



### GRADUATE SCHOOL INFORMATION SOURCES

- The Texas Tech University Catalog [ [www.depts.ttu.edu/officialpublications](http://www.depts.ttu.edu/officialpublications) ] includes valuable information regarding the dissertation.
- The Graduate School Website is the source for Forms, Graduation Information, Formatting Instructions, Deadlines for Dissertation Defense and Graduation, Calendar of Doctoral Defenses which lists students defending, , "To Do" List Prior to Doctoral Examination, Final Doctoral Examination Notification, Doctoral Defense Abstract, etc. [ [www.depts.ttu.edu/gradschool/](http://www.depts.ttu.edu/gradschool/) ]
- The Graduate School *Theses and Dissertations Formatting Guidelines* (2012) specifies the style requirements for dissertations at Texas Tech University. The Graduate School Formatting Manual (2012) may be downloaded. [ <http://www.depts.ttu.edu/gradschool/current/THDGuidelines.php> ]
- The Hospitality Administration Doctoral Program uses the "journal-article format" and the "traditional 5 chapter format" for dissertations. [ <http://www.depts.ttu.edu/gradschool/current/THDGuidelines.php> ]

### INFORMATION FOR HOSPITALITY ADMINISTRATION DOCTORAL DEGREE STUDENTS

The following provides additional information generated by the Hospitality Administration Graduate Faculty Program related to conducting dissertation research. No attempt is made to repeat information here that is provided by the Graduate School. Check the sites above to comply with the Graduate School requirements.

- ❖ **Dissertation Topic** – It is strongly recommended that the dissertation topic be decided by the end of the third semester enrolled.
- ❖ **Topic Summary** – A three-five-page paper should be submitted to the Dissertation Committee Chair you wish to select from among the RHIM Program Graduate Faculty. The paper should indicate your research interests and proposed topic.
- ❖ **Committee Members** - Selection of committee members should be discussed with the proposed Dissertation Committee Chair. See *Dissertation Committee Guidelines* at the Hospitality Administration Website [ [http://www.depts.ttu.edu/hs/nhr/rhim/academics\\_doctoral\\_current.php?](http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral_current.php?) ]

Once the Dissertation Chair and Committee members are selected, alert the Graduate School using the *Title and Committee Change Form* [ <http://www.depts.ttu.edu/gradschool/forms.php> ] and submit the *Dissertation Committee Form* [see HA Website] to the Doctoral Advisor to be signed and placed in your departmental file.



- ❖ **Pre-Proposal – (Optional)** A pre-proposal may be written and a meeting may be held.

The pre-proposal is a preliminary statement of what the student proposes to do in his or her dissertation. It is recommended that the following information be included in the pre-proposal:

A statement of the topic of the dissertation and an explanation of its importance (Problem Statement). What in general might one expect to learn from the dissertation that is not now known, understood, or appreciated?

A concise review of what has been done on the topic in the past. Specifically, how will the proposed dissertation differ from or expand upon previous work? A basic reference list should be appended to this section.

A statement of how the data for the dissertation will be collected.

A statement should be included indicating at least one proposed article topic and where the article will be submitted for publication.

A provisional timetable for completion of the dissertation.

Although it is difficult to prescribe a standard length for the pre-proposal, it should be long enough to include essential information for the proposed topic, but concise enough to focus clearly on the subject. About seven pages, including references, should be sufficient in most cases.

- ❖ **Proposal** – The proposal is an action plan for the dissertation and is typically 20-30 pages in length.

A proposal meeting should be scheduled at a time convenient for Dissertation Committee members. The proposal should be distributed to members at least two weeks in advance of the meeting, excluding holidays, to permit time for document review.

Some students elect to schedule the proposal meeting after successful completion of the Qualifying Examination (Admission to Candidacy) in order to pace their work and concentrate on the examination. If the final proposal is presented after the Qualifying Examination, a pre-proposal meeting held prior to the Qualifying Examination may be advisable.

The *Proposal Approval Sheet* shown at the HA Website should be signed by Dissertation Committee members when the proposal is approved and a copy submitted by the student for his/her department file. Signatures on the document indicate that the tentative proposal plan has been approved and that the student may proceed. [[http://www.depts.ttu.edu/hs/nhr/rhim/academics\\_doctoral\\_current.php?](http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral_current.php?) ]

Hospitality Administration (HA) Doctoral students may secure funds for dissertation research from the department once the Dissertation Committee approves the dissertation proposal. The *Graduate Student Grant Request* form is at the HA website. The form should be submitted to the Department Chair.

The Dissertation proposal may be presented to the Dissertation Committee in the “5-chapter format” or in the journal-article format. An outline for each format follows.

One advantage of the journal-article format for HA Doctoral students is the increased potential for publication of the dissertation research at a time when most graduates are making the transition into academic or other professional positions.



## **Chapter Proposal Format**

**Title Page** – and all other *preliminary pages* to the text (chapters) should be in the format and order shown in the *Theses and Dissertations Formatting Guidelines* (2012). The *preliminary pages* of the dissertation are as follows: Title page, Copyright Page, Acknowledgments, Table of Contents, Abstract, List of Tables, List of Figures and as needed, List of Abbreviations (or Symbols or Nomenclature).

**Chapter I – Introduction/Problem Statement**

**Chapter II – Review of the Literature**

**Chapter III – Methodology**

**Endnotes, References, and Appendices** are referred to as *back matter* of the dissertation and are described in the *Theses and Dissertations Formatting Guidelines* (2012).



**Journal-Article Proposal Formats** - Two options for the journal-article format are shown here.

**Proposal Option A**

**Title Page** – The title page and all other *preliminary pages* to the text (chapters) should be in the format and order shown in the *Theses and Dissertations Formatting Guidelines* (2012). “An introductory chapter (Chapter I) explaining the contents of the total document and providing a statement of the rationale an/or relationship of the several topics being present must be included.

\*Note, only one reference style may be used for the proposal.

**Chapter I – Introduction**

Problem Statement

Brief Literature Review (information that is common to all the articles)

**Chapters II and III – Articles** There must be at least two articles. Additional chapters/articles are an option. Each of the two articles should contain the components below.

Introduction and Literature Review

Methodology

References (following the journal reference style guidelines)

**Endnotes, References, and Appendices** – (described on preceding page)

**Proposal Option B**

If this format is selected, the student will follow the chapter format from the preceding page and add two chapters (journal articles) as outlined above in the journal-article format.

**Title Page** - and all other *preliminary pages* to the text (chapters) should be in the format and order used for dissertations shown in the *Theses and Dissertations Formatting Guidelines* (2012). “An introductory chapter (Chapter I) explaining the contents of the total document and providing a statement of the rationale an/or relationship of the several topics being present must be included.

\*Note, only one reference style may be used for the proposal.

**Chapter I – Introduction/Problem Statement**

**Chapter II – Review of the Literature**

**Chapter III – Methodology**

**Chapter IV and V – Articles** There must be at least two chapters/articles. Additional chapters/articles are an option. Each of the two articles should contain the components below.

Introduction and Literature Review

Methodology

References (following the reference style used by the journal)

**Endnotes, References, and Appendices** (described on preceding page)



- ❖ **Dissertation Title** - Once the title of the dissertation has been decided, alert the Graduate School using the *Title and Committee Change Form* [<http://www.depts.ttu.edu/gradschool/forms.php>].
- ❖ **Dissertation** – See page one of this document directing the student to information from the Graduate School. The HA Doctoral Program uses both options (the journal-article format and the traditional 5 chapter format) for dissertations. According to the *Theses and Dissertations Formatting Guidelines* (2012), the journal-article dissertation must include an introductory chapter (Chapter 1) explaining the contents of the total document and provide a statement of the rationale and/or relationship of the several topics being presented. A conclusions chapter is recommended. There must be two or more different studies (topics/articles) in order to use the journal–article format. *Theses and Dissertations Formatting Guidelines* refer specifically to using the journal-article format.  
  
The *Theses and Dissertations Formatting Guidelines* should be used as a guide for the *preliminary pages* of the dissertation which are as follows: Title page, Copyright Page, Acknowledgments, Table of Contents, Abstract, List of Tables, List of Figures and as needed, List of Abbreviations (or Symbols or Nomenclature). The instructions for dissertations *back matter* (endnotes, references, and appendices) are also described in the *Theses and Dissertations Formatting Guidelines* and should be followed.
- ❖ **Format Options** - Based on Graduate School suggestions, either of the following formats may be used: Traditional 5-chapter format or the Journal-article format.

### Traditional 5-Chapter Dissertation Format Option

**Title Page** – and all other *preliminary pages* to the text (chapters) should be in the format and order shown in the *Theses and Dissertations Formatting Guidelines* (2012). The *preliminary pages* of the dissertation are as follows: Title page, Copyright Page, Acknowledgments, Table of Contents, Abstract, List of Tables, List of Figures and as needed, List of Abbreviations (or Symbols or Nomenclature).

**Chapter I – Introduction/Problem Statement**

**Chapter II – Review of the Literature**

**Chapter III – Methodology**

**Chapter IV – Findings/Results**

**Chapter V – Conclusions, Implications, and Recommendations**

**Endnotes, References, and Appendices** are referred to as *back matter* of the dissertation and are described in the *Theses and Dissertations Formatting Guidelines* (2012).

A copy of all URL and website references must be included in an appendix of the dissertation.



### **Journal-Article Dissertation Format Option A**

**Title Page** – and all other *preliminary pages* to the text (chapters) should be in the format and order shown in the *Theses and Dissertations Formatting Guidelines* (2012). (See paragraph above).

#### **Chapter I – Introduction**

Problem Statement-(contents of the total document and relationship of articles)  
Literature Review common to all the articles

#### **Chapter II – Article**

Article Title, Authors (tentative list), Name of Journal  
Abstract  
Introduction/Problem Statement  
Literature Review  
Methodology  
Findings/Results  
Conclusions  
References— see pages 20 of *Theses and Dissertations Formatting Guidelines* (2012) for guidance

**Chapter III – Article** Same format as Chapter II.

**Chapter IV – Article (optional article)** Same format as Chapter II

**Chapter V – Conclusions, Implications, and Recommendations-** (for the entire study)

**Endnotes, References, and Appendices** – are referred to as *back matter* of the dissertation and are described in the *Theses and Dissertations Formatting Guidelines*. Only one reference style should be used for the dissertation.

A copy of all URL and website references must be included in an appendix of the dissertation.



### Journal-Article Dissertation Format Option B

**Title Page** – and all other *preliminary pages* to the text (chapters) should be in the format and order shown in the *Theses and Dissertations Formatting Guidelines* (2012). The *preliminary pages* of the dissertation are as follows: Title page, Copyright Page, Acknowledgments, Table of Contents, Abstract, List of Tables, List of Figures and as needed, List of Abbreviations (or Symbols or Nomenclature).

**Chapter I – Introduction/Problem Statement**

**Chapter II – Review of the Literature**

**Chapter III – Methodology**

**Chapter IV and V – Articles** There must be at least two chapters/articles.

Additional chapters/articles are an option.

Each of the two articles should contain the components below.

- Article Title, Authors (tentative list), Name of Journal
- Abstract
- Introduction/Problem Statement
- Literature Review
- Methodology
- Findings/Results
- Conclusions, Implications, and Recommendations
- References

**Chapter VI – Conclusions, Implications, and Recommendations-** (for the entire study)

**Endnotes, References, and Appendices** are referred to as *back matter* of the dissertation and are described in the *Theses and Dissertations Formatting Guidelines*.

Only one reference style should be used for the dissertation.

A copy of all URL and website references must be included in an appendix of the dissertation.



❖ **Audit of Coursework, Dissertation Defense, and Graduation**

Check with the Graduate School to verify that all courses on the Program of Work have been completed and that *Changes to the Degree Plan Forms* have been submitted if changes were made during the course of study. An informal audit should be completed with the Doctoral Advisor after the Qualifying Examination.

Confirm graduation date intentions with Dissertation Committee Chair and Doctoral Advisor.

Follow the Graduate School's *Deadlines by Semester for the Doctoral Defense and Graduation* and completion of the *Final Doctoral Oral Examination Notification* in addition to other requirements.

The Hospitality Administration Doctoral Degree Program requires that the Dissertation Defense date, time, and location be announced to HA Graduate faculty members and Doctoral students.

The student should send an emailed message to the Doctoral Advisor announcing the defense which will be forwarded to graduate students and graduate faculty.

The defense announcement will be posted on the door of the Department Office (room 601). A sample announcement is at the Hospitality Administration Website. Send the announcement to the Doctoral Advisor.

**Dissertation Grade:** CR for Credit may be given for RHIM 8000 Dissertation to indicate that the research has not been completed. At the end of the last semester that the student is enrolled for RHIM 8000 credit and if the Dissertation is successfully defended, a grade should be given by the Dissertation Chair and any other Dissertation Committee members with whom the students has enrolled for 8000 credit during that last semester. A letter grade is given for **RHIM 8000** Dissertation only during the last semester enrolled. Before that time a "CR" is given for all semesters enrolled for dissertation credit. The grade of "A" or "B" is required because a student may not graduate with a "C" grade for the dissertation.

[<http://www.depts.ttu.edu/officialpublications/catalog/GradDoctoral.php>]





### Doctoral Protocol/Suggestions

An array of informal suggestions from the Hospitality Administration Graduate Faculty are included here to help assure success in the dissertation research part of your Doctoral study. In some instances, Graduate School Catalog and Website requirements are quoted and indicated as (GS).  
[<http://www.depts.ttu.edu/officialpublications/catalog/GradEnrollment.php>]

**Suggestion:** Meet with your Dissertation Committee members to get their approval prior to beginning data collection. Use their advice. You might want to get back with members for clarification. If there are conflicting views among committee members, the Dissertation Chair will assist in coming to consensus or in some cases, make a decision to help you proceed.

*(GS) Proposal Approval -The Graduate School strongly recommends that each student be required to present and defend a dissertation proposal before his or her committee early in the course of the research. The advisory committee and the graduate dean must approve the subject of the dissertation at least four months before the candidate's proposed date of graduation.*

❖**Suggestion:** You are expected to register for 8000-level credit with Dissertation Committee members if you plan to be using their expertise during any semester. You are advised to register for at least one hour with each member the semester of your dissertation defense since members will be reading and reacting to your dissertation. You are to enroll in at least 3 hours of dissertation credits the semester of graduation.

*(GS) Registration for Dissertation Research-Students who have begun dissertation research must register for 8000 courses in each regular semester and at least once each summer until all degree requirements have been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons...Registration for at least 12 hours of 8000 is required for a doctoral dissertation. Once the project is begun, a student must be enrolled in such courses every semester until completion. A student should enroll under the committee chairperson; however, in those instances in which other professors on the committee are making substantial contribution to the student's research, it is permissible for the student to enroll proportionally under those professors. Students certified as off-campus may enroll for as little as 1 hour until their final semester, at which time 3 hours minimum are required. Students may not enroll in dissertation courses before formal admission to a degree program by the Graduate School Dean.*

**Suggestion:** The question of what is worthy of a dissertation is ever present. Your dissertation should be based on a theoretical framework or conceptual framework. If a student is proposing and testing a theory, or conducting qualitative research, this suggestion may not apply. References should be predominantly from scholarly journals (as opposed to books or websites). Your committee will help you determine if the proposed research will contribute to the field.

*(GS) Dissertation Quality -The dissertation must demonstrate a mastery of the techniques of research, a thorough understanding of the subject matter and its background, and a high degree of skill in organizing and presenting the materials. The dissertation should embody a significant contribution of new information to a subject or a substantial reevaluation of existing knowledge presented in a scholarly style. The work on the dissertation is constantly under the supervision of the advisory committee and any other professors the committee or the graduate dean may consider necessary.*



**Suggestion:** In most instances, your Dissertation Committee Chair should be given the opportunity to read and edit drafts of chapters of your dissertation before they are given to committee members for their input. Some committee members may not want to see the dissertation until it is complete.

You may want to make appointments with committee members after the proposal is approved for clarification of their recommendations etc.

Providing a two-week reading/response time is recommended for your committee members.

*(GS) "To Do" List Distribution of Dissertation Document - All committee members must have a copy of the dissertation at least 2 weeks before the scheduled defense. Check with the departmental graduate advisor or dissertation chairperson about distribution of the document in your department. The Dean's Representative will need a copy of the dissertation at least a week before the examination.*

**Suggestion:** The Graduate School is more involved with you at this time than at any time in your doctoral work. Know and follow Grad School timelines, formatting instructions for the dissertation, etc. Your Dissertation Committee Chair will most likely be concentrating on the dissertation itself and will assume that you are making the necessary preparation to assure your graduation/being awarded the Doctoral degree.

*(GS) Document Formatting Guidelines - Documents without properly formatted citations will not be approved by the Graduate School. It is the student's responsibility to ensure that the document is in compliance with the highest standards of professional presentation in his/her field.*

**Suggestion:** The Graduate School uses an electronic format for dissertations. Your Dissertation Chair should receive a *bound* copy and one *bound* copy should be given to the department for HA student use (office bookcase). Please purchase these 2 copies and ask that the copies be delivered. You will probably have had your Doctoral degree for a few months before the copies are ready to be picked up or are delivered.

*Hospitality Administration Dissertations for the department bookcase should have **red binding with black or gold lettering**. The shade of red is #188--Buckram Color Guide.* Doctoral candidates chose this color.

*(GS) Dissertation - The final copy of the dissertation must be submitted electronically in PDF file format as an ETD to the University Library's server..... The Graduate Council mandates that students must provide the committee chairperson with a bound paper copy of their dissertation unless a waiver form is submitted by the student and signed by the chairperson. The waiver form is available on the Graduate School website. Paper copies may be required by the academic unit in which the student pursues the degree. All copies of a dissertation, electronic or paper, must be accompanied by an abstract of no more than 350 words.*