ROLLINS EXECUTIVE DBA DISSERTATION FORMATTING INSTRUCTIONS
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DISSERTATION FORMATTING INSTRUCTIONS

These instructions will be used to format Dissertations for the Crummer Graduate School of Business Executive DBA Program. This document will eventually be a part of the overall dissertation guidelines for the program and as such dissertation chapters are numbered as they will be in the final document. If you have any questions, contact Student Services at 407-691-1195.

GENERAL FORMAT

This section provides information on the required format for presenting the results of the student’s dissertation work. Format will vary somewhat based on whether the student has completed a traditional one-essay or a two-essay dissertation. The formats described below are organized based on dissertation format. Details on specific sections discussed below are provided in Part 4.

All dissertation formats will have the same sections as indicated below except as noted for the Introduction:

- Cover Page
- Copyright Page
- Signature Page
- Dedication/Acknowledgment (Optional As Desired)
- Abstract (Abstract is required regardless of one- or two-essay dissertation. For two-essay dissertations one abstract should summarize both essays)
- Table of Contents
- Lists of Tables, Figures, or Illustrations
  - Each type of exhibit requires a separate list.
- Chapter structure
  - Chapter 1 – Introduction. This should be the last piece written. The Introduction walks the reader through the whole dissertation. For a two-essay dissertation, the writer must summarize both.
  - Chapter 2 – Literature Review. This is a comprehensive review of the relevant research on which the dissertation is based and should include the identification of research
questions, introduction of theory supporting the model, and development of hypotheses.

- Chapter 3 – Methodology
- Chapter 4 – Data Analysis and Findings
- Chapter 5 – Conclusions, Limitations, and Future Research

- References
- Appendices

GENERAL GUIDANCE ON STYLE

All dissertations submitted by EDBA candidates must use APA style as described in *Publication Manual of the American Psychological Association* (6th ed.). However, where those specifications differ from statements in this guide, the requirements of this guide supersede those of the publication manual.

APA STYLE

APA style is commonly used in scholarly educational and psychological journals, particularly by authors who are presenting the results of empirical studies. Among other characteristics of research, the style emphasizes specificity and sensitivity in describing the procedures and participants of an inquiry.

- All citations in the text must be included in the reference list.
- All references appearing in the reference list must be cited within the text.
- Reference list entries should have a hanging indent. (See publication manual for additional information on references and their formats.)
- Parenthetical or supplemental information should be incorporated into the text where possible.
- Only at the direction of the Dissertation Advisory Committee should a formal footnote appear in the dissertation.
- Headings should appear on the same page as immediately subsequent text. The author may use an additional blank line before a heading if doing so aids readability of the text.

SPECIFIC FORMATTING ISSUES

There are several formatting conventions that students should use to ensure some level of standardization of dissertations. Please carefully read the following as your Dissertation Advisory Committee will be expecting you to follow the conventions specified in the following sections.
NUMERALS, FONT, TYPE SIZE

Use Arabic numerals beginning with number “1” on the first page of the text and continue on every page throughout the manuscript, including the Appendix or Appendixes.

The text itself should be standardized using Times New Roman 12 point font. Content prepared separately such as special graphics or that produced using a nonstandard typeface (including boldface) is acceptable in the appendixes of the final manuscript but is not acceptable elsewhere in the final copy of the dissertation.

The final document must be produced as if prepared for a letter-quality printer. The type must be clean and legible. The type size for the specialized symbols is too small if a photocopy of the symbol becomes unreadable. Visible (hand-written) corrections to the text are not acceptable in the final submitted version.

MARGINS

The text should completely fill a 6-inch by 9-inch area on each page with the following exceptions:

(a) The first page of each chapter (including the preliminary pages, the first page of the reference list, and the first page of each appendix) has a top margin of 2 inches; and
(b) Tables and illustrations may be smaller (but not larger) than the 6-inch by 9-inch area.

Other key requirements:

- Maintain correct margins when preparing the dissertation. The left margin of each page must be 1.5 inches wide to allow for binding if desired. All other margins must be 1 inch wide (except as described above).
- A heading or subheading in the text should not begin on a separate page unless the text preceding the subheading has filled the page. However, if a subheading appears to be at the very bottom on a page, it should be moved to the next page to be with its accompanying text. Each chapter begins on a new page.
- Words may not be divided with a hyphen at the bottom of a page and carried over to the top of the next page.
- Sentences ending a paragraph may not end as a partial line on the top of the next page. The next first line of the paragraph may not appear as the last line on a page with the remainder of the paragraph on the following page. Most word processing software will allow you to format
your document to avoid these situations. Typically, these separated lines are called “widows” and “orphans”.

- Margins must be accurate and consistent on all pages, including the reference list and appendices and pages containing tables and figures, on all copies.
- All text should be left justified only. Never use full justification or right justification.

**PAGE NUMBERING**

The title page is the first page of the dissertation to be counted, but it is not numbered. The next page, either a blank page or a copyright page, is counted but is not numbered. The next page, usually the acknowledgements, is both counted (ii) and numbered at the bottom center of the page. All preliminary pages that follow (Table of Contents, etc.) are counted and numbered at the bottom with lowercase Roman numerals.

Number the main body of the text with Arabic numerals. The first page of chapter 1 is numbered “1” at the bottom center of the page inside the bottom margin. The following page numbers in the body of the text are placed in the upper right-hand corner of the page inside the top and right margins. The only exception to this placement of page numbers is the first page of any chapter or other major division of the text. Sub-numbers such as 37a are never permitted. All page numbers should be oriented to be read vertically. The top of text on landscape-oriented pages should be toward the binding (but the page number must be oriented to be read vertically).

**CHAPTER HEADINGS AND SUBHEADINGS**

Chapter titles must be in all capital letters and centered. The top margin on the first page of each chapter must be 2 inches.

Subheadings are always typed in the upper and lower case and should be consistent in position and style throughout the dissertation. Subheadings may or may not be listed in the Table of Contents based on the discretion of the students’ Dissertation Advisory Committee.

**LINE SPACING**

Double space all the text in the body. An additional line space may be inserted before headings if the author believes it will make the text easier to read. Text in the reference list should be double spaced.
Quotations greater than three lines must be blocked indented and single spaced. Indent block quotations ½ inch from the left margin and ½ inch from the right margin. Only the left margin is justified.

CHARACTER SPACING
The APA Style Manual stipulates that only one character space should follow each period in the text. This includes the space between initials in the author’s name. This standard is to be followed at all times. Note that a few common abbreviations (e.g., “U.S.”) do not require extra spacing.

TABLES, GRAPHS, FIGURES, AND OTHER ILLUSTRATIVE MATERIALS
All illustrated materials must be incorporated directly into the text and cannot be included in a section later in the dissertation.

- A table or figure should appear on the page following its first reference in the text.
- Do not use journal publication instructions such as “Insert Table 1 about here.”
- A table or figure less than half a page in size may appear on the same page with text if there are sufficient line spaces between the two elements to distinguish them clearly.
- If the table or figure is on a separate page from its reference, no extra space should be left at the bottom of the previous page and the text should run continuously.
- If it is necessary to reduce non-original tables, figures, graphs, or illustrations then the item’s title and the page number should be printed on the page above the reduced item. The title and page number should be in the same typeface as the rest of the dissertation text and must not be reduced.
- Table headings and figure captions must be in the format required by the APA Style Manual.

For instructions concerning the use of any other unusual materials, such as newspapers or book pages, consult the APA Style Manual.

PROOFREADING AND EDITING
A proofreader should read the dissertation before the final version is submitted to your Dissertation Advisory Committee.

- Pagination must be checked on all documents submitted.
• The ordering of the Table of Contents, List of Tables, and List of Figures should be consistent with the headings, table titles, and figure titles, respectively, in the text.
• Double-check page numbers in the Table of Contents to make sure they agree with the text.
• All references in the text should agree in spelling and date with those listed in the reference list.
• All references cited in the text must appear in the reference list and vice versa.

WHAT THE FINAL DOCUMENT WILL LOOK LIKE

PREPARING THE FINAL DOCUMENT

A dissertation consists of three sections: the preliminary pages, the main body, and the reference materials. As introduced in the General Format section above, the page assignment and the order in which they should appear are as follows.

<table>
<thead>
<tr>
<th>PARTS</th>
<th>PAGE ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover/Title Page</td>
<td>Assigned small Roman numeral (i) although it is not actually typed on the page.</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>Assigned (ii), but again not typed. Insert blank page if Copyright not used.</td>
</tr>
<tr>
<td>Signature Page</td>
<td>Assigned (iii), and not typed.</td>
</tr>
<tr>
<td>Dedication/Acknowledgements (Optional)</td>
<td>Subsequent small Roman numerals are assigned and typed at the center at the bottom of the page.</td>
</tr>
<tr>
<td>Abstract (As appropriate)</td>
<td>Same as Dedication/Acknowledgements</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Same as Dedication/Acknowledgements</td>
</tr>
<tr>
<td>Lists of Tables, Figures, and/or Illustrations</td>
<td>Same as Dedication/Acknowledgements</td>
</tr>
<tr>
<td>Main Body/Chapters</td>
<td>Arrange text in sections consistently in accordance with the structure provided in the section on General Format above, with pages numbered in Arabic numerals. The first page of chapter 1 is numbered “1” at the bottom center of the page inside the bottom margin. The following page numbers are placed in the</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>List references in the format prescribed by APA after the text of the dissertation</td>
</tr>
<tr>
<td><strong>Appendices</strong></td>
<td>Appendices follow the reference list. The page number of the title sheet of each appendix is centered at the bottom of the page. For each appendix, subsequent page numbers are placed in the upper right-hand corner of the page inside the top right margins.</td>
</tr>
</tbody>
</table>

**COVER/TITLE PAGE**

The title page should conform to the sample title page included later this manual. The student’s name must appear as he/she is registered at the Crummer Graduate School of Business.

**COPYRIGHT PAGE**

This page shows that the dissertation has been copyrighted. The student’s Dissertation Advisory Committee can provide insights as to if the dissertation should be copyrighted.

**SIGNATURE PAGE**

This page is provided by the program and contains the signatures of the members of your Dissertation Advisory Committee, the Academic Director of the EDBA program, and the Dean of the Graduate School of Business. It indicates that the content and format of the dissertation are appropriate and acceptable.

**DEDICATION (OPTIONAL)**

If the student wishes to dedicate the dissertation, the dedication statement is included on this page.

**ACKNOWLEDGMENTS (OPTIONAL)**

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 acknowledgments for grants and special funding.

**ABSTRACT**
The text of the abstract is limited to 350 words. Although the specific content of the abstract is
determined by the student and his/her Dissertation Advisory Committee, the following information is
generally appropriate: 1) as short statement concerning the area(s) of investigation; 2) a brief discussion
of methods and procedures used in gathering data; 3) a condensed summary of the findings; and 4) key
conclusions reached in the study. As mentioned previously, for two-essay dissertations the abstract
should briefly summarize both essays.

TABLE OF CONTENTS
As mentioned previously, subheadings may or may not be listed in the Table of Contents based on the
discretion of the students’ Dissertation Advisory Committee. At a minimum, all major elements/level
one headings – including preliminary pages – should be included. If a particular level is included at any
point, all headings of that level must be included. Page numbers shown in the Table of Contents for the
Appendix are unique in that there must be a number assigned to the title sheet preceding each
appendix.

LISTS OF TABLES, FIGURES, OR ILLUSTRATIONS
A List of Tables, a List of Figures, and a List of Illustrations must be included separately as applicable
immediately after the Table of Contents. Any tables, figures, or illustrations appearing in any appendices
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.

MAIN BODY/CHAPTERS
To reiterate, the primary rule is to conform to the current APA Style Manual when presenting the text of
the dissertation. The 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 when appropriate.

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 appear two inches below the
top margin of the first page of the chapter.

REFERENCES
A 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 at the discretion of the student’s Dissertation Advisory Committee may also include works consulted, but not cited in the text (e.g. an added Bibliography). The purpose of listing the citations is threefold:

1. To serve as an acknowledgement of sources.
2. To give readers sufficient information to locate the material.
3. In the case of personal interview 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 APA Style Manual. References cannot be collected at the end of chapters or sections, only at the end of the document.

APPENDICES

The appendix is a useful device to make available material that is relevant to the text but not suitable for inclusion within the main body of the dissertation. Each appendix is preceded by a separation sheet with the word APPENDIX and its corresponding letter (i.e., A, B, C, etc.) first and then its title. If there is only one appendix, then there is no letter assigned. These two lines begin two inches below the top of the page. Each separation sheet is assigned a page number. Material for each appendix begins on the next page after its separation sheet.
Copyright by
Anne M. Wilkins
2012
ABSTRACT
THE ROLES OF SOCIAL CAPITAL, SOURCE CREDIBILITY, AND FAIRNESS IN
COMPENSATION COMMITTEE JUDGMENTS
By
Anne M. Wilkins

Bulk of paper 1.5” left margin, paragraph indent, and double spaced
TABLE OF CONTENTS

(Example provided is for a 2-essay dissertation)

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title Page</strong>………………………………………………………………………………………………………………………….i</td>
</tr>
<tr>
<td><strong>Copyright Page</strong>...........................................................................................................................................ii</td>
</tr>
<tr>
<td><strong>Signature Page</strong>...........................................................................................................................................iii</td>
</tr>
<tr>
<td><strong>Acknowledgments</strong>.........................................................................................................................................iv</td>
</tr>
<tr>
<td><strong>Abstract</strong>.......................................................................................................................................................vi</td>
</tr>
<tr>
<td><strong>Table of Contents</strong>......................................................................................................................................viii</td>
</tr>
<tr>
<td><strong>List of Tables</strong>............................................................................................................................................ix</td>
</tr>
<tr>
<td><strong>Chapter 1 – Introduction</strong>...........................................................................................................................1</td>
</tr>
<tr>
<td>ESSAY 1 – The Roles of Social Capital, Source Credibility and Fairness in Compensation Committee Judgments...........................................................................................................................................4</td>
</tr>
<tr>
<td><strong>Chapter 2 – Literature Review</strong>.....................................................................................................................5</td>
</tr>
<tr>
<td><strong>Chapter 3 – Methodology</strong>.............................................................................................................................22</td>
</tr>
<tr>
<td><strong>Chapter 4 – Data Analysis and Findings</strong>....................................................................................................35</td>
</tr>
<tr>
<td><strong>Chapter 5 – Conclusions</strong>.............................................................................................................................44</td>
</tr>
<tr>
<td><strong>References</strong>..................................................................................................................................................56</td>
</tr>
<tr>
<td>ESSAY 2 – Is There an Expectation Gap between Nonprofessional Investors and Compensation Committee Members on Executive Compensation Judgments?.........................................................................................................................61</td>
</tr>
<tr>
<td><strong>Chapter 6 – Literature Review</strong>.....................................................................................................................62</td>
</tr>
<tr>
<td><strong>Chapter 7 – Methodology</strong>.............................................................................................................................73</td>
</tr>
<tr>
<td><strong>Chapter 8 – Data Analysis and Findings</strong>....................................................................................................84</td>
</tr>
<tr>
<td><strong>Chapter 9 – Conclusions</strong>.............................................................................................................................93</td>
</tr>
<tr>
<td><strong>References</strong>..................................................................................................................................................102</td>
</tr>
<tr>
<td><strong>Appendix A – Script from Focus Groups with Nonprofessional Investors</strong>.............................................107</td>
</tr>
<tr>
<td><strong>Appendix B – Script from Focus Groups with Compensation Committee Members</strong>..............................110</td>
</tr>
</tbody>
</table>
# LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Demographic Characteristics of Participants</td>
<td>69</td>
</tr>
<tr>
<td>2</td>
<td>Enrollment Data from College A by Gender and Ethnicity</td>
<td>71</td>
</tr>
<tr>
<td>3</td>
<td>Enrollment Data from College B by Gender and Ethnicity</td>
<td>71</td>
</tr>
<tr>
<td>4</td>
<td>Enrollment Data from College C by Gender and Ethnicity</td>
<td>73</td>
</tr>
</tbody>
</table>

Note that a separate List of Tables, a List of Figures, and a List of Illustrations must be included separately as applicable following the format above.
# LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Growth of Student Population at College A 1960 – 2000</td>
<td>94</td>
</tr>
<tr>
<td>2</td>
<td>Growth of Student Population at College B 1975 - 2000</td>
<td>97</td>
</tr>
<tr>
<td>3</td>
<td>Growth of Student Population at College C 1960 – 2000</td>
<td>98</td>
</tr>
</tbody>
</table>

Note that this same format is to be followed as re
DISSESSATION FINAL CHECKLIST

Cover Page

- Is the title in all caps?
- Is the title worded exactly as it is on the abstract?
- Does your name on all pages match?

Copyright Page

- Does the format of your copyright page match the sample?
- Have you placed this page immediately after the Cover Page?
- Is the copyright page numbered in lower case Roman numerals at the bottom center of the page?

Signature Page

- Has the page been signed by all members of your Dissertation Advisory Committee, the EDBA Academic Director, and the Dean of the Crummer Graduate School of Business?

Dedication, Acknowledgements (Optional)

- Are these pages numbered in lower case Roman numerals at bottom center of page?

Abstract

- Is the title worded exactly as it is on the title page?
- Is the text of your abstract no longer than 350 words?
- Is this page numbered in lower case Roman numerals?

Table of Contents

- Does the format of your table of contents match the example provided?
- Do the wording, capitalization, and punctuation of all entries match those used in the text?
- Are the page numbers accurate (e.g., in lower case Roman numerals at bottom center of page)?
- Have you used a line of dots to fill in the space between each entry and its corresponding page number and are the page numbers aligned with the right margin?
- Does the table of contents appear after the abstract?

Lists of Tables, Figures, and Illustrations

- Does the format of your lists match the example provided?
- Does each list have a heading in all caps?
- Are all listed exhibits properly numbered, given a title, and listed consecutively?
- Is each entry in the list single spaced, with a double space between entries?
- Do the wording, capitalization, and punctuation of all entries match those in your text?
 Have you used a line of dots between each entry and corresponding page number and are the page numbers aligned with the right margin?

Main Body/Chapters

- Are all chapters in Times new Roman, 12 pt. and double spaced?
- Are paragraphs indented consistently throughout the body?
- Are page numbers in Arabic numerals without any additional punctuation?
- Is entire document converted to a PDF format?
- Does the entire document follow the acceptable APA format?

References

- Are all entries listed in alphabetical order?
- Do all entries follow the latest APA style?
- If there is a bibliography that includes works consulted but not cited in the text, have you placed it after the references with a separate heading of BIBLIOGRAPHY?

Appendices

- Have you assigned each appendix a letter and a title?