

Manuscript-Style Dissertation Requirements for the Counselor Education Program

Counselor Education doctoral students may request the opportunity to write a manuscript-style dissertation. To be eligible to write this type of dissertation, a student must have submitted at least one manuscript for publication where the student is the first author, prior to the student's candidacy meeting. The student must first discuss this request with the dissertation chair, and then email the manuscript submitted for publication, along with their other candidacy documents, to their dissertation committee members prior to their candidacy meeting. Then, the request is discussed during the candidacy meeting with the student's committee, following the committee's agreement that the student is ready to enter candidacy. This document outlines the requirements for a manuscript-style dissertation, as well as the documents required for the dissertation proposal meeting.

Manuscript-Style Dissertation Guidelines

UF College of Education Counselor Education doctoral students in conjunction with members of their dissertation committees may elect to complete manuscript-style dissertations. The scope of the research project should be the same as a traditional five-chapter dissertation. A manuscript style dissertation is formatted as indicated below:

Traditional dissertation front material (e.g., title page, signature page, acknowledgements, table of contents)

*Chapter 1: Introduction: This includes the rationale/need, significance, and purpose. (approx. 5-7 pages)

*Chapter 2: Comprehensive Literature Review: This is the same as appears in the traditional style dissertation Chapter 2, and includes material that exceeds what could be covered in the Introductory section of the manuscript-style Chapter 3 section A.

Chapter 3: Journal Manuscript: Complete journal manuscript-style presentation of the study in the publication style of the intended journal. Typically this would include:

*(A) Introductory Section and brief literature review: An introductory statement of the issue being investigated, a brief overview of relevant theory/research to date, presentation of the specific hypotheses/research questions to be examined. (approx. 6-8 pages)

*(B) Methodology: A description of study methodology including participants, instruments, procedures, and analysis of data. (approx. 4-6 pages)

(C) Results: The results of the analyses

(D) Discussion: Briefly review the need for and purpose of the study. Repeat briefly what was found in the results in non-statistical language, explain how the findings are related to what was hypothesized to be found, and compare and contrast the results to the existing literature. Discuss why the results are important (implications), summarize the limitations of the study, and discuss the recommendations for future research. Finally, add a conclusion.

(E) Tables and/or figures used in the manuscript

The manuscript is followed by the appendices listed below and then the list of references.

Appendix 1: Additional Analyses: This section includes any additional instruments, analyses or aspects of the study that were part of the study but were not included in the manuscript.

*Appendix 2: Instruments: This section includes instruments used in the study. Only include copyrighted instruments with permission from the author(s) of the instruments.

Appendix 3: IRB documents: This section includes the IRB documents (i.e., protocol, recruitment documents, consent forms, IRB approval letter).

*List of References: This section includes a complete list of references in APA format that are cited throughout the document.

Note: * indicates that these sections are required for the dissertation proposal meeting.

*At the proposal and dissertation defense meetings bring the author guidelines for the journal you want to submit the manuscript to for publication following your defense.

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Documents required for the Dissertation Proposal Meeting for a Manuscript Style Dissertation

Chapter 1: Introduction and statement of the purpose for the study

Chapter 2: Comprehensive Literature Review: This is the same as appears in the traditional style dissertation Chapter 2, and includes material that exceeds what could be covered in Introductory section of the manuscript-style Chapter 3 section A.

Chapter 3: Journal Manuscript: Complete journal manuscript-style presentation of the study in the publication style of the intended journal. **(include only sections [a] and [b])**

(A) Introductory Section and brief literature review: An introductory statement of the issue being investigated in the study, a brief overview of relevant theory/research to date, presentation of the specific hypotheses/research questions to be examined in the study

(B) Methodology: A description of study methodology including participants, instruments, procedures, and analysis of data.

Appendix 2: Instruments: This section includes instruments used in the study. **(Include all instruments here for committee review. This appendix in your final dissertation document should not include copyrighted instruments without permission from the author(s) of the instruments).**

List of References: This section includes a complete list of references in APA format that are cited throughout the document.