



# **DISSERTATION PREPARATION MANUAL**

Thad Cochran Center for Rural School Leadership & Research  
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## The Doctoral Dissertation

Students seeking higher degrees traditionally have submitted theses or dissertations to the graduate faculties of American universities in partial fulfillment of the requirements for graduation. The term *thesis* has come to be used to designate the paper submitted to the master's degree program, while the term *dissertation* has been applied to the doctorate. The difference between them has become the difference between the degrees themselves and varies somewhat in different academic fields. This manual is intended to guide the student and may be found on the Thad Cochran Center for Rural School Leadership and Research website ([elr.deltastate.edu](http://elr.deltastate.edu)).

Traditionally, the doctoral dissertation has been the written record of the candidate's individual, original research and scholarship that has successfully advanced the limits of human knowledge. The topic must be appropriate to and significant in the academic field, require a mastery and exhaustive exercise of research techniques, and demonstrate critical thought and facility of expression. The dissertation must, in the professional opinion of the graduate faculty, make an original contribution, and it must demonstrate the candidate's fitness to continue the advancement of knowledge in the student's competency.

Students are expected to share all feedback from Dissertation Seminar (ELR 888) with the dissertation Chair as soon as that assignment is made. The following are NOT appropriate dissertation topics: **action research, program evaluation, a single location, and topics that have already been adequately researched**. The Chair, Committee, and Doctoral Program Coordinator must approve the topic well before the proposal meeting.

### Tips for Writing the Dissertation

Unlike other graduate requirements, the dissertation does not have clearly defined limits. Its scope and context are up to the researcher. The following suggestions focus on overcoming the psychological obstacles to writing the dissertation.

- Read some dissertations in the library early; look at format
- Establish a schedule with your advisor and chair
- Find a writing partner
- Develop a broad support network
  - Faculty, family, and other graduate students
- Find other sources of psychological support
  - Books, Workshops, and dissertation coaches
- Create a structure
  - Outline, table of contents, etc.
- Balance the tasks
- Work through data in stages
  - Index the data
- Use writing to develop your analysis
  - Write up what you have so far to give an indication of what you need
- Work consistently
  - Be regular, try to write something every day
  - Schedule time to write (maybe long weekends, one day a week, etc.)
- Have realistic expectations
  - Don't overload, make manageable

## I. FORMAT

### Manuscript Requirements

The final manuscript must be a *flawless* document of professional quality.

Departments often prescribe a particular style of writing. The College of Education at Delta State University requires the document to follow the Publication Manual of the American Psychological Association, 6th ed., Lancaster Press, Inc., 2010.

*The final draft of the Dissertation must comply with all the requirements described in this formatting guide with the exception of headings as described in this manual.*

### Paper

A total of five copies are submitted. White paper with 100% cotton content and at least a 20-pound weight must be used for the final four manuscript copies submitted to The College of Education. Acid-free bond paper is required. The paper must be of a standard size (8.5" x 11"). All parts (including the appendix) must meet these limits. The unbound copy for UMI may be on regular copy paper.

The correct paper is located in the DSU Copy Center in the Jimmy R. Williams Bookstore in the Union Building on Campus. The required copies can also be made in the copy center. The binding is done through the library. At least five final manuscript copies must be made, four of which are required to be bound. The five required copies are for the UMI (unbound), library, archives, College of Education, and the dissertation Chair. Additional copies can be made and bound at the discretion of the researcher.

### Font

Times New Roman, 12-point non-italicized font is the only acceptable for text and 10-point font for footnotes and subscripts. Fonts less than 10-point are not recommended even for superscripts and subscripts.

### Non-typed Material

Signatures and other non-typed matter, such as handwritten symbols, line drawings, formulae, and diacritical marks should be in black ink for clear reproduction.

### Spacing

All standard manuscript copy must be double-spaced. Use a standard indentation for the first line of all paragraphs (5 – 8 spaces, ½ inch) and ensure consistency throughout. Text within a chapter must be continuous. Do not add extra space between paragraphs. Tables and figures should appear near the first mention but not necessarily directly after it. When short tables or figures are included on the same page as text, leave one single-spaced blank line before and after the figure or table. Do not include a table on the same page as text unless the table is short enough to be complete on that page. Single spacing may be used for long tables, block quotations, subheadings and chapter titles, figure legends, footnotes or notes, and appendix material.

### Headings

For the Dissertation the headings are a bit different from the APA manual. Your chapter titles should be in all caps; the levels of the headings within the chapters will depend upon the number of levels you have in your chapter with the most heading levels (probably Chapter II). The most common are two levels or three levels (see the examples at the end of the manual and past dissertations, basically follows APA, 5<sup>th</sup> edition for these).

## Margins

Top, right, and bottom margins must be at least 1 inch. The left margin must be at least 1.5 inches. APA requires that all margins be the same size. However, the left margin difference is necessary for binding and must be consistently observed throughout the manuscript. These margins define the minimum amount of white space to be maintained on all sides at all times.

## Page Numbers

Page numbers must be placed at least .50" from the top of the page and flushed to the right. In this position, the page number will be halfway between the top of the paper and the first line of type. Page numbers must be flushed right. The default page numbering system of most word processing programs is unreliable. Often these programs place the page number in a position other than the one required. A more reliable choice is the Header option of the word processing program. This option allows the student to choose the exact position of the page number. In Microsoft Word, the Header option can be found under the "View" or "Insert" menu on the toolbar (depending upon the version of Word you are using). Information about this option in other word processing programs can be found in the Help menu.

## Consistency

The formatting requirements detailed in this manual must be met throughout the entire manuscript. ANY material included in the dissertation must fit within the required margins, pagination scheme, font size and style, etc. The dissertation must be a document of professional quality, one that is consistent in style and format.

## Pagination

Every page in the manuscript must be numbered except for two: the Signature Page and the Title Page. The Signature Page is neither counted nor numbered. The Title Page is counted but not numbered. In other words, the title page is considered the first page of the preliminary pages and is therefore assigned the lower case Roman numeral 'i.' However, for reasons of appearance; the Title Page must not be numbered. Due to this consideration, the first page number to appear on the manuscript will be the lower case Roman numeral 'ii' on the first preliminary page that follows the title page. The table below provides a visual explanation of this policy.

*LOWER CASE ROMAN NUMERALS* (ii, iii, iv, v) must be used to number the preliminary pages.

*ARABIC NUMBERS* (1,2,3,4,5) must be used to number the text through the Vita (the final element of the manuscript). The first page of text must be numbered "1." The remaining pages will be numbered sequentially using Arabic numbers.

Sequence	Pagination
Signature Page	Do not count/ Do Not number
<b>Preliminary Pages</b>	<b>Lower Case Roman Numerals</b>
Title Page	Count/ Do Not Number
Copyright Page (optional)	Count/ Number
Dedication Page (optional)	Count/ Number
Acknowledgements (optional)	Count/ Number
Abstract	Count/ Number
Preface (optional)	Count/ Number
Table of Contents	Count/ Number

List of Tables (if 5 or more)	Count/ Number
List of Figures (if 5 or more)	Count/ Number
List of Symbols and/or Abbreviations	Count/ Number
<b>Text</b>	<b>Arabic Numbers</b>
Body of Dissertation	Count/ Number
Separation Sheet	Count/ Number
Bibliography (References)	Count/ Number
Separation Sheet (if an appendix follows)	Count/ Number
Appendix	Count/ Number
Vita	Count/ Number

## II. COMPONENTS

The manuscript must be arranged in the following sequence:

### Cover Pages

- Signature Page
- Title Page

### Preliminary Pages

- Copyright page (optional)
- Dedication page (optional)
- Acknowledgements (optional)
- Abstract (350 word maximum)
- Preface (optional)
- Table of Contents
- List of Tables (if 5 or more)
- List of Figures (if 5 or more)
- List of Plates (if any)
- List of Symbols and Abbreviations (if needed; may be included as an appendix)

### Body

- Introduction
- Review of Literature
- Methodology
- Results
- Discussion

### Concluding Pages

- References
- Separation Sheet
- Appendix
- Vita

*Requirements for pagination are detailed in the first chapter of this manual. Samples of each component are listed at the end of this manual as appendices.*

### Initial Pages

The cover pages include the Signature Page and Title Page. The cover pages are not numbered and only the Title Page is counted. Additional cover material should not be included. When fully completed and presented to the College of Education the Signature Page should be the top sheet of the manuscript.

*Signature Page*

Each of the copies of the dissertation submitted to the College of Education must have a Signature Page using the exact wording and format shown in the appendix of this manual. Like all other pages, this sheet must be on the same brand and weight of cotton paper and be in the same font as the remainder of the manuscript. The name used on the Signature Page and Title Page must be that under which the student is registered at the institution. Although the original Signature Pages may be copies, *the committee signatures must be original*. Black ink is recommended for the original signatures. The number of signature lines must equal the number of committee members; the names of the committee members and administrators should be typed under the lines. Be sure to check with each committee member for how he/she would like the name to be listed (middle initial, etc.); the sample page at the end of this manual is correct for the current Deans and Doctoral Program Coordinator. The major and degree to be awarded must be exactly those to which the student was admitted officially by the College of Education; the date of the final defense approval is included. As part of the cover pages, the Signature Page is neither counted nor numbered. To save time, students should print the Signature Page on cotton paper to be signed at the defense meeting.

*Title Page*

This page is assigned roman numeral ‘i,’ although the number does not appear on the page (see **Pagination** pages 6 & 7). The title of the manuscript should be as brief and concise as possible and should be used consistently in every respect. Word substitutes should be used for Greek letters and symbols that appear in the title. Abbreviated terms should be spelled out. Phrases such as “An Examination of” or “A Study of” should be avoided. The official designation of the degree (i.e. Doctor of Education) must be used on the Title Page. The department or major should not be added to the title of the degree. The name on the Title Page must match exactly the name under which the student is registered at Delta State University. The date used on the Title Page must be the month and year of the commencement at which the degree will be awarded (December, 2011).

**Preliminary Pages**

Preliminary pages of every manuscript must include a Title Page, Abstract, and a Table of Contents. The Copyright Page, Dedication Page, Acknowledgements, and Preface are optional. If five or more tables appear in the manuscript, a list of tables should be included in the preliminary pages. If five or more figures appear, a list of figures should be included. If plates are used, a list of plates should be included. If necessary, a list of symbols and/or abbreviations may be included either in the preliminary pages or as an appendix, consult the appropriate style guide for directions. *Examples of properly formatted preliminary pages can be found in the appendix of this manual.*

*Copyright Page*

This page is included only if the manuscript is being formally copyrighted, either through University Microfilms or with the U.S. Government Copyright. A fee is required for the registration of a copyright.

*Dedication Page*

If included, the dedication page should be brief. It must be formatted like all other dissertation pages.

*Acknowledgements*

This page is optional. Acknowledgements, if included, must be written in complete sentences. Avoid direct address (Thanks, Professor!). On this page a student might thank those who have helped in the process of obtaining the graduate degree. Permissions to quote copyrighted material are also listed here, as well as any acknowledgements for grants or special funding.

*Abstract*



Every dissertation must include an abstract. A typical abstract includes a short statement of the project (350 word maximum), a brief exposition of the methods and procedures used in gathering data, a condensed summary of the findings, and conclusions reached in the study.

### *Preface*

This page is optional. A typical preface includes a personal statement about the project. Although personal in nature, the preface must preserve the academic tone appropriate to a scholarly work.

### *Table of Contents*

The Table of Contents may vary in style and amount of information included. Cover pages and preliminary pages (any assigned Roman numerals) are not included in the Table of Contents. The first entry in the Table of Contents should be the section of the manuscript assigned the Arabic number “1.” Chapter or section titles should be listed in the Table of Contents exactly as they appear in the text. A page number should be supplied for each item listed. Page numbers given for the Bibliography and Appendix should be those assigned to the separation sheet preceding each of those items.

The Table of Contents must include chapter or section titles, the Bibliography or List of References, any appendices, and the Vita. Subheadings in the Table of Contents should be listed using a logical system of indentation. Consistency must be preserved. If a particular level is included at any point in the Table of Contents, all headings of that level must be included.

### *List of Tables*

Unless there are five or more tables within the manuscript, this list should not be included. Any tables appearing in the appendix must be included in this list. The title of each table should be unique, and all titles must be entered in the list exactly as they appear in the manuscript. A page number should be supplied for each table listed.

### *List of Figures*

Unless there are five or more figures within the manuscript, this list should not be included. Any figures appearing in the appendix must be included in this list. The title of each figure should be unique, and all titles must be entered in the list exactly as they appear in the manuscript. A page number should be supplied for each figure listed.

### *List of Plates*

If plates are used in a dissertation, a List of Plates must be included.

### *List of Symbols & Abbreviations*

If necessary, these lists may be included to define specialized terms or symbols. This information may also be placed in an appendix. The format of these lists should conform to the appropriate documentation style.

## **The Body of the Document**

This section of the manuscript includes the main body of the thesis or dissertation, the bibliography, the appendix or appendices, and the Vita. These pages are assigned Arabic numbers. The first page of this section (the first of the main body) is assigned and numbered “1.” The remaining pages are numbered in sequence (2, 3, 4, 5, etc.). All pages in this section are to be counted and numbered. The Table on page 6 outlines this policy. A short Vita will be the final page of the section and of the manuscript.

The body of the paper must be divided into a logical scheme that is followed consistently throughout the work. Chapters are the major division and must be numbered consecutively. Each chapter must begin on

a new page. An “Introduction” is the first numbered chapter. Within chapters, a logical system of subdivision is used (see APA manual, 5<sup>th</sup> ed. for proper header formats). However, the scheme must be consistent throughout the entire manuscript. The appearance of the heading must vary for each level of subdivision unless a numbering system is used to indicate level. Subdivisions should not begin on a new page unless there is insufficient space on the preceding page for the complete heading and at least two lines of text.

### Introduction

This is the first chapter in the body of the document. It is used to set up the dissertation and provide needed facts about the dissertation. After a thorough Introduction is provided, typical sub-chapters include:

- Statement of the Problem (general paragraph narrowing to a 1-sentence problem)
- Purpose of the Study (1 sentence accompanied by a few supporting statements; includes the Independent Variables, Dependent Variables, Participants, and the Site)
- Research Questions/Hypotheses
- Definition of terms (include citations)
- Limitations/Delimitations (limits on what you can do/things you are not going to do)
- Assumptions
- Professional Significance (contribution to the field) (justification of why the study needs to be done)
- Summary

### Review of Literature

This is the second chapter in the body of the document. It provides an exhaustive review of all related literature to the topic. The review typically utilizes a deductive approach as it starts on a broad spectrum and narrows to the specific problem. The review is divided into many organized subchapters. It is helpful to have your Chair and possibly committee review an annotated outline of the chapter prior to writing. The majority of references and citations are used in this chapter. Works cited in Chapters IV or V should be cited in Chapter II also.

### Methods & Procedures

This is the third chapter in the body of the document. It is used to discuss the procedures used in the study. The procedures must be detailed specifically enough for a reader to take the information and produce the study alone. An introductory section repeating the Purpose of the Study leads into the following typical sub-chapters:

- Research Questions/Hypotheses
- Design/Method (include the variables)
- Participants
- Instruments (include Validity/Reliability)
- Procedures
- Data Collection
- Data Analysis
- Summary

### Results

This is the fourth chapter of the body of the document. It is used to report the results from the study and provide analysis of the data. These are usually addressed by research question or hypothesis. There

should be no new studies referenced in Chapters IV or V (may use new references for research design and statistics); should refer to those addressed in Chapter II.

### *Tables*

A table is an arrangement of facts, numbers, or values in an orderly sequence of rows or columns.

- Tables must be numbered consecutively. There are two acceptable methods of numbering tables in a thesis or dissertation. 1) Tables may be numbered consecutively throughout the entire manuscript (a complete sequence that includes all tables, those in the text and in the appendices). Or 2) Tables may be numbered consecutively within each chapter or appendix. If this method is used, each table is coded with a chapter number or appendix letter, followed by a table number. For instance, the tables in chapter 2 would be designated 2-1, 2-2, 2-3, 2-4, etc. The tables in the appendix would be designated A-1, A-2, A-3, A-4, etc. This coded system is particularly helpful if a large number of tables are used in a thesis or dissertation. Whether the first or second method is employed, consistency and accuracy are vital. Tables must not be subdivided. Each table must have a separate numeric designation.
- Tables should be inserted near their first mention in the text or as a logical group within the chapter (see Placement of Tables and Figures later in this manual).
- All table titles must be typed single-spaced above the table using consistent capitalization.
- Tables must be flawless and fully legible. They must be of professional quality and amenable to printing without loss of information.
- All tables must meet margin and font requirements.
- Large tables must be reduced to standard 8.5" x 11" paper, if possible. If not, the table should be placed on oversize, 11" x 17" paper and inserted in the manuscript as a fold-out (see Instructions for Oversize Figures and Tables later in this manual).
- See also Spacing section (p. 5) of this document.

### *Figures*

Figures provide illustrative information in a nonverbal form. Commonly used figures include charts, graphs, maps, drawings, diagrams, etc.

- Like tables, figures must be numbered consecutively. There are two acceptable methods of numbering figures in a dissertation. 1) Figures may be numbered consecutively throughout the entire manuscript (a complete sequence that includes all figures, those in the text and in the appendices). Or 2) Figures may be numbered consecutively within each chapter or appendix. If this method is used, each figure is coded with a chapter number or appendix letter, followed by a figure number. For instance, the figures in chapter 2 would be designated 2-1, 2-2, 2-3, 2-4, etc. The figures in the appendix would be designated A-1, A-2, A-3, A-4, etc. This coded system is particularly helpful if a large number of figures are used in a thesis or dissertation. Whether the first or second method is employed, consistency and accuracy are vital. Figures must not be subdivided. Each figure must have a separate numeric designation.
- Figures should be inserted near their first mention in the text or as a logical group within the chapter (see Placement of Tables and Figures later in this manual).
- Unlike table titles, all figure titles and captions must be typed single-spaced below the figure.
- Figures must be flawless and of professional quality.
- Because figures are considered illustrations, any print that is part of the figure can be in any type face, provided it is neat and legible. The figure title and caption and the page number,

however, must be in the same base font and size as the rest of the manuscript. The figure must meet margin requirements.

- Large figures must be reduced to standard 8.5" x 11" paper, if possible. If not, the figure should be placed on oversize, 11" x 17" paper and inserted in the manuscript as a fold-out (see Instructions for Oversize Tables and Figures later in this manual).
- Explanatory material for figures may be placed within the figure, either above or below the title, or continued after the period following the title. If this material is too long to be placed on the same page as a figure, it may be placed on another page. This page must be placed immediately before the figure. If this is necessary, the figure title must appear on the on this page, together with the explanatory material. The page number assigned to this page is considered to be the first page of the figure.

#### *Placement of Tables and Figures*

- Large tables and figures should be assigned a page separate from the text.
- Because tables and figures are secondary to the text, the text dictates where the tables or figures should be placed. If assigned a separate page, a table or figure should immediately follow the page on which it is first mentioned. When more than one table or figure is introduced on a page of text, each follows in the order mentioned.
- A table or figure less than one-half page in length (about 4 inches) may be incorporated within the text, provided the following criteria are met:
  - ✓ Must be in numerical order.
  - ✓ Must be separated from the text by extra space (1/2 inch).
  - ✓ Must not continue onto the following page.
  - ✓ Must follow its specific mention in the text.
- If tables and figures are incorporated into the text, they must be placed on either the top or the bottom of the page. If mentioned on the upper part of a page of text, the table or figure should be placed on the bottom portion of that page. If mentioned on the bottom part, the table or figure should be placed on the top of the following page. Please note:
- All pages must be filled with text and in no case should a page be left significantly short because of the mention of a table or figure. The table or figure should only occupy an amount of space necessary for the table or figure and the extra 1/2 inch of space. The rest of the page should be occupied by text.
- If a table or figure is presented horizontally on a page (landscape orientation), the margin at the binding edge must still be 1.5" and the all other margins 1". The placement of the page number should be consistent with the rest of the manuscript. In this case, the title and caption should be presented horizontally with the table or figure.
- When all tables and/or figures are presented in an appendix, this fact is stated in a footnote in the body of the text at the first mention of a table or figure. It is not necessary to repeat this footnote thereafter. When only some of the tables and figures are presented in an appendix, their location must be clearly indicated whenever the items are mentioned in the text (Table 1, Appendix A), unless the numbering scheme makes the location obvious (Table A-1).

#### *Oversize Table and Figures*

- Large tables and figures should be reduced to fit an 8.5" x 11" page, if possible. If not, material on larger approved paper may be included, provided the page itself is 11" vertically and folded properly.
- The fold on the right side must be at least 1/2" from the edge of the paper. The second fold, on the left side, if needed, must be at least 1.5" from the binding edge.

- The finished page, folded, must measure 8.5" x 11".
- The larger paper must be the same 100% cotton brand and weight as the paper used in the rest of the manuscript.

### *Material in Pockets*

If it is necessary to include a large map, drawing, floppy disk, videotape, or any other material which cannot be bound, these materials should be itemized in a List of Plates and indicated as being "In Pocket." A label giving the plate number, title, student's name and year of graduation is affixed to the folded plate. A pocket for the plate will be attached to the inside back cover of the hard-bound copies at the bindery. It is also permissible to include less bulky material such as a survey instrument or pamphlets in a pocket attached to a sheet of approved paper with permanent cement. This material must be treated as a figure, mentioned in the text, and given a number and caption. Caution should be observed in using pockets since the material in them is easily lost.

### *Plates*

Plates are a special category consisting of pages of related figures, multiple photographs or material that cannot be bound into the manuscript in the normal binding process. Following are the most frequently used methods of including plates:

- Printed as full-page 8.5" x 11" photographs on double-weight glossy paper (maximum image area 6" x 9") preceded by a legend page (see Figures).
- Affixed to the required paper with a permanent spray mount adhesive.
- Copied on archival-quality paper (not necessarily the required paper) to be placed in a pocket attached to the inside back cover of the manuscript at the bindery.

Plates must be mentioned in the text by number. The plate pages then follow the first mention. Since plates may be composed of multiple figures or parts, all parts of each plate may be discussed in any manner the writer desires without further referencing once the plate is mentioned.

### Discussion

This is the fifth and final chapter of the body of the document. It is used to interpret results and make recommendations for future research (or for further study) along the topic. References in this chapter should have been cited previously in Chapters I through IV. This is the student's chance to make supported explanations for the results (eg. So what do the findings mean?). Typical subchapters include:

- Discussion
- Conclusions
- Recommendations

## **Concluding Pages**

### *References*

References must follow APA guidelines and usage must be consistent for all entries. The style used for notes, references, and bibliography should follow APA guidelines exclusively. The bibliography or list of references is a vital part of every dissertation. Care should be taken to properly document every source. Failure to document references in a consistent and acceptable style necessitates that the manuscript be returned without review.

### *Appendix*

The appendices include material inappropriate to the body of the main text. Original data and supplementary materials are usually placed in the appendix. In some cases, all tables, figures, and/ or plates are moved to the appendix to avoid interrupting the main text.

- An appendix is preceded by a numbered page with the designation –
- Appendix or List of Appendices - centered vertically and horizontally between the margins.
- All appendix material must conform to the margin and font requirements observed in the rest of the manuscript.
- Make sure to provide a copy of all approval forms (IRB, etc.), consent forms, and instruments used.

### *Vita*

The Vita is a required part of all dissertations. It is the last item in the manuscript and appears with no preceding separation page. The heading, VITA, should be centered, typed in full capitals, and should not be underlined. All vita entries should be listed chronologically. The vita includes the date (may be omitted) and place of the student's birth, dates of degrees and names of colleges or universities (exclude the degree for which the dissertation is written), academic or relevant professional employment, and may, at the student's discretion, include military service, honors, awards and distinctions. It is normally limited to one page.

## **III. SPECIAL CONSIDERATIONS**

### **Application for Copyright**

Doctoral students and their committees should give careful consideration to the desirability of copyrighting the manuscript. Note: Copyrighting the manuscript requires an additional fee. If a dissertation is to be copyrighted, a page must be inserted immediately after the title page and assigned number "ii."

### **Use of Copyrighted Material**

Students are required to obtain permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. If payment is required, this is the student's responsibility. Permission for the use of all such materials must be obtained before the dissertation is submitted

### **Papers within the Dissertation**

A dissertation may include articles submitted to a professional journal. Some guidelines apply, however.

- Individual papers must be integrated into a unified presentation. The dissertation must be a logical whole, not simply a compilation of individual papers.
- A uniform style of headings, reference citations, and bibliographical format – in compliance with this guide – must be adopted for the entire manuscript. In other words, all parts of the manuscript must be formatted consistently, even if one part of the manuscript was originally submitted to a professional journal in another format. Consistency and uniformity throughout the manuscript are required.
- Because individual papers must be incorporated into the manuscript, a single bibliography should serve the entire thesis or dissertation.
- Of course, pages must be numbered consecutively throughout the manuscript. Individual papers may be used as individual chapters within the manuscript as long as the above requirements are met.

The above requirements stress the importance of creating a unified document. The College of Education encourages students to pursue publication of articles in professional journals. However, if those articles are used in a dissertation, they must be seamlessly integrated into the manuscript. The dissertation is the student's first objective and publication is secondary.

### Multi-Part Dissertations

With approval from the committee members, a dissertation may be divided into parts, rather than chapters or sections. This option should only be considered when research has been performed in two or more areas that cannot be practically combined into a single presentation. In this case, each part of the dissertation should be treated as a separate unit, with its own chapters, figures, tables, Bibliography or List of References, and Appendices. The entire manuscript (all parts) is then unified through the use of:

- A single introduction which provides an overview and summary of the entire project.
- A single Table of Contents
- A single List of Tables
- A single List of Figures
- Consecutive pagination across all parts, including numbered separation sheets between parts that list number and title of each part.

### Two-Volume Dissertations

If a manuscript is more than 2.5 inches thick, it must be divided as equally as possible into two volumes not exceeding 2.5 inches in thickness each.

- The division of the two volumes must be made between chapters or major divisions.
- The Table of Contents at the beginning of Volume 1 will list the contents for the entire two volumes.
- Pagination must be continuous throughout both volumes.
- A single sheet with “VOLUME 1” centered horizontally and vertically between the margins must be inserted just prior to Chapter 1. Volume 2 should open with a title page followed by a single sheet with “VOLUME 2” centered horizontally and vertically between the margins. These two separation sheets are neither counted nor numbered within the manuscript.

### Research Involving Animal or Human Subjects (IRB)

Any research involving animal or human subjects must be approved by the Institutional Review Board (IRB). To determine if this provision applies to you, contact the IRB on campus. The IRB application can be found in the appendix of this manual. No IRB application may be submitted until the dissertation committee has approved the proposal. The IRB information may be found on the DSU website (<http://www.deltastate.edu/pages/2515.asp>) (click on Form A). The Graduate Office holds an IRB training session at least once each semester. Students may also complete this one online (<http://phrp.nihtraining.com/users/login.php>). Remember to print a copy of the certificate.

### Photographs

Although there are many ways of including photographs in a dissertation, the following are the most common. No matter the method used, the photograph or the page on which it is mounted must meet the normal margin requirements, be given a page number, and be listed in the List of Figures.

- A photograph is reproduced directly onto 100% cotton paper by a high quality photocopying machine.
- Individual photographic prints are mounted in each copy using a permanent photomount spray adhesive. The page on which the photos are mounted must meet the standard margin requirements. The page should be numbered and counted, and should be listed in the List of Figures.
- In the darkroom, a photograph is printed to 8.5” x 11” photographic paper with an image area of 6” x 9” (standard margins). Double weight glossy paper is recommended. If this option is selected, the title and other information are printed on a legend page, which precedes the actual photograph. Also, an address label is mounted on the back of the photograph, 1” down and 1” in from the right edge (with the photo face down). The label is typed as follows:

Figure #

Page #  
Last Name, Year

Both the legend page and the photograph are given page numbers, and in the List of Figures the number shown is that of the legend page. There is no printing on the front of the actual photograph.

- A scanner is used to reproduce a photograph. This is the most convenient way of including photographs in the manuscript, and one that produces a high quality image.

### **Writing Center Services**

Graduate students seeking advice or assistance during the writing process, should contact the director of the Writing Center on campus (662-846-4089).

### **Requirements for Enrollment in ELR 890**

Each degree candidate must enroll for a minimum of three hours of dissertation credit (ELR 890) at least two semesters per academic year until the dissertation project is completed. A student may enroll in ELR 890 in increments of 3 hours (3, 6, or 9 hours) in any one semester. A student must be enrolled in ELR 890 during the semester in which he/she defends the dissertation and plans to graduate. It is not uncommon for students to enroll in more than the minimum 12 dissertation hours in order to complete the process. The student may take up to five years from the completion of Dissertation Seminar (ELR 888) to complete the dissertation.

## **IV. COMMITTEE**

The student requests at least 3 people during Dissertation Seminar and the instructor of that course and the Doctoral Program Coordinator discuss these; the Chair assignment may or may not match the student request. The Doctoral Program Coordinator then meets with the Dean of the College of Education and the Department Chair of the department housing the doctoral program to discuss assignments and approve the list. All DSU faculty who hold a terminal degree are eligible. Once the tentative list has been compiled, the Doctoral Program Coordinator checks with the potential dissertation Chair's Department Chair to ensure that the person is qualified to accept the responsibility. Upon that confirmation, the new Chair is asked to serve. The Doctoral Program Coordinator provides annual training to all dissertation Chairs and offers oversight throughout the process or assigns a seasoned mentor to provide oversight.

Once the student is assigned a Chair by the Doctoral Program Coordinator (typically soon after the completion of ELR 888, Dissertation Seminar), the student should contact the Chair to set up a meeting to discuss the topic and possible committee members. Committee membership must include the following (there are a total of four members, including the chair):

Member # 1: from the student's track

Member # 2: from the College of Education

Member # 3: from DSU outside the College of Education

Member # 4: at large (at large means any of the categories above OR outside of DSU if approved by the Doctoral Program Coordinator)

(the chair may fill any of the first 3 positions above)

The Chair notifies the Doctoral Program Coordinator (in writing) of the three requested names of the committee members. Upon the Doctoral Program Coordinator's approval, the Chair notifies the student that he/she may ask the three committee members to serve. The student notifies the Chair when they



have accepted and the Chair notifies (see Dissertation Committee Form in the appendix) the Doctoral Program Coordinator of the official, approved committee.

## V. PROPOSAL

When the Chair feels the student is ready for the formal proposal, he/she will notify the student that it is time for the student to send the latest draft of Chapters I-III and Appendices to the committee members, the Deans of the College of Education and Graduate Studies, and the Doctoral Program Coordinator. Remember to include the References and any Appendices which are available (consent letters, copy of instruments, etc.). This draft must be delivered by the student to all committee members (IF Chair has approved) no less than three weeks before the formal proposal date. Within two weeks of this submittal, the committee members will notify the Chair if they see any difficulties major enough that the proposal should be postponed. The student is required to make and deliver all copies. Emailed copies will not be reviewed.

At the proposal meeting, the student makes a formal presentation (about 20 minutes) to all committee members of Chapters I-III. The committee makes recommendations concerning the dissertation and the study. Upon a successful proposal, the student completes the Institutional Review Board forms (see appendix) and begins to collect data. The Chair submits the Completed Proposal Form (see appendix) to the Doctoral Program Coordinator. If the proposal is not successful, the student will make necessary adjustments and the chair will notify the student when the new draft is ready to be sent to the committee in preparation for a new proposal meeting.

The student also submits an abbreviated version of the paper (12-15 pages) to the dissertation Chair and the Doctoral Program Coordinator at the proposal. This version should be suitable to submit to professional journals for publication. The student will be first author and the Chair and/or Doctoral Program Coordinator will be second author. It is assumed that this will be submitted to at least one professional publication.

## VI. DEFENSE AND FILING THE MANUSCRIPT

### Pre-Defense Review Meeting

As soon as a suitable draft of Chapters IV and V are ready, the Chair and the student schedule a Pre-Defense Review meeting with all committee members, the Dean of Graduate and Continuing Studies, the Dean of the College of Education, and the Doctoral Program Coordinator (the last three people are invited by not required). At this informal meeting, the group discusses the entire dissertation to ensure that all components are in place. This meeting allows issues to be addressed prior to the final defense.

Filing the manuscript is the last step in the process. Although the filing process may seem complex and confusing, a bit of careful planning and a willingness to follow the instructions presented in this chapter will ensure success. **All drafts must be submitted to the Chair for approval before being submitted to the committee members, deans, and doctoral program coordinator.**

### The Application for Graduation – Steps Leading to the Defense

Avoid submitting your dissertation on the deadline day. All steps in the process may be completed early. Remember, the dissertation may be submitted any time during the final semester. The following timeline lists deadlines. Students are encouraged to complete these steps as early as possible.

Two semesters prior to graduation, the student must file the Application for Graduation form. It is attached as an appendix in this document. The form may also be obtained from the Doctoral Program Coordinator and must be submitted to the Coordinator when completed. Once complete, the Application for Degree must be completed through the Registrars Office. These are two different forms completed in two different offices.

The formal defense must be scheduled no less than eight weeks prior to graduation. No less than three weeks prior to the defense date, the student must submit the final copy of the dissertation to the dissertation committee members (IF Chair has given approval to do so) and the Deans of the College of Education and Graduate Studies, and the Doctoral Program Coordinator. Within two weeks of this submittal, the committee members will notify the Chair if they see any difficulties major enough that the defense should be postponed. All preliminary pages, appendices, VITA, etc. should be included. The student is required to make and deliver all copies. Emailed copies will not be reviewed.

The defense will involve the major committee and is open to all members of the faculty, administration, and guests of the student. The Dissertation Committee Chair will ask the secretary of the Dean of the College of Education to email all faculty members to invite them to the defense meeting. The dissertation and its defense must reflect a satisfactory level of professional competence in research methodology and writing, complement the research function of the University, and contribute to the development of new knowledge. Typically, the student makes a formal presentation (about 20 minutes) summarizing the study for the group, questions are addressed from the entire group, guests are invited to leave, the committee and the student discuss any additional concerns, the student is excused as the committee makes the decision whether or not the student's defense is successful. The defense provides an opportunity to ascertain that the student:

- Authored the document
- Possesses the knowledge of the broad areas of research related to the study
- Can justify the research design used in the study
- Demonstrates conceptual skills in ordering and interpreting data
- Can present the study in a coherent, understandable, and scholarly manner

All committee members need to be present at the dissertation defense (conference calls may be acceptable for members who live a distance from campus; the Office of Institutional Technology can help set this up if needed). The committee members will sign a minimum of five required signature pages upon approval of the defense. Most defenses are approved pending suggested modifications. These changes must be completed with the Chair prior to having the signature page signed by the Doctoral Program Coordinator and the Deans. Should the defense not be successful, the Chair will prepare and submit a statement detailing the inadequacies to the Doctoral Program Coordinator who will then submit to the Deans. The Committee will detail what steps must be taken for the student to re-submit for a defense.

The student also submits an abbreviated version of the paper (15-20 pages) to the dissertation Chair and the Doctoral Program Coordinator at the defense. This version should be suitable to submit to professional journals for publication. The student will be first author and the Chair and/or Doctoral Program Coordinator will be second author. It is assumed that this will be submitted to at least one professional publication.

Six weeks prior to graduation, the student must have completed all agreed upon corrections suggested at the defense. A draft of the corrected copy should be given to the Doctoral Program Coordinator, the Dean of the College of Education, and the Dean of Graduate Studies for approval. The student will

immediately make any revisions upon return of the Dissertation from the Doctoral Program Coordinator and the Deans. The student must ensure that an electronic copy of the Title, Abstract, and PowerPoint presentation from the defense are submitted to the Doctoral Program Coordinator.

Four weeks before graduation the student should pay all fees associated with graduation. These fees are typically to cover costs of diploma and cap and gown. These fees are paid to the registrar's office.

### **Graduation and Dissertation Fees (current 2011)**

Binding Fee (four required)	\$16 per copy
Copyrighting Fee (optional)	\$65
UMI Publishing Fee (required)	\$65
Graduation Fee	\$60

### **Important Details**

#### *Preparation of the Final Five manuscript copies of the Dissertation*

Under no circumstance should the five final copies be generated from a printer. They must be photocopied onto the 100% cotton content, 20-pound paper from a master copy. The surface of cotton paper is such that ink from non-impact printers may fail to adhere permanently to the paper's surface. The signatures must be original on the final five quality copies. The final five manuscript copies should be flawless and professional, and they must meet the formatting requirements of this manual. These copies should be submitted to the Coordinator of the Doctoral Program.

### **Most Common Mistakes in the Filing Process**

#### *Incorrect Paper*

100% cotton content, 20-pound, white paper must be used. See Chapter 1 for details.

#### *Inappropriate Font*

See Chapter 1 for guidelines.

#### *Margin Problems*

Top, right, and bottom margins must be at least 1 inch. The left margin must be at least 1.5 inches. See Chapter 1 for details.

#### *Incorrect Page Numbering*

The manuscript must be numbered correctly. Not all pages are counted and some are not numbered. Consult Pagination Table on page 6 for details.

#### *Improper Formatting of Appendices*

All appendix material must conform to the margin and font requirements observed in the rest of the manuscript. See Chapter 1 for details.

#### *Copied Signatures on the Signature Page*

The five signature pages must each contain the original signatures of all committee members and the Doctoral Program Coordinator, the Dean of the College of Education, and the Dean of Graduate Studies. This means signatures must be obtained after the final five manuscript copies have been created on the correct paper.

*Poor Copy Quality*

The final five manuscript copies of the manuscript must be flawless and clean. A dissertation with flaws, smudges, photocopy lines, etc. may be rejected.

*Payment Not Made to Student Business Services or Receipt Not Saved*

Unless all fees are paid and a copy of the receipt provided, the dissertation will not be accepted.

*Forms Missing*

All forms must be completed and submitted in order for the dissertation to be accepted.

*Missing Vita*

All theses and dissertations must contain a Vita. This is the last page of the manuscript.

*Last Minute Filing*

Filing the thesis or dissertation at the last minute can be disastrous. The policies in this manual are University regulations and can never be waived or overlooked. Filing early gives students time to deal with unforeseen problems. Remember, the dissertation can be submitted at any time during the final semester.

**Most Common APA Mistakes**

- Not purchasing the current APA manual and reading it
- Using first person grammatically
- Using verb tense that is not in agreement and not in past tense
- Using contractions
- Using rhetorical questions
- All references not cited and all citations not referenced
- References and citations incorrect
- Using underlining
- Headings not correctly done
- Direct quotes without page or paragraph numbers
- Punctuation – not reading Chapter 4 of APA
- Margins, paper, missing required sections of the dissertation

**Important Names and Numbers (current in 2011)**

College of Education (<http://www.deltastate.edu/pages/1942.asp>) (662/846.4400)

Thad Cochran Center for Rural School Leadership & Research ([elr.deltastate.edu](http://elr.deltastate.edu)) (662/846.4395)

Educational Leadership – Dr. Lynn Varner – 846.4386

Counselor Education – Dr. George Beals – 846.4367

Elementary Education – Dr. Joe Garrison – 846.4374

Higher Education – Dr. Lynn Varner – 846.4386

IRB – Dr. Albert Nylander – 846.4875

Library – Lola Dixon – 846.4445

Graduate Office – Dr. Albert Nylander -- 846.4875

Registrar – John Elliott – 846.4040

Coordinator of Commencement – Judy Godbold - 846.4043

Student Business Services – Teresa Houston - 846.4698

## Typical Calendar of a Successfully Written Dissertation

Normally, a well-written and researched dissertation takes about four or five semesters. The following is a guideline of the four semester progression.

### *Semester One*

Student sits for dissertation seminar class (ELR 888) after successfully completing comprehensive examination. This course is offered only in the fall semester. Students will develop Chapters I and III as well as an annotated outline of Chapter II.

### *Semester Two*

Student is assigned dissertation Chair and committee members. Chapters I and III are refined and heavy research is done to develop Chapter II. Chair and student together should make a realistic timeline of events toward graduation and review manual.

### *Semester Three*

Student applies for formal proposal (Chapters I, II, III, and Appendices) meeting. IRB application is completed. Sample, procedures, and statistics are determined. Data collection and analysis begins.

### *Semester Four*

Data collection and analysis continues. Chapters IV and V are completed and the defense date is set. Dissertation is completed and filed and student walks for graduation.

*Variations may occur based on many factors such as data collection and personal motivation. Students should allow at least three weeks turnaround time on each draft presented to committee chairs and/or members. Remember the committee members' schedules and try to avoid beginning or end of semesters and holidays. All drafts must be submitted to the dissertation chair for approval prior to being submitted to committee members, deans, and doctoral program coordinator. Emailed drafts will not be reviewed.*

*Students must submit proposal draft three weeks prior to proposal and defense. Committee members should address concerns to Chair one week prior to proposal and defense. Dissertation final copies must be submitted three weeks prior to defense date.*

## **VII. SAMPLES**

DELTA STATE UNIVERSITY  
Cleveland, Mississippi

COLLEGE OF EDUCATION

Name of Candidate James L. Dean  
Title of Dissertation THE SATISFACTION, INFLUENCE, AND  
ATTITUDE AMONG DONORS TO CHARITABLE  
ORGANIZATIONS  
Approved by Major Committee

\_\_\_\_\_  
Dr. Joe J. Smith, Chair

\_\_\_\_\_  
Dr. Jane Doe, Committee Member

\_\_\_\_\_  
Dr. Robert Smith, Committee Member

\_\_\_\_\_  
Dr. Anne K. Jones, Committee Member

Doctoral Program Coordinator

\_\_\_\_\_  
Dr. Lynn W. Varner

Dean, College of Education

\_\_\_\_\_  
Dr. Leslie Griffin

Dean, Graduate Studies

\_\_\_\_\_  
Dr. Albert Nylander

Date \_\_\_\_\_

The Satisfaction, Influence, and Attitude  
Among Donors to Charitable Organizations

A Dissertation  
Presented for the  
Doctor of Education  
Degree  
Delta State University  
James L. Dean  
December 2006



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DEDICATION

This dissertation is dedicated to my family. Especially to my wife, Sally, whose tolerance was high and whose encouragement was endless. Also to my son, Jimmy, whose constant smile as a baby helped me to continue in my pursuit of this goal.

## ACKNOWLEDGEMENTS

I would like to express a sincere thank you to the members of my dissertation committee, Dr. John L. Manning, Dr. James S. Dean, Dr. Paul K. Wilson, and Dr. Katherine D. Vickery. Your encouragement, expertise, and guidance were invaluable. I am extremely fortunate to have had each of you as a member of my dissertation committee. In addition, I would like to thank Dr. Michael Gordon whose SAS Statistical expertise was essential, Dr. Susan Sullivan for her assistance with the data analysis, Ms. Dawn Lindsey for her help with the IRB approval process, and Ms. Lynn L. Smith for her assistance with Graduate School requirements.

Most importantly I need to thank the University. The willingness of the organization to progress by utilizing an evaluation instrument made my study possible and for that I am forever grateful.

## ABSTRACT

The purpose of this survey research study was to examine the satisfaction, factors of influence, and attitudes among three subgroups of major donors to Charitable Organizations. A total of 132 active, 117 inactive, and 58 reactivated major donors completed a direct mailed survey utilizing three indexes of satisfaction, influence, and attitude. A one-factor ANOVA statistic was used to identify any potential difference among the subgroups and their scores on the indexes in the survey. Differences were found to exist between the subgroups on all three indexes. The findings of the study suggest that satisfaction, influence, and attitude were affected by the membership in the subgroup, validating the use of assessment instruments for athletics fundraising.



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## CHAPTER I. INTRODUCTION

Charitable Organizations have reached a crossroads in their evolution as a valued entity among our nations programs. More and more demand has been placed on these programs to increase spending in order to comply with continual changes in rules and regulations. Because of increased scrutiny and financial pressure by the government and accrediting bodies; development officers had to increase the amount of dollars raised while maximizing their offices' efficiency to fund the departments' increased obligations (Willeman, Goyal, Van Deven, & Thukra, 1994).

## Statement of the Problem

Over the years there have been numerous studies that have investigated charitable giving. Many of the studies have focused on the impact of charitable funds on the recipients and the ramification on their associated organizations or communities. To date, there have been no studies conducted that have addressed satisfaction factors of major donors.



## CHAPTER II. REVIEW OF LITERATURE

This chapter presented a review of relevant contemporary literature on intercollegiate athletics development including: (a) a historical summary of funding, (b) charitable giving, (c) development, (d) success and its relation to development, (e) best practices in development, and (f) donor retention and attrition in development.

## Historical Summary of Funding

Organizational leadership was and had always been a major advantage for charitable organizations (Freeman, 1977).

### CHAPTER III. METHODOLOGY

This chapter describes the participants, dependent and independent variables, instruments, research design, and procedures used, including data collection and data analysis, in the study. The research questions were tested using data collected from the researcher developed Membership Feedback Survey (MFS) questionnaire. The MFS questionnaire collected information that allowed for the measurement of satisfaction levels toward the Charitable Giving and attitudes toward Charitable Giving of major membership donors to Charitable Organizations.

#### Participants

Three participant groups were involved in the study. All three groups have or had a membership relationship with Charitable Organizations at some point during the past ten years.

## CHAPTER IV. RESULTS

This chapter provides response rates and results of the data analysis. Response rates are presented in number and percentage for the instrument used in this study and broken down by subgroup. Results are organized in accordance with the three research questions used.

## Response Rates

On August 25, 2000, the researcher sent the Membership Feedback Survey (MFS) with cover letter and postage-paid return envelope to the active, inactive, and reactivated major donors of Charitable Organizations asking for a response by September 22, 2000.

## Research Question One

Research question 1 asked if there are any differences among the three subgroups of actives, inactives, and reactivators, in their satisfaction toward Charitable Giving. A one-factor analysis of variance was preferred to evaluate the difference among the subgroups in relation to their satisfaction toward Charitable Organizations. The difference was found to be significant with an alpha level of 0.05,  $F(2, 304) = 3.03$ ,  $p = .049$ , proved most slightly significant. The significance was shown at one of two confidence intervals tested (Table 4).

Table 4

*Analysis of Variance for the Satisfaction Index of the LFMFS*

Source	<u>Df</u>	<u>SS</u>	<u>MS</u>	<u>F</u>
Subgroup	2	2.454	1.227	*3.04
Within	304	122.714	0.404	

\*Note:  $p < .05$

CHAPTER V. DISCUSSION

This chapter provides a summary of the conclusions, and a discussion of the findings related to the study. In addition, recommendations are provided for further research in the area.

Discussion of Results



LIST OF REFERENCES

## REFERENCES

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APPENDICES

APPENDIX A  
MEMBERSHIP SURVEY



VITA

James Lyon Dean  
P.O. Box 3333  
Cleveland, MS 38733  
jdean@podunck.edu  
(002) 800-0303

Education

M. Ed., School Administration, Dec., 1997 Podunck University  
Bachelor of Education, Science Education, May, 1993 Podunck  
University

Work History

High School Principal  
1998 - current Great Kids High School, Perfect, MS  
Science Teacher  
1989 – 1998 Amazing Junior High, Amazing, MS

Professional Memberships and Awards

Outstanding Teacher

Service

Committee for Those Who Do Not Know What To Do

## VI. Other Important Documents

**Dissertation Checklist** (complete in order):

- \_\_\_\_\_ Comprehensive Exams and Dissertation Seminar Successfully Completed
- \_\_\_\_\_ Dissertation Seminar (ELR 888)
- \_\_\_\_\_ Dissertation Chair Assignment
- \_\_\_\_\_ Enrolled in Dissertation Hours (all semesters; min. 12 required when complete)
- \_\_\_\_\_ Proposal date set with Chair
- \_\_\_\_\_ Proposal Drafts presented to Committee, Deans, & Dr. Prog. Coord. (upon Chair approval)
- \_\_\_\_\_ Proposal approved
- \_\_\_\_\_ IRB Application Approval
- \_\_\_\_\_ Data Collection
- \_\_\_\_\_ Application for Graduation Form (completed 2 semesters prior to graduation)
- \_\_\_\_\_ Defense date set with Chair
- \_\_\_\_\_ Chair asks COE Dean's secretary to send email concerning open defense date
- \_\_\_\_\_ Drafts presented to Committee, Deans, & Dr. Prog. Coord. (upon Chair approval)
- \_\_\_\_\_ Defense of Dissertation approved (signatures obtained – 5 copies) (correct paper)
- \_\_\_\_\_ Suggested corrections from defense made
- \_\_\_\_\_ Application for Graduate Degree (registrar)
- \_\_\_\_\_ Copy to Dissertation Chair
- \_\_\_\_\_ Additional Corrections made
- \_\_\_\_\_ Copy to Doctoral Program Coordinator
- \_\_\_\_\_ Additional Corrections made
- \_\_\_\_\_ Copy to Deans
- \_\_\_\_\_ Pay Student Business Services fees
- \_\_\_\_\_ Make any final necessary corrections
- \_\_\_\_\_ Student sends electronic version of title, abstract, and defense presentation to Coordinator
- \_\_\_\_\_ Dissertation Chair notify Coordinator “all degree requirements met”
- \_\_\_\_\_ Turn in required (5) copies to Library & have Library notify Doctoral Program Coordinator of receipt
- \_\_\_\_\_ Graduate!

APPLICATION FOR GRADUATION
GRADUATE DEGREE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ RACE \_\_\_\_ SEX \_\_\_\_

Application for degree must be completed the prior semester to which you plan to graduate.

DEGREE:

Master of Education Degree

- ( ) Counseling
( ) School Counseling Emphasis
( ) Community Counseling Emphasis
( ) Secondary Education
( ) English ( ) Social Science
( ) History ( ) Visual & Performing Arts
( ) Educational Leadership
( ) Administration Emphasis Certification
( ) Administration Emphasis Non Certification

- ( ) Special Education
( ) Teaching the Mildly/Moderately Disabled - BSE in Special Education
( ) Teaching the Mildly/Moderately Disabled - Non BSE in Special Education

Educational Specialist Degree

- ( ) Educational Administration and Supervision
( ) Elementary Education
( ) Secondary Education
( ) English ( ) History ( ) Social Sciences

Doctor of Education Degree

- ( ) Elementary Education
( ) Health, Physical Education & Recreation
( ) Doctor of Education in Professional Studies
( ) Counselor Ed ( ) Ed Leadership
( ) Higher Ed ( ) Elementary Ed

SEMESTER OR SUMMER SESSION YOU PLAN TO COMPLETE ALL REQUIREMENTS

(This includes completing all requirements for your program plus the comprehensive exam, if applicable.)

HOME ADDRESS (This information is for the commencement program.)

HEIGHT \_\_\_\_\_ COAT OR BUST MEASUREMENT \_\_\_\_\_ HAT SIZE \_\_\_\_\_
DO NOT WRITE BELOW THIS LINE

\_\_\_\_\_ COMPREHENSIVE EXAM \_\_\_\_\_ BANNER

\_\_\_\_\_ NCATE Approved \_\_\_\_\_ DBASE

\_\_\_\_\_ NOT NCATE Approved \_\_\_\_\_ GA/DA

NOTE: Chair must certify with the Registrar's office by the Monday prior to graduation that all degree requirements have been met.

Graduate Advisor \_\_\_\_\_ Date \_\_\_\_\_

Division Chair \_\_\_\_\_ Date \_\_\_\_\_

**Doctor of Education  
College of Education  
Doctor of Education Program**

**Dissertation Committee Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

ID: \_\_\_\_\_

Track: \_\_\_\_\_

Dissertation Seminar (ELR 888) taken which semester? \_\_\_\_\_

Dissertation topic or title: \_\_\_\_\_

\_\_\_\_\_

Dissertation Chair: \_\_\_\_\_

Committee Member # 1: \_\_\_\_\_

Committee Member # 2: \_\_\_\_\_

Committee Member # 3: \_\_\_\_\_

Has a current Curriculum Vita been submitted to the Doctoral Coordinator for any member who is not a current DSU employee? \_\_\_\_\_

Doctoral Coordinator Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Delta State University  
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The following committee members were present at the proposal meeting:

- Chair \_\_\_\_\_
- Member \_\_\_\_\_
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Submitted by: \_\_\_\_\_

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(Please complete the form in its entirety. Do not say "see attached")

*Primary Researcher*

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Names of Additional Researchers for this study:**

*Thesis/Dissertation Director (or other research sponsor,). Required if primary researcher is not a DSU Employee*

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*Title of Research:*

*Brief description of basic research questions:*

*Briefly describe the subjects (age, ethnicity, and other relevant demographic information):*

*Describe how subjects will be recruited and any other incentives for participation:*

*Start date of research:*

*Completion date of research:*

*If human subjects are involved:*

*Anticipated date of first contact with participants:*

*Anticipated last date of contact with participants:*

*Identify all sources of funding:*

**Agreement to follow IRB procedures.** My signature below indicates that I understand and agree to adhere to relevant principles and ethical responsibilities expected by my profession. I have attached: 1. Informed Consent Statement and, 2. copies of the surveys and questionnaires that I will be using in this research project. I understand and agree to adhere to general principles required for the protection of human subjects. I agree to immediately report any incidents, major irregularities, and major changes in this research to the IRB Chair. I agree to request a Continuing Review from the IRB if the research is still in progress 12 months after the start date shown above.

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

*Primary Researcher*

*Research Sponsor*

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Send to: Albert Nylander, PhD, IRB Chair; Kent Wyatt Hall 239, Delta State University, Cleveland, MS 38733

Phone: 662-846-4387

Fax: 662-846-4313

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