Guidelines for Preparation and Submission of Doctoral Dissertations and Master’s Theses

School of Graduate Studies and Research

School of Graduate Studies and Research
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Introduction

Submitting your approved dissertation or thesis is the final step you have to take before being awarded your Ph.D. or Master’s degree at Florida A & M University. Your finished manuscript is the end product of extensive research and the scholarly application of theories and principles in your field of study. It shows that you have taken an original or creative approach to these theories and principles and have established yourself as a scholar by producing new knowledge that can be helpful to advancing studies in your field. The manuscript also speaks to your potential to continue to make solid contributions to your field in the future.

Final copies of your manuscript are made permanently available to researchers and library-users nationwide. Additionally, dissertations are copied onto microfilm, which will be available upon request throughout the world. The School of Graduate Studies and Research has compiled this manual to ensure that all manuscripts produced and prepared at Florida A & M University are uniform and of the highest professional quality. It contains the basic, minimal requirements to which all dissertations and theses must comply in order to be accepted. It is your responsibility to make sure that all of these requirements are met. Responsibility should not be shifted to the committee chairperson or members. You are therefore advised to familiarize yourself with the required criteria before you begin writing.

Hereinafter referred to as “manuscript.”

Please note that the office which handles all graduate affairs is now referred to as The School of Graduate Studies and Research. It is no longer referred to as the School of Graduate Studies and Research and Continuing Education. The Interim Dean of the School of Graduate Studies and Research is Dr. Verian Thomas.

Various dissertation/thesis preparation manuals from universities throughout the country have been consulted to compile this booklet. This booklet contains adapted variations of language and descriptions of requirements and procedures that are consistent among universities across the nation (i.e. pagination, margins, paper weight, copyright permission information, etc.).
By residence, we mean physically being in or near Tallahassee and having ready access to the university.

By residence, we mean physically being in or near Tallahassee and having readily access to the university.
The Office of Graduate Studies and Research welcomes the opportunity to assist you at any stage throughout your writing process.
Frequently Asked Questions
About Submitting the Dissertation and Thesis

The following are answers to the questions most commonly asked regarding preparation of the thesis or dissertation. More detailed information can be found throughout this guide.

When should I submit the unofficial and final copies of my dissertation or thesis to the School of Graduate Studies and Research?

The unofficial, unbound copy of your manuscript should be submitted to the School of Graduate Studies and Research prior to the defense. Following a successful defense, and after all corrections have been made, you should then submit your final copy on the required paper within thirty days.

What is an appropriate time to give my committee members my manuscript?

Each department or individual committee members may have a deadline for receiving the manuscript prior to the defense. It is important to keep in mind that many committee members are serving on other committees, teaching classes, doing research and meeting other university responsibilities. To give each member adequate time to read and digest your text, it is suggested that you submit your manuscript to them at least a month before the defense. Again, check with your department and individual members for specific time lines.

When should I announce my dissertation/thesis defense?

At least two weeks prior to the defense, you should complete a defense announcement form, and submit it to the School of Graduate Studies and Research. You should then create a standardized flyer. A sample is provided in the appendix of this manual or is available in the School of Graduate Studies and Research. Provide the Office of Graduate Studies with a copy of the flyer. You are responsible for posting copies of the flyer within your department building and other areas you prefer so that other faculty, teachers and staff can be made aware of and benefit from the outstanding work that you have produced.

What, exactly, is a “defense,” and what is expected of me during the defense?

The defense is the official occasion where you orally “defend” or make a strong case for the legitimacy of your project before your committee members and the public. For one to two hours, your committee members will ask you probing questions on any aspect of your thesis or dissertation. After your committee members ask their questions, the members in your audience will have the chance to ask you questions as well.

Generally, you are expected to summarize your topic in about ten to fifteen minutes, elaborate on theories and principles you explore, explain the methodologies you employ, specify other scholarship or research you place your project alongside, state the limitations in your study, and discuss the significance of your project to your field. Specifically, you will be expected to expound on particular arguments and critical stances you make within your manuscript. After you have completed this session, you and the audience will be asked to leave the room, and your committee members will meet for twenty minutes to an hour to discuss your performance during the defense. They will then announce the outcome to you.
At what point in the semester should I have defended in order to graduate that term?

By the middle of each semester, you should have successfully defended. There are several reasons why. Firstly, in the semester in which you expect to graduate, you must submit an application for graduation in the first two weeks of classes. The department will have all of the specifics regarding this process. Secondly, before you can graduate, the department must do a final audit of your file. This should take no more than two weeks. Thirdly, you must allow time to defend and make all of the corrections to your manuscript that the committee members have recommended after the defense. Fourthly, you must submit to be bound, three copies of the manuscript on 24 lb., white, acid-free, cotton paper to Graduate Studies within thirty days of the defense. It takes approximately two to three weeks. This can be a lengthy process.

Please note that many students who applied for graduation in the beginning of the semester do actually march before all of these commitments are met, but they will not receive their actual diplomas until these processes are all completed. This is important, especially since most jobs or institutions require evidence of your having received the diploma before being hired, promoted or accepted.

In the very unlikely event that I am not successful at my defense, what options are available to me?

After your defense, your committee chair will certify in writing the results of the defense to the academic dean of the major department: passed or failed. In the unlikely event that you fail, one re-examination is allowed. You and your committee chair make the arrangements to start the re-examination process. The report of the results following a second defense must indicate that you passed or failed. If you fail the second defense, you will be dismissed from the program.

What role should my chair and other committee members play in the production of my manuscript?

You must have at least three committee members with graduate faculty status on your committee. Your committee chairperson is someone you have worked with closely on various in-class or out-of-class projects, and who knows your work. Your work coincides with her or his work in some way. You normally should ask this person to chair your committee very early in your graduate career here at FAMU.

The chairperson generally oversees the entire production process from the beginning to the end. She/he helps in finalizing your topic and in getting you started with the research and writing. The chair also helps organize your committee, often times asking members to join on your behalf. You and the chair set the tone for the interaction throughout the process. She/he usually reads and approves each chapter prior to passing it on to the other members. The chair also alerts you to deadlines and necessary procedures you must follow throughout the completion and submission of your manuscript.
The other committee members normally follow the lead of the chair. They serve the role of reading your text and offering insightful comments, suggestions and questions that help make your manuscript solid and strong. You are encouraged to communicate often with your committee members throughout the entire process for two main reasons: 1) to get all the information you need to make sure that your manuscript is an outstanding piece of scholarship, and 2) to avoid any unwanted surprises at your defense (i.e. concerns about flaws in argument, requests for major revisions, etc.).

What resources are available at the university to assist me in the successful completion of my manuscript?

The School of Graduate Studies and Research offers a series of supplemental enrichment seminars that assist students with various aspects of the writing process, such as: identifying and overcoming barriers; balancing family, and career; writing process, collecting and organizing your research; doing the literature review; and stating research goals. The seminars also emphasize professional development by having panel discussions on securing outside funding, publishing the research, and presenting the research at conferences. Contact the School of Graduate Studies and Research each semester for specific dates, times and locations of the seminars.

Additionally, the Writing Center in room 100 Tucker Hall may assistance with fine tuning your argument, organizing your thoughts, correcting grammatical inconsistencies and more.

My research requires that I work with human subjects by way of interviews and/or surveys. What procedures should I follow to conduct this research effectively and ethically.

You should start first by contacting the Chairperson of the Institutional Review Board (IRB). The IRB is an extremely important entity on campus, which is concerned primarily with the protection (level of risk) of the rights of the people you will be in contact with during your research. Consisting of nine faculty members and one community member, the IRB conducts its activities according to and as required by FDA guidelines (21CFR-Part 56).

The following is the procedure for obtaining an IRB Review:

A. The student must complete the Application for IRB Review Short Form.
B. The student must provide the Informed Consent Form.
C. The student must then provide:
   1. 3 copies of the full proposal (consult with chair before submitting).
   2. 15 copies of the IRB Review Short Form.
   3. 15 copies of the Informed Consent Form.
D. The IRB Chairperson will deliver material to all IRB members.
E. The project will be reviewed at the next IRB meeting.
F. The student will be notified of results.

This process can take up to two to three weeks, so it’s important to start the process as early as possible.
Students may also request an *Expedited Review Procedure*, which takes less time and is less formal. This expedited review can be conducted for minimal risk and for minor changes in approved research. Minimal risk means that the risks of the harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. The following is the procedure for obtaining an expedited review.

A. The IRB Chairperson or one or more experienced IRB members designated by the chair may carry out the review.

B. The IRB Chairperson or the designated members may exercise all of the authorities of the full Board. A majority of the IRB members is needed, however, to disapprove a research activity.

C. All IRB members must be made aware of an expedited review.

D. The FDA may restrict the use of expedited reviews by an institution when the restriction is seen as needed to protect the rights of human subjects.

The expedited process can take up to seven working days. All other questions concerning your research with human subjects should be directed to Dr. Clyde Perry Brown, Public Health, FSH Science Research Center, Room 207B 204 Perry Paige. His number is 599-8839.

**When should I apply for a degree to be awarded to me?**

You should apply for your degree during the first two weeks of the term in which you plan to graduate. See your department for the appropriate forms and more specific dates.

**What are the necessary forms, notices or applications that I must complete and file throughout the preparation process?**

The following forms, notices or applications must be completed and filed before you submit the final draft of your manuscript:
<table>
<thead>
<tr>
<th>Form, Notice or Application</th>
<th>Retrieved from</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis/Dissertation Research Project Approval Form</td>
<td>Graduate Studies</td>
<td>Due the first two weeks of the semester you begin the writing process.</td>
</tr>
<tr>
<td>Human Subjects Review Application Form for New Subjects</td>
<td>IRB Coordinator</td>
<td>Due before you begin contact with human subjects.</td>
</tr>
<tr>
<td>Defense Announcement Form</td>
<td>Department</td>
<td>Check with department for due dates.</td>
</tr>
<tr>
<td>Copy of Manuscript to SCGR</td>
<td>Student</td>
<td>Prior to defense</td>
</tr>
<tr>
<td>Final Bound Copy of Manuscript</td>
<td>Graduate Studies</td>
<td>30 days after the defense</td>
</tr>
<tr>
<td>Number of Pages</td>
<td>Price per book</td>
<td></td>
</tr>
<tr>
<td>1-199</td>
<td>$45</td>
<td></td>
</tr>
<tr>
<td>200-higher</td>
<td>$55</td>
<td></td>
</tr>
</tbody>
</table>
Be sure to check with your department for forms and applications that they may require.

Do I have to be in Tallahassee while I am writing my manuscript?

Each department, program or school has its own rules regarding your residency while you are writing your manuscript. However, it is to your advantage and in your best interest that you have constant access to the seminars, programs, events, lectures, lab equipment and other resources on campus. Being in town allows this access more readily, and it ensures you more access to your committee members. This is extremely important since constant and effective communication and interaction with your chairperson and committee members are necessary for your manuscript to be successfully written and completed. This is not to say that if you are out of town, you are limited. Many professors communicate effectively with out-of-town students via e-mail. Special meeting times can be arranged also.

How long do I have to finish writing and submitting my manuscript?

You have at least one academic semester after you have advanced to candidacy before you can get your degree. Realistically, however, it normally takes at least a year to thoroughly complete the research and writing processes. If you are working on your Master's degree, you have five years from the date of admission to complete all requirements for graduation, including completing the thesis. For the Ph.D., you must be finished with all requirements in seven years from the date of admission, including completing the dissertation.

What are the acceptable styles manuals that I can use to document my manuscript?

There are a number of style manuals available for use in preparing the manuscript. Some are Modern Language Association Handbook (MLA); Publication Manual of the American Psychological Association (APA); Chicago Manual of Style and Turabian's Manual for Writers of Term Papers, Theses, and Dissertations. Some departments and disciplines require the use of specific manuals. Check with your committee chairperson to determine the preferred style manual in your field.
May I hire professional services, such as typists, editors and copiers?

Although you are permitted to utilize typists, editors and copiers to help prepare your manuscript, it is ultimately your responsibility to ensure that all of the guidelines set forth in this manual have been followed.

What type of paper should the final copies of my manuscript be on?

Your final manuscript should be printed on 24 lb., white, acid-free, cotton paper.

Where do I go to have my manuscript bound?

You should bring your final, approved manuscript to the School of Graduate Studies and Research, 469 Tucker Hall. Keep in mind that it can take up to three weeks to have your manuscript bound. If you have not copied your manuscript on 24 lb., white, acid-free, cotton paper, Dr. Carolyn Ryals at the Kopy Kat and other copy centers can provide that service. The Kopy Kat is located on 507 Okaloosa St., the telephone number is 850-222-7557, and the fax number is (850) 222-7557.

In what color will my manuscript be bound?

The manuscript will be bound in an olive green hardback cover.

Who is responsible for the cost of binding the thesis or dissertation?

You are solely responsible for purchasing the required paper and for paying the cost of binding. The price for paper ranges from six to thirteen cents a page. The price for binding is:

<table>
<thead>
<tr>
<th>Number of Pages</th>
<th>Price per book</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-199</td>
<td>$45</td>
</tr>
</tbody>
</table>
How many copies should I have bound, and how should they be distributed?

You will need to have three bound copies made on the appropriate paper. The School of Graduate Studies and Research keeps a copy. You should deliver one copy to the Library, and one to your Department. As a gesture of appreciation, some students also present their committee chairperson with a bound copy.
Chapter One

General Guidelines and Procedures

This chapter contains general criteria, which must be met by all candidates. Consult the Graduate Student Handbook, the University’s General Catalog, and your department for other guidelines, procedures and general information relevant to graduate education at Florida A & M University.

All Candidates

Registration: Dissertation/Thesis Hours

You must register for a minimum of one dissertation/thesis hour each semester while writing the manuscript. You may register for more hours. The exact number shall be determined by the major professor, based on the exact amount of time, facilities and other resources needed to support you. Registration is required in the final term in which the degree requiring a dissertation or thesis is granted. You must enroll for at least one semester hour of dissertation/thesis credit even if you have completed the requirements for the degree in previous semesters. This is to reimburse the University for the administrative costs of manuscript clearance and final degree clearance procedures. Once you have successfully defended and submitted your manuscript, and the proper forms have been filed in the registrar’s office, the “TP” or “DP” (Thesis Pending or Dissertation Pending) grade appearing on your transcript that semester will be changed to an “S.” All other “TP’s” or “DP’s” will remain on your transcript.

Degree Application

During the first two weeks of the semester in which you expect to receive your degree, you must apply for a degree or diploma. These forms may be retrieved from your advisor or department. Your department will then forward the application to the Registrar’s office. It is your responsibility to apply for the diploma and to make sure that the process is completed. It is imperative that you follow through with this and all other procedures.

Required Forms and Documents

The following forms and documents must be submitted to the School of Graduate Studies and Research.

- *Thesis/Dissertation Research Project Approval Form
- *Human Subjects Review Application Form for New Subjects (if project research requires working with humans)
- *Defense Announcement Form (due two weeks prior to defense)
- *Notification of Defense Outcome (submitted by committee chair)
• Copy of Manuscript (10 days prior to defense)
• Final Bound Copy of Manuscript

*These forms are available in the School of Graduate Studies and Research Office and on the SGSR website.

Prospectus
Some departments require a prospectus outlining the nature of the research to be done. There is no university-wide format. Individual departments should be consulted.
Master's Candidates

Specific Requirements for a Thesis

Your advisor is responsible for informing you of your grade requirements. All students must maintain a 3.00 GPA or “B” average in graduate school. Any grade lower than a “B” in a required course will require you to repeat the course and submit an application for grade forgiveness. A grade of “C” is acceptable in elective courses.

Time Limit on Degree

The work for the master’s degree must be completed within five years from the term you first registered for graduate credit.

Residence Requirements

There is no university-wide residence requirement for the master’s degree beyond that implicit in the limitation upon transfer credit, the time limit on the degree and the full-time student load requirement. Be reminded that some programs or departments may impose a rule of residency, so be sure to check with them regarding their guidelines.

Supervisory Committee

Your supervisory committee must consist of a minimum of three members. All committee members must hold at least master’s directive status. Your committee may include one official outside member, approved by the school, college, or institute who is empowered to interrogate you and to vote. You should form this committee early in the second semester of enrollment.

Defense

Specific testing requirements and procedures are established by your major department. It is your responsibility to collaborate with your major professor in determining the time and place of the defense. Sufficient time should be allowed between the defense and manuscript submission in order to make any required revisions. Final copies for binding must be submitted to the School of Graduate Studies and Research within 30 days of your successful defense.

At least two weeks prior to the date of the defense, the student is required to submit a Defense Announcement Form (see Appendix) and the Standardized Defense Announcement Flyer (see Appendix) with the title of the dissertation and the date, place and time of the defense to the School of Graduate Studies and Research.
The committee will certify in writing to the academic dean of the major department the results of the defense: passed or failed. If you fail, one re-examination is allowed. The report of the results following a second defense must indicate that you passed or failed. If you fail the second defense, you will be dismissed from the program.
Doctoral Candidates

Time Limit on Degree

All requirements for the doctoral degree must be completed within seven years from the term you first registered as a doctoral student. If you exceed the time period allowed, you may be required to initiate a new program of study, or to complete special requirements determined by your department or program.

Residence Requirements

The residence requirements are determined by the school, college, institute or program in which you are enrolled.

The intent of residency requirements is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities provided at Florida A & M University. During your residency, you are expected to make every effort to interact with faculty and peers by regularly attending courses, conferences, or seminars, and by using the library and laboratory facilities provided for graduate education.

Admission to Candidacy

Satisfactory completion of a preliminary examination is required for admission to candidacy for the doctoral degree. You may not register for dissertation hours prior to passing the preliminary exam. An “Admission to Candidacy” form must be completed by the department and filed in the Registrar's office prior to registration for dissertation hours.

You must be admitted to candidacy at least six months prior to being granted your degree. More realistically, you should expect to spend a year or more working on the dissertation.

Supervisory Committee

The supervisory committee must consist of a minimum of three members of the graduate faculty, who have doctoral directive status. One of these members can be drawn from outside your department. Additional committee members may be appointed, and must hold at least master’s directive status.

Each year, your chair will assess your progress in writing and will make copies of this assessment available to you, the department, the academic dean, and the Dean of School of Graduate Studies and Research. The Dean of the School of Graduate Studies and Research, the academic dean, and the departmental chair may attend committee meetings as nonvoting members. The names of the supervisory committee will be submitted to the Dean of the School of Graduate Studies and Research prior to the defense.
Defense

It is your responsibility to work with your major professor in determining the time and place of the defense. Sufficient time should be allowed between the defense and manuscript submission in order to make any required revisions. Final copies must be submitted to the School of Graduate Studies and Research within 30 days of your defense.

At least two weeks prior to the date of the defense, you are required to submit a Defense Announcement Form and the Standardized Defense Announcement Flyer (See Appendix) with the title of the dissertation and the date, place and time of the defense to the School of Graduate Studies and Research. All members of the graduate faculty are invited to attend.

The committee will certify in writing to the academic dean of the major department the results of the defense: passed or fail. If you fail, one re-examination is allowed. The report of the results following a second defense must indicate that you passed or failed. If you fail the second defense, you will be dismissed from the program.

A written critique of the conduct of the dissertation defense should be submitted by the committee chairperson to the appropriate academic dean and to the Dean of Graduate Studies within 7 days after the date of the defense.

Research Supported by Business and Industry

A dissertation or thesis, which has been fully or partially supported by business or industry, may be sequestered by the School of Graduate Studies and Research for no more than two months while the document is being reviewed by the sponsor for patentable material, and, if necessary, while a patent application is being filed. A request for sequestering should be accompanied by a copy of the contract governing the terms under which the research was supported and be endorsed by the Office of the Vice President of Academic Affairs, the major professor and the student.
Chapter Two

Preliminaries to Getting Started

This chapter contains information on measures that should be taken prior to beginning the writing process.

Selecting and Working with the Committee

Selecting the committee is one of the most important phases of the dissertation and thesis process. Your committee members are experts in your area or related fields. They function to ensure that your manuscript is a solid contribution to the field by thoroughly reading it, asking probing questions and by requiring revisions. Your major professor usually chairs your committee, and under special circumstances, you may have two co-chairs. Your committee chair normally recommends other committee members. Still, it is your responsibility to make sure that your committee is formed on time.

It is also your responsibility to ensure that your committee members are kept abreast of your progress throughout the writing process. This may be done by meeting with members individually and/or by submitting written outlines and updates on a regular basis. Some members may request drafts of all chapters as you complete them. Others may want the manuscript only in its entirety. It is up to you to find out the preference of each member. Your chair, however, should read all drafts prior to distribution to other committee members. Final approval of the draft may not be necessary at this point in the process, as you will need to consider and factor in other members’ comments later. Remember that communicating constantly with your committee members throughout the writing process can help avoid aggravating problems and unwanted surprises at the end of the process.

Working with the School of Graduate Studies and Research

The School of Graduate Studies and Research plays a central role in your manuscript preparation and submission process. It is our goal to make sure that your progress is as smooth as possible. A number of forms and applications must be either retrieved, completed, signed or filed in our office. Remember that in many cases, a signature from the Graduate Dean is the final required signature, which means that processes for many required procedures are usually initiated by you or in your department.

The following are forms, notices or applications which must come from or through this office:

- *Thesis/Dissertation Research Project Approval Form (due the first two weeks of the semester you will officially begin writing)
- *Human Subjects Review Application Form for New Subjects (if project research requires working with humans)
- *Defense Announcement Form (due two weeks prior to defense)
- *Notification of Defense Outcome (submitted by committee chair)
- Three copies of the Manuscript (submitted ten days prior to defense)
- Final Bound Copy of Manuscript (Originals submitted to Graduate Studies for binding.)

*These forms are available in the School of Graduate Studies and Research Office and the SGSR website.
Again, please note that **all actions in regards to your dissertation or thesis are expected to be initiated and monitored by you.**

**Working with your Department or Advisor**

Your major department and advisor are key factors in the successful submission of your manuscript. They have specific information regarding details such as the number of hours you should register for while writing, departmental or discipline-specific guidelines you should follow, other important deadlines you are to meet and etc. Be sure to check with your advisor and department chair for particulars not regulated by the School of Graduate Studies and Research.

**Working with Professional Services**

While you may use a professional typist, copying or editorial service to assist in the preparation of your manuscript, it is extremely important that you know that the ultimate responsibility for meeting all submission guidelines lies with you. We encourage you to carefully proofread and examine your text after you have retrieved it from the professional. If you are using a professional editor, note that she/he may not become a substitute for faculty advisement. *Payment for these and other professional services are solely your responsibility.*

**Human Subjects Research**

All research proposals involving human subjects must be reviewed by the *Institutional Review Board* prior to any interaction with the research subjects. This includes research involving surveys (including telephone surveys) or questionnaires. The primary duty of this board is to ensure the protection of human subjects. Consisting of nine faculty members and one community member, the IRB conducts its activities according to and as required by FDA guidelines (21CFR-Part 56).

The following is the procedure for obtaining an IRB Review:

- A. The student must complete the Application for IRB Review Short Form.
- B. The student must provide the Informed Consent Form.
- C. The student must then provide:
  - 1. 3 copies of the full proposal (consult with chair before submitting).
  - 2. 15 copies of the IRB Review Short Form.
  - 3. 15 copies of the Informed Consent Form.
- D. The IRB Chairperson will deliver material to all IRB members.
- E. The project will be reviewed at the next IRB meeting.
- F. The student will be notified of results.

This process can take up to three weeks, so it’s important to start the process as early as possible.

Students may also request an *Expedited Review Procedure*, which is less formal. This expedited review can be conducted for minimal risk and for minor changes in approved research. Minimal risk means that the risks of the harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. The following is the procedure for obtaining an expedited review.
A. The IRB Chairperson or one or more experienced IRB members designated by the chair may carry out the review.

B. The IRB Chairperson or the designated members may exercise all of the authorities of the full Board. A majority of the IRB members is needed, however, to disapprove a research activity.

C. All IRB members must be made aware of an expedited review

D. The FDA may restrict the use of expedited reviews by an institution when the restriction is seen as needed to protect the rights of human subjects.

The expedited process can take up to seven working days. Forms are available in the appendix of this manual, as well as at the School of Graduate Studies and Research. You must submit the forms to Dr. Clyde Perry Brown, Public Health, FSH Science Research Center, and Room 207F, 599-8839.

**Using Copyrighted Material**

You must be in compliance with the copyright rule of "fair use" when quoting materials or using graphics copyrighted by others. Generally, this means that in cases where permission is not obtained, "use" of the material is "fair" to the copyright holder. Such items as quotations and photo reproductions should not be so numerous or lengthy as to diminish the value of the work being cited.

On the other hand, "fair use" is also a right that you are entitled to (and should) exercise. Since the rule of "fair use" is not precisely defined, it is advisable to use the following guidelines to determine fair use of copyrighted works:

- **Text:** Quotations should be limited to the lesser of 10% or 1,000 words from any single source.

- **Poetry/Scripts:** Quotations should be limited to 250 or 10% of words from any single source. Complete poems should not be quoted without approval.

- **Illustrations:** Use of illustrations should be limited to two per source.

- **Music:** Should be limited to 10% of a composition, as long as 10% does not constitute a performable unit.

- **Survey instruments and standardized tests** should not be used without approval.
Chapter Three

Putting the Manuscript in Its Final Form

Format

This chapter specifies the format that must be adhered to in preparing the final copy of your manuscript.

Margins

Every page of the manuscript must be kept within the following margins:

- Top: 1 inch minimum
- Bottom: 1 1/4 inch minimum
- Right: 1 inch minimum
- Left (binding edge): 1 1/2 inch minimum

It might be a good idea to set these margins from the very beginning of the writing process to avoid having to reformat your pages later.

Spacing and Indentation

The manuscript must be double-spaced. Use only one side of the page. The first line of each paragraph must be indented five to eight spaces.

Pagination

Every page of the manuscript must be numbered, except for the title page and the copyright page. This includes text, tables, photographs, illustrations, appendices and the bibliography. Page numbers of the text are to appear at the upper right corner.

The preliminary pages are numbered in lower-case Roman numerals, which are centered at the bottom of the page. Begin numbering the preliminaries with the signature page, which is always: iii.

The text and all other pages of the manuscript, including references, caption pages, appendices, photos, figures, charts, etc., are all numbered in Arabic numerals beginning with 1, and continuing consecutively through the end of the manuscript. No punctuation or diacritics of any kind may be used next to the page number (i.e. -4, 4, 4', 4.5, 4a).

The page number of every chapter or section is centered at the bottom of the page. Subsequent pages are numbered at the upper right corner.
Illustrations (Charts, Tables, Graphs, Figures and Captions)

Illustrations may be located throughout the text or as an appendix, located prior to references and/or bibliography. Charts and tables may be placed horizontally or vertically, but in either case must fit within the required margins. It may be necessary to use a reducing copier in order to achieve this. If necessary, wide tables, charts, and figures can be placed sideways, with the upper portion of the illustrations towards the binding edge. Figures may be embodied in the text or be on a separate page. Figures and tables may be located either throughout the work or in an appendix. List(s) of figures, tables or other illustrations, with a brief descriptive title, must be included in the preliminary pages. If you have a few tables, you may include them in a "list of figures and tables" rather than having separate lists for each.

Captions and Caption Pages

Each figure or table must be numbered and include a caption. The standard is for all captions to be placed above tables and below figures and pictures. Captions may be single or double spaced. Lengthy captions should be single spaced. Use consistent spacing. With full page figures, a facing caption page may be necessary. Such a caption page must be in the mirror image of a normal page: the wider margin is on the right, and the number is in the upper-left corner. The caption is always on a page by itself, not on the back of a preceding page. All captions, with the appropriate page numbers, are listed in the list of figures and/or tables; lengthy captions may be abbreviated to the first phrase.

Photographs, Maps and Slides

Photographs may be included in the body of the manuscript, but they must fit within the specified margins. Pagination must be observed. We strongly recommend black and white or color photocopying which is the best and least expensive method. Otherwise, single-weight matte-finish, fiber-based photographic paper is required. Photographs may not be mounted on acid-free paper. Glossy photographs are not acceptable. Slides must be submitted in clear, polypropylene storage pages. Slides must be numbered and labeled (typed) with the name of the graduate. A list of slides must be included in the table of contents and contain the slide number, title of slide, date and other descriptive information.

Compact Discs and Audio and Video Tapes

Compact discs and audio tapes must be high quality. Video tapes must be VHS format. Tapes must be labeled (typed) with the name of the graduate, title(s) of the work(s), total playing time. In cases where newer technology is being used, consult with the committee members with advice for the graduate dean.

Quotations and Footnotes

If a quotation exceeds six lines, it should be single-spaced and set off from the text with an indentation of an additional 1/2" on both the right and left, measured from the right and left margins. No quotation marks may be used in this case.

Footnotes may be placed either at the end of the chapter or at the bottom of the page; in the latter case, they are to be separated from the text by a solid line extending approximately 20 spaces from the left margin. Footnotes are single-spaced with a double space between footnotes. Endnotes are to be placed at the end of the manuscript. Most word processing programs have features that automatically format footnotes and endnotes.
Appendices, References, Bibliography

Appendices may be single-spaced. References are to be single-spaced with a double space between entries. A bibliography lists works that you consulted or to which the reader may be referred, while "references" is used to head a list of works cited in the text. The format of the references and/or bibliography should follow that of your discipline. Do not depersonalize non-primary authors by referring to them in the bibliography as et al.

Using Published Material

If approved by your committee, reports of research undertaken during your graduate study at Florida A & M University, that have been published or submitted for publication in appropriate media, may be accepted in their printed form in full or in part as the doctoral dissertation or master's thesis.

If the reprinted material has co-authors beyond the dissertation advisor, you must submit letters from these co-authors to the Academic Dean, giving their approval for the reprints to be used. This must be done even if copyright has been retained. You need to determine if the publisher's permission is also required.

Reprints must adhere to the prescribed margin specifications and be printed on 24 lb., white, acid-free, cotton paper. The name and date of the journal from which the reprint is taken must appear on the first page of the reprint but is optional on subsequent pages. Chapters may have their own abstract.

Acknowledgment of the use of a reprint is to be included in both the "Acknowledgments" section and at the end of the reprint chapter. A sample statement would read:

The text of Chapter Three (or this chapter), in part or in full, is a reprint of the material as it appears in (name of publication). The dissertation or thesis author (or I) was the primary (or secondary) researcher and/or author and the co-author(s) listed in this (these) publication(s) directed and supervised the research which forms the basis for this chapter.

It is your responsibility to ensure that the use of published material is in compliance with the copyright laws of the United States. When you are the copyright owner, you must supply a copyright page giving the following information for each publication:

Copyright by (name of author-copyright owner); Copyright registration number (obtain this from the copyright certificate); Year copyright was obtained.

When the copyright owner is someone besides you, it is necessary to obtain permission to reproduce material in the dissertation and on microfilm. No dissertation containing material that has been copyrighted will be accepted without appropriate authorization.
Freestanding Chapters
In some circumstances, the nature of the dissertation or thesis may naturally lead to its division into chapters that can be self-contained or freestanding and that may constitute material essentially ready for submission for publication. Such a division is an acceptable alternative to the customary format but is subject to the following restrictions:

- The manuscript will contain a general abstract and may contain a general introduction to the subject of research.
- Each chapter may have an abstract, introduction, and subsequent subsections in the style usually followed in the particular discipline.
- All chapters must utilize the same editorial style for footnotes, references, identifications of figures, equations, and other material, as well as for the location of footnotes, references and figures.
- The figures, tables and appendices must carry chapter identification or be consecutively numbered. Figures or tables in one chapter may be referred to in another chapter by referring to the former chapter as a separate document. In the list of figures and/or tables called for in the table of contents, the figures and tables for each chapter should be listed under suitable chapter subheadings.

Style Manuals
Choose the style manual that is most commonly adhered to in your field of study, and follow it consistently.
Organization

Language Requirements

The dissertation must be written in English, with the exception that students specializing in a foreign language may write the manuscript in the respective language. Those who choose this option must submit two abstracts. One must be approximately 1000 words and in English. The other (250 words for a master's, 500 words for a Ph.D.) must be written in the language of the dissertation.

Preliminary Pages

The following preliminary pages precede the body of the manuscript in the following order and are numbered using lower case Roman numerals centered at the bottom of each page:

- *Title page (not numbered; see sample)
- *Copyright page or blank page (not numbered; see sample)
- *Signature page (always numbered: iii; and pages thereafter numbered consecutively; see sample)
- Dedication page (optional)
- *Table of contents (see sample)
- List(s) of symbols, figures, tables, illustrations, and/or photographs (if contained in manuscript -see sample)
- Preface (optional)
- Acknowledgment(s) (optional)
- * Vita, publications, fields of study (doctoral dissertations only)
- Abstract (final item in the preliminary pages-see sample)

In the Appendix, you will find samples illustrating the preliminary pages. Your table of contents lists all parts of the manuscript including all preliminary pages (beginning with page iii), text divisions, appendix, references, and bibliography. If you include a preface, no part of the manuscript, which is essential to an understanding of the main body of the text, should appear in the preface.

The Abstract

It is important to write an abstract which gives a clear impression of the content and major divisions of the dissertation, especially since the abstract for the doctoral dissertation will be published by Bell and Howell Information and Learning (formerly known as University Microfilms International - UMI). Use whole sentences, not elliptic phrases. Abstracts for dissertations and theses must not exceed 500 words.

References

Reference matter follows the text of the dissertation. This may include appendices, addenda (such as questionnaires or computer data), references and bibliography. This order should be followed in formatting either an entire paper or individual, free-standing chapters.
Final Production of Manuscript

Overall Appearance
The general appearance of your manuscript is most important. One copy of your bound manuscript is deposited with the main library; one with the School of Graduate Studies and Research, and another with your department. Prior to being shelved in the library, the circulating copy of your manuscript will be forwarded to Bell and Howell Information and Learning (formerly known as University Microfilms International - UMI) to be microfilmed for use by scholars around the world. Master's theses is not microfilmed.

Crossed out words or letters, strike-overs, erasures or other corrections in the manuscript are not acceptable. Liquid paper or other correction techniques are not allowed, and no material may be mounted by use of paper clips, staples, or adhesives of any kind, including photographic dry mounting tissue. Page headers are not permitted in any form. Page footers may only be used for creating standard footnotes.

Paper and Methods for Printing Final Copies
The three copies of your work prepared for submission to Graduate Studies, your department and the library must be on 8 1/2" x 11", unpunched, unbound, 24 lb., white, acid-free cotton paper and cannot contain lines, smudges, spots, glitches, or shaded background. Original copies must be submitted to the School of Graduate Studies for approval prior to binding.

Some students prefer to make copies using a laser printer. This method is the most time consuming but normally provides the best quality copies. Many students make use of a commercial copy company. Copies done on departmental or self-service copy machines are rarely clean enough to meet the University's quality standard. If using a copier service, plan to provide them with a clean, laser printed copy on good quality paper -- not recycled.

Typeface
Consistency is vital. Any easily read typeface style is acceptable with the exception of cursive types. The most common are Courier New, Times Roman, Chicago, Helvetica, Arial and Palatino. The same typeface style must be used throughout. The point size must be 10 or larger. Bell and Howell Information and Learning recommend a large pica type -- 10-12 characters per inch. Also, all section headings must be consistent in appearance and placement. Remember that no correction fluid is allowed on any copies. Any symbols, equations, figures, or lines that are drawn must be in permanent black ink.
Chapter Four

Formats for Preliminary and Other Pages
This chapter contains format requirements for the pages preceding the text and for other required pages.

The following preliminary pages precede the body of the manuscript in the following order and are numbered using lower case Roman numerals centered at the bottom of each page:

- *Title page (not numbered; see sample)
- *Copyright page or blank page (not numbered; see sample)
- *Signature page (always numbered: iii; and pages thereafter numbered consecutively; see sample)
- Dedication page (optional)
- *Table of contents (see sample)
- List(s) of symbols, figures, tables, illustrations, and/or photographs (if contained in manuscript -see sample)
- Preface (optional)
- Acknowledgment(s) (optional)
- * Vita, publications, fields of study (doctoral dissertations only-see sample)
- * Abstract (final item in the preliminary pages-see sample)

* Required pages

Title Page
The title of your manuscript should be as succinct and concise as possible. Because scholars from all over the world may be using key word searches to locate research in your field, it is recommended that you use words for formulas, symbols, Greek Letter, etc. University Microfilms cites the following example: “Metabolic Relationships of P_i and K+ Uptake Mechanisms in Snap Beans (P. vulgaris) Roots” should be written as “Metabolic Relationships of Inorganic Phosphate and Potassium Uptake Mechanisms in Snap Bean (Phaseolus Vulgaris) Roots.”

Use your legal name on your manuscript, and make sure that it is identical on the title page, the copyright notation, and the abstract. For example, do not use your first name and initial in one place and your first name and middle name in another place.
Copyright Page
If you have had large sections or your entire manuscript published or copyrighted, and you are the copyright owner, then you must supply a copyright page giving the following information for each publication:

- Copyright by (name of author-copyright owner);
- Copyright registration number (obtain this from the copyright certificate);
- Year copyright was obtained.

Signature Page
Three original signature pages on acid-free paper are required for the three manuscript copies (one for the School of Graduate Studies and Research, one for the library and one for your department). Signature pages for personal copies may be photocopies. All signatures must be in black ink.

To avoid any problems with the signature page, be sure that the page is on the correct paper, has the correct signatures in black ink, has the correct date of defense, follows the correct format, and has no corrections. Each committee member’s name should be printed under the appropriate signature line. Be sure to spell the committee members’ names correctly. Check with them to ascertain how they want their names printed. The status of the member should be printed under the name.

Example:

_______________________________
Janet Guyden, Ph.D.
Professor Directing Thesis

_____________________________
Frederick P. Frank, Ph.D.
Committee Member

Degrees should appear after the professor’s name (i.e. Ph.D., M.S.).

No one may sign for another person. Further, no one should sign who is not an official member with appropriate graduate directive status. Be reminded that the correct name for the school which handles all graduate affairs is the School of Graduate Studies and Research. The Interim Dean of the School of Graduate Studies and Research is Dr. Verian Thomas.

Dedication Page
The dedication page is optional, and should be for special recognition only. There should not be any heading on the page, but the page should be numbered. Make sure that the dedication is brief and centered about a third of the way down the page.

Acknowledgments Page
This page is also optional. It should recognize any special assistance received during the work on the manuscript. This is the appropriate place to acknowledge support from a contract or grant.

The word “ACKNOWLEDGEMENTS,” in capital letters, should be centered two inches down from the top of the page. The text should be double-spaced.
Table of Contents
The heading for this page should read “TABLE OF CONTENTS.” It should be in all capital letters, and centered with a two-inch top margin. Only items that follow the table of contents should be listed. You should not list the title page, signature page, dedication page or acknowledgments page. The contents should begin with the List of Tables and List of Figures (where applicable) and the abstract. Chapter titles and major headings should be listed word-for-word as they appear in the text. Page numbers must be given for major divisions.

List of Tables and List of Figures
The lists of tables and figures should have a heading of “LIST OF FIGURES” or “LIST OF TABLES” in capital letters, centered with a two-inch top margin. Table titles and figure titles should be single-spaced with double spacing between entries. Page numbers must be given for each table and figure. The titles should be listed word-for-word as they appear in the text. Table and figure titles should not be combined into one list.

Vita
All Ph.D. candidates should submit a copy of a current curriculum vita (referred to commonly as C.V.). Your C.V. is an academic version of your resume. It outlines your educational background, research and teaching experience, awards and achievements, grants received presentations at conferences, publications (articles and books), professional affiliations and references. All universities and colleges require a copy of your C.V. with job applications, be sure to keep yours updated.

Reference Page
Be sure that the reference style you use follows the established format in your field. Whatever style you use, references should be single-spaced with a double space between citations.
APPENDIX
PREPARATION & SUBMISSION CHECKLIST

1. I have registered for dissertation & thesis hours.
2. I have requested and obtained permission to use my own published or co-authored material in my manuscript.
3. I have gotten approval from the IRB. (Only when applicable.)
4. The spelling of the names of my committee members, my school, College Dean and the Dean of the School of Graduate Studies and Research have been approved and are listed correctly.
5. The School of Graduate Studies and Research has been listed under Dean, Dr. David Jackson’s name.
6. My signature page has been correctly signed in black ink.
7. My table of contents page coincides with my actual pages in my text.
8. All of the preliminary pages comply with the guidelines in this manual.
9. I have completed and submitted the Degree & Diploma Application.
10. I have set my defense date.
11. I have notified Graduate Studies of my defense date two weeks before I defend.
12. My Committee Chair has certified to the Graduate Dean, in writing, that I have passed or failed my defense.
13. I have submitted my completed manuscript on 24 lb., white, acid-free, cotton paper to the School of Graduate Studies to be bounded in the officially approved olive green color with a hardback cover.
15. I now have my Master’s or Ph.D. from Florida A & M University.
(2 inch top margin)

THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

NAME OF COLLEGE OR SCHOOL

ENTER TITLE OF THESIS OR DISSERTATION IN CAPS AND WITH SINGLE SPACING

By

Enter First name and Last name

A (Select Thesis or Dissertation) submitted to the
(Insert Name of Department)
in partial fulfillment of the
requirements for the degree of
Insert Name of Degree

_______ Semester, Year
The members of the Committee approve the thesis OR dissertation, entitled, ____________________, by student's name defended on date defended.

__________________________
Correct Typed Name and Degree
Professor Directing

__________________________
Correct Typed Name and Degree
Thesis/Dissertation

__________________________
Correct Typed Name and Degree
Outside Committee Member

__________________________
Correct Typed Name and Degree
Committee Member

__________________________
Correct Typed Name and Degree
Committee Member

Approved:

__________________________
Name of Department Chair, Chair, Department Name
(Ex. Edward Jones, Ph.D., Chair, Department of Computer Information Sciences)

__________________________
Name of Academic Dean, Dean, Name of College or School
(Ex. Ralph Turner, Ph.D., Dean, College of Arts and Sciences)

__________________________
Name of Graduate Dean, Dean, School of Graduate Studies and Research
(Ex. Verian Thomas, Ph.D., Interim Dean, School of Graduate Studies and Research)
TABLE OF CONTENTS

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(2-inch margin)

LIST OF FIGURES

1. Heading .................................................. 7
2. Heading .................................................. 12
3. Heading .................................................. 23
ABSTRACT

The abstract bound with the manuscript should have a heading of the word “ABSTRACT” in all capital letters, with a two-inch top margin.

The left margin should be one-and-a-half inches, and the right and bottom margins should be one inch. The page number should be in lower case Roman numerals at the center bottom, with a one-inch bottom margin.

The text should be double-spaced. It should not exceed 500 words.
SAMPLE VITA
STUDENT'S NAME

PROFESSIONAL CERTIFICATION:
National Certified Counselor (NCC), National Board for Certified Counselors, Inc. (NBCC) - certification number: 06112

EDUCATION:
Ph.D. 2000 Florida Agricultural and Mechanical University, Tallahassee, Florida
   Educational Leadership
M.Ed. 1980 Clemson University, Clemson, South Carolina
   Student Services in Higher Education
B.S. 1975 University of Arizona, Tucson, Arizona
   Public Administration with concentration in Correctional Administration

EMPLOYMENT EXPERIENCES:
2000-Present Senior Educational Program Director
   Florida Department of Education
   Program Director I, 1997-2000
   Program Specialist IV, 1996-1997
   Program Specialist Supervisor II, 1993-1996

1984-1988 Coordinator, Training and Support Services
   State of Florida Executive Office of the Governor

FUNDED PROJECTS:

Moore About Computers, Leon County School District, 1987-1988, W.T. Moore Elementary School, Tallahassee, Florida. An after school program designed to provide academic enrichment (math and computers) and career development to minority students.

Drop-Out Intervention Project (DIP), Manpower Training Program, Job Training and Partnership Act (JTPA), 1983-84, Tri-County Technical College, Pendleton, South Carolina. A training program for students and at-risk youths.

Female and Minority (FM) Project, Appalachian Regional Commission, South Carolina, 1980-1983, Tri-County Technical College, Pendleton, South Carolina. A program designed to recruit, train, and retain minorities and females in high technology careers.

Pilot Project to Recruit and Train Rural and Low-Income Women for High Technology Occupations, Department of Labor, Women’s Bureau, 1982-1984, Tri-County Technical College, Pendleton, South Carolina. A recruitment and training program for women.


REFERENCES: Available upon request
FORMS & APPLICATIONS
Special Note About the Forms and Applications

The next six pages contain the following forms or applications:

Copyright Permission Form
Defense Announcement Form
Standardized Defense Announcement Flyer
Thesis/Dissertation Research Project Approval Form
Informed Consent for Participation Form
Human Subjects Review Application Form for New Projects

None of these pages is numbered, so feel free to make copies of the ones you may need. To ensure the highest professional quality, we encourage you to type all forms.

The Standardized Defense Announcement Flyer will be posted all over campus. You may retype it into whatever program (WordPerfect, Microsoft Word, Print Shop, Adobe etc...) you’d like, but it must conform to the same format as the one in this appendix.

This is necessary to ensure uniformity in all of our announcements, to increase the visibility of all of FAMU’s graduate programs and to encourage greater faculty and student participation.
COPYRIGHT PERMISSION FORM

Any student who intends to quote or reproduce material beyond the limits of “fair use” from a copyrighted source should have written permission from the copyright holder. A letter such as the example below should be sent to the copyright holder. A copy of the signed permission letter should be put in the appendix of your manuscript.

[Use official letterhead]

Dear ____________________:

My name is ______________, and I am completing a thesis/dissertation at Florida A & M University entitled “__________.” I would like your permission to reprint in my manuscript excerpts from the following:

[Insert full citation and description of the original work]

The requested permission extends to any future revisions and editions of my dissertation/thesis, including non-exclusive world rights in all languages. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. {Doctoral students should add the following statement: This authorization is extended to Bell and Howell Information and Learning for the purpose of reproducing and distributing copies of this dissertation.} Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE

________________________________
[Type name of addressee below signature line]

Date: ____________________
DEFENSE ANNOUNCEMENT FORM
(Please type)

Name:  __________________________________________________

Department:____________________________________________________

Major Professor:_________________________________________________

Defense Day _____________ Date _________________ Time _____________

Location (Room and building) ____________________

Dissertation           Thesis         (Please circle one)

Title:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
The School of Graduate Studies and Research

and the

(Name) Department

Announce the

Defense

of

Project Title,

A Doctoral Dissertation or Master’s Thesis (type relevant one)

by

Your Name

Project Chaired by: Chair’s Name and Title

Date:

Location:

Time:

The Public is Encouraged to Attend
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
SCHOOL OF GRADUATE STUDIES AND RESEARCH

THESIS/DISSERTATION RESEARCH PROJECT
APPROVAL FORM

NAME OF STUDENT
_____________________________________________________________________________________________________________
LAST   FIRST   MIDDLE
ID: ____________________________________ TELEPHONE___________________________________
ADDRESS:________________________________________________________________________________________________________________________
STREET       CITY   STATE    ZIP CODE
DEGREE SOUGHT ___________________________________ MAJOR DISCIPLINE ________________________________

TITLE OF THESIS/DISSERTATION RESEARCH PROJECT
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
TOTAL THESIS/DISSERTATION CREDIT HOURS APPROVED: __________________
COMPLETION: __________

COMMITTEE APPROVALS*
CHAIR:
_________________________________________________________________________________________________________________________
NAME   SIGNATURE   POSITION  DISCIPLINE  DATE
MEMBERS:
_________________________
__________________________________________________________________________________________________
NAME   SIGNATURE   POSITION  DISCIPLINE  DATE
                                                                                                             ________________________________
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                                                                                                             ________________________________

COLLEGE/SCHOOL APPROVAL:
DEAN__________________________________________
___________________________________________________________________________
NAME   SIGNATURE   COLLEGE/SCHOOL    DATE

GRADUATE APPROVAL:

NAME   SIGNATURE     DATE

*Committee must have at least three members: One member must be from an outside discipline
Distribution of completed form: White - Graduate Dean Yellow - Thesis Committee Chair Pink - Student
AV-C/REV. 1-21-01
INFORMED CONSENT
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
INFORMED CONSENT FOR PARTICIPATION IN (Name of Project)

Project No: _____
Title of Project: _____
Principal Investigator: _____

Dear Participant:

Note: You should include the following points in the informed consent, written as narrative.)

• THE PURPOSE OF THIS PROJECT
(Note: If this is a research project the word, "research" must be used.)

• PROCEDURE

• BENEFITS/RISKS OF THE PROJECT
  (NOTE: All known benefits/risks must be clearly stated.)

• EXTENT OF ANONYMITY AND CONFIDENTIALITY
  (E.g.: “The results from your participation in this study will be kept strictly confidential.
   Individual participants will be referred to by code for analyses and in any publication of the
   results.”)

• COMPENSATION, if any.

• FREEDOM TO WITHDRAW
  (E.g.: “It is essential to this project that you complete each session, as far as possible.
   However, there may be conditions preventing you from completing all of the sessions. If
   after reading and becoming familiar with the project, you decide not to participate, you
   may withdraw at any time without penalty.”)

• APPROVAL OF RESEARCH
  (E.g.: “This research project has been approved by the Institutional Review Board for
  projects involving human subjects at Florida Agricultural & Mechanical University.”)

• PARTICIPANT’S RESPONSIBILITIES
  (E.g.: “I have read the information about the conditions of this project and give my voluntary consent for
  participation.”)

• PARTICIPANT’S PERMISSION

I know of no reason why I cannot participate in this study.

Should I have any questions about this research or its conduct, I may contact:
a) Name of Principal Investigator and Principal Investigator Information
b) Dr. Gwendolyn Singleton  
Chair, Institutional Review Board  
Division of Research  
Office of Animal Care and Regulatory Compliance  
Room 130 Dyson Building  
Tallahassee, Florida 32307-3800  
Phone: (850) 412-5246  
Fax: (850) 412-5012

(Note: A completed copy of this informed consent should be filed with the principal investigator and a copy should be given to the participant.)

Signature                  Date

I certify that I, ______________________________ have explained the project to and that they fully understand.

________________________________________________________________________________________

Witness Signature          Date
Florida A&M University
HUMAN SUBJECTS REVIEW FORM FOR NEW/RENEWAL PROJECTS

Instructions:
TYPE. Please fill out this application form completely, (see the Manual of Policies and Procedures of the Institutional Review Board for details). The committee cannot review your application unless you complete all of its sections. Submit one signed copy and one electronically (irb@famu.edu) of the completed application packet, including the research protocol, consent form, survey tool (survey, questionnaire, etc.), where applicable. Incomplete or illegible forms will not be processed. PLEASE DELETE UNUSED SPACE.

Principal Investigator/ FAMU Coordinator: School/College: _____
Proposal Title: _____

Department: _____ Campus Address: _____
Phone: _____ E-mail: _____
Co-Investigator: _____
Please Indicate: Graduate Student Faculty Staff Other: _____
School/College: _____

I. PROJECT DESCRIPTION
A. This proposal is
   New
   Modification of previously approved proposal (No.: ; Date Approved: )

B. Level of Research
   External Funded Research
   Unfunded Graduate Thesis/ Dissertation
   Faculty unfunded research
   Internal funded research

NOTE: If this is a modification, clearly state the modified changes.
Please attach a separate sheet, if more space is needed.

C. This research will be conducted at: _____
PROJECT ABSTRACT:
(Include the scientific and specific objectives of the study). *Please attach a separate sheet, if more space is needed.*

II. USE OF DRUGS IN THE PROJECT
A. Is an FDA-approved drug used for a new therapeutic purpose?
   Yes   No
   If yes, identify drug and new purpose.

B. Identify all investigational drugs to be used in this study.

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>IWD Number</th>
<th>Dose</th>
<th>Route of Administration</th>
</tr>
</thead>
</table>

Sponsor (Pharmaceutical Company): ____

C. Will subjects be exposed to X-rays?  Yes   No

D. Will subjects be exposed to radioactive drugs or other radionuclides?
   Yes   No

III. RECRUITMENT PROCEDURES

A. The following subjects will be recruited for this study:
   Pregnant women   Prisoners/Parolees   Fetuses/abortuses   Inpatients   Outpatients
   Children (Ages 0-6)   Children (Ages 7-17: Ascent Required)
   Psychiatric patients (Hospitalized)   Mentally disabled
   Psychiatric patients (Institutionalized)
   Florida A&M University Employees   Florida A&M University Students
   Students at a Non-FAMU location   Physically disabled
   Others: ____

B. The following data collection methods will be used:
   Questionnaires or surveys
   Film, video or audio recording of subjects
   Review of Data Banks, Archives or Medical Records
   Oral History
   Fetal, placental or surgical pathology tissue
C. Describe how the subjects will be recruited. Include a copy of any recruitment letters or advertisements.

D. Will subjects be paid?  Yes  Amount: $____  No

E. Describe the criteria for the selection of subjects.

F. Describe the criteria for excluding subjects from the study.

V. BENEFITS. Describe the benefits to the individual and/or mankind.

VI. RISKS

A. Describe the risks and/or inconveniences to the subject. [The concept of risk goes beyond physical risks and includes psychological and social risks.]

B. What precautions will be taken to minimize any potential risks?

C. Describe your plans for monitoring adverse affects which may occur as a result of this research.

VII. INFORMED CONSENT: Attach a copy of the consent form(s) to be signed, read, or informational letters directed to the subject.

A. Who will obtain consent?

B. Where will consent be obtained?
C. When and how will consent be obtained?
D. From whom will consent be obtained?
Subject     Next of kin
Parent of the subject Court appointed representative
Family member (Other than parent) Other (Please identify) ____

E. Explain procedures to be used to obtain consent when subjects cannot give consent for themselves.

VII. CONFIDENTIALITY OF DATA: Describe plans for confidentiality of documents and data collected and access to such documents and/or data. Include steps that will be taken to insure the subjects' right to privacy, as well as plans for final disposition or destruction of data.

IX. ALTERNATIVE PROCEDURES: Describe any alternative procedure(s) available to the subject.

I agree to accept responsibility for the scientific conduct of this project. I also agree to submit any additions, corrections, and/or modifications to the full protocol and/or the consent form(s) to the IRB for approval, before implementing them. I agree to report immediately any serious adverse reactions and/or any complications which may occur, as a result of this study.

I am satisfied that this proposal and the consent form(s) are ready for the IRB.

I agree not to start this study until final IRB approval has been obtained.

Signature Principal Investigator: Date:  
Please submit the packages to: Institutional Review Board (IRB) Chair  
Division of Research  
Office of Animal Care and Regulatory Compliance  
Room 130 Dyson Building  
Tallahassee, Florida 32307-3800  

FLORIDA A&M UNIVERSITY
INSTITUTIONAL REVIEW BOARD

CHECKLIST

One copy of the following documents:

Signed Application form, including:
  • Name of Principal Investigator/FAMU Research Coordinator.
  • Name of Co-Investigator.
  • Signature of Principal Investigator.
  • Signature of Co-Investigator.

Survey tool or questionnaire, where applicable.

Letter of agreement from an off site agency, if applicable.

One copy of the proposal/prospectus

CITI Training Certificate (Effective January 1, 2005)

Consent form, if applicable:
  • Statement that a file copy of the consent will be issued to participants
  • Name, address, and contact number for P.I. and IRB Chairperson
HELPFUL SOURCES AND GUIDES FOR DISSERTATION AND THESIS WRITING


Web-Based Sources for Dissertation and Thesis Writers

American Psychological Association (APA) publication manual.  www.apa.org

Associated Writers: A confidential, professional writing service for doctoral and masters candidates with needs in the areas of writing, research, and editing.  www.associatedwriters.com


Elfin Forest Software Group: Time saving software to assist with writing, referencing and statistical needs.  www.elfin.com

PhinisheD: A discussion group for people who can’t seem to finish their dissertations or thesis.  www.phinished.org

Sources Consulted


Florida State University (1999). Guidelines & requirements for theses, treatise, and dissertation writers. Tallahassee, FL: FSU.


