The University handbook was adapted, with permission, from the UWG Ed.D. in School Improvement handbook.
TABLE OF CONTENTS


General Policies and Regulations .................................................................5-7
  Student Integrity .........................................................................................5
  Submission Procedures ..............................................................................5-7
    Format Review .........................................................................................5-6
    Binding Checklist ....................................................................................6
    Bound Copies ............................................................................................6-7
    UMI ............................................................................................................7

UWG Style Guide .......................................................................................7-8
  Typeface ......................................................................................................7
  Margins ........................................................................................................7-8
  Spacing ........................................................................................................8
  Pagination ....................................................................................................8

Content Pages .............................................................................................8-13
  Title Page ...................................................................................................8-9
  Signature Page ............................................................................................9
  Abstract ........................................................................................................9-10
  Copyright (optional) ..................................................................................10
  Dedication (optional) ................................................................................10
  Acknowledgments (optional) ....................................................................10
  Preface (optional) ......................................................................................10
  Vita ................................................................................................................10
  Table of Contents ......................................................................................11
  List of Tables, Figures, or Illustrations .....................................................11
  Body of Text .................................................................................................11
  Tables, Figures, or Illustrations .................................................................11-13
  Bibliography/References ..........................................................................13
  Appendix/Appendices ...............................................................................13

Appendices .................................................................................................14-30
  Sample Content Pages .............................................................................15-27
  Checklists ..................................................................................................28-30

Format Review Form ..................................................................................31
Binding Order Form .....................................................................................32
INTRODUCTION

Thesis and Dissertation Format and Processing Guidelines
In preparing a thesis or dissertation for submission, you should keep in mind that neatness and correctness in form are second in importance to accuracy and soundness of research; however, all are important in preparing an acceptable document. This guide can assist you in the preparation of your thesis or dissertation, but it is not meant to be an exhaustive manual. For specific questions of style, consult the most recent edition of the discipline-specific style guide. When using a style manual, follow the specifications for published documents. However, certain policies set forth in this Guide take precedence over those in any style manual as they pertain to this institution. Read this manual carefully before you begin preparing your thesis or dissertation.

The element that contributes most to the attractiveness and readability of the thesis or dissertation is consistency in format. Consistency means the student establishes a series of conventions or protocols regarding heading sequencing and other aspects of appearance to visually guide readers through the document, thus enabling them to concentrate on the content. For more information, refer to the “Style” portion of this Guide.

Students must submit the thesis or dissertation, with the required Content Pages, for the final formatting review prior to printing copies which will be bound. The Student and Faculty Advisor signatures on the Format Review Form indicate that editing and formatting have been reviewed by the student and the committee prior to submitting the required Content Pages to the Format Reviewer for the final format check and approval. The final format check and approval ensures that the required Content Pages adhere to the UWG style requirements. Content is not reviewed for spelling, punctuation, or writing style by the Format Reviewer.

The required Content Pages include:
1. Title Page
2. Signature Page
3. Abstract
4. Acknowledgements (one of several optional pages)
5. Vita
6. Table of Contents
7. One table or figure, if applicable
8. List of Tables or Figures, if applicable
9. First of any one chapter
10. Reference Pages. Submit a sufficient number of reference pages to allow various types of references to be verified for form using your discipline-specific style guide. Sample references to be checked may include:
   a. Chapter of a book
   b. Edited book
   c. Journal Article – (one author, two authors, three or more authors)
   d. Any electronic media (e.g., online journal)
   e. Personal communication
## Table 1. Arrangement of Thesis or Dissertation Parts

<table>
<thead>
<tr>
<th>Parts</th>
<th>Page Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank Page</td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td>Assigned the small Roman numeral (i) although it is not typed on the page</td>
</tr>
<tr>
<td>Signature page</td>
<td>Assigned (ii), not typed on the page</td>
</tr>
<tr>
<td>Abstract</td>
<td></td>
</tr>
<tr>
<td>Optional Pages: Copyright, Dedication, Acknowledgments, Preface</td>
<td>Small Roman numerals, beginning with “iii,” are assigned and typed at the center at the bottom of the page below the one inch margin.</td>
</tr>
<tr>
<td>Vita</td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td></td>
</tr>
<tr>
<td>List of Tables, Figures, or Illustrations</td>
<td></td>
</tr>
<tr>
<td>Body of Text</td>
<td>The text should be arranged in sections consistently in accordance with the appropriate style manual. The pages of the text should be numbered in Arabic numerals. The first page of the text should not bear a number, however, the second page and all subsequent pages of the text should have a number in the upper right corner within the right margin and above the top one inch margin.</td>
</tr>
<tr>
<td>References</td>
<td>List of references in the format prescribed by the discipline-specific style guide following the text.</td>
</tr>
<tr>
<td>Appendix (optional section)</td>
<td>Any necessary appendices follow the reference list.</td>
</tr>
<tr>
<td>Blank Page</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL POLICIES AND REGULATIONS

Student Integrity
Conferral of a degree implies personal integrity and ability to perform within the framework of scholarly methods. Three areas in which graduate students should be particularly cautious are the following:

1. Proper acknowledgment of cited works as set forth in discipline-specific style guides.

Submission Procedures
The student has full responsibility for insuring all copies of the thesis or dissertation are correct in content and form.

Format Review
Compare the formatting of the required Content Pages to that of the Sample Content Pages included in the appendix of this handbook. Before printing the necessary number of copies on the specified paper, submit the thesis or dissertation, including the required Content Pages, to the Format Reviewer. The formatting of these required pages must be approved by the Format Reviewer. The Format Reviewer must receive confirmation from the Faculty Advisor or Dissertation Chair of a successful defense before the final format review and payment for binding can be made to the UWG Cashier. Once payment has been made, the student delivers the required number of copies of the document, on the specified paper, with the form confirming payment to the UWG Library for binding.

The required Content Pages include:
1. Title Page
2. Signature Page
3. Abstract
4. Acknowledgements (one of several optional pages)
5. Vita
6. Table of Contents
7. One table or figure, if applicable
8. List of Tables or Figures, if applicable
9. First of any one chapter
10. Reference Pages. Submit a sufficient number of reference pages to allow various types of references to be verified for form using your discipline-specific style guide. Sample references to be checked may include:
   a. Chapter of a book
   b. Edited book
   c. Journal Article – one author
d. Journal Article – two authors
e. Journal Article – three or more authors
f. Any electronic media (e.g., online journal)
g. Personal communication

When the thesis or dissertation is completed, required Content Pages approved, and properly signed, all copies (not bound or fastened with clips of any sort) shall be submitted, after fee payment, to the UWG Library.

Submit your thesis or dissertation to the UWG Library for binding by the deadlines listed below:
   Spring Graduation - April 12
   Summer Graduation - July 12
   Fall Graduation - November 26

*If the deadline falls on a weekend or holiday, then it is due on the following workday by 5:00 p.m.

Keep in mind that the Format Review must be conducted before submission of the document to the Library for binding. Planning ahead, by setting an earlier deadline, will ensure that students have ample opportunity to complete all requirements before the thesis or dissertation is due to the Library for binding.

**Binding Checklist**
The following items are due when you submit your thesis or dissertation.

1. All pages must be present and in correct order for each copy submitted for binding.
2. Submit copies, in final form, on approved paper (25% fiber content, acid-free, white 8.5 x 11 inch paper). These copies should be in separate boxes with tops or in envelopes with clasps that fasten. Each box or envelope should have a label containing the following information:
   - Your Name
   - Full Title of Thesis or Dissertation
   - Name of Thesis or Dissertation Chair and Department
3. A check made out to the University of West Georgia to pay for binding of the program specified number of copies of the thesis or dissertation. Note: All fees for filing theses or dissertations are subject to change. Consult the UWG Library for current information.

*If you would like more than one bound copy of your thesis or dissertation, submit as many additional copies as you want to have bound and pay the additional cost. Your committee members may request bound copies for themselves.

**Bound Copies**
Binding your thesis or dissertation will take approximately four to eight (4-8) weeks. Provide the program specific number of copies for binding, usually three, sometimes four. The
minimum number of copies required is three; however, your committee, program, or department may require more than three.

**University Microfilms International (UMI)**

Publication of your thesis or dissertation with UMI is an option that the student may pursue. The University of West Georgia is not involved in this process. Refer to the discipline-specific requirement for submission of your thesis or dissertation to UMI Dissertation Publishing. This company offers a complete program of digital and analog publishing as well as bibliographic and copy services. When you publish your thesis or dissertation through UMI Dissertation Publishing, your research becomes available through the UMI dissertation data base, one of the largest and most widely used specialized research databases in the world.

UMI requires the submission of a 350-word abstract, one copy of your thesis or dissertation, including an extra copy of the title page. UMI will prepare a master negative microfilm of your thesis or dissertation and store the negative in their film vault. They will also create a digital version of the text in Adobe PDF and mount it on their web site, ProQuest Digital Dissertations, and UMI will publish the citation and abstract in the appropriate paper and online sources.

You may choose whether or not to register a claim to copyright, a service offered by University Microfilms International (UMI), for an additional fee.

**STYLE**

Printed on single-side ONLY

*Typeface*

Use a printer that provides high-quality copies with dark black characters that are consistently clear and dense. The typeface must be legible, and the contrast between the print and the paper must be great enough to insure crisp, clear photocopies. Times Roman or Times New Roman 12 (twelve) point fonts must be used throughout the document. Superscript characters should be no smaller than two points smaller than the font used for the body of the text.

*Margins*

All copies of a thesis or dissertation must have uniform margins. The page margins should be as follows:

1 (one) inch on the left, right, top, and bottom of page.
2 (two) inch top margin on specific pages. (title page, signature page, and first pages of the abstract, dedication, acknowledgement, preface, vita, table of contents, list of tables and figures, sections or chapters, bibliography/references and appendix/appendices) Section breaks can be used to establish different margins for different pages. Page two of these sections return to the one inch top margin.
If pages are photocopied, make sure the one inch margin is maintained on all sides of the copied document. All copies must be clear, legible, and accurate.

Spacing
Spacing should be double for the entire text body. The Vita and Table of Contents contain both single and double spacing (see sample pages).

Pagination
Each page of a thesis or dissertation must be assigned a number even though the number may not always appear. Small Roman numerals (i, ii, iii, iv, etc.) are used on all pages preceding the first page of chapter one. This includes the copyright page, abstract, dedication page, vita, acknowledgement(s), preface, table of contents, list of figures, etc. The first page showing a number will be page iii (the abstract); the title page counts as page i, but the number does not appear. These page numbers are located below the bottom one inch margin in the center of the page. See the sample pages for further information.

Arabic numerals (1, 2, 3, etc.) start with Chapter One and include the text, illustrations, appendices, notes, reference list, or bibliography and pages of visual material. Avoid page numbers that use letters, hyphens, periods, or parentheses: 1a, 1-2, (1). Position page numbers at the top upper right corner of the page inside the right one inch margin, but above the top one inch margin. The first page of the text should not bear a number, however, the second page and all subsequent pages of the text should have a number in the upper right corner.

If the thesis or dissertation contains landscape pages, pages in which the top of the page is the long side of a sheet of paper, make sure that the page numbers on those pages appear in the same place as they do on all other sheets.

Most word processing systems have a setting that controls “widows” and “orphans” on a printed page. A widow is a single line of text at the bottom of a page, with the rest of a paragraph continuing on the next page; an orphan is a single line of text at the top of a page, with the rest of the paragraph left behind on the previous page. Because widows and orphans are unacceptable, be sure to activate the widow/orphan setting that controls page breaks before printing out the final copy of the thesis or dissertation.

 CONTENT PAGES

Title Page
The title page should conform to the sample title page included in the Appendix. The title should be centered, with a two inch margin from the top of the page, all upper case letters. After a double-spaced line, add “by” in lower case letters. Another double-space below, insert [student name] using all upper case letters. The student’s name must appear as he/she is registered at the University of West Georgia.

Eight spaces down, four double spaced lines, a similar statement should be added, “A Thesis Submitted to the Graduate Faculty of the University of West Georgia in Partial Fulfillment of the
Requirements for the Degree of Master of Arts” using both upper and lower case letters. The wording should be modified as necessary for each student, program and degree. Another eight spaces, four double space lines, below this statement, enter “CARROLLTON, GEORGIA” using upper case letters. The submission year should be entered, one double space below. Although the number does not appear on the page, this page is assigned a Roman numeral “i.”

**Signature Page**

Refer to the corresponding sample signature page included in the Appendix for a visual of these instructions. The signature page contains the signatures of your thesis or dissertation committee members and the Dean of the College or School supervising your program. It indicates that the content and format of the thesis or dissertation are appropriate and acceptable. As with the title page, the title should be centered, with a two inch margin at the top of the page using all upper case letters. After a double-space line, two single spaces, add “by” in lower case letters. Another double-space below, insert [student name] using all upper case letters.

The committee members’ signatures, for three committee members, should be placed ten spaces, five double spaces, below the student’s name, at 3.5 inches from the one inch left margin. Insert “Approved:” on the first line, then the signature line should be placed on the third single spaced line below. Type the committee chair’s name on the single space below the signature line. The line below the typed name identifies the person as the “Thesis Advisor” or “Dissertation Chair.”

For committees consisting of four members, the “Approved:” section should begin six single spaces, three double spaces, below the student name at 3.5 inches from the one inch left margin. Following the same pattern, three lines below, add another signature line for a committee member. Type the committee member’s name one space below the signature line. One line below the name, identify the person as “Committee Member.” This is repeated for each committee member.

Additional approval, from the Dean of the College or School is placed, left-justified, on the one inch margin, a double space below the last committee member’s name and title. The signature line is located three lines below “Approved:” with the indentifying information directly below the signature. Another three lines down, add a line for the date of the signature. This page is assigned “ii,” although that number does not appear on the page.

Do not duplicate signatures. In other words, each bound copy of the thesis or dissertation should have a signature page with original signatures.

**Abstract**

Refer to the corresponding sample abstract page included in the Appendix for a visual of these instructions. Policy requires that each thesis or dissertation submitted must include an abstract. Although the content of the abstract is determined by the student and committee, the following information is standard: 1) a short statement concerning the area of investigation; 2) a brief discussion of methods and procedures used in gathering the data; 3) a condensed summary of the findings, and/or 4) conclusions reached in the study.
“ABSTRACT” should appear two inches from the top of the page using all upper case letters. One double-space below, enter the student’s name, all upper case letters, followed by a colon, then the title of thesis or dissertation using upper and lower case letters. A single space below the student name and title, in parentheses, add “Under the direction of [insert name of Thesis Advisor or Dissertation Chair].” The text should begin two double spaces, four single spaces, below this information. The second page, if applicable, returns to the one inch top margin.

**Copyright (optional)**
Refer to the corresponding sample page included in the Appendix for a visual of these instructions. This page shows that the thesis or dissertation has been copyrighted. The student’s thesis or dissertation committee can provide insights as to if the thesis or dissertation should be copyrighted or not. The copyright symbol (©) and the year begins twenty double spaces, forty single spaces, below the top one inch margin. One single space below, enter the student’s name as it appears on the previous pages, using upper and lower case letters. Another single space below should read, “ALL RIGHTS RESERVED” using upper case letters.

**Dedication (optional)**
Refer to the corresponding sample page included in the Appendix for a visual of these instructions. If the student wishes to dedicate the thesis or dissertation, the dedication statement is included on this page. “DEDICATION” should appear two inches from the top of the page in all upper case letters. The second and subsequent pages, if applicable, return to the one inch top margin.

**Acknowledgments (optional)**
Refer to the corresponding Sample Page included in the Appendix for a visual of these instructions. This page is used to thank those who have helped in the process of obtaining the graduate degree. Permission to quote copyrighted material is listed here, as well as acknowledgment for grants and special funding. “ACKNOWLEDGEMENT” should appear two inches from the top of the page using all upper case letters. Subsequent pages should begin at the one inch top margin.

**Preface (optional)**
Refer to the corresponding Sample Page included in the Appendix for a visual of these instructions. A personal statement about the purpose and scope of the thesis or dissertation would be included in the preface. The tone of a preface, however, must be academic and appropriate to scholarly work. “PREFACE” should appear two inches from the top of the page using all upper case letters. Subsequent pages should begin at the one inch top margin.

**Vita**
Refer to the corresponding sample page included in the Appendix for a visual of these instructions. “VITA” should appear two inches from the top of the page using all upper case letters. The one-page vita presents the student’s educational and professional experience related to the discipline. It also presents the student’s major areas of study. The vita contains appropriate academic and professional information about the author/student. Personal information should not be included.
**Table of Contents**
Refer to the corresponding sample page included in the Appendix for a visual of these instructions. The Table of Contents may vary in style and amount of information included. Chapter or Section titles, the Bibliography/List of References, the Appendix, if used, and the Vita should be included. Page numbers shown in the Table of Contents for the Appendix/Appendices must be the number assigned to the single page or the title sheet preceding each multiple page section. Refer to the “Appendix/Appendices” section for more details. There should not be a title sheet preceding References or Bibliographies. Although it is not necessary to include all levels of headings, any inclusion must be consistent. If a particular level is included at any point, all headings of that level must be included. All pages, including the preliminary pages beginning on page three with the abstract, must be listed in the Table of Contents. Page one of the Table of Contents begins with a two inch margin from the top of the page. The second and subsequent pages, if applicable, return to the one inch top margin.

**List of Tables, Figures, or Illustrations**
Refer to the corresponding Sample Page included in the Appendix for a visual of these instructions. If there are five or more tables or figures in the thesis or dissertation, a List of Tables, a List of Figures, and/or List of Illustrations must be included after the Table of Contents. Any tables, figures, or illustrations appearing in the appendix must also be included in the list. Each title must be unique, and all titles must be entered in the Lists worded exactly as they appear on the table, figure, or illustration.

**Body of Text**
The primary rule is to conform to the current discipline-specific style manual when presenting the text of the thesis or dissertation. The thesis or dissertation must be divided into a logical system that is followed consistently throughout the document. Chapters are the most common division, but sections and parts are also permissible. Chapter or section numbers and titles are primary divisions of the entire document.

Each major division (chapter or section) must have a title, be numbered consecutively throughout the document, and begin on a new page. The chapter number and title should begin two inches below the top of the page. The second and subsequent pages return to the one inch top margin.

**Tables, Figures, and Illustrations**
Tables, figures, or illustrations should not be larger than the space within the margins. Illustrations and figures must be high-quality resolution, photo quality or better. It is suggested that, where possible, all copies of illustrations, etc., should be produced by a high-quality printer.

Tables are usually quantitative in nature and should be organized so that entries that are to be compared are next to one another.

Illustrative visual material, such as a photograph, map, line drawing, graph, or chart, should be called a figure. Because figures are considered illustrations or diagrams and may be imported from an external source, any text that is part of the figure can be in any typeface, provided it is neat and legible. The figure number and title must be in the same base typeface as the rest of the thesis or dissertation because this material is considered a part of the typeset body of the
A figure containing several related parts too large to be included on a single page may be continued onto other pages. The first page contains the figure number and complete title, and subsequent pages contain the remainder of the figure.

Material such as an oversized map, drawing or other material that cannot be bound must be labeled as illustrations, not tables/figures. If it is necessary to include illustrations, these materials should be listed in a List of Illustrations and indicated as being “In Pocket.” A label must be affixed to each illustration stating the illustration number and title and the student’s name and date of graduation. A pocket for the illustration will be attached to the inside back cover of the hard-bound copies at the bindery.

Each table, figure, or illustration must have a unique title descriptive of its contents; no two titles can be exactly the same. The number and title must appear above each table and below each figure. Figures/tables containing parts must be given a general title, after which the figure/table may be broken down into separate parts, as in a), b), etc. For multiple part figures/tables, the title may be composite, with no references to individual parts, or integrated, with titles for each part as part of the general title. The style of the titles must be consistent for all figures/tables.

Because tables, figures and illustrations are separate entities, they must be numbered independently. Number all tables, figures, and illustrations with Arabic numerals in the order in which they are first mentioned in the text (e.g., Tables 5, 6, and 7). Do not use suffix letters or combine related tables into one table.

Tables, figures and illustrations must be referenced in text by number, not by expressions such as “in the following table/figure.” When more than one table/figure is referenced on a page of text, each follows in the order mentioned until all have been placed before the text starts again. In degree of importance, tables/figures are secondary to the text. This means that all text pages must be filled with text and in no case should they be left significantly free of text because of the mention of a table/figure

Tables, figures, and illustrations should be incorporated within the body of the text, rather than in the appendix. It is recommended that tables/figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. For example, on a separate page immediately following the text page where the table was first referenced (e.g., Table 1 is referenced on page 7; page 7 is a full page of text; Table 1 is placed by itself on page 8; the text starts again on page 9). However, if the student wishes to incorporate tables/figures within the text, the following criteria must be met:

- table/figure must be separated from the text by extra space (approximately ½ inch),
- table/figure cannot be continued onto a following page,
- table/figure must be placed at top or bottom of page, never center/near center of page.

There should be a balance of no less than one-half page of text and no more than one-half page of table/figure. If multiple tables/figures are mentioned together on a page, they may be placed on pages together, provided there is approximately ½ inch between each table/figure. It is not
necessary to designate as figures small diagrams or drawings, or to designate as tables compilations that are no more than a three lines in length.

To accommodate large tables/figures, it is sometimes necessary to orient them horizontally on the page. The one inch margins should be maintained, particularly on the binding edge (left side of page). The placement of the page number must be consistent with the rest of the thesis or dissertation. The table/figure and its caption must be placed so that it can be read when the document is turned 90-degrees clockwise.

**Bibliography/References**

A thesis or dissertation must include a list of materials used in the preparation of the document. This may consist of only references cited in the text (e.g., List of References) or may also include works consulted, but not cited in text (e.g., Bibliography). The purpose of listing the citations is threefold:

1. To serve as an acknowledgment of sources,
2. To give readers sufficient information to locate the material,
3. In the case of personal interviews or correspondence, to save the reader the trouble of attempting to locate material that is not available.

The format used for the references should conform to the current discipline-specific style manual. References cannot be collected at the end of chapters or sections, only at the end of the document.

**Appendix /Appendices**

The appendix is a useful device to make available material relevant to the text but not suitable for inclusion in it. An appendix, if included, is preceded by a title or separation sheet with the title, Appendix, Appendixes, or Appendices, two inches below the top of the page. This sheet is assigned a page number. Appendix material cannot be collected at the end of chapters or sections, only at the end of the document.

If the student wishes to subdivide the appendix, the subsections must follow a logical division. Each separate appendix can either have an additional title or separation sheet with the number (1, 2, 3 or A, B, C) and title two inches below the top of the page with material beginning on next page. Avoid page numbers that use letters, hyphens, periods, or parentheses: 1a, 1-2, (1).
# APPENDICES

Sample Content Pages ................................................................. 15-27

Title Page ......................................................................................... 15

Signature Page .................................................................................. 16-17
  Three signatures ........................................................................... 16
  Four signatures .............................................................................. 17

Abstract ......................................................................................... 18

Optional Pages ................................................................................ 19-22
  Copyright Page ............................................................................ 19
  Dedication ..................................................................................... 20
  Acknowledgements ..................................................................... 21
  Preface ........................................................................................ 22

Vita ................................................................................................. 23

Table of Contents ............................................................................ 24-25

List of Tables, Figures, Illustrations, Graphs ...................................... 26

Chapter One ................................................................................... 27

Checklists ....................................................................................... 28-30

Format Review Form ..................................................................... 31

Binding Order Form ...................................................................... 32

Please note: page numbers appear in the upper right sections of the following pages for ease of reference as a part of this document. Refer the handbook specifications for appropriate page numbering.
(Two inch margin from the top)

TITLE OF THESIS OR DISSERTATION (all capital letters, centered)

by (lower case letters, centered)

YOUR NAME (all capital letters, centered)

A Dissertation Submitted to the Graduate Faculty

of the University of West Georgia in Partial Fulfillment

of the

Requirements for the Degree

of

Doctor of Education

CARROLLTON, GEORGIA

Year

(No Page Number Noted)
TITLE OF THESIS OR DISSERTATION (all caps, centered)

by (lower case, centered)

YOUR NAME (all caps, centered)

Approved:

[typed name]
Thesis Advisor or Dissertation Chairperson

[typed name]
Thesis [or Dissertation] Committee Member

[typed name]
Thesis [or Dissertation] Committee Member

Approved:

____________________________________
Dean, College of Arts & Humanities

____________________________________
Date
(Two inch margin from the top)

TITLE OF THESIS OR DISSERTATION (all caps, centered)
by (lower case, centered)
YOUR NAME (all caps, centered)

Approved:

____________________________________
[typed name]
Thesis Advisor or Dissertation Chairperson

____________________________________
[typed name]
Thesis [or Dissertation Committee] Member

____________________________________
[typed name]
Thesis [or Dissertation] Committee Member

____________________________________
[typed name]
P-12 Representative

Approved:

_________________________________
Dean, College of Education

_________________________________
Date
ABSTRACT

YOUR NAME IN ALL CAPS: Thesis or Dissertation Title in Upper and Lower Case
(Under the direction of Dr. [Thesis Advisor or Dissertation Chair’s name])

The abstract for a dissertation can be no longer than 350 words. The abstract must be double-spaced, consistent with the entire body of the dissertation.
DEDICATION

To my parents, Shirley and Alex Doe, whose support and care.... etc.

Type the text of the dedication here, below its heading, which is set 2” (two inches) from the top of a new page. Subsequent pages of text return to the 1” (one inch) top margin.
ACKNOWLEDGMENTS

Type the text of the acknowledgments here, below its heading, which is set 2” (two inches) from the top of a new page. Subsequent pages of text return to the 1” (one inch) top margin.

Acknowledgments are the author’s statement of gratitude to and recognition of the people and institutions who helped the author’s research and writing. There is no length limit to text in the ACKNOWLEDGMENTS. The text should be double-spaced.
PREFACE

Type the text of the preface here, below its heading, which is set 2” (two inches) from the top of a new page. Subsequent pages of text return to the 1” (one inch) top margin. Normally, a preface is a statement of the author’s reasons for undertaking the work and other personal comments which are not directly germane to the materials presented in the literature review and the research methods chapters of the dissertation. These reasons tend to be of a personal nature.

There is no length limit to text in the PREFACE. The text should be double-spaced.
VITA

1975          B.S., Biophysics
              University of Georgia, Athens, GA

1975-1977     Teacher Corps Intern
              State University at Stonybrook
              Long Island, NY

1977          M.S., Mathematics Education
              SUNY, Long Island, NY

1979-1982     H.S. Science Teacher
              Martin Luther King School
              Fort Wayne, IN

1982          M.A., School Administration
              Grace Seminary, Winona Lake, IN

1982-1985     Assistant Principal
              Calvary Christian School
              Fayetteville, AR

1985-1989     Administrator
              Prairie Valley High School
              Prairie Valley, KS

1989-Present  Principal
              Cypress Community School
              Houston, GA

1992-Present  College of Education
              University of West Georgia
              Carrollton, GA

FIELDS OF STUDY

Major Field: School Improvement

Content Specialty: Advocacy
(TABLE OF CONTENTS appears two inches from the top of the page)

**TABLE OF CONTENTS**

ABSTRACT ...................................................................................................................... iii  
COPYRIGHT .................................................................................................................... iv  
ACKNOWLEDGEMENTS ............................................................................................ v  
VITA ................................................................................................................................. vii  
LIST OF TABLES ........................................................................................................... viii  

CHAPTER  
I.  INTRODUCTION .................................................................................................1  
   Overview ................................................................................................................ 1  
   Background of the Study ............................................................................. 2  
   Statement of the Problem ....................................................................... 6  
   Justification for the Study ....................................................................... 7  
   Link to School Improvement ................................................................. 8  
   Definitions ................................................................................................. 10  
   Assumptions and Limitations and Delimitations ...................................... 11  
   Summary ................................................................................................... 12  

II.  REVIEW OF RELATED LITERATURE ......................................................... 13  
   Introduction ............................................................................................... 13  
   The Nature of Reflective Teaching ........................................................ 14  
      Cognitive Elements of Reflection .................................................... 24  
      Affective Aspects of Reflection ......................................................... 28  
   Reflective Practice in Teacher Education ............................................. 29  
      Reflective Strategies and Programs in Teacher Education .......... 32  
      Instructional Strategies to Promote Reflection ................................ 32  
      Research Related to Reflection in Teacher Education ................. 36  
      Reflective Teaching .............................................................................. 42  
         The Process of Reflective Teaching .............................................. 43  
         Reflective Teaching Lessons .......................................................... 44  
         Response to Reflective Teaching .................................................... 45  
      Research on Reflective Teaching .............................................................. 46  
   Summary ................................................................................................... 49  

III.  RESEARCH PROCEDURES ................................................................. 51  
   Introduction ............................................................................................... 51  
   Subject Selection ........................................................................................ 51  
   Research Design .......................................................................................... 53  
   Data Collection ......................................................................................... 53
LIST OF TABLES

TABLE                        PAGE
1.  Comparison of Reflective Processes of Teacher Education.......................... 21
2.  Designations of Inquiry-Oriented Approaches to Teacher Education ........... 31
3.  A Comparison of Reflective Teaching Objectives to RTI Categories ........... 65
4.  Discourse Categories and Subcategories Frequencies and Ratios ............... 79
5.  Degree of Reflection Ratios by RTL Small Group ...................................... 81
6.  Discourse Category Means and SDs by Teacher and Learner Group ............. 94
7.  Variance, Covariance, and Correlations of Discourse Variables ................. 95
8.  Summary of Univariate and Multivariate Analyses of Variance of Discourse Measures ................................................................................................. 97
9.  Variance, Covariance, and Correlations of Discourse Variables ................. 101
10. Summary of Canonical Correlation Analysis............................................... 103
CHAPTER ONE

INTRODUCTION

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