

ENERGY MEDICINE UNIVERSITY

Doctoral Dissertation Approval Board



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DOCTORAL DISSERTATION APPROVAL BOARD FORM

The Energy Medicine University Doctoral Dissertation Approval Board will review each Doctoral Dissertation Proposal blindly. The purpose of the process is to ensure that the scholarly quality of your Doctoral Dissertation meets the highest academic standards.

A PhD degree generates new knowledge, and demonstrates an in-depth understanding of scholarly work with the ability to follow rigorous academic criteria. This document itemizes in detail the criteria that need to be met for a Dissertation Proposal. Read each criterion *very carefully* and make sure that your writing conforms to its description. The entire Dissertation is written in APA style.

INSTRUCTIONS

- Step One** Use one copy of this document to check your Proposal and ensure that your writing meets each criterion
- Step Two** Submit the second copy of this document, with your Proposal, to the Registrar who will attribute a blind number to your name and then submit the file to the DDAB. The number attributed to your name will ensure that the review is done anonymously.
- Step Three** Your Proposal and this document will be returned to you through the Registrar. The DDAB will go through each criterion on the form and rate according to the rating key each one. Your Proposal will either meet the requirements 100% or if any changes need to be made, the DDAB will explain what needs to be done in the DDAB Comments section.
- Step Four** If changes are required. Once your changes have been made, resubmit this form with changes made in your Proposal to the Registrar who will resubmit to the DDAB with your Blind Number.

NOTE: Copies of other Theses should be reviewed. Borrow these from colleagues and your local library



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STUDENT'S BLIND NUMBER: _____

DDAB COMMENTS:

___ Student has meet 100% of criteria

___ Student needs to make the following changes:



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KEY – Select appropriate number below and write it in the right column of the Form below

- 3 – Criteria meets requirements
- 2 – Criteria does not meet requirements
- 0 – Criteria does not exist

PROPOSAL - GENERAL CRITERIA	
<i>The front and back ancillary pages, Chapters 1, 2, 3 must be in as complete a dissertation form as possible.</i>	
ORGANIZATION AND CLARITY	
Total critical inquiry is well organized, correctly constructed, and communicates clear intended research.	
WRITING STYLE AND COMPOSITION	
Proposal is written in future tense.	
Proposal & Dissertation: Written in third person.	
Proposal & Dissertation: Written in past tense when quoting from a source.	
Grammar, punctuation, sentence structure, and spelling are correct.	
Writing is clear, precise, and avoids redundancy. There is a focused discussion of section topics.	
Statements are specific. Sentences are clear, succinct, and not redundant.	
Topical sentences are used to introduce sections and paragraphs.	
Content of sections is related to and supports the topical sentences.	
Flow of words is smooth and comprehensible. There is a logical flow of ideas between sections with smooth transition between paragraphs, topics, sections, and chapters.	
Transitions are established between ideas.	
Written in scholarly language: accurate, balanced, objective, tentative, without conclusive/definitive statements, reflection of researcher's opinion, clichés, or hyperbole, etc. Proposal reflects doctoral-level scholarly tone and presentation.	
Balanced presentation includes discussion of proponents in the literature review with differing viewpoints on theories and variables used in the dissertation.	
Research presents cited references in developing research problem rather than relying on the author's personal opinion and experience. All statements are supported with references or analytical development.	
The writer's voice is clear and consistent throughout the document.	

ORGANIZATION AND FORM	
The Proposal is logically and comprehensively organized	
Chapters are integrated and form a cohesive whole.	
Subheadings are used to identify the logic and movement of the study.	
Transitions between chapters are smooth and coherent.	

<p>The Proposal follows a standard form and follows APA standards. Including the following:</p> <ol style="list-style-type: none"> 1. Running heading is not used (ref: APA 5th ed manual, p. 296) 2. Pagination 3. Citation format 4. Reference format. 5. Listing of items within the text 6. Margins 7. Chapter titles 8. Section title format 9. Page format 	
<p>The Proposal has a professional and scholarly appearance throughout, including the following:</p> <ol style="list-style-type: none"> 1. No formatting or sentence structure errors. 2. Short paragraph structure: 3-5 sentences per paragraph. 3. Short, clear, and succinct sentence structure: sentences generally range between 1 and 3 lines 	
Citations are used for direct quotations, paraphrasing, facts and studies, and personal communication.	
There is a citation used in the text for each reference page entry.	
Reference entry exists for each citation except for personal communication	
No plagiarized material. Questions involving the possibility of plagiarism must be resolved before the proposal can go forward.	

CHAPTER 1: INTRODUCTION	Chapter 1 Total Pages: 15 - 40	
INTRODUCTORY PARAGRAPH(S)	Total Pages: ½ to ¾ page.	
No Subtitle for this section which is divided into 2 required parts – see below:		
1. Introduction to topic of dissertation		
2. Brief discussion of contents of Chapter 1		
BACKGROUND	Approx. 2 1/2 pages	
Discussion of the research problem and why its theoretical and social implications are important.		
PROBLEM STATEMENT	Approx. 1/2 - 3/4 page	
Four parts – see below		
1. Brief comment about the specific need for the research.		
2. The Problem Statement: it must be extremely precise, concise, brief and touch on the purpose of the research.		
3. Brief explanation about how the chosen the method and research design are most appropriate to address the problem.		
4. Brief description of the population group.		
PURPOSE	Approx ¾ page	
Seven Parts – see below		
1. Research method is stated: quantitative, qualitative, mixed		
2. Research method is stated with brief comment about why it is appropriate.		
3. Research design is stated.		
4. A separate comment about why research design is appropriate to the research		
5. For quantitative research: state research variables independent, dependent & relationships		
6. Brief comment about the specific population group.		
7. Brief comment about geographic location of study		

<p>SIGNIFICANCE OF THE STUDY Approx. 1 page</p> <p>Two Parts</p> <p>This section addresses the uniqueness of the study and how it might contribute original knowledge to the field.</p>	
<p>1. Significance of Study: briefly comment on the importance of this study, and how it might contribute to the present body of knowledge, and future research. About ½ page</p>	
<p>2. Significance of Study to your area of concentration: How could the findings of this research add to the body of knowledge and literature in the concentration? Approx. ½ page</p>	
<p>NATURE OF THE STUDY Approx. 1 to 5 pages</p> <p>Two Parts</p> <p>Discussion of the research design. How will this research design differentiate the study from other research designs.</p>	
<p>1. Research Method: Discussion of appropriateness of the research method: quantitative, qualitative, or mixed. Discussion of how the selected research method, compared to other methods, will accomplish the researcher's goals.</p>	
<p>2. Research Design: Discussion of appropriateness of selected research design. Discussion of how the selected design will accomplish the researcher's goals.</p>	
<p>HYPOTHESES/RESEARCH QUESTIONS Approx. 1 to 5 pages</p> <p>Three Parts</p>	
<p>1. Discuss the relationship or comparison questions about the research.</p>	
<p>2. Quantitative methods: State research questions as well as hypothesis(es) and the rationale for the hypotheses Qualitative methods: State research questions</p>	
<p>3. Elements above are stated in a discussion form, not merely listed.</p>	
<p>CONCEPTUAL OR THEORETICAL FRAMEWORK Approx. 2-4 pages</p> <p>Four Parts</p> <p>The study is put in perspective with other similar research. Discussion of major perspectives, issues, and controversies in the selected field of research.</p>	
<p>1. Discussion includes major theories in selected field of research</p>	
<p>2. Discussion includes how the proposed research fits compared to other research studies in the selected field.</p>	
<p>3. Discussion includes specific issues, controversies, and perspectives in the field of research</p>	2
<p>4. Discussion reflects knowledge with the general literature to include historical, germinal, and current writings in the field.</p>	2

DEFINITIONS Approx. 1 page – if required Required only if the study use unique words or specific terms. Two Parts	
1. Definition and clarification of unique words or terms, and explanation of uniqueness.	
2. Citations support the definitions and clarification of terms	
ASSUMPTIONS Approx ¼ to 2 pages Two Parts	
1. Identify assumptions.	
2. Each assumption is given a rationale and appropriate perspectives if relevant.	
SCOPE, LIMITATIONS, AND DELIMITATIONS Approx. 1 to 2 pages Three Parts	
1. Discussion of: scope, limitations, and delimitations of data used in the study.	
2. Discussion of the generalizability of the findings	
3. Elements above are in discussion form, not listed or itemized	
CHAPTER SUMMARY Approx 1/2 to 1 page Four Parts	
1. Key points of Chapter 1 are summarized	
2. Citations support key points	
3. Summary ends with brief transition (or one sentence) into Chapter 2.	
4. Elements above are in discussion form, not listed or stated.	

CHAPTER 2: LITERATURE REVIEW Chapter 2: Approx. 30-50 pages	
INTRODUCTORY PARAGRAPH(S) Approx. 1/2 - 3/4 page No subtitle for this section. Two Parts	
1. Transition discussion from dissertation topic to introduction of the review of the literature for the research study	
2. Discussion includes a brief overview of the content of Chapter 2	
TITLE SEARCHES, PEER-REVIEWED JOURNALS, RESEARCH DOCUMENTS, HISTORICAL BACKGROUND, CURRENT FINDINGS Seven Parts	
1. The writing of this part is well organized, flows, and follows a logical development	
2. Historical overview of the literature, and germinal research supported with citations. Gaps in the research literature are identified and discussed..	
3. Discussion of current findings and studies supported with citations. Discussion of gaps in the research literature.	
4. Discussion of current findings and how they relate to the research question.	
5. Discussion of research variables	
6. The discussion is not presented as a list of points with citations. The discussion has depth and presents an analysis of the literature and the references have meaning	
7. Discussion of alternative viewpoints in the research field by using examples in literature	
CHAPTER CONCLUSION Approx. 1/2 to 1 page Three Parts	
1. Conclusions are derived from the literature review.	
2. Citations are given for key points	
3. Elements above are presented in a discussion form.	

CHAPTER SUMMARY Approx. 1/2 to 1 page Four Parts	
1. Summary, in discussion form about each key points in this Chapter	
2. Key points have supporting citations.	
3. Summary ends with a transition discussion (sentence) into the next chapter.	
4. Elements above are presented in discussion form, not merely stated or listed.	

CHAPTER 3: RESEARCH METHODS Chapter 3 Approx. 10-25 pages	
INTRODUCTORY PARAGRAPH(S) Approx ½ ¾ page No subtitle is given to this section.	
Two Parts	
1. Purpose statement is re-stated to introduce reader the need for study.	
2. Brief overview of the chapter in discussion form	
RESEARCH METHOD AND DESIGN APPROPRIATENESS	
Three Parts	
1. Re-iteration and discussion of elements discussed in Chapter 1: the rationale for selecting the research method and the appropriateness, the reason why the selected method was chosen.	
2. Re-iteration and discussion of rationale for selecting the research design. Why is it appropriate?	
3. Re-iteration and discussion why the design is the best choice and how it will accomplish the study goals.	

POPULATION, SAMPLING, DATA COLLECTION PROCEDURES, RATIONALE	
Seven Parts	
1. Population: Elaboration of population information given in Chapter 1. Description matches the overview discussion given in Chapter 1.	
2. Sampling: Elaboration of information given in Chapter 1. Discussion reflects sampling number (i.e. participants), how the sampling number was determined, and characteristics of the sample.	
3. Discussion reflects study participants' informed consent, confidentiality, and geographic location information.	
4. Data Collection: Elaboration of information given in Chapter 1 Discussion reflects the following: A. Technique(s) used and rationale for the technique(s) selected, including a comparison to other technique(s) that could be used B. Type of data to be collected and rationale for the type of data	
5. Data Collection: Discussion reflects the type of data which will be collected, as well as appropriateness to research design and dissertation problem statement.	
6. Instrument(s): Selection Appropriateness Discussion includes: Why were these instruments chosen over others? What is their appropriateness to this study?	
7. Instrument(s): Reliability Is the instrument validated? If not, applicable pilot study is discussed.	

VALIDITY — INTERNAL AND EXTERNAL Two Parts	
1. Validity: Internal	
2. Validity: External	

DATA ANALYSIS Two Parts	
1. Discussion of data analysis	
2. Selection of the data analysis technique is stated and appropriateness for the research design is discussed.	

ORGANIZATION AND CLARITY Two Parts	
1. The discussion demonstrates a logical understanding of the research design and the section is well organized	
2. The section is an in-depth analysis in a discussion form rather than in a listing format	

CHAPTER SUMMARY Approx. ½ to 1 page Three Parts	
1. The key points in Chapter 3 are summarized in a discussion form.	
2. Each point is supported by one or more citations	
3. The section ends with a transition into Chapter 4	

ANCILLARY PAGES & Chapters 1,2,3 The front and back ancillary pages must conform to the criteria of a completed dissertation. Chapters 1, 2, 3 must also conform to the criteria of a completed dissertation	
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Front Ancillary Pages	
Front Ancillary Pages are numbered in Roman Numerals lowercase. No page number on the title page, no page number on the copyright page, no page number on the signature page, no page number on the abstract page.	

Title page conforms to the correct format A <i>running heading</i> is not used for a Proposal or the Dissertation	
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Title Page: The Title is 15 words maximum and reflects the study topic and variables.	
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<p>Approval Page: Although signatures happen after the submission, a properly formatted Signature Page is required in the Proposal.</p> <p>When submitting the final dissertation: Signature page is signed by Mentor and Committee Members with the date the dissertation was approved Mentor and Committee members need to sign and date within a few days from each other. The Dean will place her signature only if and when this page follows the proper criteria</p>	
<p>Approval Page/Signature Page: The signature approval line by the school needs to have these additional three lines:</p> <ol style="list-style-type: none"> 1. Name of Dissertation Approval Authority 2. Title of Dissertation Approval Authority 3. Energy Medicine University 	
<p>Abstract:</p> <p>The abstract is written after the dissertation is completed. For the Proposal this page will be left blank with the heading, so that the pagination remains correct.</p>	
<p>TABLE OF CONTENTS: APA FORMAT.</p> <p>Use dot leaders to link the entry and the page number</p>	
<p>Front Ancillary Pages –</p> <p>Titles of items that appear before the table of contents are not entered into the Table of Contents. For example: Abstract, Dedication, Acknowledgements, Table of Contents.</p>	
<p>If a List of Tables is used, the listing of this title in the Table of Contents is placed before the Chapter 1 title.</p>	

<p>If a List of Figures is used, the listing of this title in the Table of Contents is placed before the Chapter 1 title</p>	
<p>References title in the Table of Contents is placed after the Chapter titles but before the Appendix titles</p>	
<p>Appendix title(s): in the Table of Contents, are placed after the References title and are the last entry in the table of contents.</p>	
<p>Table and Figure Names are placed after the listing of Appendix titles.</p>	
<p>If more than one Table is used: Table name or a List of Tables is placed after the table of contents.</p>	
<p>If more than one Figure is used: Figure name or List of Figures is placed after the table of contents.</p>	
<p>BACK ANCILLARY PAGES</p>	
<p>Appendix items that are listed in the table of contents are placed at the back of the Proposal, after the References list.</p>	

<p>REFERENCES LIST</p> <p><i>All references are peer-reviewed article, or journals, and books, and three website references.</i></p> <p>Five Parts</p>	
<p>Minimum number of references given is approximately 50 references.</p> <p>Write the total number of references in your Proposal here: _____ references</p> <p>A break-down of categories is presented in Appendix A</p>	
<p>References must be recent with approximately 85% within the last five years, or an explanation is presented in a discussion of the literature gap in Chapter 2.</p> <ul style="list-style-type: none"> - Write the total number of references used in the Proposal: _____ total references - Write the number of recent, within 5 years, references here: _____ recent references - Write the % of recent references here: _____ % recent references - Place a X (Check) if a literature Gap exists and is discussed in Chapter 2: _____ <p>Write a few sentences about the literature Gap here:</p>	
<p>Quality and range of references:</p> <p>Approximately 90% must be a mix of: founding theorists, empirical research, peer-reviewed articles, books, and journals</p> <ul style="list-style-type: none"> - Write the % of founding theorists, empirical research, peer-reviewed articles, books, and journals here: _____ %. 	
<p>Reference List is placed after the main text and before the Appendixes.</p>	
<p>Reference List is formatted with a hanging indent within an entry.</p>	