the manner in which references are cited. **Candidates are urged to consult with their major professor early in the preparation of the manuscript regarding both the subject and the general plan of investigation as well as style preferences.** Style manuals are available for purchase at the FIU Bookstore. **As to format, the regulations included here supersede any style manual instructions.** Format includes manuscript arrangement, organization of specific preliminary pages, spacing, typeface, margins, page number order, page number placement, and the requirement for permission to reproduce copyrighted material. **No joint authorship will be accepted.**

Do not use theses or dissertations previously filed, nor out-of-date FIU regulations for format examples because changes are made from time to time, and candidates are responsible for following the requirements in effect when the manuscript is filed.

Questions on the preparation and filing of theses and dissertations or the completion of academic requirements for advanced degrees should be addressed by your major professor. After conferring with your major professor, you must come to the Division of Graduate Studies in the PC building (5th floor) to receive a packet containing different forms and specific information about how and when to file these forms. **Doctoral students, in particular, need to be aware of specific forms that must be filed before advancing to candidacy.** More information concerning these forms is given in Chapter IV of this manual.

Before coming to the Division of Graduate Studies, please call for a schedule of our office hours (Tel. 305-348-2455).

Questions that arise in the preparation of final manuscript copies, but which are not covered in this publication, may be discussed with your major professor. Early consultation with your major professor is particularly helpful if, after you have read the regulations carefully, there are

questions about special material or about the need for permission to reproduce copyrighted material to be used in your theses/dissertations.

Federal income tax regulations may permit the deduction from taxable income of certain expenses incurred for research and typing in the preparation of advanced degree manuscripts. For further information, consult the nearest office of the United States Government Internal Revenue Service or a tax advisor.

Flow Diagram Indicating Steps in the Development and Submission of a Thesis/Dissertation.

For a general idea on how to proceed from the development of a thesis or dissertation topic to its oral defense, the student should refer to the flow diagram on **Appendix 1.**

The Thesis or Dissertation Proposal. Both the preliminary and the formal proposal that the student is required to prepare have several functions and benefits. One of them is that a clear and lucid description of a problem and a proposed method of solving it is a learning process and helps the students avoid oversights and possible mistakes. The proposals also help the members of the guidance committee to provide appropriate assistance to the students in their task.

Format of the Proposal. The proposal should explain the problem to be investigated and convince the major professor and the committee members that the problem merits investigation. It should show that the student has read the relevant and recent literature on the subject and it should contain a list of materials consulted during the preliminary stages of research.

The formal proposal should include:

- background information related to the research topic
- purpose of the research
- methodology, and
- statistics and analysis to be used.

The formal proposal should **not** exceed **five (5) pages** and should be attached to the Form C - Thesis/Dissertation Committee Appointments. Form C is discussed in Chapter IV in this Manual. **Appendix 3** shows a sample of a proposal for a thesis or dissertation.

Telephones and Addresses Most Often Used on Campus. A list of offices most used on campus with addresses and telephone numbers appears in **Appendix 21. Appendices 22 – 23 include a Graduate Student Checklist for Thesis/Dissertation Preparation.**

CHAPTER I

Manuscript Construction: Typing, Illustrations and Reproduction

A. Materials

Paper

1. The quality of paper for submission of the final copy of the thesis or dissertation is **white, 25% cotton, bond, 20 or 24 pounds**. Please note that **no other quality or color of paper will be accepted**. Examples of acceptable papers are Southworth, 25% cotton fiber, fine business paper (403C); and Hammermill, 25% cotton, laser bond paper. Computer tractor paper, "Ezerase" or other similar erasable paper, and commercially available preprinted thesis paper (with non-reproducible blue lines) will not be accepted. If the student has any doubt about the paper, please take a sample to the Division of Graduate Studies.
2. Standard size of 8-1/2 x 11 inches.
3. **The same kind of paper must be used throughout the entire manuscript**. This includes the preliminary pages, appendices, and vita (if applicable). Always generate a sample page to check margins.

Bond for Oversize Pages

Bond paper of the same quality measuring 11 x 17 inches may be used in preparing oversize pages. (See Oversize Material to Be Folded, section C in this chapter.)

Vellum for Oversize Pages

Vellum paper, available off campus, can be used for the original manuscript where oversize pages are needed (e.g., certain maps). (See Reproduction of Architectural Drawings, section E in this chapter.)

Graph Paper

Drawings, text, and gridlines must be kept within the FIU required margins. The gridlines on blue grid tracing paper usually do not reproduce; green gridlines reproduce lightly, and red gridlines reproduce as dark lines. Visible gridlines are acceptable. Lines on a graph should be identified by labels or symbols rather than colors.

B. Preparing the Original Copy

Appearance - Corrections

The manuscript must be neat in appearance and without error. **It is the responsibility of the candidate to proof and make sure the manuscript does not have typographical or content**

errors before submission to the Division of Graduate Studies. All corrections must be made before the manuscript is brought to the Division of Graduate Studies. No handwritten corrections, or insertions or interlineations are permitted. **The use of any correction fluid is not acceptable.** Copies that have dark shading, lines or any other marks caused by the copying process are unacceptable as well as off-centered, unevenly copied pages. **Type only on one side of each page. It is strongly recommended that students submit a complete draft copy of their thesis/dissertation to the Division of Graduate Studies to be checked for format.**

Fonts

All typing must be done on a word processor with typeface of 10 to 12 point type sizes. Examples of acceptable typefaces are: Courier, Times, Times New Roman, and New Century Schoolbook. Script or other ornate typefaces are not acceptable.

Do not use bold face or Italics for the core manuscript text. Italics may be used--in lieu of underlining--for scientific names of biological organisms, when typing foreign words, or in those portions of the manuscript where underlining or capitalization of titles would normally be used for purpose of emphasis.

Typing of entire manuscript must be done on the same word processor and with the same typeface. Charts, figures and long tables may be typed in a different typeface if necessary.

Printers

The manuscript must be printed on a laser printer, or on a printer which produces the same letter-quality. The print must be letter-quality with consistently clear, dark, and black characters. Check toner frequently. The candidate may bring a sample of the printing to the Division of Graduate Studies, if he/she has any questions about its quality.

Non-typed Material

Signatures on the committee approval page (page ii) and other non-typed matter, such as line drawings, handwritten symbols, formulae, and diacritical marks, should be in **black ink** for clear reproduction. Hand-written insertions are acceptable **only** when a computer program cannot make the symbols or when the hand-written symbols are superior in quality.

Spacing

The text of the manuscript must be double-spaced throughout, but long tables and long quotations may be single-spaced. References and notes should be single-spaced with double spacing between entries. Text within a chapter should be continuous. No short pages are acceptable unless it is the last page of the chapter or if there is a table or figure in it.

There are special spacing requirements for some of the preliminary pages. (See sample pages for the dissertation and thesis in **Appendices 6 - 17**). **The layout for these pages must be followed carefully as departures from the standard format are not acceptable.**

Margins

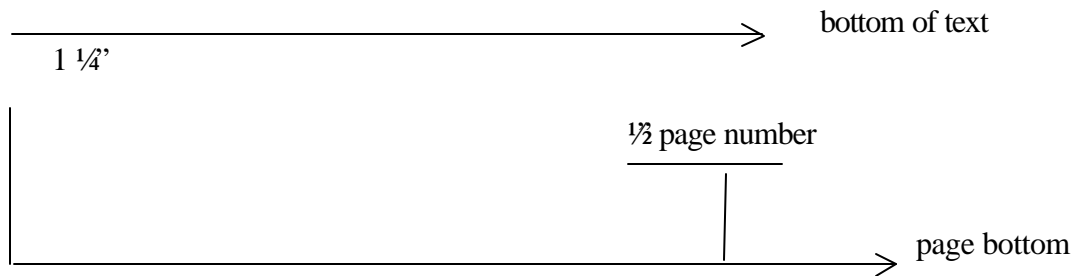
Copy machines enlarge type size. When typing the original manuscript, stay well within the margin guides.

- Left: 1 1/2 inches **(This margin is wider because of binding requirements.)**
- Top: 1 inch
- Right: 1 inch
- Bottom: 1 1/4 inches

With the exception of page numbers, all other manuscript material must fit within these margin requirements. This includes tables, figures, graphs, and appendices. When oversized pages are used, the same margin measurements are maintained. (See Materials and Oversize Material, sections A and C in this chapter).

Page Numbers

Page numbers must always be centered at the bottom of the text. Place the number no lower than 1/2 inch above the page bottom and no higher than 3/4 inch above the page bottom. No dashes, periods, underlining or other marks may appear before, after, or under the page number. **Page numbers must appear at the same height throughout the document.** When using landscape mode to print charts or tables, the page number may be placed on the center of the right margin.



Pagination

Every sheet of paper in the manuscript must be numbered except for one: the title page. This includes references, appendices, and vita (if applicable). **The title page is counted but not numbered.**

Roman numerals are used for the preliminary pages (from title page to the last list of figures page), but since the title page is counted but not numbered, **"ii" is the first number used** and appears on the committee approval page.

Arabic numerals are used for all other manuscript pages. Every single remaining sheet of nonpreliminary material (including references, appendices, and vita) submitted as part of the manuscript must be numbered. **The next sheet of paper following the last preliminary page, no matter what is printed there, is numbered "1" and then so on to the last manuscript sheet.** Letter suffixes (e.g., 10a, 10b, etc.) must not be used.

ATTENTION! Correct pagination--no missing pages, no duplicate numbers or pages, no blank pages--is required for the manuscript to be acceptable.

C. Oversize Material

FIU margin requirements (see section B in this chapter) are to be observed for all oversize, illustrative, and special material described in the following paragraphs, unless an exception is noted. **For further directions on materials not described in the following paragraphs, the candidates should contact the Division of Graduate Studies.**

Landscape Mode

Where computer output, tables, or other illustrative materials need to be printed in landscape mode, they must still fit within required margins. The top of the material belongs at the 1 ½inch margin. Placement of the page number is always no lower than 1/2 inch from the bottom of the page. (See section B in this chapter).

Reducing Oversize to Standard Required Margins

A copy of page that has been reduced on photocopying machines to fit within required margins for the 8 x 11 inches page must be legible. Usually, the easiest method is to reduce the material to the appropriate size, trim the page, and mount it on a separate page to fit within the required margins. Use this "pasted up" version to make copies on the bond paper which will serve as originals.

Oversize Material to be Folded

Some oversize materials are not reducible to standard-page margin requirements, and must be submitted on a larger-than-standard page. Bond paper measuring 11 x 17 inches may be included in the manuscript by converting the page to manuscript size with pleat-like folds. With these pages, the left (11 inches) edge will have a 1 ½inch margin, the top (17 inches) edge will have a 1 inch margin, the right (11 inches) edge will have a 1 inch margin, and the bottom edge will have a 1 ¼ inch margin. The page number is placed no lower than 1/2 inch from the bottom edge of the page, and about 4 inches from the right-side paper edge.

The folds of the 17 inches wide paper must be at least 1 ½inches from the edges of the page to assure that the illustration is not cut when the edge of the page is trimmed in the binding process. When the oversize page is properly folded, the page number will appear in the position where it appears on the standard-size page. When submitted, the oversize page must be one continuous sheet, with nothing glued or taped.

"Pocket" Oversize Material

Oversize material larger than 11 x 17 inches is either bound at the end of the manuscript or folded by the bindery for insertion into a special pocket that will be supplied when the manuscript is bound. The oversize page is filmed in segments at the end of the microfilm. **The candidate's name is to be typed or neatly block lettered within the text area (not in the margins)** in the lower right-hand portion of the oversize page. Such material is to be referred to in the text, and noted in the Table of Contents or List of Figures or Tables, e.g., "Plates 1 through 7 in pocket."

When filing the manuscript, present "pocket" oversize pages wrapped around a cardboard tube (or rolled inside a map tube) with an extra copy of the title page on the outside.

Very Large Oversize Material

Very large maps and other very large submitted pages are to be presented in the manner described for "pocket" oversize material, rolled, not folded, and labeled with an additional copy of the title page. The candidate's name must be typed or neatly block lettered in the lower right portion of the oversize page (not in the margins).

D. Illustrative and Special Material Color in Maps, Photographs and Illustrations

Although copies of maps, photographs and other illustrative materials may be submitted in color, the use of color is discouraged, as it does not reproduce well in the black and white microfilm process. **Color variations alone must therefore not be used to identify specific information in the illustration but rather color should be identified by labels, symbols, or by the use of a specific control key.** Shaded areas--such as countries on a map--will have better contrast if cross-hatching is used instead of color.

If, in light of these disadvantages, the use of color is still desired, the candidate is encouraged to investigate color photocopying as a substitute for the more expensive photographs. The illustration to be photocopied in color may be mounted on white paper within required margins and the photocopy made from this page. Color illustrations must conform to requirements for margins and page number placement, as must all illustrative material.

Photographs

Photographs should be professional-quality black and white. Color photographs should be reprinted in black and white by a photo lab. Photographs should be mounted on sheets of paper of the same quality as the ones used for the text in a way that fits within the required margins.

Mounting of photographs should be done using the "dry mounting" method with tissue pressed properly to exclude all air bubbles. **Do not mount any material using rubber cement, glue, tape, staples, or photo mounting corners.**

Photo page-number placement follows standard requirements. (See Preparing the Original Copy and Illustrative and Special Material...Photographs and Illustrations, sections B and D in this chapter). Photo captions may be placed on the subject and shot as part of the original negative. Captions may be typed on the facing page to the photo, typed below the photo paper on the manuscript page (and within page-number margins), or typed on the back of the photo manuscript page (the verso page). **No captions or page numbers may be typed directly on the printed photo used in the manuscript or on the photo paper.**

Please be advised that photographs and photocopies of photographic prints generally do not reproduce well on microfilm. Consequently, copies generated from the microfilm are likely to be of poor quality.

The copies of the manuscript submitted to the Division of Graduate Studies, for Library archives, must have original photographs unless the student is able to use a high quality, high contrast copying machine to reproduce photographic material for submission in lieu of photographs.

Quality black and white reproductions can be made of charts, graphs, micrographs, chromatography, electrophoretic plates, geological structures, bar graphs, and other special illustrative materials.

Reproduced Published Material

Photocopy reproduction of previously published material must be legible and conform to margin and page numbering requirements (see section B in this chapter.) **When published material is included in the thesis or dissertation, it is essential that the candidate follow instructions for permission to reproduce copyrighted material** (see Chapter III, sections C, D, E, and F).

E. Architecture Manuscripts

The standard paper size for architecture manuscripts which requires oversize pages for drawings or other graphic materials is 11 x 17 inches. Page numbers in pages with either text or drawings must be placed at the bottom right corner of the paper. The margins for architecture manuscripts must be 1½inch along the bound 11-inch left edge and ½inch along the other edges. Text for title, committee approval, copyright, dedication, acknowledgements, and abstract pages should appeared only on the right hand side of the paper. Otherwise, the architecture manuscript must comply with all other applicable requirements in this Manual.

Reproduction of Architectural Drawings

Oversize architectural drawings may be prepared on vellum paper and reproduced on double-weight 60-pound bond paper, by oversize photocopying on 60-pound bond paper, or by oversize photocopying on 20-pound bond paper. If the manuscript is photocopied on 60-pound bond paper, the manuscript may be printed on both sides of the page. If 20-pound bond paper is used, print on one side of the paper only. **The architecture manuscript on overweight paper is the only manuscript where both sides of the page may be used.**

If both sides of the page are printed, reverse the margins on the left-side page to allow for binding. When the drawing is turned on the page, observe the margins described previously in this section. If the student has questions about these requirements, he/she should contact the Division of Graduate Studies.

F. Typing and Reproduction Services

University policy prohibits the Division of Graduate Studies from recommending typists, editors, computer services or reproduction services. It is recommended that students have a clear understanding from the beginning about who is responsible for what in preparing the final manuscript. While the student may employ a professional typist, the ultimate responsibility for its correctness lies with the student. The manuscript should be proofread carefully before and after submission to the typist, who should not make editorial changes. The writer should examine the manuscript for proper and complete pagination. The student is solely responsible for compliance with these rules and regulations.

CHAPTER II

The Manuscript

A. Format

The manuscript consists of three main parts: the preliminary pages, the text, and the reference section. The student, in consultation with his or her major professor, determines the internal arrangement within the text and reference sections. The candidate is advised to consult with his or her major professor regarding an acceptable style before preparing the final copy of the thesis or dissertation.

Manuals of style are superseded by the regulations for thesis and dissertation preparation in this manual if there is a conflict in the instructions regarding format.

B. Arrangement

Each preliminary page after the committee approval page (ii) is to be arranged in the sequence described below and is to be numbered with lower case Roman numerals. The text immediately following the preliminary pages is numbered with Arabic numerals.

If the student appends a reference section to the end of each chapter or section in the manuscript, the third section of the manuscript may contain only the Appendices and Addenda, or, if there are neither, there may be no third section.

The manuscript is arranged in the following sequence:

The Preliminary Pages

- | | |
|----------------------------------|---|
| 1. Title page | (counted but not numbered) |
| 2. Committee approval page | (page ii, the first page on which a number appears) |
| 3. Copyright page (optional) | (counted and numbered) |
| 4. Dedication page (optional) | (counted and numbered) |
| 5. Acknowledgments (optional) | (counted and numbered) |
| 6. Abstract | (counted and numbered) |
| 7. Table of Contents | (counted and numbered) |
| 8. List of Tables (if 5 or more) | (counted and numbered) |

- 9. List of Figures (if 5 or more) (counted and numbered)
- 10. List of Symbols (if applicable) (counted and numbered)
- 11. List of Acronyms (if applicable) (counted and numbered)
- 12. List of Plates (if applicable) (counted and numbered)

The Text

The first page following the last page of preliminary pages is the first page of the text and is numbered with an Arabic number 1.

- 1. Preface or introduction, if any (Arabic number 1)
- 2. Text of body or thesis/dissertation (Arabic number)
(divided into chapters or sections)

The Reference Section

- 1. Bibliography or List of References (counted and numbered)
- 2. Appendices (if any) (counted and numbered)
- 3. Vita (required for dissertations only) (counted and numbered)

C. Preliminary Pages

The information on the preliminary pages and the format for these pages are standardized and students must follow the samples and instructions presented in this manual. **(See sample pages in Appendices 6 - 17).** Most matters of format for the preliminary pages are identical for both the master's thesis and the doctoral dissertation. Two sets of sample pages are provided, one set for the doctoral dissertation and one set for the master's thesis. **The candidate will need to read both this general instruction section and the appropriate sample page section.**

The committee approval page is always numbered "ii" and the page number will be no lower than 1/2 inch, no higher than 3/4inch from the bottom of the page.

Please note that the general format for capitalization and spacing is to be followed for all preliminary pages for which a sample is provided (e.g., where groups of lines are double-spaced on the sample pages, be sure to double-space). Distribute the spaces between groups of lines to present a balanced appearance.

There must be consistency among approval sheets and all preliminary pages with respect to the candidate's name, major field, major professor and committee members, title of thesis or dissertation and year the degree is awarded.

Title Page

(See sample pages in Appendices 6 - 7)

1. FLORIDA INTERNATIONAL UNIVERSITY appears in full capital letters at the top of the page; Miami, Florida in upper and lower case characters. Follow the spacing on the sample page.

The title for the thesis or dissertation should include meaningful keywords descriptive of the subject and content to facilitate its location on a subject index. This is particularly important for doctoral candidates, since titles are the basis for computer searches from which subject lists of dissertations are prepared by University Microfilms International's Datrix reference service. "Catchy" titles should be avoided. A thesis concerning "The Purchasing Power of Teenage Girls," for example, would be difficult to locate if titled "Susie Needs A New Wardrobe."

Formulae, symbols, superscripts, Greek letters, acronyms, and abbreviated forms in general are to be spelled out (e.g., $K_3Mn(CN)_6$ is written Potassium Manganicyanide; MMPI is written Minnesota Multiphasic Personality Inventory; TESL is written Teaching English as a Second Language).

2. **The major in which the candidate is earning the degree must be written as the approved University major listed in the FIU Graduate Catalog.** For example, FIU awards a degree of Master of Science in Curriculum and Instruction, not a Master in Curriculum and Instruction. If there is any questions about the degree major, the candidate should consult the current FIU Graduate Catalog.
3. **The candidate's name must be the name under which he or she is registered at FIU and must match the name that appears on the approval forms, copyright page (if the copyright is being registered), committee approval page, and abstract.** If the student wishes to change the name of record, an appropriate petition must be filed in the Office of the Registrar.
4. **The date at the bottom of the title page is the year in which the degree is awarded.** This is the same year in which the manuscript is filed, except in the case when the manuscript is filed with the Division of Graduate Studies after the published deadline. For example, if a student files the manuscript after the fall semester deadline, the degree will be awarded in the spring semester of the following year and is to be dated accordingly.

There is no page number on the title page. The title page is counted as the first preliminary page but not numbered. For architecture manuscripts with an oversize volume, see also section E in Chapter I.

Committee Approval Page

(See sample pages in Appendices 8 - 9.)

The committee approval page is always page ii of the manuscript, and it is the first page on which a number appears (ii appears no lower than 1/2 inch from the bottom of the page). Every page after this page is numbered. The preliminary pages in Roman numerals and the text in Arabic numerals.

The candidate's name as recorded by the FIU Office of Registration and Records appears on the committee approval page. **The name should be the same as that which appears on the first page of the abstract, the title page, copyright page (if the copyright is being registered), and the Thesis/Dissertation Memorandum of Approval (Form F).**

The name of the major professor and of each signing committee member is to be typed under the appropriate signature. The titles and names of the major professor and committee members must be the same that appear in the Thesis/Dissertation Memorandum of Approval (Form F). **The name of the Major Professor should be listed last.** On the committee approval page, the title "Major Professor" follows that individual's name. Adjust the spacing between listed names according to how many committee members there are leaving enough space for the signatures. Signatures should be in **black ink** for best reproduction. If a member signs in blue ink, obtain the clearest copy possible.

The date in which the oral defense took place is typed after the signature of the Major Professor. The last signature on the page is that of the Dean of Graduate Studies. The date at the bottom of the page is the year in which the degree is awarded, and is the same as the year on the title page and the abstract.

For architecture manuscripts with an oversize volume, see also section E in Chapter I.

Copyright Page

(See sample page in Appendix 10.)

Copyrighting is optional for doctoral and master's candidates. If a thesis/dissertation is to be copyrighted, a page is inserted immediately after the committee approval page and assigned number iii. The following information must appear centered (vertically and horizontally) on the copyright page:

© Copyright 1998 by Jennifer Anne Garcia

All rights reserved.

To be consistent, use name as **i** appears in title page, committee approval page, and abstract. This page is counted and numbered. The format for the copyright page is the same for the

master's thesis and the doctoral dissertation. If the copyright has already been registered, insert the registration number after the author's name, the year the copyright was obtained in place of the year the degree was awarded, and follow further instructions in Chapter III at the time of filing. **If the candidate does not wish to copyright his/her thesis/dissertation, do not include a copyright page and adjust the page numbering accordingly.**

For architecture manuscripts with an oversize volume, see also section E in Chapter I.

Dedication Page

(See sample page in Appendix 11.)

This page is optional, but if included it will always be numbered and is to be typed double-spaced.

Acknowledgments

(See sample page in Appendix 12.)

This page is to thank those who have helped in the process of obtaining the graduate degree. **Acknowledgments are optional, except when the candidate is listing permissions to quote copyrighted material.** The candidate is responsible for acknowledging each permission to reproduce in accordance with the wishes of those granting permission (See Chapter III). Acknowledgments are to be typed double-spaced under the heading ACKNOWLEDGMENTS (centered, all capital letters, no underlining, no italics).

Abstract

(See sample pages in Appendices 13 - 14.)

The words ABSTRACT OF THE DISSERTATION (doctorate) or ABSTRACT OF THE THESIS (master's) appear in capital letters beneath the top margin. Follow the sample page spacing. The title, candidate's name, year of degree, and name of the major professor must match the versions used on other preliminary pages and the approval forms.

The title "Professor" precedes the name of the major professor (no matter what the individual's normal title is). The title "Major Professor" follows the name. (Note: This style does not match the committee approval page.)

The abstract **must** include the following components:

- purpose of the research,
- methodology,
- findings/results, and
- conclusion.

The abstract is published without further editing or revisions; therefore, special care must be taken in its preparation. The abstract for the master's thesis is not to exceed 150 words. The abstract for the doctoral dissertation is published by University Microfilms International in *Dissertation Abstracts International* and **must not exceed 350 words or 35 lines** (or 2,450 characters counting spaces and punctuation). If the abstract is more than two pages long, the candidate should be prepared to show that it is not more than 350 words long.

Table of Contents

(See sample page in Appendix 15.)

The table of contents should have a heading of TABLE OF CONTENTS in capital letters, centered below the top margin. Right after the main heading, the subheadings CHAPTER and PAGE should be typed as illustrated in the sample page. The contents should begin with the first chapter title (e.g. Preface, Introduction, Chapter I) and continue until the last chapter of the manuscript is listed. This includes the list of references, appendices and vita (where applicable). **Do not include preliminary pages in the table of contents.** In addition, do not list all the appendices, but include the page number where they start. Page numbers must be given for each item listed.

Lists of Tables, Figures, Symbols, Acronyms, and Plates

(See sample pages in Appendices 16 and 17.)

The lists of tables, figures, symbols, acronyms, and plates should have a heading of LIST OF TABLES (FIGURES, etc.) in capital letters, centered below the top margin. In the lists of tables and figures, the subheadings TABLE (FIGURE) and PAGE should be typed double-space below the main heading. Table and figure titles should be single-spaced with double spacing between entries. **Page numbers must be given for each table and figure listed.** The titles should be listed word-for-word as they appear in the text. **Include a list of tables or list of figures if there are five or more tables or figures in the manuscript. The list of tables and list of figures should not be combined into one list.**

Note: The last page of the table of contents or the lists of tables, figures, symbols, acronyms, and plates (if any) is the last page of the preliminary pages and the last page numbered with Roman numerals. **Any other item in a manuscript that has not been specifically listed and discussed above must not be included in the preliminary pages.**

D. Text

The candidate should consult with his or her major professor and committee members to determine the preferred textual arrangement and style, including footnote style and the manner in which references are cited. Style manuals are available for purchase at the FIU Bookstore. As to format, the regulations included here supersede any style manual instructions. Paper, spacing, fonts, and page numbering requirements as well as techniques for managing reproduction of oversize, illustrative and special material are described in Chapter I. Regulations regarding use

of published and other special material which may require special permission or acknowledgment are presented in Chapter III.

E. The Reference Section

List of References or Bibliography

The list of references or bibliography should go after the end of the main text. References should be single-spaced with double spacing between entries. On occasion, especially in the sciences, references are needed at the end of each chapter; this format is acceptable. The candidate should consult with the Major Professor and the committee members to discuss the manner in which references are cited.

Appendices

Appendix material should be supporting documentation. Information central to your research should be placed in the main text. **All appendices follow the list of references or bibliography. All appendices must meet the margin requirements and have a page number.** Material may be reduced to fit margins requirements (See Chapter I, section C). Every page must be clear and legible.

Vita

(See sample page in Appendix 18.)

The vita is required for doctoral dissertations ONLY. The vita provides a brief biographical background of the candidate. It is not intended to be a comprehensive resume or curriculum vitae. The heading, VITA (centered, in capital letters, and not underlined) should be typed below the top margin. All vita entries should be listed in strict chronological order, with no subcategories or subheadings. The vita includes the date (optional) and place of birth, dates of degrees and names of colleges or universities (**exclude the degree for which this dissertation is written**), academic or professional employment, publications and presentations. If the candidate wishes, it may also include military service, honors, awards and distinctions. **The vita should not exceed two pages.**

If including publications and presentations do not break them into two separate categories. Type a heading PUBLICATIONS AND PRESENTATIONS as illustrated in the sample page. List all entries in strict alphabetical order by first author's last name. List presentation entries using a standard citation format. If a presentation paper has not been subsequently published and the candidate is uncertain about citation format, a style manual should be consulted for correct formats for unpublished presentation papers.

Chapter III

Permissions for Published Material, Microfilming, and Copyrighting

A. Microfilming and Ordering Copies

Doctoral Dissertations

University Microfilms International (UMI) publishes FIU doctoral dissertations in microfilm form and in paper copies from the microfilm. **Microfilming is required for dissertations ONLY.**

Braille editions and special sound recordings of nondramatic literary works are provided for the blind and physically handicapped with permission of the candidate. (See this item on the University Microfilms International (UMI) agreement.)

The abstract of the dissertation is published in *Dissertations Abstracts International*. Copies of the abstract and copies of the dissertation in soft cover, hard cover, microfiche or rolifilm may be ordered at the time of filing through University Microfilms International at a discounted rate using the agreement. Please allow about five months after the date of filing for copies ordered from UMI to be received.

The candidate will fill out the appropriate section of the University Microfilms International agreement, submit the required fee to the FIU Cashier's Office, and bring copy of receipt to the Division of Graduate Studies.

All requests for copies of dissertations after filing should be addressed to:

University Microfilms International
300 North Zeeb Road
Ann Arbor, Michigan 48106
Tel. 800-521-0600 or (313) 761-4700

B. Copyrighting

Registration of Copyright

The need to register copyright depends on the nature of the materials and on the candidate-author's plans for future publication or revision of the manuscript. The candidate's work is protected, under the present law, from its creation through the life of the author and another fifty years thereafter (Public Law 94-553, The Copyright Act of 1976, effective January 1, 1978).

Whether the dissertation copyright is registered or not its author retains the right to publish all or any part of the manuscript by any means at any time, except, in the case of the doctoral

dissertation, as described in the UMI agreement. Registration of the copyright puts on public record the exact details of a copyright claim. In order to bring suit against an infringer, registration is necessary. If a registration of copyright is desired, the candidate should prepare the copyright page (See Appendix 10 in this Manual) for notification of copyright in the dissertation.

Fees for Microfilming and Copyrighting

The candidate wishing University Microfilms International (UMI) to file the application for registration of a claim of copyright on his or her behalf will:

1. fill out the appropriate section of the University Microfilms International agreement,
2. sign the authorization on the back of the agreement,
3. submit the required fee to the FIU Cashier's Office, and
4. bring copy of the receipt to the Division of Graduate Studies as part of the filing process.

UMI will pay the registration fee, prepare the application and deposit copies required by the Copyright Office. The certificate of registration will be mailed to the candidate by the Copyright Office approximately five months after UMI receives the manuscript.

Those students wishing both microfilming and copyrighting services can submit both fees together to the FIU Cashier's Office payable to University Microfilms International.

Present fees for microfilming dissertations are \$55.00.*

Present fees for copyrighting dissertations are \$40.00.*

***All fees are subject to change without notice.**

C. Material of Candidate Accepted for Publication

Manuscripts that have been formally accepted for publication, as verified by the major professor and the committee members, rather than merely submitted for consideration, are treated as published material with respect to permission to reproduce copyrighted material.

These manuscripts may be reproduced in the form in which they were submitted if they conform to the rules of appearance, are fitted within required margins, and are paginated according to format (**see Chapter I**). An acknowledgment page citing the publications in which the manuscript will be published is required. When appropriate, acknowledgment of permission to reproduce copyrighted material is to be included on the acknowledgments page.

D. Using Copyrighted Material

All FIU dissertations are microfilmed by University Microfilms International (UMI). Public access to the microfilms is controlled by two points:

1. Did the filmed manuscript use copyrighted material?
2. If copyrighted material was used, is a publisher's permission to use the material required before the film can be made available to the public?

Thus, if a student uses copyrighted material, he or she should keep the following guides in mind:

1. A publisher's permission will never be required if a student uses an excerpt (or excerpts) of copyrighted material from a single source that fits on one single-spaced manuscript page.
2. A publisher's permission may be required if a complete, **single work is used, e.g., a poem, song, test, painting, figure, table, drawing, map, etc., no matter how short the item is.**
3. If a student uses **more copyrighted material from a single source than fits on one single-spaced manuscript page**, the student should acquire letters of permission from the publisher of the material.

E. Permission Answers from Publishers

If a student believes that permission letters may be necessary, the requests (**see sample letter in Appendix 19**) should be mailed as early as possible, **using the UMI address as a return address**. Students contacting publishers for permissions should never use their department or home addresses as a return address: the answers may never get back to the office that requires them. Permission answers should be mailed directly to:

Manuscript Supervisor
University Microfilms International
300 North Zeeb Road
Ann Arbor, MI 48106

UMI makes the final decision as to whether a dissertation or thesis requires a permission letter. For both types of manuscripts, if required letters are not received within sixty (60) days of filing, the filed manuscript will be microfilmed, but access to the film will be restricted to the student and Florida International University.

When contacting publishers, students should include the time limits and restriction information in the permission requests. In addition, students should not leave the permissions requests open-ended. Students should ask publishers for a response, whether the answer is yes or no.

Master's Students

Permission to use copyrighted materials is required regardless of whether the thesis will be microfilmed or not. If a master's student uses copyrighted materials as part of her/his thesis and the thesis will not be microfilmed, the student must include the letter(s) of permission as an appendix in the thesis.

F. Determining if the Material is Copyrighted

Check the front of the material, looking for the publishing history and the international copyrighting sign: ©. Normally, whatever name appears after "© by" identifies who holds the copyright. Some general rules of thumb: professional journals hold the copyrights on all articles they publish; magazines and newspapers hold the copyrights on everything they publish; publishing houses hold the copyright on all books, whether collections, editions, translations, etc. that the house produces.

Foreign copyrights are as valid as U.S. copyrights. Foreign publishers must provide permission letters for any copyrighted material taken from books, journals, music collections, newspapers, etc.

Material published in the U.S. **before 1978** and that is **more than 75 years old** is in the public domain. Material published outside the U.S. does not have clear-cut rules. Some authorities advise that it is not safe to assume that a foreign work copyrighted in the last 200 years is in the public domain. **Especially for non-U.S. copyrighted material, always err on the side of supposing that copyright permission is necessary.**

When using an old text--Tacitus, Diderot, Lord Acton, etc.--**ALWAYS check the edition date (found on the publishing page). Just because the text is old, does not mean that the edition being used is old or out of copyright.**

If the student knows for a fact that a permission letter is not required, the student must provide a letter when filing the manuscript that indicates why the permission is not needed and proving that the material in question is in the public domain.

Permission is required for the use of materials from certain private collections and museums without respect to copyright. The candidate is responsible for determining if permission is needed.

Chapter IV

Filing the Manuscript

Prior to submission of final copies, drop off a complete draft of the thesis/dissertation to the Division of Graduate Studies to check format. Call 348-2455 for a schedule of our office hours. This informal check usually takes at least two working days, so allow yourself enough time before the deadline for submission of final copy. After this informal check, the candidate must make the corrections suggested before bringing the final copies to the Division of Graduate Studies.

Final copies of the thesis or dissertation must be delivered to the Division of Graduate Studies in a sturdy BOX with a cover. Manuscript should **NOT** be brought bound, stapled, folded or hole-punched. Do not include personal information such as telephone or social security numbers on box. **Tape a copy of the title page to the cover of the box.**

A. Filing Procedures for the Doctoral Dissertation

(If filing a thesis, skip to section B)

Before the final copy of the dissertation is brought to the Division of Graduate Studies, the following forms must be on file with that office. The candidate must obtain a graduate packet that contains these forms at the Division of Graduate Studies. All information on forms must be typed as required. This includes the names of the committee members where the signatures are to be affixed. Typewriters are available at the computer lab in the Graham University Center.

FORM A *REQUEST TO TAKE THE DOCTORAL CANDIDACY EXAMINATION*

An official program of studies and transcript must accompany this form.

FORM B *ADVANCEMENT TO DOCTORAL CANDIDACY*

It certifies successful completion of candidacy examination and admission to candidacy for the doctoral degree. **Be advised that if Form B has not been signed by the Dean of Graduate Studies, students will not be allowed to register for dissertation credits.**

FORM C *DISSERTATION COMMITTEE APPOINTMENTS*

A copy of the proposal, not to exceed five (5) pages, must be attached to Form C. The format of the proposal is discussed in Introduction in this manual. A sample of a proposal can be found in Appendix 3.

FORM D *REQUEST FOR DISSERTATION DEFENSE*

The signatures of the committee members certify review of the dissertation considering it to be suitable for defense. **A printed copy of your announcement should be attached to Form D. The announcement must include the following components:**

1. purpose of the research
2. methodology
3. findings/results, and
4. conclusion

The announcement should not exceed one page and must follow the format on **Appendix 4**.

Form D and the announcement must be submitted to the Division of Graduate Studies two (2) weeks before date of defense. Defense of dissertation must be scheduled no later than three (3) weeks before end of semester.

FORM E *RESULT OF THE DISSERTATION DEFENSE*

This document announces the outcome of the dissertation defense. It must be filed in the Division of Graduate Studies no later than a week after the defense.

FORM F *DISSERTATION MEMORANDUM OF APPROVAL*

This form must be filed with the Division of Graduate Studies after the final copy of the dissertation has been approved by the committee members and the academic dean.

At the time of filing final copy, doctoral students must bring to the Division of Graduate Studies:

- Form F - Dissertation Memorandum of Approval,
- Three (3) copies of the dissertation,
- Receipt of microfilming payment from the Cashier's Office,
- University Microfilms International (UMI) agreement, and
- Survey of Earned Doctorates for the National Science Foundation (NSF).

All forms requiring signatures of committee members, chairperson/graduate program director of the department, and the academic dean must be signed **prior to** submission to the Division of Graduate Studies.

B. Filing Procedures for the Master's Thesis

Before the final copy of the thesis is brought to the Division of Graduate Studies, the following forms must be on file with that office. The candidate must obtain a graduate packet that contains these forms at the Division of Graduate Studies. All information on forms must be typed as required. This includes the names of the committee members where the signatures are to be affixed. Typewriters are available at the computer lab in the Graham University Center.

FORM C *THESIS COMMITTEE APPOINTMENTS*

A copy of the proposal, not to exceed five (5) pages, must be attached to Form C. The format of the proposal is discussed in Introduction in this manual. A sample of a proposal can be found in Appendix 3.

FORM D *REQUEST FOR THESIS DEFENSE*

The signatures of the committee members certify review of the thesis considering it to be suitable for defense. A **printed copy of your announcement should be attached to Form D. The announcement must include the following components:**

1. purpose of the research
2. methodology
3. findings/results, and
4. conclusion

The announcement should not exceed one page and must follow the format on **Appendix 5.**

Form D and the announcement must be submitted to the Division of Graduate Studies two (2) weeks before date of defense. Defense of thesis must be scheduled no later than three (3) weeks before end of semester.

FORM E *RESULT OF THE THESIS DEFENSE*

This document announces the outcome of the thesis defense. It must be filed in the Division of Graduate Studies no later than a week after the defense.

FORM F *THESIS MEMORANDUM OF APPROVAL*

This form must be filed with the Division of Graduate Studies after the final copy of the thesis has been approved by the committee members and the academic dean.

At the time of filing final copy, master's students must bring to the Division of Graduate Studies:

- Form F - Thesis Memorandum of Approval, and
- Two (2) copies of the thesis.

All forms requiring signatures of committee members, chairperson/graduate program director of the department, and the academic dean must be signed **prior to** submission to the Division of Graduate Studies

C. Last Date for Filing

The deadline for filing the thesis or dissertation in final form is the **Friday of the week of finals by 5:00 p.m.** The exact date for each semester is printed in our calendar (Thesis/Dissertation Deadlines) included in the graduate student packet. The candidate can, also, find our calendar in the Division of Graduate Studies web page at <http://www.fiu.edu/~gradstud>.

Students are encouraged to file as early in a semester as possible. **The manuscript must be filed with the Division of Graduate Studies in person.** Under no circumstances will a manuscript be accepted through the mail.

The disabled person requiring special arrangements may call the Division of Graduate Studies at 305-348-2455 for an appointment in advance of filing the manuscript.

D. Binding of Thesis/Dissertation

As previously mentioned in this chapter, doctoral students should bring three copies of the dissertation and master's students two copies of the thesis to the Division of Graduate Studies. Two copies of the thesis/dissertation will be bound and sent to the University Library. In the case of the doctoral students, the third copy is mailed to University Microfilms International for microfilming. **Students do not have to pay binding fees for the copies sent to the University Library.**

Students desiring to have personal copies of their thesis/dissertation bound by a professional book binder need to make their own arrangements. The Division of Graduate Studies has a list of binding companies that provide this service. However, students are free to work with any company they choose.

Some departments require students to submit bound copies of their theses/dissertations. Check with your department to determine how many copies you will need, if any.

E. Microfilming and Copyrighting of Thesis/Dissertation

Doctoral students are required to have their dissertation microfilmed through University Microfilms International (UMI). Copyrighting is optional.

Master's students are not required to microfilm or copyright their thesis. Those students desiring to copyright their thesis through UMI must also have them microfilmed.

Master's students desiring to microfilm and copyright their thesis must bring an additional copy of their thesis for that purpose at the time of filing with the Division of Graduate Studies.

Fees for microfilming and copyrighting must be paid at the FIU Cashier's Office and the receipt brought to the Division of Graduate Studies at the time of filing the manuscript. Before going to the Cashier's Office, fill out the UMI payment slip included in the graduate student packet or get a copy from our web page at <http://www.fiu.edu/~gradstud>.

For specific information concerning microfilming and copyrighting fees, laws and procedures please refer to Chapter III of this manual.

F. Important Regulations

Dissertation or Thesis Enrollment Requirement

After a doctoral student is admitted to candidacy, **continuous registration** for at least **three (3)** dissertation credits hours each semester (**including the summer term**) is required until the dissertation requirement is fulfilled. Once enrollment in thesis credits is initiated, **continuous registration** for at least **one (1)** thesis credit hour each semester (**including the summer term**) is required until the thesis requirement is fulfilled.

Admission to Candidacy (Doctoral Students)

The student working toward a doctoral degree is reminded that Form B - Advancement to Doctoral Candidacy must be filed with the Division of Graduate Studies as soon as the qualifying examination has been passed. **Doctoral students who have not been advanced to candidacy, will not be allowed to register for dissertation credits.**

Application for Graduation

Students who expect to graduate must apply for their degrees before the specified deadline by the Department of Graduation in the Registrar's Office. Applications for one semester do not carry over to the next semester. **Application for graduation forms are available in the Registrar's Office.**

Research Involving Human Subjects

All research involving human subjects must follow federal guidelines and *must* be reviewed and approved by the University Research Council *before* the research commences. In summary, there is human subject involvement when human beings are asked to participate physically in an activity or to donate their tissue, organs, fluids and other bodily materials; when human beings or their environment is manipulated when information is sought from them directly (as through interview, examination, or questionnaire) or indirectly (as through observation), and when information concerning specific, individually identifiable human beings

is asked for from third -- whether through access to files, data banks, or other depositories -- or through direct inquiry. **The Application for Approval of Research Involving Human Subjects may be obtained by contacting the Division of Sponsored Research at (305) 348-2494.**

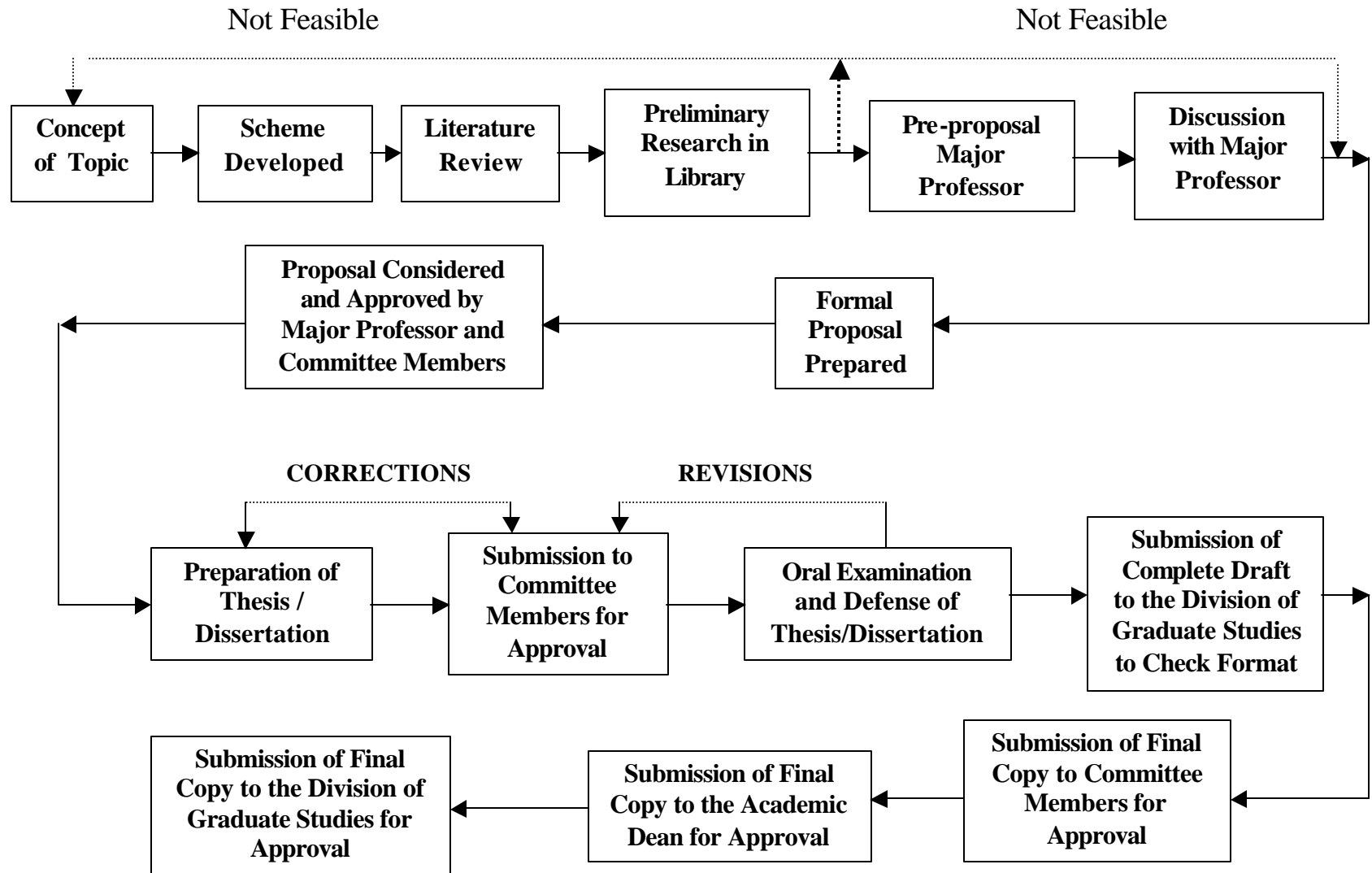
For other important regulations, the student can access the *Graduate Policies and Procedures Manual* at the Division of Graduate Studies web page at <http://www.fiu.edu/~gradstud>.

**Ignorance of a rule or a deadline does
NOT constitute a basis for waiving that rule or deadline.**

APPENDICES

**Appendix 1 – Flow Diagram Indicating Steps in the Development
and Submission of a Thesis/Dissertation**

FLOW DIAGRAM INDICATING STEPS IN THE DEVELOPMENT AND SUBMISSION OF A THESIS/DISSERTATION



Appendix 2 - Arrangement of Thesis/Dissertation Parts

<i>Thesis/Dissertation Part</i>	<i>Page Assignment</i>
Title page	Small Roman Numeral (assigned, not typed)
Committee approval page	Small Roman numeral starting with number ii (typed)
Copyright page (if applicable)	
*Dedication Page	
*Acknowledgments	
Abstract	
Table of Contents	
List of Tables (if 5 or more)	
List of Figures (if 5 or more)	
List of Symbols (if applicable)	
List of Acronyms (if applicable)	
List of Plates (if plates are used)	
*Preface or Introduction	
Body of Thesis (divided into chapters or sections)	
List of References or Bibliography	
Title page for Appendix(es) (if an appendix or appendixes follow)	
*Appendix	
Vita (for dissertations only)	
*Parts preceded by an asterisk are optional; all others are required	

Adapted from the Tennessee Conference of Graduate Schools Guide to the Preparation of Theses and Dissertations.

Appendix 3 - Sample of a Proposal for a Thesis or Dissertation

FLORIDA INTERNATIONAL UNIVERSITY

Miami, Florida

PROPOSAL FOR DISSERTATION

DOCTOR OF PHILOSOPHY IN PSYCHOLOGY

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF PSYCHOLOGY

Richard Smith

1998

I propose to the Major Professor and to the Committee Members a study of the following topic to be conducted in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Psychology: **PREDICTORS OF ADOLESCENT PROBLEM BEHAVIORS: NON-COGNITIVE PROCESSES IN IDENTITY FORMATION.**

FLORIDA INTERNATIONAL UNIVERSITY

Miami, Florida

PROPOSAL FOR THESIS

MASTER OF SCIENCE IN NURSING

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

Yvonne Dias-Bowie

1998

I propose to the Major Professor and to the Committee Members a study of the following topic to be conducted in partial fulfillment of the requirements for the degree of Master of Science in Nursing: **BREAST CANCER AMONG BLACK WOMEN.**

General Statement of Problem Area

The problem to be examined involves the high rates of breast cancer among Black women and the insufficient level of follow-up Treatment after detection.

Research Purpose

The primary purpose of this research paper is to study the participation patterns of Black women in relation to breast cancer screening. A secondary purpose is to determine the extent to which Black women receive follow-up treatment if breast cancer is detected, and to ascertain the nature of the intervention.

Research Problem

There are three facets of the research problem: (1) the higher incidence of breast cancer among Black women; (2) the increased risk of diagnosis with advanced-stage breast cancer among Black women; and (3) the higher mortality rate among Black women who are diagnosed with breast cancer.

Significance of Study

The study is significant for three reasons. First, since Black females have a higher rate of death from breast cancer than White women, the issue of screening and mammography offered at health clinics and hospitals is crucial. Second, the study will address the issue of barriers and obstacles to adequate health care delivery with this population. Third, the study is significant because of its implications for health education, early detection, and screening for breast cancer.

Theoretical Perspective

The theoretical perspective for the proposed study is most commonly referred to as the Health Belief Model. The Health Belief Model (HBM), which has been utilized in

most theory-based research that examines breast cancer screening, is useful in examining health-protecting or disease prevention behavior. The HBM proposes that the motivation to engage in health-promoting action is a function of the benefits obtained less the risk associated with the action. There are five variables associated with the model: (1) susceptibility, (2) seriousness, (3) benefits, (4) barriers, and (5) health motivation. Leininger's theory is another theoretical perspective that closely identifies the Black culture's health practices. She addresses the issue of respect for human rights derived from one's cultural values, beliefs, and practices.

Research Questions and Hypothesis

- Question # 1: What is the level of knowledge among Black women regarding breast cancer?
- Question # 2: What is the level of knowledge among Black women regarding breast cancer screening?
- Question # 3: What is the frequency of visits that Black women make to physicians for breast cancer screening or routine physical examinations?
- Question # 4: To what extent do the Black women in the study have a history of breast cancer in their families?
- Hypothesis # 1: Subjects with a higher educational level will demonstrate higher rates of breast cancer screening than those with lower levels of education.
- Hypothesis # 2: Subjects from higher income levels will demonstrate higher rates of breast cancer screening than those from lower income level.
- Hypothesis # 3: Subjects with a family history of breast cancer will demonstrate higher rates of breast cancer screening.

Methodology

Design and Instrumentation

The research will use a cross-sectional design. The data collection method will be a closed-ended survey instrument designed to measure the variables that are being examined in this study.

The survey instrument will consist of standard personal background and demographic items as well as items from two scales that are germane to the issues being examined. They are: (1) the Health Belief Model Scale and (2) Dickson's Breast Cancer Screening Inventory.

The sampling approach for this study will be purposive sampling method. The sample for this research will be black women who are members of three churches in greater Miami. The target sample size for the study should approximate 125 subjects.

Data Analysis

The data analysis for this research will be conducted by using the computer package SPSS Windows. Four statistical procedures will be used to analyze the data: frequency distributions, reliability procedure, correlational analysis, and multiple regression analysis.

Appendix 4 – Sample of Dissertation Defense Announcement

**GRADUATE STUDIES BULLETIN
ANNOUNCEMENT**

Florida International University
Division of Graduate Studies

Doctoral Dissertation Defense

Abstract

General and Special Education Teachers'
Knowledge of and Attitudes toward Students with HIV/AIDS

by

Ellen Pollack

AIDS education is mandated in school throughout the United States to educate students about the disease. Teachers are expected to assume the major role of disseminating this information. This thesis explored the knowledge and attitudes of general and special education teachers toward students with HIV/AIDS and investigated whether a relationship between knowledge and attitudes existed. Information was collected using the AIDS Knowledge and Attitude Survey (AKAS). The sample was limited to certified teachers resulting in 318 participants. Research questions were analyzed using descriptive statistics, frequencies, T-tests, one-way analysis of variance (ANOVA), Scheffe post hoc analysis, factor analysis, and Pearson Product-Moment Correlation.

Results indicated that general and special education teachers did not have complete knowledge about HIV/AIDS. Participants were knowledgeable regarding modes of transmission; however, deficiencies were present within teacher's knowledge of general statements and facts and pathology. Among the ten demographic variables analyzed, six (gender, race/ethnicity, level of education, certification, instructional level taught, and classroom AIDS instruction) contained statistical significance. Analysis of attitudes indicated that general and special education teachers' overall attitudes toward students with HIV/AIDS were generally positive within clusters of instruction and fear, but not within sensitivity and communication. Among the ten demographic variables used for analysis only three (age, graduate enrollment status, and classroom AIDS instruction) produced statistical significance. Participants with previous AIDS instruction showed greater knowledge and possessed more positive attitudes. A review of previous research also indicated training to be effective in increasing knowledge and fostering more favorable behavior toward persons with AIDS.

Therefore, this study finds AIDS training a necessary equipment for all teachers to assist in increasing their level of knowledge and attitudes. Training is recommended during preservice education or through inservices for teachers already in the field.

Date: March 20, 1997

Time: 9:30 a.m.

Place: University Park, DM223

Department: Educational Psychology
and Special Education

Major Professor: Dr. Howard Rosenberg

Appendix 5 – Sample of Master’s Thesis Defense Announcement

GRADUATE STUDIES BULLETIN ANNOUNCEMENT

Florida International University
Division of Graduate Studies

Master's Thesis Defense

Abstract

The Effects of Nutrition Education in the Management of Hyperphosphatemia and Hypocalcemia in Hemodialysis Patients

by

Esperanza P. Reedy

The purpose of this study was to determine the effects of nutrition education using visual aids in improving knowledge, hyperphosphatemia and hypocalcemia in hemodialysis patients. Eighty-three adult hemodialysis patients were randomly assigned to an experimental or a control group, and 56 of them completed the study.

A phosphorus knowledge test was given before and after the intervention. Demographics, serum calcium, and phosphorus were collected at baseline and throughout the study. The pre-posttest mean difference in phosphorus knowledge test score for the experimental group was 6.0 ± 2.49 ($p < 0.001$), while the control group mean increase was only 0.8 ± 1.17 ($p = 0.001$). Although both groups had increased test scores, the experimental group had a greater significant increase in test score ($p < 0.001$) than the control group. Serum phosphate for the experimental group had a pre-post mean decrease of 1.17 ± 1.24 (mg/dl) ($p < 0.001$). The control group had a pre-post mean decrease of only 0.49 ± 1.16 (mg/dl) ($p < 0.05$). When these two mean decreases between the groups were compared, the experimental group had a significant pre-post mean decrease of ($p < 0.05$).

These findings demonstrated that nutrition education with visual aids has a greater effect in learning, as compared to nutrition education with no visual aids. It is recommended that renal dietitians incorporate visual aids into nutrition education programs, in order to maximize learning on managing hyperphosphatemia.

Date: April 9, 1998

Time: 10:00 a.m.

Place: University Park, CH 104

Department: Dietetics and Nutrition

Major Professor: Dr. Fatma Huffman

Appendix 6: Sample Title Page of the Dissertation

FLORIDA INTERNATIONAL UNIVERSITY

Miami, Florida

THE EFFECTS OF POLLUTION ON THE GROWTH OF PLANTS
IN A SUBTROPICAL ENVIRONMENT

A dissertation submitted in partial fulfillment of the
requirements for the degree of

DOCTOR OF PHILOSOPHY

in

BIOLOGY

by

Gregory Infante Finkelstein

1998

Appendix 7 - Sample Title Page of the Thesis

FLORIDA INTERNATIONAL UNIVERSITY

Miami, Florida

EQUALIZATION OF A VOLATILE SUBSTANCE

A thesis submitted in partial fulfillment of the

requirements for the degree of

MASTER OF SCIENCE

in

CHEMISTRY

by

Rachel Isabella Finkelstein

1998

Appendix 8 - Sample Dissertation Committee Approval Page

To: Dean Arthur W. Herriott
College of Arts and Sciences

This dissertation, written by Gregory Infante Finkelstein, and entitled The Effects of Pollution on the Growth of Plants in a Subtropical Environment, having been approved in respect to style and intellectual content, is referred to you for judgment.

We have read this dissertation and recommend that it be approved.

William Smith

Robert Johnson

Vanessa Cruz, Major Professor

Date of Defense: March 7, 1998

The dissertation of Gregory Infante Finkelstein is approved.

Dean Arthur W. Herriott
College of Arts and Sciences

Dean Richard L. Campbell
Division of Graduate Studies

Florida International University, 1998

Appendix 9 - Sample Thesis Committee Approval Page

To: Dean Arthur W. Herriott
College of Arts and Sciences

This thesis, written by Rachel Isabella Finkelstein, and entitled Equalization of a Volatile Substance, having been approved in respect to style and intellectual content, is referred to you for judgment.

We have read this thesis and recommend that it be approved.

Robert Johnson

William Smith

Vanessa Cruz, Major Professor

Date of Defense: March 7, 1998

The thesis of Rachel Isabella Finkelstein is approved.

Dean Arthur W. Herriott
College of Arts and Sciences

Dean Richard L. Campbell
Division of Graduate Studies

Florida International University, 1998

Appendix 10 - Sample of Copyright Page

© Copyright 1998 by Angela Marinau

All rights reserved.

Appendix 11 - Sample of Dedication Page

DEDICATION

I dedicate this thesis to my parents. Without their patience, understanding, support, and most of all love, the completion of this work would not have been possible.

Appendix 12 - Sample of Acknowledgments Page

ACKNOWLEDGMENTS

I wish to thank the members of my committee for their support, patience, and good humor. Their gentle but firm direction has been most appreciated. Dr. Betty Morrow was particularly helpful in guiding me toward a qualitative methodology. Dr. Judith Slater's interest in sense of competence was the impetus for my proposal. Finally, I would like to thank my major professor, Dr. Stephen Fain. From the beginning, he had confidence in my abilities to not only complete a degree, but to complete it with excellence.

I have found my coursework throughout the Curriculum and Instruction program to be stimulating and thoughtful, providing me with the tools with which to explore both past and present ideas and issues.

Appendix 13 - Sample of Abstract of the Dissertation

ABSTRACT OF THE DISSERTATION

THE EFFECT OF POLLUTION ON THE
GROWTH OF PLANTS IN A SUBTROPICAL ENVIRONMENT

by

Graciela Valdes-Infante

Florida International University, 1998

Miami, Florida

Professor William Smith, Major Professor

Begin typing the abstract here, double-spaced. The abstract must include the following components: purpose of the research, methodology, findings, and conclusion. The body of the abstract is limited to 350 words with a maximum of 2,450 characters allowed. Spaces and punctuation are counted as characters for this purpose. To get an estimate of the count, count the characters (including spaces and punctuation) of a line of average length, and multiply by the number of lines. If your abstract is longer than 35 lines, it is important that you check the number of characters. The abstract may consist of one or more pages. The first page is formatted the same as a first chapter page; subsequent pages are formatted the same as general text pages.

Appendix 14 - Sample of Abstract of the Thesis

ABSTRACT OF THE THESIS

EQUALIZATION OF A VOLATILE SUBSTANCE

by

Robert Johnson

Florida International University, 1998

Miami, Florida

Professor Jennifer Anne Garcia, Major Professor

Begin typing the abstract here, double-spaced. The abstract must include the following components: purpose of the research, methodology, findings, and conclusion. The body of the abstract is limited to 150 words. Spaces and punctuation are counted as characters for this purpose. To get an estimate of the count, count the characters (including spaces and punctuation) of a line of average length, and multiply by the number of lines. The abstract may consist of one or more pages. The first page is formatted the same as a first chapter page; subsequent pages are formatted the same as general text pages.

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** Required for doctoral students only.

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Appendix 18 - Sample Page of Vita

VITA

ROBERT SMITH

April 6, 1956*	Born, Hastings, Florida
1978	B.A., Biology Indiana University Bloomington, Indiana
1978-1979	Peace Corps, Jamaica
1981	M.S., Chemistry University of Cincinnati Cincinnati, Ohio
1981-1982	Teaching Assistant of the Year Award University of Cincinnati Cincinnati, Ohio
1983 -1985	Doctorate in Education Indiana University Bloomington, Indiana
1984-1985	Teaching Assistant Bethune-Cookman College Daytona Beach, Florida
1985-1986	Science Teacher Palatka Junior High School Palatka, Florida

PUBLICATIONS AND PRESENTATIONS

Smith, R.S., Campbell, R. L., and Bryant, K. (1988). *The effect of Pollution on the Growth of Plants in a Subtropical Environment*. *American Biologist*, 77 (3):440-467.

Smith, R.S., (January, 1989). *The Study of Cross Cultural Communication in South Florida*. Paper presented at the meeting of the American Communication Association, San Francisco, California.

* Date of birth is optional.

**Appendix 19 - Sample of Permission to Quote
or Reproduce Copyrighted Material Letter**

Date _____

I (we) _____

owner(s) of the copyright to the work known as _____

_____ hereby authorize _____ to

use the following material as part of his/her dissertation to be submitted to Florida

International University.

Page

Line Numbers or Other Identification

I (we) further extend this authorization to University Microfilms International, Ann

Arbor, Michigan, for the purpose of reproducing and distributing copies of the work.

Signature

Appendix 20 - Misconduct in Research

9.11 MISCONDUCT IN RESEARCH

Effective: June 21, 1995

PURPOSE

In supporting and encouraging research and scholarship, Florida International University expects the highest standards of professional and ethical conduct in all areas of research and creative activity. These protocols are rooted in the belief that academic freedom, collegiality and trust among administrators, faculty members, students and staff are essential to the success of this University. Any allegation of misconduct must be resolved promptly and equitably using procedures that safeguard the rights of all administrators, faculty, staff, and students and other concerned parties. These protocols are adopted by this University in compliance with laws and regulations of the United States, the State of Florida, and the State University System of Florida.

AUTHORITY/SOURCE:

These protocols are adopted by this University in compliance with laws and regulations of the United States, the State of Florida, and the State University System of Florida.

POLICY

A. Definition of "Misconduct"

Misconduct in research is any research activity intended to deceive or defraud; it extends to the mistreatment of animals and human subjects. Misconduct includes, but is not limited to, fabrication of or employment of spurious data; purposeful omission of any conflicting data; deceptively selective reporting; misappropriation of intellectual property; and cases of frivolous accusations. It does not include honest error or honest differences in interpretation or judgements of data. Student research misconduct resulting from classroom assignments remains under the purview of the instructor and is not subject to these protocols. Other common forms of misconduct which are covered by these protocols are defined as follows:

1. Falsification of data is deliberately changing any form of evidence in such a way that it substantially affects its usefulness.
2. Plagiarism is deliberately appropriating the writing or recorded work of another without his/her consent or improperly documenting for one's own benefit.
3. Conflict of interest occurs when an individual serves or represents two distinct entities and neglects or breaches a duty to one entity to the benefit of the other; or, when a person uses his or her position with one entity to advance a personal gain or the gain of another entity.
4. Fraud and misrepresentation are deliberate attempts in deceiving others to secure unlawful or unfair advantage. This category of misconduct includes providing false or misleading

information to or intentionally deceiving co-authors, granting agencies, editors or other interested parties regarding the results or the status of a research project.

5. Non-compliance is failing to comply with the published regulations of federal agencies, state agencies, the university, granting agencies which support an individual's research.

6. Misappropriation of research funds is any deliberate act or omission in the handling of research funds that violates university policy, policies of granting agencies, state or federal law.

B. Applicability

This policy applies to individuals (other than students involved in regular classroom assignments) engaged in any form of research and scholarship, funded or otherwise, in every discipline throughout this university.

C. Administrative Responsibility

1. The Vice Provost for Research & Graduate Studies will support and coordinate administration of this policy.

2. Cases of alleged misconduct will be investigated by the Research Integrity Committee (hereafter the RIC). Cases will not be investigated by one's immediate colleagues, chair, dean or director to avoid the potential appearance of a conflict of interest.

3. The Faculty Senate Research Integrity Committee is a standing faculty committee whose members are appointed jointly by the University President and Chairperson of the Faculty Senate with the approval of the Faculty Senate. The primary responsibility of RIC shall be to determine if research misconduct has occurred. Four (4) members shall be appointed from the faculty at large with no college/school having more than (1) representative. All members shall be tenured faculty members holding the rank of Associate or Full Professor. Normally, each member shall serve a three (3) year term of office. For the first year, terms will be staggered as follows: 3, 2, 1 year(s) as determined by the drawing of lots as follows: two 3-year terms, and one 2-year term and one 1-year term. The chairperson of the RIC shall be elected by the faculty members of the RIC. Only three faculty members need be present to conduct business, thus providing for the withdrawal of a committee member in cases where there might be any conflict of interest. The Vice Provost for Research and the University Attorney's representative shall be the only ex-officio members, and they shall be non-voting on all matters.

4. The Provost has responsibility for taking appropriate and final action.

PROCEDURE

A. Report to Funding Agency

If the RIC undertakes a formal investigation and a granting agency's regulations rules or interests require it, then the Vice Provost for Research and Graduate Studies shall notify the granting agency of the investigation.

B. The Initial Inquiry

Note: Since the procedures for investigating research misconduct are complex, the necessary steps to be followed have been identified by numbers in parentheses--there are 17 in all (II B. 1-14, D. 15, IV. 16, V. 17).

(1) Any person who has reason to believe research misconduct has occurred should communicate in writing to the Vice Provost for Research and Graduate Studies for transmission to the Chair of the RIC. No anonymous charges will be considered. Any person making a charge of research misconduct must be willing to appear when summoned by the RIC and willing to confront the accused. (2) Within 10 working days, the Chair of the RIC will call the RIC into session to determine if the charge warrants investigation. (3) Within five working days from the meeting of the RIC, the RIC will notify the accused, communicate to him/her/them the specific nature of the charges, and set a mutually agreeable date and time [at least 10 working days but no more than 20 working days from the day of notification] for a closed-door hearing for the person(s) charged with misconduct to respond. Where the specified time frames prove unworkable, the Chair of the RIC shall notify the parties and the RIC of the modified timetable. (4) The party charged may bring a colleague, a UFF representative, and/or his/her own attorney. Those who accompany him/her may advise the accused but cannot otherwise participate in the hearing. (5) At this meeting, the RIC will listen to the parties and question each. This meeting will be recorded. (6) After listening to both sides, the RIC will excuse the parties. (7) At this point, the RIC will deliberate as to the merit of the charges and the need for further investigation. (8) At the end of these deliberations, the RIC will either vote to terminate the investigation and communicate its actions to date and its findings to the accused and the Provost, or vote to continue the investigation. (9) If the RIC decides to continue the investigation, it will summarize proceedings to date, draw up a plan (e.g. need for consultants, expert testimony, information that it needs to obtain from the parties, et. al.) as well as a tentative date when all information needs to be provided, schedule of additional hearings, etc. which it will communicate to the parties, and the Provost. The plan needs to be clear and the schedule should take into account the need for an expeditious resolution of the matter. The RIC may appoint an investigatory panel which will report its findings to the RIC. (10) At the completion of the investigation, the RIC will communicate to the Provost and to the accused a) its findings and, specifically, whether misconduct has occurred, and b) may make recommendations for any action. (11) The Provost will review the RIC report and within 15 working days communicate to the accused his/her decision and any action that will be taken. (12) The accused has 15 working days to respond in writing to the Provost's communication. In that response, the accused may request a meeting with the Provost. (13) The accused must be granted the opportunity to meet with the Provost no later than 20 working days from the date the Provost's Office receives the accused's response. (14) Receiving no response, or within 10 working days of the meeting, the Provost's communicates to the accused and his/her supervisors, the Provost's final decision and the disciplinary action (if any) that will be taken.

C. Detailed documentation must be maintained in all phases of the investigation.

D. Protecting Granting Agency Funds

(15) If during any phase of these investigations, it appears that funds may be or have been misappropriated or misspent Vice Provost for Research & Graduate Studies may impound any such accounts.

E. Confidentiality

The Vice Provost for Research & Graduate Studies will be the custodian of all records and physical evidence. Access to records and material shall be limited to members of the RIC, its panel, the Provost, the Academic Vice President, the University Attorney and the accused parties with a need to know. Confidentiality of all information and documents will be maintained to the fullest extent allowed by law. All individuals involved in a misconduct case, shall be informed by the Chair of the RIC and required to maintain the strictest confidentiality. Any person deliberately violating this confidentiality can be subject to disciplinary action by the Provost.

F. Preserving and Restoring Reputations

The Administration of the University shall undertake, by appropriate diligent efforts, to preserve and restore the reputations of all persons alleged to have engaged in research misconduct when such allegations are found to be unsubstantiated. (16) A letter of exoneration will be issued.

G. Notification of Outcomes

(17) On completion of the review process, the Vice Provost for Research & Graduate Studies will convey the results in writing to the person(s) charged, the charging party, all concerned administrative officials, any granting agencies involved, editors of any journals affected by these findings (for retraction of related publications), and co-authors. These notifications will be sent as expeditiously as possible. Storage of all records pertaining to a case will be maintained in locked files in the Office of Academic Affairs. Ownership of these records shall rest with the University.

H. Coordination of Investigation with Other Institutions

If the Provost believes any person presently or formerly associated with the University has been involved in research misconduct, then the inquiry and investigation shall be coordinated with appropriate counterparts from other institutions in conformance with Florida Statute, paragraph 240.253. Former employees may request a report on the status of such inquiries.

I. Protection from Reprisals

Everyone involved in cases of research misconduct, including RIC members, the party charged, the charging party, witnesses, and responsible administrators, shall enjoy freedom from any and all reprisals that may arise out of the legal discharge of their duties.

J. No Waiver of Rights

Participation in an investigation conducted by the RIC shall not constitute a waiver of rights under the Collective Bargaining Agreement for any member of the bargaining unit.

K. Promulgation of Protocols

It is essential that all members of the University community who may be affected by these protocols be made aware of the provisions. RIC shall publish and distribute copies of these protocols to every administrator and faculty member of this University. To this end, copies must be on file in all academic administrative offices at all levels. Additional copies will be kept in other appropriate repositories such as the library, Faculty Senate, and all research centers and institutes. Faculty and student handbooks and the FIU catalog must all contain prominent notices of the existence of these protocols and the places where copies are available.

Appendix 21 - Telephones and Addresses most often Used on Campus

General Information:

UP - University Park	(305) 348-2000
NM - North Miami Campus	(305) 919-5500
BRT - Broward/University Tower	(305) 355-5236
BCC - Broward Community College	(954) 236-1500

SunCom Prefixes:

University Park: 441 North Campus: 439 Broward: 238

Mailing Addresses:

University Park Campus
11200 Ave. S.W. & 8th Street
Miami, FL 33199

Broward/University Tower
220 S.E. Second Avenue
Ft. Lauderdale, FL 33314

North Miami Campus
3000 N.E. 151st. St.
North Miami, FL 33181-3600

Directory:

ADMISSIONS	UP 348-2363	NM 919-5760
ARTS & SCIENCES	UP 348-2864	NM 919-5859
BOOKSTORE	UP 348-2691	NM 919-5580
BUSINESS ADMINISTRATION	UP 348-2751	NM 919-5870
CASHIER'S OFFICE	UP 348-2126	NM 919-5540
DISABILITY SERVICES FOR STUDENTS	UP 348-3532	NM 919-5305
EDUCATION	UP 348-3202	NM 919-5820
ENGINEERING	UP 348-2521	
FINANCIAL AID	UP 348-2489	
GRADUATE STUDIES	UP 348-2455	
GRADUATION	UP 348-2341	NM 919-5753
HEALTH SCIENCES	UP 348-3446	
HOSPITALITY MANAGEMENT	NM 919-4500	
LIBRARY	UP 348-2451	NM 919-5718
NURSING	NM 919-5915	
PUBLIC SAFETY	UP 348-2911	NM 919-5911
REGISTRATION & RECORDS	UP 348-2383	NM 919-5750
URBAN AND PUBLIC AFFAIRS	UP 348-2501	NM 919-5840

Appendix 22 – Graduate Student Checklist for Dissertation Preparation

Florida International University
Graduate Student Checklist for Dissertation Preparation

Buy the *Regulations for Thesis and Dissertation Preparation Manual* at FIU bookstore or download it from Internet at www.fiu.edu/~gradstud

Obtain graduate packet from the Division of Graduate Studies

Form A - Request to take Doctoral Candidacy Exam

Text and names where signatures are to be affixed should be neatly typed
Program Director initials and dates form certifying student met requirements for doctoral candidacy examination

Attach Program of Studies and copy of transcript

Obtain signatures of Major Professor, Doctoral Studies Coordinator and Academic Dean

SUBMIT FORM A

Form B - Advancement to Doctoral Candidacy

Successfully completed Candidacy Exam

Text and names where signatures are to be affixed should be neatly typed

Obtain signatures of Major Professor, Graduate Program Director, Department Chairperson, and Academic Dean

SUBMIT FORM B

Form C - Dissertation Committee Appointments

Text and names where signatures are to be affixed should be neatly typed

Include date of previous committee appointment (if any)

Student should sign form where indicated

Obtain signatures of Major Professor, Committee Members, Graduate Program Director/ Department Chairperson, and Academic Dean

Attach proposal (not to exceed five pages) that clearly outlines background information related to the research topic, purpose of the research, methodology, and statistics and analysis to be used

SUBMIT FORM C

Form D - Request for Dissertation Defense

Text and names where signatures are to be affixed should be neatly typed

Obtain signatures of Major Professor, Committee Members, Graduate Program Director/ Department Chairperson, and Academic Dean

Attach copy of defense announcement prepared in accordance with Regulations Manual format (including date, time and venue). The announcement should clearly state the purpose of the research, methodology, findings, and conclusion.

SUBMIT FORM D

Form E - Results of Dissertation Defense

Text and names where signatures are to be affixed should be neatly typed

Obtain signatures of Major Professor, Committee Members, and Academic Dean

Revisions noted in space provided (if any)

SUBMIT FORM E

Submit complete draft of dissertation to the Division of Graduate Studies to check format

Form F - Dissertation Memorandum of Approval

Text and names where signatures are to be affixed should be neatly typed

Submit final copy of dissertation to Major Professor, Committee Members, and Academic Dean for approval and obtain their signatures

SUBMIT FORM F

Along with Form F, bring to the Division of Graduate Studies:

Three copies of approved final manuscript (loose leaves) in covered box

University Microfilms International agreement completed and signed

Receipt of payment of fees for microfilming (and copyrighting, if desired) from the Cashier's Office

Survey of Earned Doctorates completed

Appendix 23 – Graduate Student Checklist for Thesis Preparation

Florida International University
Graduate Student Checklist for Thesis Preparation

Buy the *Regulations for Thesis and Dissertation Preparation Manual* at FIU bookstore or download it from Internet at www.fiu.edu/~gradstud

Obtain graduate packet from the Division of Graduate Studies

Form C - Thesis Committee Appointments

Text and names where signatures are to be affixed should be neatly typed
Include date of previous committee appointment (if any)
Student should sign form where indicated
Obtain signatures of Major Professor, Committee Members, Graduate Program Director/
Department Chairperson, and Academic Dean
Attach proposal (not to exceed five pages) that clearly outlines background information
related to the research topic, purpose of the research, methodology, and statistics and
analysis to be used

SUBMIT FORM C

Form D - Request for Thesis Defense

Text and names where signatures are to be affixed should be neatly typed
Obtain signatures of Major Professor, Committee Members, Graduate Program Director/
Department Chairperson, and Academic Dean
Attach copy of defense announcement prepared in accordance with Regulations Manual
format (including date, time and venue). The announcement should clearly state the
purpose of the research, methodology, findings, and conclusion.

SUBMIT FORM D

Form E - Results of Thesis Defense

Text and names where signatures are to be affixed should be neatly typed
Obtain signatures of Major Professor, Committee Members, and Academic Dean
Revisions noted in space provided (if any)

SUBMIT FORM E

Submit complete draft of thesis to the Division of Graduate Studies to check format

Form F - Thesis Memorandum of Approval

Text and names where signatures are to be affixed should be neatly typed
Submit final copy of thesis to Major Professor, Committee Members, and Academic
Dean for approval and obtain their signatures

SUBMIT FORM F

Along with Form F, bring to the Division of Graduate Studies

Two copies of final manuscript (loose leaves) in covered box. Tape a copy of the title page to the cover of the box.