Office of Graduate Studies
223 James P. Brawley Drive
Atlanta, Georgia 30314

Thesis and Dissertation Guide

Dr. Bettye Clark
Interim Dean
Graduate Studies
3049 Thomas W. Cole Jr., Research Center for Science and Technology
(404) 880-8667
bclark@cau.edu

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Dear Graduate Students,

Congratulations on your successful matriculation thus far toward your graduate degree. As you embark upon the culmination of your degree program, we have developed this Guide for your use to help expedite the approval of your thesis or dissertation. This Guide was primarily designed to provide detailed instructions regarding preliminary pages to be included in your document, address formatting concerns, and indicate which style manuals are permissible for your program. The Thesis and Dissertation Guide is to be adhered to in addition to your style manual. This document in conjunction with your style manual will serve as excellent tools to help in the writing of a successful thesis or dissertation.

The successful completion and approval of a thesis or dissertation serves as the University’s clearance of your graduate edification. As you join the legacy of other noted alumni, I implore you to maintain the high level of academic excellence and scholarliness that has been set before you. The review of your thesis or dissertation in the Office of Graduate Studies is to ensure that your final document is of stellar caliber and fully meets the requirements and standards enforced by Clark Atlanta University. It is my hope that the knowledge gained in this educational process helps to cultivate a lifelong learner and positive change agent in every facet of your occupational careers and life in general.

Best wishes on a successful thesis or dissertation!

In The Spirit of Greatness,

Bettye M. Clark, Interim Dean
Office of Graduate Studies
Colleagues,

As I promised during the spring (March 22, 2007), I am resending this information to the Deans of the various schools, so that we shall all be governed by the same rule.

Since 2000, I have been using *Webster's Collegiate Dictionary* for my editing “Bible” for spelling preferences and usage, particularly with words like “African American.” Some reference works do not address whether it should or should not be hyphenated. The Tenth Edition of *Webster’s* recommended no hyphen when African American is used as a noun. The hyphen was required when African-American is used as an adjective.

Examples:
Noun: Two African Americans appeared in that dramatic production.  
I am an African American.

Adjective: Two African-American actors were in that production.  
I am an African-American citizen.

The confusion arose when the Eleventh Edition of *Webster’s* appeared, and it recommended the use of the hyphen both nominally and adjectivally. This is the format that we began using with the appearance of the Eleventh Edition. However, William A. Sabin’s *Gregg Reference Manual (Ninth Edition)*, which treats troublesome aspects of language usage, hyphenation, etc., contains a paragraph which, I believe, will put the matter to rest for us once and for all. It is found in Part I: Grammar, Usage, and Style, Section 1101, Note g, p. 294:

> g. Many ethnic references consist of two words, the second of which is American. **Do not hyphenate** terms like an African American, a German American, or a Chinese American **when they are used as nouns**, because the first element in each case modifies the second. **Hyphenate such terms, however, when they are used as adjectives:** African-American entrepreneurs, a German-American social club, Chinese-American restaurants. Also hyphenate such terms when the first element is a prefix; for example, Afro-Americans, Anglo-Americans. *(Bold type my own)*

Sincerely,

Earle D. Clowney
University Editor
VIII-17-MMVII
PREFACE

The writing of a thesis or dissertation is intended to demonstrate the student’s ability to carry out independent scholarly research, to draw logical conclusions from data gathered, and to present the results in a clear, intelligible, and consistent form, in keeping with the established conventions of the scholarly community. It is the obligation of any university, as a whole, to ascertain that every thesis or dissertation which it accepts has met these standards. This is the ultimate purpose of all Clark Atlanta University regulations governing theses and dissertations. Therefore, it is the responsibility of the individual student to meet all the requirements and NOT the responsibility of the typist or of the professors and others who must ascertain that the standards have been met.

Deadlines for the submission of theses and dissertations serve a necessary function. Extensions of published deadlines are not automatic. Extensions will be granted only for causes which are the responsibility of the University.

The instructions and suggestions included in this Guide apply to all Schools and Departments of Clark Atlanta University. It is the duty of the faculty advisors and the department chair to determine that each thesis or dissertation conforms to all University standards; it is the obligation of each School’s Dean to verify that these standards have been met. It is the obligation of the Office of Graduate Studies to assure that Clark Atlanta University accepts only theses and dissertations, which conform to these regulations. These instructions, however, may be supplemented by additional specifications, which are officially published in the Student Handbook for individual schools and departments, or may be appended to the student’s copy of this Guide. All
such supplementary guidelines must be filed with the Dean of the appropriate School and with the Office of Graduate Studies.

In this *Guide*, the word “thesis” will be used to refer to both theses and dissertations, unless otherwise specified.
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The candidate must fulfill three sets of requirements for a graduate degree:

1. Departmental requirements,
2. School requirements, and
3. University wide requirements.

It is the responsibility of the faculty advisor and the department chair to apprise the candidate of these requirements as well as the procedure for completing a graduate degree.

Where applicable, the thesis or dissertation (with its defense) is the final requirement for the degree. Therefore, it is necessary to apply for graduation before the thesis is completed so that the University can expeditiously conduct all the verifications and preparations for graduation. Each semester’s deadline for submission of the “Application for Graduation/Candidacy” is specified in the Academic Calendar which is found on the Clark Atlanta University website.

An Application for Graduation is only effective for one semester. If the student does not graduate during that semester, a new form must be submitted for the subsequent semester in which the student expects to graduate. Some departments and schools also have a separate process for “admission to candidacy.” Students should ensure that department and school candidacy requirements are met prior to the submission of an Application for Graduation. Regulations and deadlines are published in the relevant program’s handbook for graduate students.

There are also deadlines for the final submission of the thesis to the student’s department chair, the office of the student’s School Dean and to the Office of Graduate Studies. These deadlines are also published in the Academic Calendar. Before the thesis can be submitted to the Office of Graduate Studies, it must be approved by the Dean of the School in which the student is registered. Deadlines are firm.

Students are urged to submit their theses to the School Dean’s Office as early as possible. A thesis can be submitted to the School Dean only when the student’s thesis committee and the Department Chair officially verify that all regulations and requirements have been satisfied, and that the thesis itself is completely satisfactory. Students must allow adequate time for these reviews and the corrections which they may require.
STANDARDS OF FORMAT & STYLE

Paper
Prior to final submission approval, standard copy paper may be used. However, the two copies submitted to the Office of Graduate Studies, upon final approval of the document, must be on white 20-pound, 100% cotton watermarked paper, 8 ½ x 11 inches. Heavier weight paper and lower cotton content papers are not acceptable.

Appearance
The thesis must be typed, neat in appearance, and without error. Strikeovers, handwritten corrections, or interlineations are not accepted, nor are corrections made using fluid, tape, or erasers. The thesis can only be printed on one side of the page.

Typeface
The thesis must be typed in Times New Roman 12 point font. Type size may be smaller for footnotes, captions, and for information in figures and tables. Print outside of the basic text (e.g., footnotes and endnotes) should be typed in Times New Roman 10-point font. Italics may be used for headings, foreign words, book titles, or occasional emphasis. The use of underlining and bold face in the text, headings, and titles is dictated by governing style manuals. Signatures on the transmittal page should be typed on the line that precedes the signature line.

Margins
The following are the required margins for the document.

Left: 1.5 inches (this margin is wide for binding requirements)
Right: 1 inch
Top and Header: 1 inch measured from top of page to top of page number
Bottom and Footer: 1 inch measured from bottom of page to bottom of page number

Note: Some preliminary pages and the first page of each chapter must have a top margin of two inches, which should be measured from the top of page to the top of words.
Line Spacing
The text of the thesis must be double-spaced throughout. Lengthy quotations (a prose quotation of two or more sentences which runs to five or more typewritten lines) must be in block form, single-spaced, indented, and not enclosed in quotation marks unless your style manual dictates otherwise. Paragraph indentation in block quotations is ten spaces from the left margin of the thesis text. Care must also be taken to observe all rules for marking omissions in the quotation, including omission of the beginning of the first sentence of a new paragraph in the quoted source. Refer to governing style manual for guidelines regarding the spacing of footnotes, bibliographic entries, long quoted passages, figure and table captions, and items in lists and tables.

Pagination
Preliminary pages must be numbered using lower-case Roman numerals centered one inch from the bottom of the page. The title page is counted, but not numbered. Immediately after the title page come the copyright page, the “STATEMENT OF UNDERSTANDING,” and the “NOTICE TO USERS.” These pages are neither counted nor numbered. The next page is numbered “ii.” (In most cases, the ACKNOWLEDGEMENTS page is the first numbered preliminary page). The remaining preliminary pages follow in consecutive order. “In consecutive order” means that no new chapter or section can repeat the numbering of an earlier chapter. All pages of the body of the thesis (including illustrations, charts, tables, appendices, bibliographies, etc.) are numbered in consecutive order using Arabic numerals.

The first page of each chapter must have the page number located at the bottom center (page numbers must observe the 1-inch bottom margin). Page numbers thereafter must be placed in the top, right-hand corner (page numbers must observe 1-inch top and right margins).

The Abstract, if longer than one page, is numbered using Roman numerals (i., ii.) one and two at the bottom center of the page. Additional specifications may be found in the manual adopted by the student’s school or department.

Division of Words
Words must not be divided in a way which leaves one letter of the word on either line or the past tense ed of a verb at the end of the first line. (Please note that all of Turabian’s other caveats concerning word division must also be observed.)

Chapter Headings
Each chapter must have a heading and a title. Both should be in all capital letters, centered, and in observance of the 2-inch top margin. Chapter headings can use either Arabic numerals or Roman numerals, depending on the dictate of the governing style manual. If a preference is not indicated in the style manual, use Arabic numerals to indicate the chapter number in the TABLE OF CONTENTS and in the text. Chapter
headings refer to the chapter number (i.e., CHAPTER 1, CHAPTER I). Chapter titles refer to brief descriptive titles that have been assigned to each chapter to indicate content (i.e., INTRODUCTION, METHODOLOGY, and LITERATURE REVIEW).

Figures
Charts, graphs, photographs, diagrams, etc., are called figures and should be numbered consecutively using Arabic numerals. The “LIST OF FIGURES” will be an item in the “TABLE OF CONTENTS.”

The figure caption is placed two lines below the figure. Refer to your governing style manual to determine whether or not the figure caption should be flush with the left margin or centered. The caption must be typed, and must include the identifying figure number, the figure title clarifying any label abbreviations used on photographs or diagrams, and the magnification, if any. The style described above may be followed for typing the figure caption, except that “Figure” may be abbreviated as “Fig.”

Any chart, graph, structure, etc., should follow the paragraph in which it is first mentioned. If it is too long to fit within the required margins, or if it is one or more pages in length, it should be placed on the page immediately following its first mention and continued on the succeeding page(s) as necessary.

Tables
Tables should be numbered consecutively in Arabic numerals, given titles (which must be typed), and listed with page numbers in a “LIST OF TABLES.” The “LIST OF TABLES” will be an item in the “TABLE OF CONTENTS.”

In the text, the number and title of the table is centered above the table. All tables should have a title. The title should describe in a clear concise manner the nature of the data presented in the table. Superscripts, asterisks, etc., may be used to designate explanatory notes. These notes should be beneath the table.

Each table directly pertinent to the presentation should be included as an integral part of the thesis and must appear on a page where it is first mentioned in the text, or, if it is too long to fit in the appropriate position on that page, it must immediately follow the page on which it is first mentioned. Tables’ one page or less in length should never be divided. Tables must not exceed the usual margins of the page in the thesis. Wide tables (broadsides) may be oriented in “landscape” position with the heading on the left-hand margin, i.e., at the binding. This margin must remain 1.5 inches wide. These tables must appear within the required margins of one page. Excessively long tables may be continued from page to page; an example of the heading for the continuation would be: “Table 30 (Continued).”
Footnotes
Unless guidelines of the school or department specify that footnotes must be placed at the bottom of the page within the margins specified above, footnotes may be placed there or collected at the end of each chapter as endnotes. In either case, they are numbered consecutively beginning afresh with each chapter.

Endnotes
Endnotes, which may have the same content as footnotes, should be collected and placed at the end of each chapter. Endnotes should be numbered consecutively beginning afresh with each chapter.

Bibliography/References/Works Cited
The bibliography should maintain the same margins as that of the beginning of chapter headings, and be titled as BIBLIOGRAPHY, or as certain departments specify, REFERENCES or WORKS CITED. In the table of contents, the bibliography, reference or works cited page is not to be listed as an individual chapter. The BIBLIOGRAPHY, REFERENCES or WORKS CITED should be listed alphabetically by the last names of the authors. The authors’ names should be written exactly as they appear in the publication.

The Bibliography, References or Works Cited is always the last section of the thesis. Appendices should come before the bibliography. The last page of the BIBLIOGRAPHY, REFERENCES, or WORKS CITED should be the last page of the thesis.

Documentation Format
At Clark Atlanta University, each discipline registers its standard reference for all decisions of format, other than the specifications included in this Clark Atlanta University Guide, with the School Dean and the Office of Graduate Studies. Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations [Chicago: University of Chicago] is the applicable guide for all issues not addressed in this CAU Guide or in the departments’ designated manual as it pertains to the preliminary pages.

An alternative standard may be chosen by the department or program and authorized by the School Dean, provided all the following conditions are met:

1. Any requirements of this Clark Atlanta University Guide will be followed when there is a discrepancy between the disciplines’ designated standard format and this CAU Guide.

2. The alternative standard is as complete as Turabian’s Manual in addressing the documentary phenomena which arise in the discipline for which it is being authorized.

3. The School Dean has submitted to the Office of Graduate Studies:
a. a letter authorizing the alternative documentation format for the specified Department(s) and
b. an official copy of the alternative guidelines. (A list of currently authorized style manuals is given on page 12 of this document.)

PARTS OF THE THESIS

The document submitted to School Deans includes several items which must be placed in the order specified here.

1. Thesis/Dissertation Transmittal Form

2. Abstract

3. Thesis, consisting of preliminary pages, text, and a bibliography or reference list

**Thesis/Dissertation Transmittal Form**
The transmittal form must be properly signed by all appropriate persons. Spell out all department and school names, in its entirety. The title of the thesis should exactly match the title provided on the ABSTRACT and the Title Page. Only degrees that precede or follow names should be abbreviated. On each transmittal form, signatures must be original and placed adjacent to typed name. Photocopies will not be accepted.

**Abstract**
The ABSTRACT should be no more than two pages. It should present clearly and concisely the main objectives of the study, the results, and their significance. References are generally not included in the abstract. If references must appear, they must be self-contained (completely cited) within the abstract. The abstract is independent of the thesis itself and should not be listed in the TABLE OF CONTENTS.

Student and committee chair name should appear on the ABSTRACT exactly as they do on the transmittal form. Only list degrees that have been conferred upon the student, not degrees that are in progress. Do not place a comma between the month and year when providing thesis date. Two lines (double-space) should separate the thesis title from the line containing the advisor’s name, and two lines should separate the line containing the thesis date from the body of the abstract.

Each page of the abstract has a top margin of one inch. If there are two pages, each is numbered in the center at the bottom margin, using lower case Roman numerals and complies with margin requirements.
Preliminary Pages
The preliminary pages must be ordered as follows:

1. **Title Page.** See the example for the exact content and format required. Titles that are more than one line should be presented as an inverted pyramid. The top margin of this page is two inches. This page is not numbered, although it is page “i.” The date listed at the bottom should be the month and year that the degree will be conferred, not the date the thesis was completed. The student name provided should appear exactly as it does on the transmittal form and the ABSTRACT. The information on this page should be in all capital letters.

2. **Copyright Page.** See the example for format. The text appears immediately above the bottom margin of the page. This page is not numbered. Only the name of the student should be in all capital letters. Use standard copyright symbol: ©

3. **STATEMENT OF UNDERSTANDING.** The top margin of this page is two inches. See the example for the format and exact text. This page is not numbered. The student should sign and date each copy; photocopies will not be accepted. It is permissible to replace “thesis/dissertation” with “thesis” or “dissertation,” depending on which is being submitted. Underline the name of the specific School.

4. **NOTICE TO USERS.** The top margin of this page is two inches. See appendices for the exact format and text. The “copyright,” “STATEMENT OF UNDERSTANDING” and “NOTICE TO USERS” are unnumbered insertions. This page is not numbered.

5. **ACKNOWLEDGEMENTS.** Acknowledgements are optional, must be on a separate page, cannot exceed one page, and should not exceed one paragraph in length, and should adopt a restrained and decorous tone. Dedications are inappropriate in theses and dissertations, but a dedicatory statement may be included within the ACKNOWLEDGEMENTS. A separate page for a dedication is not permissible. The ACKNOWLEDGEMENTS page is the first numbered preliminary page, and should be numbered “ii.” The top margin of this page is two inches.

6. **TABLE OF CONTENTS.** See Turabian’s *Manual* for an example of a correct format. Note that any subheadings within chapters must reflect formal subdivisions with headings in the text of those chapters. Do not list unnumbered preliminary pages in the Table of Contents. Do not include the Abstract in the Table of Contents. The first listed item should be the ACKNOWLEDGEMENTS. The top margin of this page is one inch.
7. **LIST OF FIGURES.** This page is required if any figures appear in the text. The top margin for this page is two inches. Your departmental approved style manual determines formatting for figures. If your manual does not address figures, see Turabian’s *Manual* (latest edition) for an example of a correct format.

8. **LIST OF TABLES.** This page is required if any tables appear in the text. The top margin of this page is two inches. Your departmental approved style manual determines formatting for tables. If your manual does not address tables, see Turabian’s *Manual* (latest edition) for an example of a correct format.

9. **LIST OF ABBREVIATIONS.** This page is required if the text holds any abbreviations which are peculiar to the text or to an extremely restricted scholarly audience. The top margin for this page is two inches. Your departmental approved style manual determines formatting for abbreviations. If your manual does not address abbreviations, see Turabian’s *Manual* (latest edition) for an example of a correct format.

**Text**
Typically, the main text consists of the following sections and sections should be ordered as displayed below:

1. Introduction
2. Chapters (including footnotes or endnotes)
3. Appendices (if any)

The first page of each such section has a top margin of two inches. Note that appendices precede the bibliography, references or works cited.

**Bibliography, References or Works Cited**
The BIBLIOGRAPHY, REFERENCES and WORKS CITED were previously discussed under “Standards of Format and Style” above. The first page has a top margin of two inches.

Each of these sections must be listed in the TABLE OF CONTENTS, with page numbers. Subdivisions within each section must employ headings and subheadings with consistency according to the authoritative format being used.
COMMON ERRORS CAUSING THE REJECTION OF FINAL DRAFTS

Errors in the final draft will result in the rejection of the draft submitted to the Office of Graduate Studies. It is the responsibility of the student to correct all errors, including those of the typist. Listed below are common errors that may result in a delay of a candidate’s fulfillment of the final requirement for the degree:

A. Errors in spelling and grammar, use of language inappropriate for scholarship (i.e., contractions), and use of sentence fragments cause more rejections of the final draft of theses than do any other kinds of errors. Therefore, students and faculty are urged to proofread and edit assiduously.

B. **It is the responsibility of the student and not of the typist or the faculty advisors, to conform to all details of documentation format.** Second only to errors of spelling and grammar, errors in format of FOOTNOTES and BIBLIOGRAPHY, REFERENCES and WORKS CITED cause the most rejections of otherwise “final” drafts. Students and faculty are advised, therefore, to be extremely careful to ascertain that all rules of format are followed exactly.

C. Final drafts which are submitted on paper which does not meet the specifications of quality designed in this *Guide* will be rejected.

D. Careful attention should be given to the correct numbering of pages. No unnumbered pages may be included in the text of the thesis.

E. Final drafts that do not comply with the guidelines set forth in this *Guide* will be rejected.

F. It must be understood that errors found in a thesis after the deadline for submission will require a delay in graduation.

G. Improperly formatted preliminary pages will be rejected.
**REQUIREMENTS FOR FILING THE FINAL DRAFT**

**Paper Quality**
Prior to final manuscript approval, standard copy paper may be used. However, the two manuscript copies submitted to the Office of Graduate Studies upon final approval of the document must be on white 20-pound, 100% cotton watermarked paper, 8 ½ x 11 inches. Heavier weight paper and lower cotton content papers are not acceptable.

**Number of Copies**
The University requires two approved, official copies of the thesis. An electronic copy will be deposited in the Robert W. Woodruff Library of the Atlanta University Center institutional repository Digital Commons ([http://digitalcommons.auctr.edu](http://digitalcommons.auctr.edu)) for scholarly research access and preservation. The individual school or department may require additional copies. Students are advised to keep a copy of the final draft for their own files.

**Print**
Official copies of the thesis must be perfectly legible and without discernible erasures. “Liquid paper” corrections are unacceptable. Both copies may be produced by a photocopier or by a computer printer, provided it is of “letter-quality” typeface and all other University specifications of form are met. Computer printouts must meet the same standards of paper, page size, and legibility, including upper and lower case, letter-quality typeface, etc. The thesis must be typed in *Times New Roman* 12 point font throughout the text, except under exceptional circumstances such as chemical symbols. Carbon copies are unacceptable.

**Documentation**
Each copy of the thesis must be accompanied by the following documents:

1. **THESIS/DISSERTATION TRANSMITTAL FORM** (See the example). When the thesis is presented to the Office of Graduate Studies, this form must be signed by all members of the Thesis Committee, by the Department Chair, and by the Dean of the School. When the thesis has complete approval of the University, this form is also signed by the Dean of Graduate Studies. These signatures attest that the signers have **read** and **approved** the **final draft** of the thesis in **every respect**. Two copies on white 20-pound, 100% cotton watermarked paper, each bearing original (not photocopied) signatures.

2. **ABSTRACT** (See the example).

3. **TITLE PAGE** (See the example).

4. **COPYRIGHT PAGE** (See the example).

5. **STATEMENT OF UNDERSTANDING** (See the example).
6. **NOTICE TO USERS** (See the example).

**PUBLICATION OF DISSERTATIONS**

Doctoral dissertations may be submitted to ProQuest for publication if the student so desires. The required instructions, contract forms, and schedule of fees for this service are available at [http://www.proquest.com/en-US/products/dissertations/](http://www.proquest.com/en-US/products/dissertations/). The student must complete this process at the time the dissertation is submitted to the Office of Graduate Studies.

The need to register copyright depends on the nature of the materials and on plans for the future publication or revision of the thesis. Under present law, the works of an author are protected from the date of creation and on throughout the life of the author, plus another fifty years thereafter (Public Law 94-553, The Copyright Act 1976, effective January 1, 1978). Whether the thesis or dissertation copyright is registered or not, the author retains the right to publish all or any part of the manuscript by any means at any time, except, in the case of the doctoral dissertation, as described by the ProQuest Agreement. Registration of the copyright puts on public record the exact details of a copyright claim. In order to bring suit against an infringer, registration is necessary.

Further information about copyright may be obtained at [www.loc.gov/copyright](http://www.loc.gov/copyright).


**AUTHORIZED STYLE MANUALS**

It is imperative that students who are preparing a thesis or dissertation consult the style manual designated by their department or school when writing their thesis or dissertation. The latest edition is always the applied authority.

Except for the requirements stated in this *Guide*, the thesis must follow the appropriate manual strictly and consistently. Using a footnoting form from one manual and the bibliography form of another, for example, is not permitted.

At Clark Atlanta University, the default style manual is *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian. [Latest edition] For questions unanswered in this manual, the writer is referred to *The Chicago Manual of Style*. Chicago: University of Chicago Press, [Latest edition].
Academic programs use one of the following citation style manuals:

**African and African-American Studies, Africana Women’s Studies, Criminal Justice/Sociology, History, Humanities, International Affairs and Development, Political Science:**

- **Summary of Kate L. Turabian Style Manual can be found at:**
  [http://research.auctr.edu/citation](http://research.auctr.edu/citation)

**Chemistry:**

**Education and Social Work:**

- **Summary of Publication Manual of the American Psychological Association can be found at:**
  [http://research.auctr.edu/citation](http://research.auctr.edu/citation)

**English and Humanities:**

- **Summary of MLA Handbook for Writers of Research Papers can be found at:**
  [http://research.auctr.edu/citation](http://research.auctr.edu/citation)

**Mathematical Sciences:**

**Physics:**
Contact Department Chairperson.

**Note:** If your department and governing style manual are not listed here, contact your department chairperson.
Process for Thesis and Dissertation Completion


2. Learn and adhere to Thesis and Dissertation Deadlines that can be found in the Thesis and Dissertation Guide. These deadlines are firm.

3. Turn in thesis/dissertation to the chair of your committee and committee members in enough time to ensure that your committee chair can submit your document to the department chair by the deadline specified in the Thesis and Dissertation Deadlines.

4. After consultations with your committee and the necessary corrections have been made, turn your thesis/dissertation into the committee chair and to committee members for formal approval and signature on the Thesis and Dissertation Transmittal Form.

5. Upon approval and after signatures have been obtained from your committee chair and committee members on the transmittal form, your document should be submitted to the Department Chair by the due date.

6. The Department Chair will read your document and may recommend additional corrections that must be completed and approved before the due date for submission to the School Dean. The Department Chair must sign the transmittal form before submission of your document to the School Dean.

7. The Department Chair will then submit the document to the School Dean by the due date. The School Dean will read your document and may recommend additional corrections that must be completed before the due date for submission.
to the Graduate Dean. The School Dean must sign the transmittal form before submission of your document to the Graduate Dean.

8. The Graduate Dean will assign your document to a thesis or dissertation reader who will read your document for formatting, grammatical errors, and adherence to specified citation style manual requirements and the *Thesis and Dissertation Guide*. The reader may recommend additional corrections which must be completed before final review of your document by the Graduate Dean.

9. After the student makes the final corrections (recommended by the reader) and the document is ready for submission to the Graduate Dean, the reader will instruct the student to print two copies of their paper on 20 lb.100% watermarked cotton paper. Two copies of the abstract must be provided.

10. The Graduate Dean will review the document and may recommend additional corrections that must be completed before the Graduate Dean signs the transmittal form.

11. Once final revisions are made, the Graduate Dean signs the transmittal form indicating approval of your thesis or dissertation and then submits your approved transmittal form with all necessary signatures to the Registrar’s Office.

12. Upon receipt of the approved transmittal form with all required signatures, the registrar’s office will post your degree on your transcript.

13. The Office of Graduate Studies will submit the final copies of your thesis or dissertation to the Robert W. Woodruff Library for cataloging and storage.
Note: The Thesis and Dissertation Transmittal Form and the Notice to User’s form (required in the preliminary pages of all theses and dissertations) can be found on the Graduate Studies webpage under Thesis and Dissertation forms.
## Thesis and Dissertation Deadlines
### 2009-2012

<table>
<thead>
<tr>
<th>Submission Deadline</th>
<th>Thesis Submitted To:</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 28, 2009</td>
<td>Academic Depts.</td>
<td>December 2009</td>
</tr>
<tr>
<td>October 26, 2009</td>
<td>School Deans</td>
<td>December 2009</td>
</tr>
<tr>
<td>November 30, 2009</td>
<td>Graduate Dean</td>
<td>December 2009</td>
</tr>
<tr>
<td>January 25, 2010</td>
<td>Academic Depts.</td>
<td>May 2010</td>
</tr>
<tr>
<td>February 22, 2010</td>
<td>School Deans</td>
<td>May 2010</td>
</tr>
<tr>
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A CASE OF AKWA IBOM STATE OF NIGERIA

A DISSERTATION
SUBMITTED TO THE FACULTY OF CLARK ATLANTA UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
THE DEGREE OF DOCTOR OF PHILOSOPHY

BY
JANE DOE

DEPARTMENT OF EDUCATIONAL LEADERSHIP

ATLANTA, GEORGIA
MAY 2000
ABSTRACT

EDUCATIONAL LEADERSHIP

DOE, JANE L.
B.A. MIDLAND LUTHERAN COLLEGE, 1984
M.A. ATLANTA UNIVERSITY, 1986

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A CASE OF AKWA IBOM STATE OF NIGERIA

Committee Chair: William H. Boone, Ph.D.

Dissertation dated May 2000

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This study was based on the premise that . . .

A case study analysis approach was used to analyze data gathered . . .

The researcher found that . . .

The conclusions drawn from the findings suggest that . . .
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