



**College Of Education and Human
Sciences**

**DISSERTATION
PREPARATION
MANUAL**

Introduction: The Doctoral Dissertation

The doctoral dissertation has traditionally been the written record of the candidate's individual, original research and scholarship that successfully advances the limits of human knowledge. The study must be appropriate to and significant in the academic field, requires a mastery and exhaustive exercise of research techniques, and should illustrate the researcher's critical thought and facility of expression. According to the professional expertise and opinions of the graduate faculty, the dissertation must make an original contribution and it must demonstrate the candidate's fitness to continue the advancement of knowledge in the field of education. To assist in upholding these standards, the dissertation manual serves as the central source of information for completing the dissertation.

The Dissertation Manual

This manual represents the official guidelines for dissertation completion through the College of Education and Human Sciences at Delta State University. All DSU doctoral are expected to follow the requirements detailed in this manual, along with all other stated DSU policies and procedures, for the duration of candidacy. When questions or concerns about any aspect of the DSU doctoral program arise, candidates are advised to contact the doctoral program coordinator, Dr. Jacqueline S. Craven (jcraven@deltastate.edu) in writing.

There are five primary sections in this manual. *Section I* addresses the process of dissertation completion while *Section II* addresses the components of the dissertation manuscript. *Section III* contains information on special considerations, *Section IV* offers samples of specific pages in the dissertation, and *Section V* includes important documents that candidates and committee members will need to use. Note that other documents not included here may be required during the process, such as IRB forms or the application for graduation; however, the documents referenced in this manual are available at <http://www.deltastate.edu/>.

Roles and Expectations

It is imperative to clarify the roles and expectations at DSU for both candidates and dissertation committee Chairs/members. Of utmost importance is the doctoral candidate's role in completing the degree program. Not only is he/she responsible for successfully completing coursework according to DSU policies and procedures, but doctoral candidates must also successfully complete the dissertation. This process has no definitive timeline or rigid parameters as original research studies in educational contexts vary with regard to size, time, and complexity. Therefore, it is incumbent upon the candidate to understand the nature of educational research studies and how this may affect the length of his/her personal degree program.

Beyond this, it is critical for candidates to comprehend their responsibilities for completing requirements during dissertation hours. To maintain sufficient progress toward degree completion, doctoral candidates are responsible for initiating all processes involved therein. Candidates should be familiar with all requirements for completing the dissertation, should complete and submit drafts and revisions in a

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timely fashion, and should remain in contact with the dissertation chair at all times. At minimum, students enrolled in dissertation hours should submit two substantial drafts per semester. Further, candidates are responsible for coordinating efforts to ensure that all work is in compliance with DSU guidelines.

While doctoral candidates must assume the largest role for completing the dissertation, the primary objective for dissertation Chairs/members is to provide scholarly feedback on dissertation drafts within a three-week timeframe. *Scholarly feedback* includes comments on the topic, research design, structure of the document, procedures, unique features, APA formatting, and grammatical features of each submitted draft. Committee Chairs/members should provide specific and detailed comments on these and other applicable aspects of student work. As research professionals and mentors, committee Chairs/members should understand this as an inherent requirement for fostering strong dissertation research studies.

Additionally, all feedback should be provided in written form as often as possible to ensure accurate representations of the intended effect. While committee Chairs/members should always communicate with candidates in a timely fashion, they are not responsible for initiating work on behalf of the student. Rather, the dissertation Chair will maintain the most frequent contact with the candidate for the duration of dissertation completion. In all instances, dissertation Chairs fulfill four important needs: a) they serve as the initial professor of contact, b) they assist the candidate with forming and working with a strong dissertation committee, c) they work with the student in following a timeline for conducting dissertation research, and d) they support the candidate with adhering to sound research practices and methodology.

Finally, all candidates and committee members should follow the *Common Guidelines for Education Research and Development* as reported by the Institute of Education Sciences, the U. S. Department of Education (U.S.D.E.), and the National Science Foundation (NSF) (<http://www.nsf.gov/pubs/2013/nsf13126/nsf13126.pdf>) as well as the American Psychological Association's (APA) reporting standards <https://www.apa.org/pubs/authors/jars.pdf> to the extent that it is applicable to the research design. Also, candidates that have completed coursework since 2012 are accustomed to utilizing the outline for a research proposal, which is based upon these guidelines, and ensures the careful attention to detail required in empirical research.

Overview: Calendar* of the DSU Doctoral Program & Dissertation

The following is a guideline of the semester progression for the core doctoral courses. Ideally, students should complete all track requirements before taking core courses.

Year One - Student begins formulating ideas for the dissertation in ELR 702, thereby establishing an outline draft of chapter one of the dissertation. Student takes CUR 812 to enhance conceptual knowledge and skills in research and CUR 834 and AED 830 to support critical analysis of educational theory.

Year Two - Student completes ELR 804 and 805, which focus on drafting chapters three and two of the dissertation, respectively. Student also takes CUR 820.833 and SUP 831 to foster further understanding of curriculum and supervision in leadership.

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Year Three - Student completes track and core courses along with ELR 888. Chapters one through three are revised into one coherent narrative. Student begins to form dissertation committee and is paired with a dissertation chair. Student completes the comprehensive examination successfully to continue into dissertation hours.

Year Four and beyond - Student enrolls for a minimum of 12 dissertation hours in ELR 890 to complete the doctoral core requirement.

**Variations may occur based on many factors such as data collection and personal work habits or motivation.*

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 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. DSU doctoral candidates have five years, which begin in the semester after coursework is complete, to finish the dissertation.

Dissertation Completion Checklist (complete in order):

Below is a brief overview of required components in the DSU Doctor of Education degree. This list does not include information on track courses, but only contains details on doctoral core courses & other necessary steps in completing the program. In projecting an outline for completion, please allow at least three weeks to obtain feedback from the appropriate DSU faculty members on each iteration of the draft; also allow yourself a reasonable amount of time to make suggested changes on each iteration. If at any point you need additional clarification on your next steps to degree completion, please contact your dissertation committee chair or the DSU Doctoral Coordinator (jcraven@deltastate.edu).

- ___ Establish a research topic in ELR 702
- ___ Conduct basic research on the topic in CUR 812
- ___ Review literature on educational theory in CUR 834
- ___ Complete a beginning literature review on chosen topic in AED 830
- ___ Continue research in ELR 804, focusing on ch. 3 (i.e., research methods)
- ___ Continue research in ELR 805, focusing on ch. 2 (i.e., literature review)
- ___ Continue research in ELR 888, focusing on ch. 1-3 (i.e., full research proposal)
- ___ In ELR 888, submit DSU Dissertation Committee Recommendation Form to Doctoral Coordinator
- ___ Complete all courses successfully
- ___ Complete comprehensive exams successfully
- ___ Obtain Dissertation chair approval from Doctoral Coordinator
- ___ Work with Dissertation chair to form committee; notify Doctoral Coordinator in writing with Dissertation Committee Form

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- ___ Continue research in ELR 890 with dissertation chair & committee (12-hr. minimum)
- ___ Coordinate efforts to obtain & incorporate committee chair's feedback on each new draft
- ___ Upon the dissertation Chair's request, send draft proposal to committee members
- ___ Obtain written feedback from all committee members
- ___ Working with the dissertation Chair, incorporate committee member feedback into the draft
- ___ With dissertation Chair approval, send revised draft to committee members
- ___ With all committee members' approval, send draft to the Doctoral Coordinator, the Graduate Dean, & the COEHS Dean for final review
- ___ With feedback from Doctoral Coordinator and Deans, schedule date for dissertation proposal; to do this, contact the COEHS Dean's Administrative Assistant
- ___ Ensure all suggested changes to draft have been incorporated with Chair's approval
- ___ Present the dissertation proposal (i.e., chapters 1-3)
- ___ Make all changes suggested at dissertation proposal meeting
- ___ With approval signatures from all committee members, the Graduate Dean, The COEHS Dean, and the Doctoral Coordinator, seek IRB approval
- ___ Submit the Completed Dissertation Proposal Form to Doctoral Coordinator
- ___ With IRB approval, seek approval from other location(s)/individuals as appropriate; if none exist, conduct study
- ___ Maintain contact with dissertation chair throughout the duration of data collection and analysis, providing frequent updates on the study
- ___ When appropriate, notify all individuals involved that data collection is complete; express appreciation to everyone that assisted
- ___ Analyze data according to the approved proposal
- ___ Compile chapters 4 & 5 according to current APA format
- ___ Make arrangements for graduation (submit graduation application on DSU website, order regalia)
- ___ Dissertation committee chair reads final draft and requests revisions
- ___ Dissertation committee chair determines when to seek input from committee members
- ___ Obtain written feedback & incorporate all suggestions from committee members
- ___ With committee approval, send final draft to the Graduate Dean, The COEHS Dean, and the Doctoral Coordinator
- ___ Make recommended changes based upon feedback from the Deans & Coordinator
- ___ Schedule date for dissertation defense; contact the COEHS Dean's Administrative Assistant
- ___ Send final draft to chair, committee members, Deans, and Coordinator
- ___ Present final dissertation defense
- ___ Make final revisions and send final document to Doctoral Coordinator & Deans
- ___ Obtain all signatures on appropriate paper (see DSU Dissertation Manual)
- ___ Pay Student Business Services fees
- ___ Dissertation chair notifies Doctoral Coordinator to ensure degree requirements are met
- ___ Candidate submits final dissertation to the DSU Roberts-LaForge Library
- ___ Candidate ensures the library sends a copy of receipt to Doctoral Coordinator
- ___ Dissertation committee Chair and members complete the Invoice for Services form
- ___ Graduate

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I. Process

A. COMMITTEE

When 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 schedule a meeting to discuss the topic and possible committee members. When a tentative committee has been formed, 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 section V) the Doctoral Program Coordinator of the official, approved committee.

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 and Human Sciences

Member # 3: 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.

B. PROPOSAL

When the Chair believes 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 to the committee members. Remember to include the References and any Appendices which are available (copy of instruments, etc.). The student must deliver this draft to all committee members (only upon the Chair's approval) in the format each committee member prefers (i.e., electronic or hard copy). Students should allow no less than three weeks for committee members to thoroughly review and provide written feedback on the draft.

Within two weeks of this submission, the committee members should notify the Chair if there are any significant problems in the document that may cause the proposal to be postponed. Committee members should always provide written feedback to the candidate within the three-week timeframe; the candidate should then discuss all feedback with the committee chair. The chair should direct the student in incorporating all feedback into the proposal draft.

When all recommendations have been addressed in the paper and the chair approves, the candidate may send the revised proposal to committee members, the Deans of the College of Education and Graduate Studies, and the Doctoral Program Coordinator. At this time, the candidate reserves a date and time that accommodates committee members' schedules for presenting the research proposal of chapters I-III.

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At the proposal meeting, the student makes a formal presentation (approximately 20 minutes) of Chapters I-III to all committee members. The committee makes further comments and recommendations concerning the dissertation and the study.

Upon a successful proposal, committee members sign the *Completed Proposal Form* (see section V) and the Chair submits it to the Doctoral Program Coordinator. The candidate completes the Institutional Review Board forms (IRB) and with written approval, may then collect data. Note that all committee members, Chairs, and students must hold certification through the National Institutes of Health Office of Extramural Research to conduct research with human participants. IRB approval will not be awarded if all participating parties have not been certified within two years prior to submitting an IRB request for approval. Certification is free and may be completed here <https://phrp.nihtraining.com/users/login.php>.

If the proposal is not successful, the candidate makes necessary adjustments and submits the revised document to the committee chair. The chair then provides feedback on revisions and whether further changes are necessary. This process continues between the candidate and the chair until the new draft is ready to be sent to the committee in preparation for a new proposal meeting. At this time, candidates should follow the procedures outlined previously for completing the proposal process. Note that official IRB approval is required before candidates may access or collect data.

C. FINAL DEFENSE AND FILING THE MANUSCRIPT

The Application for Graduation and the Final Defense

Two semesters prior to graduation, the student should apply to graduate through the Registrar's Office. Directions for this procedure are located on the DSU website: http://www.deltastate.edu/PDFFiles/univ_relations_PDF/Registrar/ApplyToGraduate.pdf

In accordance with the dates for submitting final dissertation drafts (<http://www.deltastate.edu/college-of-education/teacher-education-leadership-and-research/doctor-of-education/>), students must submit the final copy of the dissertation to the dissertation committee members (only if Chair has given approval to do so). The student is required to make and deliver all copies on paper.

Within two weeks of this submission, the committee members will notify the Chair if there are any difficulties serious enough that the defense should be postponed. As with the proposal or any other draft submission, committee members should always provide written feedback to the candidate within the three-week timeframe; the candidate should then discuss all feedback with the committee chair. The chair should direct the student in incorporating all feedback into the manuscript.

When all recommendations have been addressed in the paper and the chair approves, the candidate may send the revised draft to committee members, the Deans of the College of Education and Graduate Studies, and the Doctoral Program Coordinator. At this time, the candidate reserves a date and time that accommodates committee members' schedules for presenting the final defense of chapters I-V. At the proposal meeting, the student makes a formal presentation (approximately 20 minutes) of Chapters I-III to all committee members. The committee makes further comments and recommendations concerning the dissertation and the study.

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Note: After following the procedures above, the final defense must be scheduled *no later than mid-semester (i.e., eight weeks prior to graduation)*. In the event that final drafts are incomplete or need further revisions at the mid-semester mark, the candidate should plan to graduate during the following semester. See each semester's final submission dates on the Ed. D. website.

The final dissertation defense will involve the major committee and is open to all members of the faculty, administration, and guests of the student. 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 (20 minutes) summarizing the study, and questions are addressed from the entire group. Immediately following, guests are invited to leave so the committee and the student may discuss any additional concerns. Next, the student is excused as the committee makes the decision as to whether the student's defense is successful. The defense provides an opportunity to ascertain that the student:

- Authored the document
- Possesses the knowledge of the areas of research related to the study
- Can justify the research design and analysis 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 should be present at the dissertation defense (conference calls may be acceptable for members who live a distance from campus).

Students should bring a minimum of five required signature pages (formatted to the specifications listed previously) to the defense meeting; upon approval of the defense, committee members will sign. Most defenses are approved pending suggested modifications.

Should the defense be unsuccessful, 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 during the following semester.

Six weeks prior to graduation, the student must have completed all 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. **These changes must be completed with the Chair prior to having the signature page signed by the Doctoral Program Coordinator and the Deans.**

Four weeks before graduation the student must ensure that an electronic copy of the Title, Abstract, and PowerPoint presentation from the defense are submitted electronically to the Doctoral Program

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Coordinator. At this time, students should also pay all fees associated with graduation. These fees cover costs for the diploma, cap, and gown; all and are paid to the registrar's office.

Filing the manuscript is the last step in the process. At this point, candidates have collected and analyzed data; candidates have compiled written results and resulting discussion/conclusions in chapters IV-V; and candidates have otherwise completed a draft of the final document, including all appendices, tables, figures, etc.

D. Important Details: Most Common Mistakes

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, 24-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.

Incorrect Paper

Inappropriate Font

Margin Problems

Incorrect Page Numbering

Improper Formatting of Appendices

Copied Signatures on the Signature Page

Poor Copy Quality

Payment Not Made to Student Business Services or Receipt Not Saved

Forms/vita Missing

Most Common APA Mistakes

- Not following the current APA manual
- Disagreement with verb tense
- Using contractions
- Using rhetorical questions
- Missing references/citations
- Using underlining
- Incorrect heading format
- Direct quotes without page or paragraph numbers
- Punctuation – not reading Chapter 4 of APA
- Margins, paper, missing required sections of the dissertation

Tips for Writing the Dissertation

Unlike other graduate requirements, the dissertation does not have clearly defined limits. Its scope and focus are defined by the researcher. *Each candidate is responsible for completing the dissertation according to the guidelines and time parameters stated in this manual.* Dissertation committee chairs and members are only responsible for providing written feedback on each submission within a timely manner. At no point should candidate and committee roles be confused. It is the candidate's

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responsibility to see that he/she makes sufficient progress each semester until graduation. Typically, this means submitting **two revised drafts** and **at least one in-person meeting** with the dissertation chair each semester.

- **Take initiative:** *Ask* questions, *utilize* resources, *communicate* frequently with committee Chair and members
- **Establish** a schedule with your chair and follow it; be accountable to your chair, your timeline, and yourself
- **Read** dissertations; look at format
- **Develop** a support network
 - Faculty, family, and other graduate students
 - Find a writing partner
 - Find other sources of psychological support (i.e., books, workshops, etc.)
- **Maintain** proper structure
 - Follow the research proposal outline & other criteria in this manual
- **Work** consistently
 - Ensure sufficient progress with daily contributions
 - Schedule time to write
- **Have** realistic expectations
 - Make your schedule manageable for yourself and committee members by following the three-week guideline for obtaining feedback
 - **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.
 - Follow DSU policy as outlined above to ensure quality work for the dissertation

II. FORMAT

Manuscript Requirements

The College of Education at Delta State University requires the document to follow the most recent edition of the Publication Manual of the American Psychological Association (APA) for all dissertation formatting. Where the APA manual does not offer sufficient detail for formatting, refer to this manual. *The final draft of the Dissertation must comply with all the requirements described in this formatting guide.*

A. Components*

The manuscript must be arranged in the following sequence:

Cover Pages

- Signature Page
- Title Page

Preliminary Pages

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- 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

* See section K for a description of each component.

B. Paper

The final manuscript copies should be on white, acid-free bond paper with 100% cotton content and at least a 24-pound weight. The paper must be of a standard size (8.5" x 11"), and all parts (including appendices) must meet these limits. A total of five copies are submitted to The College of Education. 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, and four of these must be bound. The five required copies are for the UMI (unbound), library, archives, College of Education, and the dissertation chair. Additional copies may be made and bound at the discretion of the researcher.

C. 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.

D. 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.

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E. 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 with no extra space between paragraphs.

Tables and figures should be formatted according to the current edition of the APA manual.

Single spacing may be used for long tables, block quotations, subheadings and chapter titles, figure legends, footnotes or notes, and appendix material.

F. Headings

For the dissertation, all headings should follow the current edition of the APA manual.

G. Margins

Top, right, and bottom margins must be 1 inch. The left margin must be 1.5 inches. APA requires that all margins be the same size. However, the left margin difference is necessary for binding and must be observed consistently throughout the manuscript.

H. Page Numbers

Page numbers must be placed .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.

I. Consistency

The formatting requirements detailed in this manual must be met throughout the entire manuscript. All 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.

J. 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.

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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 should be numbered sequentially using Arabic numbers.

Sequence	Pagination
Initial Page	
Signature Page	Do not count/ Do Not number
Preliminary Pages	Lower Case Roman Numerals
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
Text	Arabic Numbers
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

K. Description of the Manuscript Components

Initial Pages

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. The major and degree to be awarded must match those to which the student was officially admitted into the College of Education and Human Sciences.

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

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committee members; the names of the committee members and administrators should be typed under the lines. As part of the cover pages, the Signature Page is neither counted nor numbered. To save time, students may 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. 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 more clearly specified regarding research methodology. 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 official designation of the degree (i.e. Doctor of Education) must be used on the Title Page. The date used on the Title Page must be the month and year of the commencement at which the degree will be awarded.

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 in the preliminary pages or as an appendix, consult the appropriate style guide for directions.

Examples of properly formatted preliminary pages are in 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 and should 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 should also be 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.

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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.” List chapter or section titles in the Table of Contents exactly as they appear in the text. Include a page number 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. It is imperative to maintain consistency. 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. Include a page number 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. Include a page number for each figure listed.

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

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 (optional), 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 7 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 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

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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 provide context for the dissertation study and provide necessary facts about the research design. After a thorough Introduction is provided, typical sub-components of the chapter includes:

- 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
- Research Design and Analysis
- Limitations/Delimitations (limits on what you can do/things you are not going to do)
- Assumptions
- Definition of terms (include citations)
- 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 sub-sections. 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.

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 all independent and dependent variables)
- Participants
- Instruments (include Validity/Reliability estimates)
- 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.

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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.

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- 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.
- If this is necessary, the figure title must appear on this page, together with the explanatory material.

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

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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).

Oversized 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 ½" 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) on the topic. This chapter should explain the study's results by utilizing the studies reviewed in chapter two; chapter five may also include references

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to studies that are pertinent to dissertation results. This is the student's chance to make supported explanations for the results. Typical subchapters include:

- Research Questions/hypotheses listed individually and followed by results/hypothesis decisions
- Discussion of results by question/hypothesis decision
- Conclusions of the study's results
- Recommendations for future topics, samples, and methodology related to the study

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 is 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

Research Involving Animal or Human Subjects (IRB)

Any research involving animal or human subjects must be approved by the Institutional Review Board (IRB). Note that the IRB application for approval must be submitted after the dissertation committee has approved the proposal; for more information, contact Delta State University's Institutional Review Board (<http://www.deltastate.edu/pages/2515.asp>).

Application for Copyright

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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

Writing Center Services

Graduate students seeking advice or assistance during the writing process, should contact the director of the Writing Center on campus (662-846-4088).

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 (i.e., not simply a compilation of individual papers), and should follow formatting requirements outlined in this manual.
- 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 may 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.

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- 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.

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. Note that 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.

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IV. SAMPLES

SEE PAGES 23-41

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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
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Dean, College of Education	_____
	Dr. Leslie Griffin
Dean, Graduate Studies	_____
	Dr. Albert Nylander
Date _____	

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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	Df	SS	MS	F
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

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APPENDICES

APPENDIX A
MEMBERSHIP SURVEY

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VITA

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Outstanding Teacher

Service

Committee for Those Who Do Not Know What To Do

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V. Important Documents

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: _____

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ELR 890
Dissertation Progress Form

Dear Dissertation Chair:

To ensure DSU doctoral candidates achieve sufficient progress during each semester of ELR 890 (dissertation) hours, it is critical to receive feedback from you as the dissertation chair. Therefore, we ask that you please comment on each of the following prompts/questions. To ensure authenticity, please **handwrite** each response and sign at the bottom of this page.

Note: The student is responsible for obtaining and submitting the completed form.

1. **Semester:**

2. **Candidate name:**

3. Is this candidate preparing for the **proposal (ch. 1-3)** or **defense (ch. 1-5)**?

4. **To what extent** has the candidate addressed the comments you've given this semester?

5. Using the attached outline, **which aspects of the student's work need further attention?**

6. **In what ways has the candidate made sufficient progress toward dissertation completion this semester?**

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Please remember that the DSU dissertation manual contains important information to assist in dissertation completion. If you have other concerns about dissertations, please contact the DSU Doctoral Coordinator, Dr. Jacqueline Craven (jcraven@deltastate.edu).

Dissertation Chair signature: _____ **Date:** _____

1. PURPOSE OF STUDY

- A. (One sentence only.) The purpose of this study is to _____ .
- B. What study or literature review is your study most directly based on? (Give citation.)
- C. How does your study build on previous research? (No more than 3 sentences.)
- D. How will your study contribute to knowledge about education? (No more than 3 sentences.)

2. RESEARCH QUESTIONS, HYPOTHESES, AND OBJECTIVES

- A. In what form are you stating your research purposes? (Check one or more.)
___ Questions ___ Hypotheses
- B. List your research questions/hypotheses.
- C. Does your study relate to a particular theoretical framework? If it does, describe the framework, and indicate how your research questions, hypotheses, or objectives relate to it. If the study is qualitative in nature, indicate whether you plan to use a grounded theory approach.

3. LITERATURE SEARCH

- A. List the descriptors that you will use initially in your literature search.
- B. List the preliminary sources that you will use in your literature search.

4. RESEARCH DESIGN

- A. Describe the research design that you selected for your study: descriptive, causal-comparative, correlational, experimental, case study, historical, evaluation, or action research , a particular qualitative research tradition, or educational research and development.
- B. If the study is quantitative in nature, what are the threats to the internal validity of your research design? What will you do to minimize or avoid these threats?
- C. If your study is quantitative in nature, what are the limitations to the generalizability (i.e., external validity) of the findings that will result from your research design? What will you do to maximize the generalizability of your findings?
- D. If your study is qualitative in nature, what criteria for ensuring its soundness and rigor and what steps to ensure its applicability do you consider to be relevant to your research design?

5. SAMPLING

- A. If your study is quantitative in nature, describe the characteristics of the population that you will study. If your study is qualitative in nature, describe the phenomenon you wish to study and the cases that comprise instances of the phenomenon.
- B. Identify your sampling procedure (e.g., simple random sampling), and explain why you selected it.
- C. Indicate the sampling unit (e.g., individual students or a class of students).

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D. Indicate the size of your sample, and explain why that sample size is sufficient.

E. Indicate whether the sample will be formed into subgroups, and if so, describe the characteristics of the subgroups.

6. VARIABLES

A. If your study is quantitative in nature, list the variables that you will study. For each variable, indicate whether it is an independent variable, a dependent variable, or neither. If the study is qualitative in nature, describe the aspects of the cases on which data collection and analysis will focus.

7. METHODS OF DATA COLLECTION

A. List the measures that you will select or develop for your study.

B. If your study is quantitative in nature, indicate the variables that each measure will assess. For each measure, indicate which types of validity and reliability are relevant and how you will check them.

C. If your study is qualitative in nature, indicate the themes and patterns that it possibly will explore. Also, indicate whether your data collection will focus on etic or emic perspectives, or both. Explain whether and how you will collect data on the context in which the research participants function. Explain, too, your role in the data collection process.

8. DATA ANALYSIS PROCEDURES

A. What statistics, if any, will you use to analyze your data? If your study is qualitative, indicate whether you will use an interpretational, structural, or reflective method of analysis.

9. ETHICS AND HUMAN RELATIONS

A. What threats, if any, does your study pose for your research participants? What steps will you take to minimize these threats?

B. How will you gain entry into the setting in which you will collect data?

C. How will you gain the cooperation of your research participants?

10. APA formatting

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