



NEW COVENANT UNIVERSITY

ST. AUGUSTINE, FLORIDA

GRADUATE STUDIES HANDBOOK

CONTACT INFORMATION

TELEPHONE: 904.615.1888

EMAIL: PROVOST@NCU.EDUCATION

WEB ADDRESS: WWW.NCU.EDUCATION

TABLE OF CONTENTS

Introduction and Rationale	3
Definition of a Thesis and a Dissertation	3
Purpose of These Regulations	3
General Guidelines for Procedure and Format	3
Committee	3
The Thesis or Dissertation Proposal	4
Format of the Proposal	4
Dissertation Defense Meeting	5
Manuscript Construction:	
Typing, Illustrations and Reproduction Materials	5
Materials	5
Preparing the Original Copy	5
Oversize Material	7
Photographs	8
The Manuscript	8
Format Length	8
Arrangement	8
Preliminary Pages	11
The Reference Section	13
Copyright Regulations	14
Binding of Thesis/Dissertation	15
Oral Defense	15
Sample Pages	
Sample Title Page for Thesis/Dissertation	16
Sample of Dedication/Acknowledgement Pages	17
Sample of Table of Contents	18
Sample Page of Vita	19
Sample of Permission to Quote or Reproduce Copyrighted Material Letter	20

INTRODUCTION AND RATIONALE

Definition of a Thesis and a Dissertation

The submission of a thesis or a dissertation is the last step in a program leading to the award of a graduate degree. The manuscript is a scholarly statement of the results of a long period of research and related preparation, undertaken to fulfill partially the requirements for an advanced degree.

The thesis and dissertation focus on the application of each individual student's area of study. It is designed to demonstrate the students' ability to assess, critically evaluate, and integrate knowledge from classes, research, theory, and the application of that knowledge. Under the guidance of their committee members, students are expected to become expert in an area of Christian studies and use their critical thinking and evaluation skills to contribute to this area of knowledge.

Purpose of these Regulations

For the reasons above the University has established guidelines for uniformity in the physical format of the manuscript. The intent of this manual is to assist candidates in the preparation and typing of the thesis/ dissertation submitted for advanced degrees at New Covenant University.

General Guidelines for Procedure and Format

The student's work is carried out under the direction and supervision of their major professor and committee members who supervise it for the intellectual content. Before beginning work on a theses or dissertations, candidates must present a proposal for the approval of their major professor and committee members.

Format includes manuscript arrangement, organization of specific preliminary pages, spacing, typeface, margins, page number order, page number placement, and the requirement for permission to reproduce copyrighted material. **No joint authorship will be accepted.**

Questions on the preparation and filing of theses and dissertations or the completion of academic requirements for advanced degrees should be addressed by your major professor. Questions that arise in the preparation of final manuscript copies, but which are not covered in this publication, may be discussed with your major professor.

Committee

The committee is recognized as the major element in the process for maintaining the quality of research and guiding the student to completion of the thesis/dissertation. The committee will be composed of a minimum of two members. The committee chair must be your major professor. The second member may be chosen from other NCU faculty. All committee members must have an earned doctorate in their field of study. Students

may choose a committee member from outside the University. This member is usually selected because of expertise they hold in the topic area for the dissertation, thus allowing them to provide additional guidance for the student. This member may not take the place of the one from NCU faculty. The outside member will participate in all aspects of the development of the dissertation, and will sign the dissertation, but will not vote on the acceptance of the proposal or the completed dissertation. The outside member must be approved by your major professor and usually will have an earned doctorate. Individual students will select dissertation committee members according to the guidelines listed above. The student will take the initiative in contacting committee members for assistance and to facilitate communication as needed.

The Thesis or Dissertation Proposal

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

Format of the Proposal

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

The formal proposal should include:

- ✚ Background information related to the research topic
- ✚ Purpose of the research
- ✚ State the methodology, statistics and analysis to be used.
- ✚ Be at least **five (5) pages** and should not exceed **ten (10) pages** in length
- ✚ Attached to the Proposal for Dissertation/Thesis Form

Students are encouraged to provide a copy of their proposal to each committee member four weeks prior to the proposal meeting to allow members to suggest revisions prior to submission of the final draft. Students are expected to provide a copy of the final draft of their proposal to each committee member at least two weeks prior to the meeting. There are three possible outcomes from the proposal meeting. The committee can accept the document, accept with revisions, or reject the proposal. To avoid rejection of the proposal, students are strongly encouraged to work closely with the members of their committee in preparing the proposal.

Once the committee has formally accepted the dissertation proposal, it is considered a contract between the student and the university. The committee and student will ensure

that the proposal is very specific in describing what research will be done and how it will be done in accordance with generally accepted standards of the profession and the guidelines set forth by the University. Minor changes may be made to the original proposal after formal acceptance in the form of an addendum.

Dissertation Defense Meeting

Dissertation defense meetings will be scheduled at the convenience of all members. Other students and faculty are invited to attend the defense meetings. Two weeks prior to the final defense, a copy of the final draft of the dissertation must be provided to each committee member. When the dissertation is accepted by the committee, the Dissertation Approval Form will be signed by all committee members for inclusion in the final dissertation document.

MANUSCRIPT CONSTRUCTION: TYPING, ILLUSTRATIONS AND REPRODUCTION MATERIALS

Materials

Paper

The quality of paper for submission of the final copy of the thesis or dissertation is white with a standard size of 8-1/2 x 11 inches. The same kind of paper must be used throughout the entire manuscript. This includes the preliminary pages, appendices, and vita (if applicable).

Oversize Pages

Paper of the same quality measuring 11 x 17 inches may be used in preparing oversize pages.

Graph Paper

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

Preparing the Original Copy

Appearance - Corrections

The manuscript must be neat in appearance and without error. It is the responsibility of the candidate to proof and make sure the manuscript does not have typographical or content errors before submission to the University. All corrections must be made before the manuscript is brought to the University. No handwritten corrections, or insertions or interlineations are permitted. The use of any correction fluid is not acceptable. Copies that have dark shading, lines or any other marks caused by the copying process are

unacceptable as well as off-centered, unevenly copied pages. Type only on one side of each page.

✚ Fonts

All typing must be done with a typeface of 10 to 12 point type sizes. Examples of acceptable typefaces are: Courier, Times, Times New Roman, and New Century Schoolbook. Script or other ornate typefaces are not acceptable. Typing of entire manuscript must be done with the same typeface. Charts, figures and long tables may be typed in a different typeface if necessary.

✚ Non-typed Material

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

✚ Spacing

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

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

✚ Margins

Left: 1 1/2 inches (This margin is wider because of binding requirements.)

Top: 1 inch

Right: 1 inch

Bottom: 1 1/4 inches

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

✚ Page Numbers

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

✚ Pagination

Every sheet of paper in the manuscript must be numbered except for one: the title page. This includes references, appendices, and vita (if applicable). The title page is counted but not numbered. Roman numerals are used for the preliminary pages (from title page to the last list of figures page), but since the title page is counted but not numbered, "ii" is the first number used and appears on the committee approval page.

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

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

Oversize Material

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

✚ Landscape Mode

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

✚ Reducing Oversize to Standard Required Margins

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

✚ Oversize Material to be Folded

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

folded, the page number will appear in the position where it appears on the standard-size page. When submitted, the oversize page must be one continuous sheet, with nothing glued or taped.

Photographs

Photographs should be mounted on sheets of paper of the same quality as the ones used for the text in a way that fits within the required margins. Mounting of photographs should be done using the "dry mounting" method with tissue pressed properly to exclude all air bubbles.

Photo page-number placement follows standard requirements. Photo captions may be placed on the subject and shot as part of the original negative. Captions may be typed on the facing page to the photo, typed below the photo paper on the manuscript page (and within page-number margins), or typed on the back of the photo manuscript page (the verso page). No captions or page numbers may be typed directly on the printed photo used in the manuscript or on the photo paper.

THE MANUSCRIPT

Format Length

Length of the manuscript for a thesis should be at least 60 pages.

Length of the manuscript for a doctoral dissertation should be at least 80 pages.

Arrangement

The manuscript consists of three main parts: the preliminary pages, the text, and the reference section.

Each preliminary page after the committee approval page (ii) is to be arranged in the sequence described below and is to be numbered with lower case Roman numerals. The text immediately following the preliminary pages is numbered with Arabic numerals. If the student appends a reference section to the end of each chapter or section in the manuscript, the third section of the manuscript may contain only the Appendices and Addenda, or, if there are neither, there may be no third section.

The manuscript is arranged in the following sequence:

The Preliminary Pages

1. Title page (counted but not numbered)
2. Committee approval page (page ii, the first page on which a number appears)
3. Copyright page (optional) (counted and numbered)
4. Dedication page (optional) (counted and numbered)
5. Acknowledgments (optional) (counted and numbered)
6. Abstract (counted and numbered)

7. Table of Contents (counted and numbered)
8. List of Tables (if 5 or more) (counted and numbered)
9. List of Figures (if 5 or more) (counted and numbered)
10. List of Symbols (if applicable) (counted and numbered)
11. List of Acronyms (if applicable) (counted and numbered)
12. List of Plates (if applicable) (counted and numbered)

✚ The Text

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

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

✚ The Thesis/ Dissertation Document

All theses and dissertations that are Quantitative in nature will contain the following sections and follow the format below:

❖ Introduction

- This should include the purpose of the study, and introduce the reader to the topic.
- This should also address why this study is important (social implications and relevance of the topic, new knowledge and contributions to emerge from studying the topic, knowledge to be gained by researcher).

❖ Literature Review

- Use subheadings to organize your material.
- This is more than a summary of the literature; you must critique the research and/or theories (include the procedure for selecting studies, the methodology of these studies, and a summary of core findings).
- Following the literature review, include a Statement of the Problem. This provides the reader with a brief rationale for the study. Include how the present research/ information differs from prior research/ information (in question, model, methodology, and/or data collected)
- Finish this section with the hypotheses or research questions.

❖ Methods

- This section should explain the method of research including participants, design, procedures, measures, and data analysis.
- Include ethical considerations

❖ Results

- Discuss statistics used (for quantitative studies).
- Summarize results.

❖ Discussion

- Discuss results of the study.
- Discuss the limitations of the research.
- Discuss implications for future research.
- Discuss implications related to gained knowledge
- Discuss how the findings differ from previous research.

All theses/ dissertations that are Qualitative in nature will contain the following sections and follow the format below:

- ❖ Introduction
 - This should include the purpose of the study, and introduce the reader to the topic.
 - This should also address why this study is important (social implications and relevance of the topic, new knowledge and contributions to the profession to emerge from studying the topic, knowledge to be gained by researcher).
 - Autobiographical statement about experiences of the author leading to the topic and incidents that led to curiosity about the topic.
 - The research question, and the terms of the study.

- ❖ Research Content
 - Use subheadings to organize your material.
 - Introduction to the literature, including the procedure for selecting studies, the conduct of these studies and themes that emerged in them, a summary of core findings and statements as to how the present research differs from prior research (in question, model, methodology and/or data collected)
 - Demonstrate how your research fits into a particular area of Christian knowledge.
 - Explain the theoretical framework behind the study

- ❖ Research Questions (chapters 3 and 4 may be combined)
 - Explain how your questions relate to theory and prior research as well as your experience and exploratory research.
 - There should be a small number of major questions that are related and form a coherent whole.

- ❖ Methods
 - This section includes participants, the research relationship you have with the participants, design, procedures, data analysis, and validity.
 - Include ethical considerations
 - Use subheadings to organize your material.

- ❖ Results
 - Summarize the results.
 - Use subheadings to organize your material.

- Include verbatim examples of data collection, data analysis and synthesis of the data, horizontalization, meaning units, clustered themes, textural and structural descriptions and a synthesis of meanings and essences of the experience.
- ❖ Discussion
 - Discuss results of the study.
 - Discuss the limitations of the research.
 - Discuss implications for future research.
 - Discuss implications related to gained knowledge.
 - Discuss how the findings differ from previous research.
- ❖ The Reference Section
 - Bibliography or List of References (counted and numbered)
 - Appendices (if any) (counted and numbered)
 - Vita (required for dissertations only) (counted and numbered)

Preliminary Pages

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

The committee approval page is always numbered "ii" and the page number will be no lower than 1/2 inch, no higher than 3/4 inch from the bottom of the page. Please note that the general format for capitalization and spacing is to be followed for all preliminary pages for which a sample is provided (e.g., where groups of lines are double-spaced on the sample pages, be sure to double-space). Distribute the spaces between groups of lines to present a balanced appearance.

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



Title Page

- ❖ NEW COVENANT UNIVERSITY appears in full capital letters at the top of the page; Jacksonville, Florida in upper and lower case characters. Follow the spacing on the sample page. The title for the thesis or dissertation should include meaningful keywords descriptive of the subject and content to facilitate its location on a subject index. "Catchy" titles should be avoided. A thesis concerning "The Purchasing Power of Teenage Girls," for example, would be difficult to locate if titled "Susie Needs A New Wardrobe."

- Formulae, symbols, superscripts, Greek letters, acronyms, and abbreviated forms in general are to be spelled out.
- ❖ The major in which the candidate is earning the degree must be written as the approved University major listed in the NCU Graduate Catalog.
 - ❖ The candidate's name must be the name under which he or she is registered at NCU and must match the name that appears on the approval forms, copyright page (if the copyright is being registered), committee approval page, and abstract. The date at the bottom of the title page is the year in which the degree is awarded. This is the same year in which the manuscript is filed, except in the case when the manuscript is filed with the University Graduate School after the published deadline. For example, if a student files the manuscript after the deadline, the degree will be awarded in the next semester of the following year and is to be dated accordingly.

✚ Copyright Page

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

© Copyright 1998 by Jennifer Anne Garcia
All rights reserved.

- ❖ To be consistent, use name as it appears in title page, committee approval page, and abstract.
- ❖ This page is counted and numbered. The format for the copyright page is the same for the master's thesis and the doctoral dissertation. If the copyright has already been registered, insert the registration number after the author's name, the year the copyright was obtained in place of the year the degree was awarded, and follow further instructions in Chapter III at the time of filing. If the candidate does not wish to copyright his/her thesis/dissertation, do not include a copyright page and adjust the page numbering accordingly.

✚ Dedication Page

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

✚ Acknowledgments

- ❖ This page is to thank those who have helped in the process of obtaining the graduate degree.
- ❖ Acknowledgments are optional, except when the candidate is listing permissions to quote copyrighted material. The candidate is responsible for acknowledging each permission to reproduce in accordance with the wishes of those granting permission. Acknowledgments are to be typed double-spaced under the heading ACKNOWLEDGMENTS (centered, all capital

letters, no underlining, no italics).

✚ Table of Contents

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

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

- ❖ The lists of tables, figures, symbols, acronyms, and plates should have a heading of LIST OF TABLES (FIGURES, etc.) in capital letters, centered below the top margin. In the lists of tables and figures, the subheadings TABLE (FIGURE) and PAGE should be typed double-space below the main heading.
- ❖ Table and figure titles should be single-spaced with double spacing between entries. Page numbers must be given for each table and figure listed. The titles should be listed word-for-word as they appear in the text. Include a list of tables or list of figures if there are five or more tables or figures in the manuscript. The list of tables and list of figures should not be combined into one list.
- ❖ **Note:** The last page of the table of contents or the lists of tables, figures, symbols, acronyms, and plates (if any) is the last page of the preliminary pages and the last page numbered with Roman numerals. Any other item in a manuscript that has not been specifically listed and discussed above must not be included in the preliminary pages.

The Reference Section

✚ List of References or Bibliography

The list of references or bibliography should go after the end of the main text. References should be single-spaced with double spacing between entries. The candidate should cite all references using the MLA style.

✚ Appendices

Appendix material should be supporting documentation. Information central to your research should be placed in the main text. All appendices follow the list of references or bibliography.

All appendices must meet the margin requirements and have a page number. Material may be reduced to fit margins requirements. Every page must be clear and legible.

✚ Vita

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

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

Copyright Regulations

✚ Registration of Copyright

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

Whether the dissertation copyright is registered or not its author retains the right to publish all or any part of the manuscript by any means at any time. Registration of the copyright puts on public record the exact details of a copyright claim. In order to bring suit against an infringer, registration is necessary. If a registration of copyright is desired, the candidate should prepare the copyright page for notification of copyright in the dissertation.

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

A publisher's permission will never be required if a student uses an excerpt (or excerpts) of copyrighted material from a single source that fits on one single-spaced manuscript page.

A publisher's permission may be required if a complete, single work is used, e.g., a poem, song, test, painting, figure, table, drawing, map, etc., no matter how short the item is. If a student uses more copyrighted material from a single source than fits on one single spaced manuscript page, the student should acquire letters of permission from the publisher of the material.

Binding of Thesis/Dissertation

The manuscript must be bound in such a way that pages will not fall out. Use of a binding machine or three ring binder is acceptable, use of stapled pages or pages in folder pockets is not. Binding should be done carefully and correctly to ensure that pages do not fall out or become missing. NCU will not be responsible for poor binding that results in missing or mixed up pages. If this becomes the case the candidate would have to resubmit his or her manuscript in its entirety.

ORAL DEFENSE

There shall be an oral defense of the dissertation following these steps:

1. Four weeks prior to the requested oral defense date the candidate shall submit his dissertation the following components to his chairman of committee:
 - + Purpose of the research
 - + Methods
 - + Results
 - + Conclusion
2. The University will review the dissertation draft for format. The candidate must make the corrections suggested before bringing the final copies to the University.
3. Finalization for the oral defense will be confirmed by the committee and the candidate will be notified.

SAMPLE TITLE PAGE FOR THESIS/DISSERTATION

NEW COVENANT UNIVERSITY
Jacksonville, Florida

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

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

DOCTOR OF PHILOSOPHY

In

BIOLOGY

By

Gregory Infante Finkelstein

2006

SAMPLE OF DEDICATION/ACKNOWLEDGEMENT PAGES

DEDICATION

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

ACKNOWLEDGMENTS

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

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

SAMPLE PAGE OF A TABLE OF CONTENTS

TABLE OF CONTENTS

Chapter	Page
I. INTRODUCTION	1
II. LITERATURE REVIEW	5
Occupational Therapy's Base	5
Purposeful Activity	8
The Professional Activity	9
The Role of Physical Agents	12
Trends in Physical Disability Area of Practice	15
III. METHODOLOGY	24
Subjects and Setting	24
Data Collection Technique	25
Statistical Analysis	27
Limitations of the Study	30
IV. RESULTS	34
Characteristics of Respondents	34
PAMS Used	35
How PAMS were used	36
Treatment Stage	38
V. DISCUSSION	49
Research Questions	49
Occupational Performance Frame of Reference	50
Controversy	52
Summary	54
Recommendations	56
LIST OF REFERENCES	60
APPENDICES*	66
VITA**	74

*Do not list all the appendices, just indicate the page number where they start.

**Required for doctoral students only.

SAMPLE OF PERMISSION TO QUOTE OR REPRODUCE
COPYRIGHTED MATERIAL LETTER

Date _____

I (we) _____

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

hereby authorize _____

to use the following material as part of his/her dissertation to be submitted to New
Covenant University.

Page

Line Numbers or Other Identification

I (we) further extend this authorization to University Microfilms International, Ann
Arbor, Michigan, for the purpose of reproducing and distributing copies of the work.

Signature