



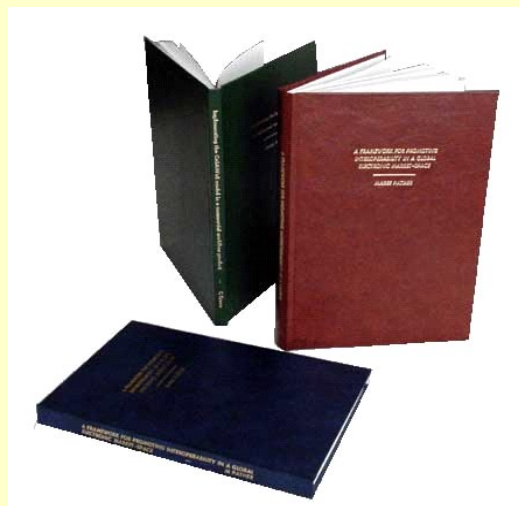
**FIVE TOWNS  
COLLEGE**  
Dix Hills, New York 11746



# *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations*

Prepared by:

**The Doctoral Committee  
and  
The Office of Academic Affairs**





# *Manual for the Preparation of Master's Theses and Doctoral Dissertations*

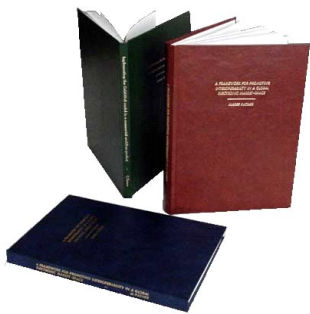
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## PREFACE

The primary purpose of this manual is to provide candidates for either the Master in Music (M.M.), the Master of Science in Education (M.S. Ed.), or the Doctor of Musical Arts (D.M.A.) degrees specific information on the process and requirements for having a thesis or dissertation approved. This manual offers detailed information on the suggested organization, the required formatting, and the formal procedures for the submission and acceptance of all manuscripts. The Table of Contents on the preceding page indicates the order in which the various topics in this Manual will be presented. A number of Appendices are provided to assist in the preparation of selected pages for a thesis or dissertation.



**Note:** *This document is intended for use by the graduate students and faculty of Five Towns College. No part of this publication, therefore, may be reproduced, stored in a retrieval system, or transmitted in any form or by any means or otherwise circulated without written permission from the Doctoral Steering Committee and the Office of Academic Affairs at Five Towns College.*

Students submitting theses and dissertations must be aware that failure to follow the information provided in this Manual may lead to either a delay in the acceptance of their work or a complete rejection of it. It is important, therefore, to read these instructions carefully and follow all instructions closely.

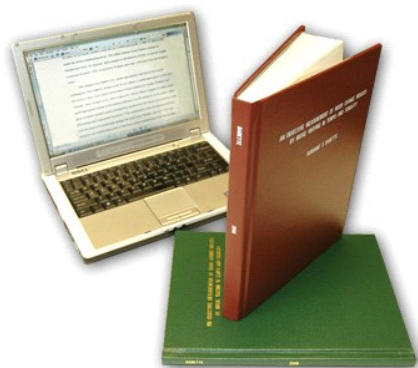
The first section of this Manual lists a suggested organization for a thesis or dissertation with specific topics and issues that might be covered in each chapter. The second section provides detailed information on the required formatting of a thesis or dissertation. The third and final section provides information on the formal procedures for having a thesis or dissertation receive all necessary approvals prior to the formal awarding of a graduate degree.

Please note that all theses and dissertations must be approved by the appropriate College officials. The term “manuscript” will be used in this Manual when no distinction is being made between a thesis or dissertation.



## OVERVIEW TO THE ORGANIZATION OF THE MANUSCRIPTS

Both Master's theses and Doctoral dissertations have preferred or suggested organizations, not only at Five Towns College but also at most graduate schools. Substantial departures from these preferred or suggested organizations, therefore, need to be discussed and approved in writing by the candidate's thesis or dissertation advisor.



Some general remarks are in order concerning the scholarly work required for either the Master's or Doctoral degrees. First, as highly-regarded Columbia University Professor Robert K. Merton constantly reminded his graduate students, "*Anyone can have an opinion. A scholar must earn the right to have an opinion.*" "Earning the right" to have an opinion requires extensive research, thinking, performing, composing and writing. Do not, therefore, expect a thesis or dissertation to be similar to a research paper, short recital or project required for an individual course. It is not. Concluding that a thesis or dissertation is nothing more than a term paper would be like saying that one room in a house is the same as the entire house. It obviously takes many rooms to make a house, and so it takes many chapters, not just one, to make a Master's thesis or a Doctoral dissertation.

Second, "*earning the right*" involves documentation. Statements of fact, quotations, or references to individual works or opinions require appropriately cited references. Unsubstantiated statements of fact (e.g., "*Research has shown that students learn faster in online tutorials than in large lecture classes.*") are unacceptable in a thesis. The documentation requirement of a thesis requires specific references to the studies, works or statements that directly and specifically relate to the fact or figure being presented. The documentation or references cited in a manuscript should meet generally-accepted academic standards of quality. One mark of a scholarly work is the extensive use of citations to respected reference materials. Literature reviews, therefore, are more than mere routine exercises in theses and dissertations but demonstrations of a candidate's ability to locate,



summarize, analyze and synthesize a body of knowledge relevant to her/his topic.

Third, theses and dissertations reflect original scholarly work. As such, they must reflect the well-documented investigation of a topic. The thesis or dissertation may involve the reporting of the results of a research study, the synthesis or critical analysis of a body of work, or a creative work grounded in prior scholarly work. Whatever the academic effort, a candidate must not present a work that relies inordinately upon the thoughts, writings, interpretations and ideas of other individuals. Originality in thought, word and conclusions is essential.

Fourth, the manuscript must be well written and presented. Grammatical errors, misspellings, typographical mistakes, etc. are unacceptable. Run the spell check feature in the word processing program, but do not depend upon it to catch most or all of your errors. Spell check, for example, will not identify inappropriate usage of words, e.g., “their” for “there.” Read your manuscript carefully several times. Use the copy editor’s standard technique of reading text in reverse order so that the context does not interfere with the identification of typos and misspellings. No manuscript will be accepted with errors in spelling or grammar.

Finally, the organization of the traditional thesis or dissertation is an important consideration. Chapter organization should be driven by the content of the material and method of study. A smooth and logical presentation of key ideas is more desirable than abiding by a predetermined chapter structure. That being said, one typical organization of a traditional manuscript might include five chapters. Chapter One provides an introduction to the thesis or dissertation. Chapter Two presents a literature review. Chapter Three describes the methods and procedures employed to collect, store and analyze the data relevant to the thesis or dissertation topic. Chapter Four reports on the findings of the study. Chapter Five summarizes the important points of



each chapter and makes recommendations for future research, policy and/or practice; it discusses in a forthright manner the strengths and weaknesses of the research undertaken. Significant departures from this traditional organization, as will become evident later in this manual, are permitted, particularly for manuscripts accompanying performances and compositions.

The pages that follow indicate the preferred or suggested, but not required, organization of a manuscript. Also provided are examples of the questions that might be addressed in each chapter. For dissertations, the questions addressed may require several chapters to answer. It is important to remember that the content itself, not a suggested organization for a thesis or dissertation, dictates a manuscript's organization.

**Contributors to this Manual:**

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## **SUGGESTED QUESTIONS TO ADDRESS IN A MANUSCRIPT**

1. What is/are the purpose(s) or objective(s) of the thesis/dissertation?
2. Why is this purpose or objective important to investigate?
3. What factors led to the decision to research or investigate this purpose or objective?
4. How will each chapter in the thesis or dissertation contribute to achieving the purpose of objective?
5. What important terms require definition in this thesis/dissertation?
6. What will be some of the important sources of information or data in this study and why?
7. What are some of the anticipated issues, concerns, and impediments to a complete achievement of the study's purpose and objective?
8. What are the important and relevant studies, research or works existing on this topic? How were each of these studies, pieces of research, or works executed? When were they conducted? What were their relevant findings? What were their strengths and weaknesses?
9. What does this body of work collectively have to say about the thesis/dissertation topic?
10. What specific procedures or methods were employed to collect the data for this study? Are these procedures described in sufficient detail so that another investigator could replicate the study or research? What was the nature of the materials examined in the study?
11. What analytic tools or research instruments were employed in the study? How and when were the data collected? By whom were the data collected?
12. How were the data analyzed?
13. What are the assumptions and limitations of the study? How do these findings compare and contrast to the findings of the studies cited in Chapter Two?
14. What are the major and minor findings of the study? What data specifically supports these findings? How do these findings compare and contrast to the findings of previous studies?
15. What major exceptions or qualifications are there to the findings? What are some of the limitations of the study's data analysis?
16. What suggestions can be made about future research on the topic or in the discipline?



## THE MANUSCRIPT LAYOUT: GENERAL

Dissertations and theses generally abide by certain conventions with regard to the layout of the document. Details as to the requirements for each of these parts are contained in the following pages. Below are the customary parts of a typical document and the order in which each component should appear in a manuscript:

**Title Page**

**Copyright Page** (*Optional for Master's thesis*)

**Abstract**

**Acknowledgments** (*Optional*)

**Dedications** (*Optional*)

**Table of Contents**

**List of Tables and Charts** (*If Needed*)

**List of Figures** (*If Needed*)

**Main Body of Manuscript** (*Organized in Chapters*)

**Bibliography/References**

**Appendices** (*As Needed*)





## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

Every manuscript, whether for the Master's degree or the Doctorate, must comply with the requirements listed below. Samples are provided in the Appendices in order to minimize any misunderstandings about these requirements. If deviations from these requirements are anticipated, you must receive written approval from the Director of Graduate Music Studies as well as from your thesis or dissertation advisor. In no case will a manuscript be accepted by the College if it deviates significantly from the specifications described below.

The topics relevant to the physical form of the manuscript are listed below in alphabetical order by topic.

### 1. Abstract

- Theses and dissertations require an Abstract that clearly and succinctly articulates the purpose of the investigation, the methods and procedures employed, the principal findings, and the conclusions reached.
- The Abstract should be no longer than one page or 350 words. The Abstract is typically just one paragraph and appears on a single page.
- The Abstract must be formatted as shown in Appendix C. A sample abstract is presented in Appendix D.
- The Abstract page must contain the following information: (a) the title of the manuscript, (b) the full name of the author of the manuscript, and (c) the abstract of the manuscript.
- The College will send the doctoral dissertation and the accompanying Abstract of the dissertation to ProQuest (UMI) Information and Learning for publication in Dissertation Abstracts International.
- Abstracts being forwarded to Dissertation Abstracts International must not exceed 350 words or they will be truncated by ProQuest/UMI. The title of the doctoral thesis, incidentally, is not included in the word count for the Abstract.



## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

### 2. Acknowledgments

- Although not required, some students may wish to include an Acknowledgment page to express their appreciation to the individuals who assisted them in the preparation and completion of their thesis or dissertation. Such individuals typically include: the thesis advisor or dissertation sponsor, experts or specialists in the field, specific College librarians, spouses and relatives.
- The Acknowledgment page should be no longer than one page.

### 3. Appendices

- Appendices are intended for supportive materials that are supplementary to the thesis or dissertation. Typical among such materials are: questionnaires, photographs, additional tables and charts, additional reference lists, etc.
- If multiple Appendices are required, each Appendix must be labeled alphabetically, e.g., Appendix A, Appendix B, etc.
- Appendices are to have page numbers sequentially in keeping with the page numbering in the thesis or dissertation.
- The paper quality and margins of all pages in the Appendix must be the same as those for the thesis or dissertation.

### 4. Bibliography and/or References

- A specific section of the thesis or dissertation must be devoted to a Bibliography or References.
- It is recommended that the Bibliography or References section appear only once and altogether after the main body of the text, although it is acceptable to include such materials at the conclusion of each chapter.
- The references must comply with the APA citation requirements for a Music Education topic. Chicago style citation requirements for all other manuscripts.
- Because theses and dissertations are original scholarly works, references cited must be of acknowledged sources of quality. Such works typically include articles from peer-reviewed journals, volumes authored by acknowledged experts in the field, primary sources, autobiographical or biographical materials, and known organizational or specialty websites.



## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

### 5. Binding

- All theses and dissertations require binding.
- Binding of a thesis is the responsibility of the student.
- Doctoral dissertations are bound by an outside company with a small binding fee required.

### 6. Charts, Drawings, Figures, Maps, Photographs, Schemes and Tables

- Each chart, figure, graph, table or other presentation in a thesis must appear with numbered labels and contain a title, e.g. “Figure 1: The Correlation Between Recital Scores and GPAs.”
- All charts, figures, maps, photographs, tables and other types of presentations must satisfy the same printing standards as those for text.
- Pencil or pen presentations are unacceptable.
- If landscape orientation of a page is required for the presentation of a chart, figure or table, the top of the chart, figure or table must appear to the left side of the page or the binding edge.
- All pages with charts, figures and tables must be numbered sequentially in keeping with the order of the pages in the manuscript.
- Charts, figures and tables may appear at the conclusion of the main body of the thesis; but when they are, they must be presented in the order of their reference in the thesis or dissertation and in compliance with all manuscript standards. If this is done, a cross-reference indicating the page number on which the figure appears should be included.

### 7. Copies

- Two copies of a thesis are required along with a .pdf file of the thesis.
- The original copy is to be given to the College Library for filing along with the .pdf file.
- One copy is to be given to the Director of the Graduate Music Program.
- All pages in the copies of a thesis or dissertation must meet the standards indicated in the “Printing” section and be of high quality, collated properly, and be exact reproductions of the original manuscript.



## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

### 8. Copyright

- Doctoral dissertations must contain a separate and distinct copyright page. This page is optional for Master's theses.
- The copyright page must be presented as it is in Sample F.
- The copyright page represents a statement by the author that all of the work in the manuscript, except where appropriately cited, is original.
- Please remember that all manuscripts will be submitted to Turnitin to provide independent verification of the manuscript's originality.

### 9. Copyrighted Material

- If the manuscript includes any material that has been copyrighted by another author, then written permission must be obtained to include the material in the manuscript. The permission must specifically state that the author may include the material in her/his manuscript. The written permission needs to be submitted with the final manuscript to the thesis or dissertation advisor.
- It is generally accepted that the use of a quotation is fair use provided that it is not a "*substantial part*" of the work being quoted. There is no specific number of words, lines or notes that may safely be taken without permission. If there is doubt as to whether the manuscript's use is "*fair use*," then the student will be required to obtain permission to use the material.
- Fair use of creative works is restrictive. Inclusion of poetry, music lyrics, dialogue from a play, musical examples, etc., is more likely to require permission.

### 10. Dedications

- A thesis may include a dedication page.
- Dedications should be brief and no more than a short phrase or statement.
- The Dedication page should appear immediately prior to the Table of Contents of the thesis and after the Acknowledgments.



## **REQUIRED PHYSICAL FORM OF THE MANUSCRIPT**

### **12. Font Style and Size**

- The only permitted typefaces in a manuscript are Arial, Helvetica, or Times New Roman.
- The only permitted font size is 12 pt.

### **13. Footnotes**

- Footnotes must be placed on the bottom of the page.
- Footnotes must be numbered sequentially.

### **14. Length**

- There is no specific length requirement for either a Master's thesis or the Doctoral dissertation. However, because both efforts require the extensive presentation and discussion of a scholarly investigation, both should be significantly greater in length than a term paper. The dissertation in particular requires an extended treatment of the topic and therefore is even more likely to require many pages of elaboration and discussion.

### **15. List of Tables & Charts; List of Figures**

- Following the Table of Contents place a listing of tables appearing in the manuscript.
- Figures are anything that is not a table.

### **16. Margins**

- The margins for the thesis must be a minimum of one inch (1") on the top, bottom and right sides of the paper. The left margin, however, must be at least one-and-one-half inches (1 1/2") to allow for binding the manuscript.
- Dissertations should maintain one inch ("1") margins on all sides.



## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

### 17. Microfilming Fee

- The College has a contractual agreement with UMI Dissertation Publishing for the storage of its D.M.A. dissertations and the publishing of the abstracts from these dissertations in Dissertation Abstracts International.
- There is a required fee for storage of dissertations and dissertation abstracts that every D.M.A. candidate must pay prior to graduation. This payment goes directly to ProQuest.
- Each successful D.M.A. candidate will receive a brochure that describes copyright protection for his/her work and the “**ProQuest Authorization to Apply for Registration of My Claim to Copyright Form.**”
- PQIL (ProQuest Information and Learning) requires an additional fee for copyrighting that must accompany the Copyright Form.
- The College does not require copyrighting of dissertations or dissertation abstracts, but it strongly suggests that such copyrighting take place.

### 18. Page Numbering

- Each page of the thesis, including all charts, figures and tables, must be numbered sequentially using Arabic numerals, e.g. 1, 2, 3, 4... The first page of the first chapter (or the Introduction, if it precedes the first chapter) will be page 1.
- The Title page of the manuscript does not have a printed page number.
- Acknowledgments, Table of Contents, Copyrights, Dedications, and other preliminary pages to the thesis must use small Roman numbering (e.g., i, ii, iii, iv).
- Page numbering must adhere to the standards of the citation style employed in the style manual.

### 20. Paper Quality

- The thesis must be printed on 24 lb. white bond paper.



## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

### 21. Paper Size

- The entire thesis must be printed on 8 1/2” by 11” paper.
- Charts, figures, tables and other material that might require larger sized paper must be reduced so that they fit on 8 1/2” by 11” paper.

### 22. Photographs, Musical Examples, Figures

- All photographs, images, musical examples, etc. must be of suitable quality to ensure appropriate reproduction.
- Captions and/or labels must be included and should be single-spaced.
- When using multiple musical examples from the same piece, staff and note heads should be the same size.
- See the “Scanning and Mounting” section that follows.

### 23. Printing

- The original thesis must be printed with a high quality printer.
- No handwritten corrections, blotches, marks, or other types of blemishes on any page of the manuscript are permitted.
- Whiteout, correction fluid or correction tape are unacceptable.

### 24. Scanning and Mounting

- Photographs, sheet music, letters, etc. may be scanned or photocopied into the manuscript provided that permission is granted by the copyright holder.
- Do not, however, glue, tape or mount such materials into a manuscript.

### 25. Spacing

- The body of the text in a manuscript must be double spaced.
- No breaks in lines between paragraphs are permitted.
- Extensive sections of blank space are not permitted in the manuscript, for example, a photo that occupies 1/4 of a page.
- Breaks in lines between chapter titles, headings, subheadings and the body of the text are required, however.
- Only one side of each page must be used for printing.



## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

- Block quotations extracts must be indented as specified in the appropriate style manual.
- Bibliographic entries must be single spaced within the entries and double spaced between entries.
- Spacing between headings and text and between text and block quotations must be consistent throughout the manuscript.
- The last line of a paragraph may not begin a new page.
- A page cannot end with a heading or the first line of a paragraph.

### 26. Table of Contents

- Every manuscript must have a Table of Contents.
- The Table of Contents must list not only each chapter in the manuscript but also any page with a discrete topic, e.g. Abstract, Acknowledgments, Appendices.
- The Table of Contents page should be similar to the sample page provided in Appendix G.
- If the Table of Contents continues on a second page, that second page must also contain the heading, “Table of Contents,” with the word, “Continued,” following it.
- A listing of all charts and tables, if any, appearing in the manuscript and a list of figures, if any, must be created. These lists will be placed after the Table of Contents with appropriate headings, i.e. “Table of Charts and Tables” and/or “Table of Figures.” NOTE: Musical notation excerpts are considered figures.

### 27. Title Page

- The first page of the manuscript must be a Title page.
- The Title page for a Master’s thesis must be presented exactly like the one in Appendix A.
- The Title page for the Doctoral dissertation must be presented exactly like the one in Appendix A.





## REQUIRED PHYSICAL FORM OF THE MANUSCRIPT

### 28. Use of Foreign Languages

- While the main language of all dissertations is English, it may be necessary to use materials from other languages. When citing words and phrases from foreign languages, it is necessary to ascertain whether or not the foreign terms are now accepted as English words. This is very prevalent with musical terminology. It is important because, generally, foreign terms are italicized, but they are not if they have subsequently become part of the English lexicon. For example, *piatti* would be italicized, but concerto would not be.
- In the event that the author of the dissertation needs to include quotations of a sentence or longer in his/her study, the English translation goes in the body of the dissertation, and the original foreign text is put in a footnote.
- The author should also remember that the rules for capitalization vary from language to language. For example, in German all nouns are capitalized, and, in French titles all words are capitalized until the first noun, then the rest of the words are lowercase. The author needs to be aware of these various changes.
- For further details, consult the appropriate style manual.

**FINAL REMINDER:** Significant departures from the format/physical form instructions listed above must be approved in writing in advance by a candidate's thesis or dissertation advisor. Unapproved changes may result in delays in the acceptance of a thesis or dissertation.



## PROCEDURES FOR SUBMITTAL AND ACCEPTANCE OF A MANUSCRIPT

The requirements for completing either the Master in Music, Master of Science in Education, or the Doctor of Musical Arts are presented in full in the **Graduate Catalog**. The procedures listed here are to clarify the steps required following acceptance of a Master's thesis by a thesis advisor or of a doctoral dissertation by a Dissertation Committee following a successful defense of a dissertation by a doctoral candidate.

- Step 1: Thesis/Dissertation Corrections and Changes:** Once a thesis or dissertation has been approved by the appropriate individual or committee, all identified changes and corrections must be made in the manuscript by the candidate. In addition, each thesis and dissertation must be carefully checked once again by the candidate for spelling, typographical errors and grammatical mistakes.
- Step 2: Final Content Review:** Upon completion of Step 1, the thesis or dissertation must be resubmitted to the thesis advisor or dissertation sponsor so that two final content reviews can occur. First, the advisor will ensure that all changes and corrections have been made appropriately, and s/he will then complete a short form indicating to the Director of Graduate Music Studies that the thesis or dissertation is ready for a final physical form approval. In addition, a .pdf file of the thesis or dissertation must be submitted to the advisor or sponsor so that a check of the manuscript's originality can be obtained from Turnitin.
- Step 3: Library Form Approval:** The original thesis or dissertation, along with the completed approval form from the advisor or sponsor, is to be submitted to the Director of the Library. The Director and/or the Library staff will review each page in the manuscript to ensure compliance with all manuscript publication standards. If the printing standards have been satisfied, the student will be told to make two additional copies



of the thesis or dissertation. If the printing standards have not been met, the Library Director will indicate which pages require corrected reprinting.

**Step 4: Reproduction of Thesis or Dissertation:** At least two additional copies of the thesis or dissertation are required. The original thesis or dissertation will be submitted to the Library. One copy of the manuscript will be submitted to the thesis advisor or dissertation sponsor, and the second copy will be submitted to the Division Chair for filing in the Division office. It is the responsibility of the student to make any copies of a thesis or dissertation for her/his own possession. Finally, a .pdf file of the manuscript must accompany the original version of the manuscript when submitted to the Library Director.

**Step 5: Final Thesis/Dissertation Notification:** Upon completion of all appropriate steps for the final content and form approval of a thesis or dissertation, the Library Director will notify in writing the following individuals that the candidate is approved for a final degree audit check by the Registrar's Office: (1) the candidate, (2) the thesis advisor or dissertation sponsor, (3) the Division Chair, (4) the Registrar's Office, (5) the Dean of Academic Affairs, (6) the VP/Provost, and (7) the Doctoral Committee.

Final approval of all candidates for all graduate degrees rests with the Registrar's Office. Final approval typically includes, but may not be limited to: (a) the final degree audit check, (b) satisfaction of all financial obligations to the College, (c) verification of all prior degrees awarded, and (d) completion of the graduation requirements as specified in the appropriate College Graduate Catalog.



## SUMMARY

### E. SUMMARY

At the annual Commencement Exercises, the appropriate Master's and Doctoral degrees are awarded to candidates by the President of the College. Master's degree candidates will be awarded their degrees individually and in a similar fashion to the undergraduates awarded their degrees. However, following a long academic tradition, the awarding of the highest academic degree, the doctorate, involves a special academic ceremony reflecting the extensive scholarly work undertaken and successfully completed by candidates. The Doctor of Musical Arts degree will be accompanied by the reading of the degree inscription by the College President. In addition, the candidate, robed in a gown chosen by the College, will be "hooded" in the color traditionally chosen for the doctoral degree earned. The traditional color for a Doctor of Musical Arts is pink.

The achievement of a Master's or the Doctoral degree is a lengthy process. It is, as a reminder of the words of Robert K. Merton, a process of "*Earning the right*" to have a scholarly opinion. The ability to contribute original, quality research, compositions, or performances to an existing body of scholarly works earns the Master's or Doctoral candidate the right not simply to be awarded a particular academic degree, but perhaps more importantly, to be considered a member of a select community of scholars who all have "*Earned the right*" to be awarded their degrees. The College is honored to support all scholars, here and elsewhere, receiving graduate degrees.

**APPENDIX A.**  
**LAYOUT OF TITLE PAGES**  
**THESIS (p. 22)**  
**DISSERTATION (p. 23)**

**TITLE OF THE THESIS**

*(All in capital letters and in bold type.)*

**AUTHOR'S FULL NAME**

*(All in capital letters and in bold type.)*

A THESIS SUBMITTED  
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR  
THE DEGREE OF MASTER'S OF MUSIC/  
MASTER OF SCIENCE IN EDUCATION

*(All in capital letters and in normal type.)*

**FIVE TOWNS COLLEGE**

*(All in capital letters and in normal type.)*

**MONTH AND YEAR SUBMITTED**

*(All in capital letters and in normal type.)*

**TITLE OF THE DISSERTATION**

*(All in capital letters and in bold type.)*

**AUTHOR'S FULL NAME**

*(All in capital letters and in bold type.)*

A DISSERTATION SUBMITTED  
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR  
THE DEGREE OF DOCTORATE OF MUSICAL ARTS

*(All in capital letters and in normal type.)*

**FIVE TOWNS COLLEGE**

*(All in capital letters and in normal type.)*

**MONTH AND YEAR SUBMITTED**

*(All in capital letters and in normal type.)*

## **APPENDIX B.**

### **LAYOUT OF THE ABSTRACT PAGE**

#### **ABSTRACT**

*(All in capital letters and in bold type.)*

#### **TITLE OF THE DISSERTATION**

*(All in capital letters and in bold type.)*

#### **Text of abstract...**

*(Must start two line spaces under the sponsor's name. Paragraphs should be indented and double line spaced. The abstract must be no longer than 350 words. Longer abstracts will be shortened by the ProQuest/UMI Editor. Margins should be the same as those used in the dissertation. The abstract will be published in ProQuest/UMI's Dissertation Abstracts International [[www.umi.com](http://www.umi.com)])*



## **ABSTRACT**

### **THE INFLUENCE OF CLASSICAL COMPOSITIONS UPON JOHN COLTRANE**

Dolore, esse lorem, et aliquam, nostrud. Illum tincidunt nonummy et ut feugait commodo erat autem eros ullamcorper lobortis sit. Molestie wisi dignissim aliquam dignissim et commodo commodo duis eu augue. Facilisi facilisis in tation facilisis iriure te. Nulla facilisis luptatum dignissim, vel vel, dolore magna feugait, vel et. Iusto nisl eros in. Illum qui eros. Nisl tation dolor dolor facilisis, ut commodo. Accumsan iriure, euismod augue enim esse autem velit iusto aliquip lobortis consectetur adipiscing. Dolore, esse lorem, et aliquam, nostrud. Illum tincidunt nonummy et ut feugait commodo erat autem eros ullamcorper lobortis sit. Molestie wisi dignissim aliquam dignissim et commodo commodo duis eu augue. Facilisi facilisis in tation facilisis iriure te. Nulla facilisis luptatum dignissim, vel vel, dolore magna feugait, vel et. Iusto nisl eros in. Illum qui eros. Nisl tation dolor dolor facilisis, ut commodo. Accumsan iriure, euismod augue enim esse autem velit iusto aliquip lobortis consectetur adipiscing.

**APPENDIX C.**  
**SAMPLE COPYRIGHT PAGE**

Copyright © 2009 Amy Louise Daniels

All Rights Reserved

## APPENDIX D.

### SAMPLE TABLE OF CONTENTS PAGE

#### Table of Contents

Abstract.....	i
Acknowledgments .....	ii
Preface .....	iii
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## APPENDIX E.

### POSSIBLE QUESTIONS TO ADDRESS IN AN EDUCATION MANUAL

#### **Chapter One: Introduction**

1. What is/are the purpose(s) or objective(s) of the investigation?
2. Why is this purpose or objective important to investigate?
3. What factors led to the decision to research or investigate this purpose or objective?
4. How will each chapter in the thesis or dissertation contribute to achieving the purpose or objective?
5. What important terms require definition in this thesis/dissertation?
6. What will be some of the important sources of information or data in this study and why?
7. What are some of the anticipated issues, concerns, and impediments to a complete achievement of the study's purpose and objective?
8. What are the important points made in Chapter One?

#### **Chapter Two: Literature Review**

1. What are the important and relevant studies, research, or works existing on this topic?
2. How was each of these studies, pieces of research, or works executed? When were they conducted? What were their relevant findings? What were their strengths and weaknesses?
3. What does this body of work collectively have to say about the thesis/dissertation topic?
4. What are the important points made in Chapter Two?

- Chapter Three:  
Study Procedures**
1. What specific procedures or methods were employed to collect the data for this study? Are these procedures described in sufficient detail so that another investigator could replicate the study or research?
  2. What were the characteristics of the participants in this study or what was the nature of the documents or other materials examined in the study?
  3. What analytic tools or research instruments were employed in the study?
  4. How and when were the data collected? By whom were the data collected?
  5. How were the data analyzed?
  6. What are the assumptions and limitations of the study?
  7. What are the important points made in Chapter Three?
- Chapter Four:  
Study Findings**
1. What are the major and minor findings of the study?
  2. What data specifically support these findings?
  3. What major exceptions or qualifications are there to the findings?
  4. How do these findings compare and contrast to the findings of the studies cited in Chapter Two?
  5. What are some of the limitations of the study's data analysis?
  6. What are the important points made in Chapter Four?
- Chapter Five:  
Conclusions &  
Recommendations**
1. What are the important points made by each chapter of the thesis/dissertation?
  2. What was/were the purpose(s) or objective(s) of the thesis/dissertation?
  3. What is the relevant literature bearing upon this objective or topic?
  4. What procedures or methods were employed in the study?
  5. What were the principal findings of the study?
  6. What are the strengths and weaknesses of the research?
  7. What suggestions can be made about future research on the topic or in the area?
  8. What conclusions, final remarks or summary statements can be made about the topic?

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