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COLLEGE OF EDUCATION

DEPARTMENT OF EDUCATIONAL LEADERSHIP

**TEMPLATE FOR DOCTORAL DISSERTATION**

This manual provides instructions for doctoral candidates at the Department of Educational Leadership, College of Education, Wenzhou-Kean University, regarding the necessary format, technical requirements, and submission process for their dissertations. If you encounter an issue not addressed in this guide, please consult your dissertation advisor for assistance.

The primary objective of this document is to ensure that the department's dissertations adhere to commonly accepted standards and are presented in a conventional manner while also being useful to readers who may utilize them in their research. However, this guide does not provide extensive information on how to conduct research or write a dissertation.

We recommend utilizing these guidelines from the outset of your dissertation writing process to streamline the preparation of your final manuscript for electronic submission.

**NUMBERING OF PAGES**

* Each page in the manuscript, beginning with the title page, is assigned a number.
* Do not write the word “page” in front of the number.
* Although assigned, the page number is NOT printed on the title page.
* All page numbers are centered at the bottom of the page one inch from the bottom.

**Front matter:**

* use lower case Roman numerals (i, ii, iii, iv, etc.);
* the title page is assigned page number “i”, but the numbers are not printed on the page; and
* the number of the page immediately following the title page should be “ii” and then follow the order.

**Main body of the dissertation:**

* use lower case Arabic numerals (1, 2, 3, 4, etc.) for the remainder of the manuscript, including the text, illustrations, appendices, and bibliography;
* each page must be numbered consecutively, starting with “1” on the first page of the main body;
* do not use letter suffixes, such as 10a or 10b; and
* if a figure is too large or the caption (legend) for a figure is too long such that the entire caption does not fit on the same page as the figure, the figure number, title and caption should be placed on the previous page.

**Margins:**

* The following margins are required:

left: 1 inch;

right: 1 inch;

top: 1 inch; and

bottom: 1 inch from the base of the page number.

\*In WORD, set your margin at 1 inch, and your “Footer from Bottom” at 0.8 inch

**Spacing:**

* the abstract, acknowledgments, and main body of the manuscript must be double-spaced;
* the captions must be single spaced;
* the table of contents are single-spaced, list of tables and list of figures are double-spaced;
* the text of the references may be single-spaced; and
* be consistent in the spacing you choose between sections and sub-sections.

**Font:** use Times Roman, Size 12 throughout your dissertation. \*Do not use any other font.

**Headings:**

* you are free to choose how to format your headings and sub-headings, as long as it corresponds to APA 7 Style and remains consistent throughout the manuscript in terms of font type and size, capital letters versus lower case, underlined or not;
* make certain that your table of contents agrees with the manuscript regarding page numbers and exact titles of headings; and
* avoid sections that begin on the last line of a page or sections that end on the first

line of a page.

**Figures and Tables:** each figure and table must have a number and a title and should be

consistent with APA 7 Style.



Title of dissertation

By

Name

WENZHOU-KEAN UNIVERSITY

Dissertation Committee:

Name

Name

Name

Approved by the Committee of the Degree of Doctorate of Education

Date

Submitted in partial fulfillment of the

Requirements for the Degree of Doctorate of Education

Kean University

2025

Department of Educational Leadership

College of Education

**Wenzhou-Kean University**



We hereby approve the dissertation of

Name

Candidate for the degree of Doctor of Education

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name

Assistant Professor, Chair

Wenzhou-Kean University

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Name Name

Assistant Professor, Member Assistant Professor, Member

APPROVED

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Sancha Gray PhD

Acting Dean

College of Education

ACKNOWLEDGEMENT

ABSTRACT

The abstract must be double-spaced and no longer than 350 words.

Keywords**:** 1; 2; 3; 4; 5

LIST OF ABBREVIATIONS

TABLE OF CONTENTS

May be single spaced. All entries should match exactly the corresponding headings and subheadings in the manuscript. Ensure that page numbers listed for each entry are correct.

DECLARATION

ETHICAL DECLARATION

DEDICATION

ACKNOWLEDGEMENT

ABSTRACT

LIST OF ABBREVIATIONS

Chapter 1: INTRODUCTION (Approximately 20 pages)

Background of the study

Statement of the problem

Purpose of the study

Research Objectives

Research Questions

Research Hypothesis (For Quantitative)

Methodology

Theoretical framework (For Quantitative)

Conceptual framework (For Quantitative)

Significance of the study

Limitations of the study

Definition of Terms

Summary

CHAPTER 2: LITERATURE REVIEW (Approximately 25-30 pages)

Possible Subsections (Introduce variables and their connections, highlight the gap and its significance).

CHAPTER 3: METHODOLOGY (Approximately 15-20 pages)

Introduction

Participants

Instrumentation

Reliability

Validity

Procedures

IRB

Data Cleaning

Data Analysis

Summary

CHAPTER 4: FINDINGS (Approximately 10 pages for Quantitative or 30 pages Qualitative)

Possible Subsection

CHAPTER 5: DISCUSSION (Approximately 20-25 pages)

Provide and in depth, critical discussion of the findings, linking with the research question, theories that inform the studies and bring forth the significance of the findings.

CHAPTER 6: CONCLUSIONS (Approximately 7-10 pages)

Theoretical Implications (Approximately 2 pages)

Practical Implications (Approximately 2 pages)

Limitations of this study (Approximately 1-2 pages)

REFERENCES (Approximately 7-10 pages)

APPENDIX A:

APPENDIX B:

…

…

APPENDIX X:

LIST OF FIGURES

Figure titles and page numbers must be included and **be sure the page numbers are correct**. Do not include figure legends in the list of figures. All figures must be incorporated in the text.

LIST OF TABLES

Table titles and page numbers must be included and **be sure the page numbers are correct**. All tables must be incorporated in the text.