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SECTION I

DISSERTATION PROCESS

Introduction

A dissertation is required for satisfactory completion of the requirements for the Doctor of Philosophy Degree (Ph.D.) in the School of Nursing. The Dissertation Manual has been developed to assist the student in planning and completing the dissertation requirement in a timely manner.

The student's program of study should support the dissertation research. The Academic Advisor and Dissertation Chair will help the student plan a program of study appropriate to the student's specific research field and plan.

The dissertation is a written report of an individual student's investigation of a question of significance to nursing. Dissertations address a substantive issue through theoretically based research relevant to the practice of nursing and may serve as a preliminary study in developing a program of research. The dissertation must be acceptable to the Dissertation Committee in content and form.

The entire dissertation process, including the formal defense of the completed research and submission of the approved written dissertation report, must occur within seven years after matriculation into the PhD component of the graduate program. Successful completion of the comprehensive examination shall take place prior to the candidacy examination, which includes the defense of the dissertation proposal and oral examination.

Phases of Dissertation Development

The dissertation process is generally viewed as having five phases: 1) proposal development; 2) proposal defense as part of the candidacy examination; 3) data collection and analysis; 4) scholarly written outcome of the investigation; and 5) oral defense and committee approval. Each phase has several steps, which are summarized in the flow chart in **Appendix A**.

Successful completion of the dissertation requirement begins with the student's identification of a problem or issue in theory, practice, and/or research in nursing. Faculty are available to assist the student in the development of the research questions. The student's primary research mentor, by mutual consent of the mentor and the student, will assume the role of Dissertation Chair.

Timing and Scheduling

For information on the timing and deadlines around the dissertation and the scheduling of the dissertation defense, please refer to the PhD Progression Guidelines document, pages 7-8 (see URL: <http://www.ohsu.edu/son/student/forms/20-04.11b1.pdf>).

Dissertation Committee Composition

The Dissertation Committee is composed of the Dissertation Chair and at least two additional committee members. This committee also serves as the committee for the Candidacy Exam. The Dissertation Committee's membership should reflect a balance of research experience, content expertise, and methodological expertise. Although the exact composition of the committee may vary depending on the student's topic and the availability of faculty, the following guidelines should be used:

1. The criteria for serving as a Dissertation Chair include the following:
 - a. an earned doctorate;
 - b. member of the OHSU School of Nursing faculty for at least one academic year;
 - c. member of at least one dissertation committee;
 - d. experienced in university teaching or mentoring;
 - e. primary investigator or co-investigator on at least one externally funded research project;
 - f. demonstrated scholarship through databased publications and presentations;
 - g. expertise and/or current research related to the student's dissertation and research; and
 - h. commitment to working with the student throughout student's program of study and mentoring her/him in multiple dimensions of her/his future role.

2. Members of the Dissertation Committee are selected according to the following criteria:
 - a. an earned doctorate;
 - b. content, methodological, or practice expertise related to the content of the dissertation topic.

Dissertation Committee members are selected by the student with the approval of the Dissertation Chair. Two members of the Committee must be faculty from the OHSU School of Nursing. At least one member of the Dissertation Committee must be a doctorally prepared nurse from the OHSU School of Nursing.

The Dissertation Chair will work closely with the student from the stage of proposal development through the completion of the dissertation. The Dissertation Chair and Committee Member Agreement Form (see URL: <http://www.ohsu.edu/son/student/studforms.shtml> - PhD forms) must be signed by the faculty person who has agreed to serve as the Dissertation Chair. The student is responsible for obtaining this form from the SON website, obtaining the Dissertation Chair signature, and then returning the form to the office of the Administrative Coordinator of the Academic Graduate and Interdisciplinary Programs. This form must be completed prior to enrolling in NUR603 Dissertation Research. The form is resubmitted with the Dissertation Chair's signature if committee members are identified or changed at a later date. If there is a change in the Dissertation Chair, the PhD Change of Dissertation Chair form is submitted (see URL: <http://www.ohsu.edu/son/student/studforms.shtml> - PhD forms).

Authorship of future publications from the dissertation should be discussed with the Dissertation Chair early in the dissertation proposal development process. It is expected that the student will discuss authorship with the committee and invite committee members to participate in authoring and/or acknowledge their expertise in the writing of any publishable articles. It is expected that the authors in co-authored articles take full responsibility to work together in terms of the substance of the article. Please refer to the OHSU Authorship policy (40-35-005 - Authorship Attribution) for more information at URL: http://www.ohsu.edu/policy/chapt_4/4-35-005.htm

All PhD students who are anticipating completing dissertation research must complete the Responsible Conduct of Research Education online training module. Please submit a copy of your RCR training certificate for your student file once completed. Please go to the OHSU Research Development Website for more information about this training requirement: <http://www.ohsu.edu/ra/rcr.shtml> .

Proposal

Proposal Content

The dissertation proposal is developed in close collaboration with the Dissertation Chair and committee members. The full proposal generally includes the following components:

Introduction
Review of Literature and Theoretical Framework
Research Design and Methods

Proposal Activity

These components include the purpose and aims of the study, a succinct review of related research and conceptual basis for the study, specific hypothesis to be tested (if appropriate), description and proposed research design and methods (including sample, setting, instruments or methods, and data collection procedures), data analysis plans, and human subjects protection.

The student works closely with the Dissertation Chair and the Dissertation Committee during the development of the dissertation proposal. The Dissertation Chair and the Dissertation Committee also serve as the Candidacy Exam Committee. The student schedules the candidacy exam with the appropriate professional staff to reserve a conference room at a date and time agreed upon between the student and the Dissertation Committee. The dissertation proposal presentation is open to the public; the proposal defense and oral exam is closed. The student then continues to work with the Dissertation Committee to meet any conditions that may require further development upon completion of the dissertation proposal defense (see URL: <http://www.ohsu.edu/son/student/studforms.shtml>- PhD forms - Dissertation Proposal Approval form). This form is used to document approval by the dissertation committee that a student may continue with the research proposed for the dissertation.

Human Subjects Compliance

Following the proposal defense, but prior to data collection, research involving human subjects (or data derived from human subjects) must be submitted to the OHSU Institutional Review Board (IRB) for approval. Information about the IRB approval process, and the forms (Initial Review Questionnaire, Conflict of Interest Disclosure, and HIPAA authorization) and documents (proposal and informed consent) which must be completed and submitted to the IRB, are available from the OHSU IRB website at: <http://www.ohsu.edu/ra/irb/>.

The student should work closely with the dissertation chair in writing the consent form and preparing the IRB materials. In addition, the student would be wise to seek advice from faculty who serve on the OHSU IRB (see the IRB website) and the Office of Research Development (see the website at: <http://www.ohsu.edu/son-research/ord.html>). The mailing address and phone number for the OHSU IRB is: 2525 SW 1st Ave. Suite 125 Portland, OR 97201; Mailcode: L106; Phone: 503-494-7887; FAX: 503-494-7787.

Data Collection

After the proposal has been reviewed and approved by the IRB, the student may proceed with data collection. It is advised that the student, with the approval of the Dissertation Chair, establish timelines for data collection and analysis.

Unanticipated events or IRB requirements for approval may require a significant change in the study methods of the original proposal, e.g., the sample size may be significantly smaller. If such changes are required, the student must secure the written approval of all committee members. Any committee member may request that the committee be reconvened. The Dissertation Chair is responsible for resolving any conflicting points of view among committee members regarding the dissertation.

Any change in methods must be approved by the OHSU IRB.

Planning for Data Analysis

All students use computerized data management and analysis strategies which should be planned during the proposal stage. Early steps include the following:

1. It is strongly recommended that students be knowledgeable in the use of the appropriate analysis software at the time that they are finalizing the proposal. This will assist in preparing instruments for coding.
2. Prior to proposal approval, the student should prepare a codebook and preliminary plans for data analysis. Early preparation of these materials often prevents later problems in data collection and analysis.

The student should plan on working closely with the Dissertation Chair in interpretation of the data and in determining additional analyses to be conducted. It is strongly encouraged that students meet with their full committee after initial analysis is completed to review findings and determine if additional analysis should be conducted.

The student should allow ample time for interpreting and writing the results of the study. Copies of the dissertation in its entirety should be submitted to the committee members three weeks prior to the defense in sufficient time to permit the incorporation of their suggestions and comments.

Manuscript Preparation

Writing the dissertation requires a significant amount of time. Regularly scheduled meetings between Dissertation Chair and student will facilitate progress in a timely manner. The Publication Manual of the American Psychological Association (the most recent edition) should be consulted for format guidelines. The format for dissertation must adhere exactly to the guidelines established by University Microfilms International (See Section II). An abstract of the research is included in the dissertation. Guidelines for the preparation of the abstract are found in **Appendix B**.

SECTION II

DISSERTATION FORMAT

General Considerations

Preparing the Dissertation Document

Good quality, acid free twenty-pound weight paper, 8 1/2" x 11", must be used for the original and all bound copies. The final copy is expected to be grammatically correct. All text is to be double-spaced and in letter quality print with dark black characters that are consistently clear and dense. Printing must be done on one side of the paper. Type size should be 12 points or larger. The use of footnotes is discouraged but, if deemed necessary, they should be single-spaced with a double-space between each two footnotes.

The following authorities are recognized by the School of Nursing for spelling: Webster's New International Dictionary, and Dorland's, Gould's, Stedman's or Tabor's Medical Dictionaries. For formatting, the School of Nursing uses the Publication Manual of the American Psychological Association (APA). Students are advised to purchase a copy of the APA Manual which is available in the OHSU Bookstore.

Publication of the Dissertation/Preparing the Manuscript for Microfilming

PhD dissertations are to be submitted for publication by University Microfilms International of Ann Arbor, Michigan. Further written information and order forms can be obtained from the office of Academic Graduate and Interdisciplinary Programs. A high quality unbound original or xerographic copy of the manuscript is required with an abstract of not more than three hundred fifty (350) words.

Manuscripts are microfilmed exactly as they are received by University Microfilms International (UMI). It is imperative that the manuscript is error free and attractive. UMI maintains a negative microfilm of the dissertation. Copies can be ordered on 35 mm microfilm, 98-page format microfiche, or paper copies (approximately 6" x 9") reproduced from microfilm.

The original or high-quality copy may be submitted for microfilming. If xerographic copies of original manuscripts are sent to UMI, they should be checked carefully for crooked or missing pages. Xerographic copies made from poor quality copies, which are sometimes found in the manuscript appendices, are unacceptable, as they cannot be reproduced properly in microfilm.

Margins

The left-hand margin must be at least 1-1/2 inches wide, the top and right-hand margins 1 inch, and the bottom margin not less than 1 inch. Page numbers must be inside the margin in the upper right-hand corner of the page with the first line of text beginning two spaces below the page number.

Tables and Figures

Tables and figures may be single or double-spaced, but must conform to the margin requirements. They are numbered consecutively and inserted at the closest point following the first citation in the text, or following the main text. Tabular materials may be reduced judiciously, in order to display materials on one page. Fold-out pages may be used to display materials that cannot be reduced within acceptable limits. All oversized pages will be photographed by UMI by sectioning the material beginning at the upper left-hand corner and continuing from the left to right with small overlaps. Each oversized page will also be filmed as one exposure and will be available, for an additional charge, as a standard 35 mm slide or in black and white paper format. The format for tables and figures must follow the editorial style recommended by the APA Manual.

Illustrations

If illustrations cannot be generated on the computer, they must be drawn in black ink. Non-computer generated drawings, graphs, or photographs should be mounted on 8 x 11" paper which, if necessary, may be heavier than the text paper. They should be numbered consecutively, and a description of each should be written on a separate page inserted opposite or underneath the illustration. When several figures are mounted on one page, the descriptions should be written consecutively on the inserted page. The illustrations may be inserted in the text or may be grouped following the main text and references. Graphs, inked diagrams, or other forms of line drawings may be duplicated using the photocopy process.

Microfilming is a black and white photographic process, so colors appear as varying shades of gray. Therefore, lines on graphs must be identified by labels and symbols rather than colors. Similarly, shaded areas, such as countries on a map, have a better contrast if cross-hatching is used instead of color. Photographs embodying gradations of tone must be duplicated photographically. All photographs must be professional quality black and white; the services of the OHSU Photography Services (503-494-804; URL: <http://www.ohsu.edu/medphoto/>) are available for a moderate fee.

Most photographs will reduce acceptably on positive microfilm or microfiche but will lack clarity on xerographic copies made from microfilm. All photographs will be available from UMI in standard black and white on 35 mm slide format for an additional charge.

Order of Pages in the Dissertation

The following sequence must be used in all dissertations. Pages must be presented in the following order:

1. Title Page (see **Appendix C** for example).
2. Approval Sheet (see **Appendix D** for example). All copies of the dissertation and the abstract must be signed by the Dissertation Chair.
3. Acknowledgement of financial support, such as government traineeship or a foundation scholarship.
4. Acknowledgments: This is an optional page that the student may wish to insert acknowledgement of the help and encouragement of specific individuals.

Dissertation Format

The dissertation should be an integrated, scholarly report. Included are the essential components of a dissertation, although the organization and emphasis will vary depending on the particular research question, methods selected, and committee preference. The Dissertation Chair should be consulted on issues of developing the appropriate format for the dissertation. The following is the traditional dissertation format for organizing the written outcome of a quantitative study followed by the recommended format for a qualitative study.

Quantitative Format

CHAPTER 1

Introduction

The introduction should contain a clear and precise statement of the purpose and aims of the study. Documentation of the need for study (e.g. lack of research or inconclusive research in a specific practice problem) through the literature and the significance of the problem to nursing should be included in this section.

CHAPTER 2

Review of the Literature

This section should begin with an introduction that outlines what literature is going to be reviewed. A comprehensive review and critical analysis of the pertinent literature, including recent as well as classic works, should be included. The primary research relevant to the study should be critiqued. The review of literature should build a logical framework for the research, justify the study by conceptualizing gaps in the literature, and demonstrate how the study will contribute to knowledge development. A summary which briefly synthesizes the review should complete this section.

Conceptual/Theoretical Framework

This portion of the dissertation provides the conceptual link between the problem, the literature, and the methods selected. A conceptual framework may be an elaborate statement of the relationship between several concepts and/or theories, or more simply, a statement of the relationships between the known facts and concepts surrounding the problem area. When appropriate, a drawing of the model is included, showing the relationships between concepts or variables to be studied. This section ends with the statement of the assumptions of the study, the hypotheses to be tested or research questions to be addressed, and perhaps the operational definitions of the variables or terms to be used in the study.

CHAPTER 3

Research Design and Methods

This section is a comprehensive description of the research design and methods used in the study. The rationale for the study design, choice of setting, selection of sample, data collection methods, and all procedures used in the study should be included. The validity, reliability, and scoring methods for all instruments used in the study should be described. The measures of the variables (independent, dependent, intervening), threats to internal and external validity, and the efforts made to control for error and bias should be included. Provision for the protection of human rights and any pretest or pilot studies should also be described.

CHAPTER 4

Results

A straightforward description of the data with respect to the hypothesized relationships, or research questions, is presented in this section. All data analysis procedures, the type of statistics used and the rationale for the choice of analysis should be described. Tables, charts, and graphs should be used to organize the material. No interpretation of the data is provided in this section.

CHAPTER 5

Discussion

This section presents interpretations of the results and discusses the theoretical and practical implications of the findings. The statistical and clinical significance of the findings are discussed and the relationship between the student's findings and previous research (described in literature review) as well as the conceptual framework/model are discussed.

Summary and Implications

This section succinctly integrates the entire dissertation. The relationship between the problem addressed by the study, review of the literature, conceptual framework model, methods, findings, and discussion is summarized. The

implications of the research for nursing and other disciplines, limitations of the study, and suggestions for future research conclude this section. This section should be able to stand alone as it will frequently be the only section read by anyone other than your committee, friends, and family!

REFERENCES

References to the literature should be confined to those sources actually cited in the report. Accuracy in citations is of major importance. The purpose of listing the references is to make possible their use by the reader; this cannot be accomplished if the reference data are incorrect or incomplete. The working list of references should be checked against the original publications. Special attention should be given to spelling of proper names, spelling of words in foreign languages, including accents or other special marks, journal names, years, volume numbers, and pages. The student should follow the format prescribed in the APA Publication Manual.

APPENDICES

The appendices should include a copy of the consent form for human research, pertinent communications, copies of the instruments used for data collection, scoring keys, secondary tables, protocols, etc. If it seems desirable to present tabulated raw data or detailed descriptions or techniques or methodology, this material should be included as an appendix.

Qualitative format

CHAPTER 1

Introduction

The introduction should contain a clear and precise statement of the purpose and aims of the study. Documentation of the need for study (e.g. lack of research or inconclusive research in a specific practice problem) through the literature and the significance of the problem to nursing should be included in this section.

CHAPTER 2

Review of the Literature

This section should begin with an introduction that outlines what literature is going to be reviewed. A comprehensive review and critical analysis of the pertinent literature, including recent as well as classic works, should be included. The primary research relevant to the study should be critiqued. The review of literature should build a logical framework for the research, justify the study by conceptualizing gaps in the literature and demonstrate how the study will contribute to knowledge development. The review of literature should also ground the study in the relevant theoretical and research literature and embed the research question in larger theoretical/research traditions. A summary of the review should complete this section.

Conceptual/Theoretical Framework

Since qualitative research is theory-generating research, a priori concepts and theories are not the focus and presenting a conceptual or theoretical framework is not appropriate. However, the nature of the research question and its associated methodology may be based on a theoretical perspective, tradition, or philosophy and it is often useful to describe that theory (i.e., symbolic interactionism) or philosophy (i.e., Heideggerian phenomenology) as it relates to the proposed research question. The underlying theory/philosophy of the study can be presented in this section or in Chapter 3, wherever it is deemed appropriate by the dissertation committee. This section ends with the statement of the assumptions of the study, the research questions to be addressed, and any descriptions or terms to be used in the study

CHAPTER 3

Research Design and Methods

This section is a comprehensive description of the research design and methods used in the study. The rationale for the study design, choice of setting, selection of participants, data collection methods, and all procedures used in the study should be included. Procedures for ensuring methodological rigor should be described. Provision for the protection of human rights should also be described

CHAPTER 4

Results

A straightforward description of the data with respect to the research questions is presented in this section. All data analysis procedures, the type of coding procedures used and the rationale for the choice of analysis should be described. Tables, charts, and graphs should be used to organize the material. Limited interpretation of the data is done in this

section if a separate chapter for discussion is included.

CHAPTER 5

Discussion

This section presents interpretations of the results and discusses the theoretical and practical implications of the findings. The methodological, theoretical, and clinical importance of the findings are discussed and the relationship between the student's findings and previous research (or relevant literature described in Chapter 2) is discussed.

Summary and Implications

This section succinctly integrates the entire dissertation. The relationship between the problem addressed by the study, review of the literature, methods, findings, and discussion is summarized. The implications of the research for nursing and other disciplines, strengths and weaknesses of the study, and suggestions for future research conclude this section. This section should be able to stand alone as it will frequently be the only section read by anyone other than your committee, friends, and family!

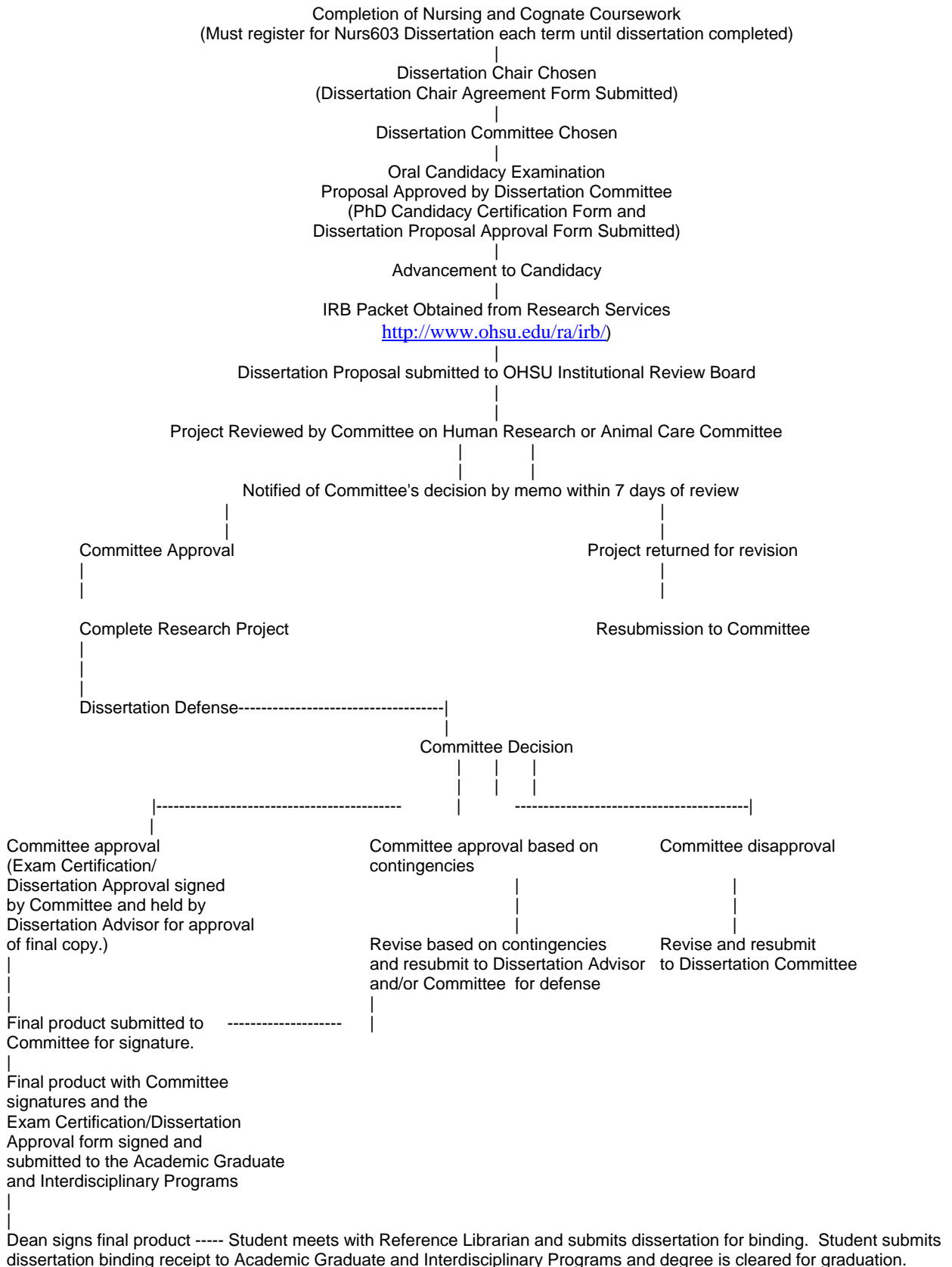
REFERENCES

References to the literature should be confined to those sources actually cited in the report. Accuracy in citations is a major importance. The purpose of listing the references is to make possible their use by the reader; this cannot be accomplished if the reference data are incorrect or incomplete. The working list of references should be checked against the original publications. Special attention should be given to spelling of proper names, spelling of words in foreign languages, including accents or other special marks, journal names, years, volume numbers, and pages. The student should follow the format prescribed in the APA Publication Manual.

APPENDICES

The appendices should include a copy of the consent form for human research, pertinent communications, copies of the interview guides used for data collection, secondary tables, protocols, etc. If it seems desirable to present tabulated raw data or detailed descriptions or techniques or methodology, this material should be included as an appendix.

**APPENDIX A
FLOW CHART FOR RESEARCH PROJECTS**



APPENDIX B

PREPARATION OF A RESEARCH ABSTRACT

An abstract of a research study is generally one typed page in length. This concise summary includes the following information:

1. Title of study and full name of investigator and type of study (for example descriptive, retrospective, experimental, etc.).
2. Statement of the problem studied including major independent and dependent variables.
3. Brief description of the sample (size, important characteristics) and setting (community, specialized clinic, hospital, etc.).
4. Brief statement of methods (for example questionnaire, interview, etc.) and length of study (number of contacts, length of follow-up, etc.).
5. Major findings in relation to purpose or hypotheses (including types of statistical analyses employed and level of significant findings are included when meaningful).
6. Factors limiting generalizability of findings. (Indicate if random selection and assignment were utilized.)
7. Implications for practice or future research.
8. Anything unique about study, such as tools developed, replication of previous study with confirming or contrary findings, etc.

An abstract is concise yet conveys important information about a study that helps the reader to determine if more detailed information should be sought.

The following format should be followed:

ABSTRACT

TITLE: {Title of Dissertation}

AUTHOR: {Name of student}

APPROVED: {Signature of advisor}
{Advisor's name, credentials typed out}

APPENDIX C

TITLE PAGE EXAMPLE

{TITLE}

By

{Name of Student}

A Dissertation

Presented to
Oregon Health & Science University
School of Nursing
in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy

{DATE}

{use date dissertation completed, not graduation date}

APPENDIX D
APPROVAL PAGE EXAMPLE

APPROVED:

{Name, credentials, title}, Dissertation Chair

{Name, credentials, title}, Committee Member

{Name, credentials, title}, Committee Member

{Name, credentials, title}, Committee Member

Kathleen Potempa, DNSc, RN, FAAN, Dean, School of Nursing

APPENDIX E**OHSU LIBRARY
DISSERTATION BINDING GUIDELINES**

LIBRARY CONTACT: Karen Lippert (503-494-3472; lippertk@ohsu.edu)

Student Guidelines:

1. One bound copy is required for the library. A Dissertation Library Binding Receipt is required to be submitted to the Graduate Studies Office indicating that the Dissertation has been submitted to the OHSU library. Once this form is submitted, your transcript will be cleared for the degree. The form is obtained from the OHSU SON website at URL: <http://www.ohsu.edu/son/student/studforms.shtml>
2. The library will charge \$15.00 per copy for binding. This may be paid by cash, check, credit card (Visa or Master Card) or grant funds.
3. The student must make an appointment with the reference librarian to process the dissertation. For this the student must bring:
 - a. All copies of the signed Dissertation. It is helpful to put a colored sheet between each set.
 - b. The reference librarian will assign the MeSH (Medical Subject Headings), which specifically describes the contents of the Dissertation.
 - c. Payment is made at this time and the librarian will provide a receipt.
 - d. The library will retain one copy of the bound dissertation.
 - e. Bound copies will be ready in three to four weeks. The librarian will notify the student by phone or e-mail that the copies are ready to be picked up.
4. Because of cost and space limitations, only the research title, the author's name and the date are printed on the spine of the bound Dissertation. There are 67 spaces per line. Only Dissertations over 7/8" thick can have a second line of print.

Mailing Bound Dissertations:

1. This will not be an automatic response. Students must tell us they want the service.
2. The library will only mail to addresses outside the Portland Metropolitan area. If students live within the Portland Metropolitan area, they can pick up their bound Dissertations at the library.
3. There will be a charge of \$5.00 per copy of the Dissertation to cover postage and insurance. This must be paid before copies are mailed. The extra charge can be paid at the same time as the binding payment.
4. The library must have the correct mailing address. If the student plans to move before the Dissertation is mailed, they must inform the library of the new address.