

Scholarly Delivery Guide

Prepared for Ed.D. Candidates of West Texas A&M University

by

Staff of the Graduate School

Director of the Ed.D. in Educational Leadership

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INTRODUCTION

The following information is intended to summarize the major elements of scholarly delivery preparation. This Scholarly Delivery Guide provides general guidelines for writing the scholarly delivery for the Ed.D. in Educational Leadership at West Texas A&M University. Candidates should consult their doctoral advisers and/or the style manual of their academic discipline for answers to questions that are particular to their research project. For questions about format or style, consult the Director of the Ed.D., doctoral EDLD faculty, or the Dean of the Graduate School with any concerns you might have.

On occasion, the instructions in this guide might conflict with the standards of a particular discipline or the needs of a particular project. If that happens, the Dean of the Graduate School can work with scholarly delivery advisers for a solution.

Before we begin, a discussion about the intent of a Ph.D. and an Ed.D. degree might be helpful. Both degrees are equally recognized by the U.S. Department of Education and the Texas Higher Education Coordinating Board. Both the Ph.D. and the Ed.D. represent the highest level of graduate degrees. Both emphasize creative and critical thinking and intensive, independent research. Both degrees have the same intent, to prepare the candidate to become an expert in his or her field.

Ed.D. candidates wrote dissertations for many decades, and still do, but some Ed.D. programs wanted a terminal document or capstone project that was oriented toward the working professional. The dissertation is written to add information to the existing body of knowledge in a field and, as a result, strengthen or overturn theory. That theory in turn offers insight into and knowledge about the field of study. However, the discussion usually doesn't offer recommendations for practice, although that is evolving, but rather recommendations for further study.

And so the concept of scholarly delivery evolved for professional doctorates whose focus is on applying theories and knowledge in an effort to solve real-world problems. For the Ed.D. in Educational Leadership at WTAMU, the scholarly delivery will be the creation of two (2) research papers that meet

publication standards in EDLD professional journals. Our rationale was that scholarly delivery compositions would enable our candidates to demonstrate their competence in research and research design, which would benefit them in academic careers while at the same time addressing a real time problem, which would benefit them in their current careers.

Scholarly Delivery vs Dissertation

A dissertation is a scholarly document, so is scholarly delivery in a research paper format. Generally, a dissertation is a long document of over 100 pages that is focused on a very narrow topic, with extensive references and (although not always) an empirical component that involves research design. Scholarly delivery in a research paper format is not a long document, but it is also focused on a narrow topic, contains extensive references, and has an empirical component that involves research design. That empirical study may be qualitative, quantitative, or a mixed methods design.

Length is a difference between the two as is intent. The intent of a dissertation (almost always in the social sciences) is to provide new knowledge to the field, generally in the form of strengthening or overturning theory. The intent of scholarly delivery (in the social sciences) is to apply theory and knowledge to a real life problem with the intent of reducing the complexity or solving the problem.

PROCEDURES FOR SCHOLARLY DELIVERY CANDIDATES

For candidates to smoothly complete the final part of their degrees while writing their scholarly deliverables, it is important for them to be aware of and to follow the necessary procedures of West Texas A&M University. This section outlines the University and Graduate School procedures for graduate candidates. As they begin their scholarly delivery, doctoral candidates:

- Must register for EDLD 6000 when research begins and in each subsequent semester until the Dean of the Graduate School has accepted the two (2) scholarly delivery

papers. Candidates on an assistantship must register for one (1) summer session each year while on an assistantship.

- Candidates who graduate in the summer must enroll in EDLD 6000 in the long summer session in the year of graduation.
- Candidates who are only enrolled in EDLD 6000 can submit the [Thesis/Dissertation Only Fee Waiver Request Form](#).

Choosing a Chair

The candidate will choose a chair from the appropriately credentialed graduate faculty in the EDLD program at the end of the first year of the program. The chair will guide the candidate through the process of constructing and writing the scholarly delivery proposal for committee approval and the research and construction of the scholarly delivery papers.

Candidates should choose an individual they can work well with and who is knowledgeable about their research interests. Consulting the director of the program about who is available to chair should be part of the search process. Guiding a candidate through the process of academic writing is a hands on process for the chair and s/he will work closely with the candidate. Tenured professors, part-time and full-time, can work with more than three (3) candidates. Assistant professors can co-chair scholarly delivery with tenured professors.

The candidate's chair will help the candidate select his or her two (2) member scholarly delivery committee, including a faculty member who is a subject matter expert and one (1) methodologist, who will approve the proposal or approve with modifications. The director of the Ed.D. and the College Dean can make exceptions, if necessary.

Scholarly Delivery Committee, Proposal, IRB, and Defense

The candidate will write two (2) proposals, one (1) for each scholarly delivery. The candidate will submit the proposal to the doctoral committee to receive permission to conduct research.

At this time, the candidate will receive guidance on the need for Institutional Review Board (IRB) approval if it applies to the proposed research. The candidate should note that if research is subject to IRB review, then no data can be collected until the IRB approves the research protocol. Before any data is collected, the candidate and the proposal committee will work to construct documents required by the IRB. In instances when the investigation does not impact human subjects in any way, IRB approval is not needed, but research can be presented to either the director of academic research and environmental safety or the associate dean of the graduate school for verification and documentation. The student's committee will document that IRB approval is not needed.

The qualifying exam that investigates the selected problem of practice can serve as the literature review for both proposals. Research questions around the problem of practice should be linked to that extensive literature review. Also, each proposal will contain a rationale for the selected research design, an explanation of the research methodology, data collection, research participants, and if deemed necessary, pilot research, data collection including interview protocols, data analysis, limitations of the study, and study timeline.

The candidate and the proposal committee will work together on modifications until the committee is satisfied that the candidate is ready to write the scholarly delivery papers.

Research Compliance

West Texas A&M University is committed to following all federal and state regulations, as well as the Texas A&M University System policies and regulations, and West Texas A&M University rules and procedures concerning research compliance, including research under the oversight of the Institutional Biosafety Committee (IBC), Institutional Review Board on Human Subjects (IRB), and the Institutional Animal Care and Usage Committee (IACUC). For a comprehensive review of these compliance procedures, please view the following link: http://www.wtamu.edu/environmental_safety/academic-research-environmental-safety.aspx

Before you begin your scholarly delivery research, please consult with your major advisor during your first year or your chair during your second and third years as well as other faculty in your program for guidance as to what approvals you will need to begin your research. Additionally, you may contact the Academic and Research Environmental Health and Safety (AR-EHS) office at 806.651.2270 for further information.

Upon completion of your research, the Graduate School requires a hard copy of your research approval letter(s) from the applicable research committee(s). Please submit this with your title page, signature page, and abstract for each scholarly delivery. Please note: There are some types of research that do not require research committee approval—contact your advisor or the AR-EHS office for confirmation. **Conducting unapproved research is a serious research compliance violation and will be investigated according to university procedures:**

- [15.99.05.W1.05AR WTAMU Potential Non-Compliance in the Course of Human Subjects Research](#)
- [15.99.05.W1.07AR WTAMU Potential Non-compliance in the Course of Vertebrate Animal Care and Use Research](#)
- [15.99.03.W1.04AR Ethics in Research, Scholarship, and Creative Work: Research Misconduct](#)

Research Committee Descriptions

You may view a complete list of committee members online:

<https://wtaccess.wtamu.edu/committees/>

Information about WTAMU research compliance committees can be found below:

- *Institutional Review Board (IRB)*: The Institutional Review Board for Human Subjects ascertains the acceptability of proposed research involving human subjects. The IRB is charged with the protection of human subjects used in research at the University by

complying with regulations specified by the Office for Human Research Protections (OHRP) operating under the U.S. Department of Health and Human Services as well as other ethical and professional standards. The IRB is advisory to the Vice President of Research and Compliance who reports to the President on all matters relating to research and compliance. For additional information, please visit www.wtamu.edu/irb.

- *Institutional Animal Care and Use Committee (IACUC)*: The Institutional Animal Care and Use Committee is charged with the protection of animal subjects used in research at the University by complying with regulations specified by the Animal Welfare Act, 7 U.S.C. 2131-2159; 9CFR 2.22.2.80 and 37102(g) and operating under the U.S. Department of Agriculture Animal and Plant Health Inspection Service. The IACUC is advisory to the Vice President of Research and Compliance who reports to the President on all matters relating to research and compliance. For additional information, please visit: www.wtamu.edu/iacuc.
- *The Institutional Biosafety Committee (IBC)*: The Institutional Biosafety Committee (IBC) is responsible for reviewing and approving recombinant DNA, infectious agents, and biohazard research at WTAMU and has overall oversight responsibility for the Biosafety Program at WTAMU as required by the Biohazardous Use Authorization (BUA). IBC members and chair are appointed in accordance with National Institutes of Health Guidelines. The IBC is advisory to the Vice President of Research and Compliance who reports to the President on all matters relating to research and compliance. For additional information, please visit: www.wtamu.edu/ibc.

Scholarly Review Deadlines

Each semester, the Graduate School posts when dissertations are due. Those same deadlines apply to scholarly delivery papers. Candidates should consult the Graduate School Calendar for those deadline dates.

Nine (9) weeks before graduation, the preliminary draft of the entire scholarly delivery should be turned in to the candidate's chair.

Five (5) weeks before graduation, the final copy of the scholarly delivery should be presented to the candidate's chair and to the Dean of the Graduate School for final checks of content and format. This copy should be in PDF format and must be submitted to the Graduate School through the [VIREO system](#) if the candidate wants the Scholarly Delivery published through WTAMU. If the candidate prefers not to publish the Scholarly Delivery with WTAMU then s/he does not have to submit the Scholarly Delivery through the VIREO system, but does have to submit the document to the Dean of the Graduate School for final checks of content and format.

After final approval of the scholarly delivery by the doctoral committee and by the Graduate School, a signature page must be circulated among the candidate's committee, department, college and Graduate School for required signatures. Please note that all scholarly delivery submitted for publication within WTAMU will be uploaded to the WTAMU institutional repository, and the signature page will not be included in this submission.

In addition to the signature page, the Graduate School requires that candidates submit a paper copy of their title page and abstract to be filed with the signature page. This must be done before the publication deadline.

Once all corrections are made, candidate will submit their scholarly deliveries to the Graduate School using the VIREO web page if they have chosen to publish with WTAMU. Instructions on this process and on the particulars of each of these steps are presented later in this guide. Candidates

should coordinate with their chair and committees to ensure that each of these steps, including the defense, are finished smoothly and within all published deadlines.

WRITING THE SCHOLARLY DELIVERY

The scholarly delivery should be an independent, professional effort finished under the supervision of the faculty. In their scholarly delivery papers, candidates should write in clear English and demonstrate an understanding of the literature and research methods of the field. In addition, candidates should present and document their scholarly activity in an academic manner that is equal to someone with a doctorate degree. In their scholarly delivery, candidates should clearly explain how their scholarly activity addresses a real problem and adds to the literature of the discipline. Candidates should write their scholarly delivery according to the parameters in the guide that defines uniform standards of style and format but also allows flexibility to satisfy the practices of each academic discipline and the needs of a particular candidate.

Each scholarly delivery should read as a publishable research paper with continuity from abstract to conclusion and recommendations. While there does need to be a single, unifying introduction, unless a candidate's committee chair/discipline dictates otherwise, each scholarly delivery will have only one (1) abstract and one (1) reference section.

The documentation of existing research must be exhaustive, and for the Ed.D. candidate, this exhaustive literature review will act as the qualifying exam to formally enter into the writing stage of the doctoral program. From this literature review, the candidate will devise research questions, design research study or studies and conduct research to determine the answer to those research questions. The length of each scholarly delivery should be between twenty-five to thirty-five (25-35) pages, although the length does vary depending on the topic and the discipline. Candidates should write enough to explore their topics fully.

West Texas A&M University is a public, regional institution. Its mission clearly implies that any research conducted under its support should ultimately benefit the public. As required by this mission, the Graduate School at West Texas A&M University has decided that all scholarly delivery will be made available through open access via the WTAMU digital repository should the candidate request that the scholarly delivery be published through WTAMU. Candidates are required to submit their scholarly delivery to this system of open access. Exceptions can be made through a conversation with the scholarly delivery chair and the Graduate School.

Plagiarism

Plagiarism, according to the website Plagiarism.org “is an act of fraud. It involves both stealing someone else’s work and lying about it afterward.” To plagiarize according to the Merriam-Webster online dictionary is to 1) steal and pass off (the ideas or words of another) as one’s own; 2) to use (another’s production) without crediting the source, 3) to commit literary theft, 4) to present as new and original an idea or product derived from an existing source. In other words, while ideas are plentiful, ideas that are recorded via words and images in books, computer files, research papers, videos, etc. are considered intellectual property and are copyrighted.

For the doctoral candidate, knowing how to cite correctly is a skill that can help avoid plagiarism. Citing sources of paraphrased material can prevent plagiarism. Using quotes when writing down three or more consecutive words from a source is also a good rule of thumb to follow. Developing a mindset of establishing one’s credentials as an academic through the mastery of collecting and acknowledging (citing) ideas from other experts can also help avoid plagiarism. For additional information about plagiarism and how to avoid it, the website <https://www.plagiarism.org> is helpful.

HOW TO GET HELP

The first contact for all issues concerning research is the Director of the doctoral program and the candidate's chair. If the candidate should need help beyond that, the candidate should contact the Graduate School.

Candidates should direct their questions about administrative concerns with the scholarly delivery or about graduation to the Graduate School:

Graduate School

102 Killgore Research Center

806-651-2730

graduateschool@wtamu.edu

Candidates should direct their questions concerning research or the candidate's committee to the Associate Dean of the Graduate School:

Rex Pjesky

106 Killgore Research Center

806-651-2737

rpjesky@wtamu.edu

SCHOLARLY DELIVERY ORGANIZATION

Within each of these categories, candidates should follow their discipline's style manual or organize their Scholarly Delivery based on the standards of the journal to which they are submitting. If submitting to the VIREO system, candidates should arrange their scholarly delivery papers as follows:

1. Title page
2. Signature page
3. Abstract

4. IRB approval page
5. Acknowledgements (optional)
6. Table of Contents
7. Introduction
8. Define the real world problem
9. Provide goals of the researcher for this study
10. Literature review
11. Describe the conceptual framework of the study
12. The review should list as many external and internal influences as possible
13. If necessary, reflect on influences not found in literature
14. Analyze influences, grouping them into factors
15. Integrate those factors into the conceptual model for your scholarly delivery
16. Research questions and methodology
17. What methodology will you use?
18. Discuss validity and reliability
19. Findings (includes discussion)
20. Use sub-headers and present basic findings
21. Use tables if needed as well as figures
22. Link those findings back to the original problem
23. Final thoughts
24. Close the loop to the original problem and state the significance of what you discovered.
25. Include recommendations for further study
26. Include recommendations for practice
27. References (use citation style that is acceptable, for example APA 6th Edition)

Scholarly Delivery Title Page

The scholarly delivery title page should begin with the title in all caps and centered in inverse pyramid format. Inverse pyramid format means that the title should be in progressively fewer characters as lines are added to the title. If, for example, your title is two (2) lines long, the top line of the title should contain more characters. In addition, if the title is more than one (1) line, the lines should be single spaced. One (1) inch down from the title centered should be “by” followed by the name of the candidate double-spaced beneath the word “by.”

One (1) inch below that should be:

A Scholarly Delivery Submitted in Partial Fulfillment
of the Requirements for the Degree
[Degree Name]
Major Subject: [Major Subject]

One (1) inch below that should be:

West Texas A&M University
Canyon, Texas
[Month, Year]

Scholarly Delivery Major Section Titles and Format

The Graduate School recommends following the style of your field of study. If your discipline has no style manual, follow the guidelines of a leading journal in your field. The Ed.D. in Educational Leadership follows the American Psychological Association, APA 6th edition, which is most commonly used in the social sciences. The leading journal in Educational Leadership is *Educational Administration Quarterly*, and style guidelines can be found on their webpage.

Abstract

Each of your two (2) scholarly delivery papers must include an abstract of appropriate length (as determined by your project and discipline). Like all other major sections, the abstract should begin with the title “ABSTRACT” centered two (2) inches from the top of the page and its margins should follow the rest of the document. Abstracts generally have four parts: the problem or purpose of the study, the procedures used in the study, the results of the study, and conclusions of the study.

Scholarly Review Quality Control

The candidate alone is responsible, ultimately, for the mechanical correctness, typing accuracy, and general neatness of each draft of the scholarly delivery, including the final draft. The candidate should carefully proofread the scholarly delivery for all types of errors. Candidates, not chairs or advisers, are solely responsible for the final proofreading before the scholarly deliverables are defended to committee members for their final approval.

While s/he is not responsible for the final content, the Dean of the Graduate School will review each scholarly delivery for integrity before the Graduate School accepts them.

Photographs and Illustrations

If a candidate includes photographs and/or illustrations, the candidate must be able to embed those into the text of the document. Candidates should follow the guidelines of their discipline. Any variances must have prior approval of the Dean of the Graduate School.

SCHOLARLY DELIVERY FORMAT

If you have chosen to publish your Scholarly Delivery with a journal, please follow the journal’s guidelines for submission. If you have chosen to publish your Scholarly Delivery within the VIREO system at WTAMU, please following the format listed below.

Page Margins

- Left: 1.5" on all pages
- Right: 1" (not justified) on all pages
- All title pages: 2" from the top of the page
- All non-title pages: 1" from the top

Scholarly Delivery Page Numbers

- All page numbers must be centered 1" from the bottom of the page.
- On preliminary pages use lower case roman numbers (i, ii, iii)
- In the body, use Arabic numerals (1, 2, 3, 4, etc.)

Consider the title page to be Roman numeral "i" but do not number it. The first numeral to appear in the scholarly delivery is the Roman numeral "ii" on the signature page which follows the title page. The abstract page and the optional acknowledgements also have Roman numerals. Arabic numerals (1, 2, 3, 4, etc.) begin with the table of contents, should there be one. Pagination of the body of the scholarly delivery will begin with the table of contents page or the first page of the scholarly article. Consecutive Arabic numerals will continue throughout the scholarly delivery, the lists of works and references. Center the numerals one (1) inch above the bottom of the page.

Scholarly Delivery Line Spacing

The body of the scholarly delivery must be double-spaced except for block quotations and the text within a table, illustration, figure, etc. Text in a table, illustration, figure, etc. can be single or double spaced at the discretion of the candidate.

Scholarly Delivery Font and Font Size

Scholarly delivery should be in 12 point Times New Roman Font. Exceptions would be text within tables, figures, illustrations, etc. The text in these should be either 10 or 12 point Times New Roman Font.

A Special Note about Most Word Processors

Candidates should check the margin spacing of the tables, figures, and illustrations. Do not assume that the word processor will always provide one (1) inch margins if you have set that for the Word document template. Sometimes the software will allow parts of large tables to spill into the specified margins.

Equations

Equation numbering and placement is at the discretion of the candidate but must be consistent. Equations must be in 12 point Times New Roman font.

Footnotes/Endnotes

Although footnotes or endnotes can be used at the discretion of the candidate, most educational leadership publications do not use footnotes or endnotes. If used, they can be numbered sequentially (beginning with “1”) throughout the entire scholarly delivery or can begin with a “1” for each separate chapter.

References and Citations

Each scholarly delivery must have a reference section that lists the literature that the candidate cites. Citations include published and unpublished sources. There must be a one-to-one ratio of literature cited in the text and the list of references at the end of the scholarly delivery. (That is, all things cited in the text must be listed in the reference section and everything in the reference section

must be cited in the scholarly delivery). The reference list should be consistent, accurate, complete, and formatted to the style guide's rules.

The number of reference styles is vast. Although candidates can use whatever style their discipline dictates, the references generally should follow these guidelines:

- Consistency in capitalization, punctuation and ordering of information within each citation
- Consistency in the order of citations (alphabetized, alphabetized and numbered or non-alphabetized and numbered)
- Consistency in the use of italics, quotation marks, and bold type
- Volume number and page number of journal articles must be listed
- Publisher and city for books; city for universities, labs, or corporations must be listed
- A date (year) for every citation must be listed
- Sufficient information for retrieval of unpublished material should be present
- Author or entity, title, date, or date accessed and the specific web address for Internet material must be listed
- At least five (5) authors before using "et al." in a multi-authored publication (exception: SPE style uses three (3))
- Consistency in designation of state names (abbreviated or not)
- Consistency in journal names or abbreviations
- Consistency in ordering multiple entries with same first author
- Candidates can use either single spacing within each citation, double spacing between each citation, or double spacing for everything. Generally, the first line of the reference is against the left margin while the second and other lines are tabbed in the same distance as paragraphs (i.e. hanging indentation).

- Text mentions of citations should follow the style of your discipline

Appendix

Appendices are optional. They generally are used for supplementary material. The appendix goes after the reference section. Page numbering continues from the reference section.

Media Files

If you have files other than PDF documents the [VIREO system](#) can accept them, although they will not be linked to the main document. Please consult your adviser or the Graduate School for questions about how to include multimedia or other files with your scholarly delivery.

SCHOLARLY DELIVERY SUBMITTAL AND REVIEW

The first step in submitting the scholarly review is defending the scholarly deliverables and passing the defense. Candidates should work with their chair and their scholarly review committee to arrange for the defense of their scholarly delivery. Once the defense is successful and all required changes (if any) are made to the scholarly deliverables, candidates are ready to prepare and submit the two (2) scholarly deliverables to the Graduate School.

To submit the approved scholarly delivery documents, candidates should convert the scholarly deliverables to PDF format to transmit them to the Graduate School. Most current word processors have the ability to convert documents into PDF format.

If using the VIREO system, a submission software for electronic scholarly delivery, the candidate then uploads the PDF file to the Graduate School using [VIREO](#). If you have trouble, please contact the Dean of the Graduate School. For those candidates who have chosen not to publish their Scholarly Delivery through the WTAMU VIREO system, the Graduate School needs only the signature page and the title page.

Public Availability of the Scholarly Delivery

Scholarly deliverables of candidates graduating from West Texas A&M University may be available via the Internet through the [West Texas A&M University Library](#) and the [WTAMU institutional repository](#) through the [Texas Digital Library](#).

Candidates also need to be aware of the possibility of publishing conflicts if they publish part of their research before they finish their scholarly delivery. West Texas A&M University permits and encourages candidates to independently publish research, even before they finish their degrees. However, when candidates do so, they need to be careful that they do not make any agreements that would prevent West Texas A&M University from publishing their work. Questions about this should be directed to the Dean of the Graduate School.

CORRECTIONS TO THE SCHOLARLY DELIVERY

If candidates carefully follow the instructions in this guide, there should be no corrections needed to the scholarly delivery after they submit the documents to the Graduate School. If the Graduate School requires any corrections, candidates may ONLY make the corrections requested by the Graduate School.

The Graduate School will contact the candidate via email after the scholarly delivery coordinator and/or the Dean reviews the manuscript. The candidate will make any requested changes to the original file, convert the revised document to a new PDF and upload the new PDF through VIREO. A candidate should make the corrections quickly to meet the deadlines of the Graduate School. If a candidate does not make corrections in a timely fashion, graduation may be delayed.

In the event the Graduate School declares a scholarly delivery unacceptable, the Graduate School will return the scholarly delivery to the candidate, the major adviser, and department head with a clear explanation of the deficiencies that need to be addressed.

The Graduate School will review scholarly deliveries in the order received. Candidates should realize that five (5) to ten (10) working days is a reasonable turnaround time for scholarly delivery review. Candidates should plan accordingly.

Signature Page and Abstract

The Graduate School does not require bound paper copies of the two (2) scholarly deliverables. The only paper the Graduate School requires is a title page, signature page, and an abstract. If the candidate would like a bound paper copy of the two (2) scholarly deliverables complete with signature page, the Graduate School and library can help facilitate the process. Candidates may want signed copies for themselves, their loved ones, their department or chairs and the library.

SCHOLARLY DELIVERY FINAL CHECKLIST

1. Chair and Scholarly Delivery committee have approved the two (2) scholarly deliverables
2. The body of each scholarly delivery is double spaced (no more, no less)
3. The two (2) manuscripts have been checked for spelling, grammar and style
4. The references are correct; there is an exact one-to-one match of references at the end and referenced items in the text
5. Margins are correct, including the margins of tables, figures, etc.
6. Page numbers are correct and agree with the Table of Contents, List of Tables, etc.
7. Each title page has a 2" margin from the top
8. All other pages have a 1" margin from the top
9. All tables and figures fit within the margins
10. Photographs (if any) are properly scanned and look professional
11. Everything about the format has been double checked after conversion to PDF

SCHOLARLY DELIVERY SAMPLE PAGES

Educational Administration Quarterly (EAQ) is a premier journal in educational leadership. EAQ uses an electronic submission and review process and accepts manuscripts that are 25-40 pages in length, inclusive of references, tables, and figures. EAQ accepts empirical and conceptual submissions.

For empirical submissions, the journal suggests that the author consult the American Educational Research Association's (AERA) *Standards for Reporting on Empirical Social Science Research* (http://www.sagepub.com/upm-data/13127_Standards_from_AERA.pdf). The American Psychological Association's *Reporting Standards for Research in Psychology* was also recommended.

Structured Abstract for Empirical Manuscripts

A structured abstract should not exceed 250 words, and five (5) key words or phrases should appear after the abstract along with the type of article, empirical or conceptual. To read an example of an empirical abstract, please visit: <http://journals.sagepub.com/doi/full/10.1177/0013161X18785872>

Sections within the empirical structured abstract are:

- Purpose
- Data and Method (e.g. Setting, participants, research design, data collection and analysis)
- Findings
- Implications for Research and Practice

Structured Abstracts for Conceptual Manuscripts

For conceptual papers, the journal encouraged authors to consult AERA's *Standards for Reporting on Humanities-Oriented Research* (http://www.era.net/Portals/38/docs/481-486_09EDR09.pdf) and Watts (2011) (see Watts, R.E. (2011). Developing a conceptual article for publication in counseling journals. *Journal of Counseling & Development*, 89(3), 308-312.

Subheadings for the conceptual manuscript include:

- Purpose
- Proposed Conceptual Argument or Model
- Implications

APA Manual of Style

For Scholarly Delivery articles, the EDLD faculty recommend that the candidate follow the structure within the APA Publication Manual, Sixth Edition.