

**Saint Joseph University of Beirut**

**Faculty of Education**

**PhD Dissertation Guide**  
**Faculty of Education**

**2023-2024**

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## Preface

The PhD journey is a process of self-discovery rich in scientific information. It enhances the researcher's mental capacities, producing new concepts, evoking problems and investigating issues via an empirical and reflective methodology. It contributes to knowledge advancement and eventually defended in front of an academic jury.

This dissertation guide has been devised by the Faculty of Education (Fsedu) at St Saint Joseph University of Beirut (USJ) to assist doctoral candidates throughout their journey from the moment they register until they defend their studies. The guide will support candidates in theory and practice by being the main methodological reference for conducting educational studies. This guide comprises the following chapters.

### **1. The Program of doctoral studies**

- 1.1 The path to a Doctoral degree at the faculty
- 1.2 Doctoral school of human sciences (EDSH)

### **2. Supervision of dissertations**

- 2.1 Dissertation Director's role
- 2.2 PhD candidate's role

### **3. Ethics committee**

- 3.1 Ethics letter to be submitted to the committee
- 3.2 Consent form

### **4. Dissertation proposal**

- 4.1 Dissertation proposal content
- 4.2 Dissertation proposal defense
- 4.3 Dissertation proposal evaluation

### **5. Dissertation structure**

- 5.1 Introduction and the problem statement
- 5.2 Theoretical framework
- 5.3 Research methodology
- 5.4 Presentation of results
- 5.5 Analysis and discussion of results
- 5.6 Conclusion

### **6. Dissertation submission and defense**

- 6.1 Submission and jury members' reports
- 6.2 Appointment of jury
- 6.3 Dissertation defense
- 6.4 Dissertation publication

### **7. Presentation norms**

## 1. Program of doctoral studies

The doctoral program extends over a period of 6 semesters. The candidate has to register every semester in the Fsedu. The candidate cannot suspend his/her registration except after he/she obtains the approval of the Dissertation Director and the Faculty Dean. This can only be done as of the 7<sup>th</sup> semester, supported by the candidate's valid justification for the suspension request.

### 1.1 The path to a doctoral degree at the faculty

- The path to a doctoral degree is made up of 180 credits extended over at least 6 semesters.
- The doctoral candidate must complete 12 credits 6 of which are seminars given at the Faculty, and the other 6 are usually required by the Doctoral School of Human Sciences (EDSH). The remaining credits (168 credits) are devoted for writing the thesis.
- The doctoral candidate submits his/her PhD research proposal at the end of the second semester of his registration in the PhD program
- To renew his/her registration, the doctoral candidate must submit at the end of each semester a signed report to the scientific council at the faculty summarizing his/her research progress. The report should be signed by his /her Director and validated by the Dean of the Faculty

### 1.2 Doctoral school of human sciences

- The Faculty of Education collaborates with the EDSH.
- The 6 credits set by EDSH cover various research activities, such as seminars, conferences, etc. (Please check the EDSH Guide, found on USJ's website, for further details, <https://www.usj.edu.lb/>).
- In case a doctoral candidate decides to suspend their participation in the PhD program, he/she receives an exemption letter from the Dean of the Faculty, which should be submitted to EDSH.
- When the PhD candidate defends their dissertation, a copy of the result and the jury's report will be submitted to EDSH.

## 2. Supervision of dissertations

Each doctoral candidate is appointed a Dissertation Director. The candidate can also receive support from the Research Laboratory Director and/or other professors who are experts in the candidate's particular field of study. Necessary appointments need to be made in advance.

## **2.1 Dissertation Director's role**

- The Dissertation Director guides the doctoral candidate throughout the PhD journey, encouraging the candidate to be autonomous. The Dissertation Director will hold regular meetings with the doctoral candidate.
- The Dissertation Director is an expert in research. He/she unconditionally assists the candidate at both the conceptual and methodological levels. The Dissertation Director will orient the candidate towards choosing appropriate sources at the beginning of their work.
- The Dissertation Director is usually assigned by the Scientific Council after getting the Dean's approval. The Dissertation Director signs a Consent Letter, agreeing to accompany the candidate until the completion of the dissertation.
- The Dissertation Director will send the candidate's research file to the Ethics Committee requesting its approval on the data collection tools of the candidate's dissertation
- The Dissertation Director is in charge of the dissertation's quality. He/she submits a report ensuring that the work is up to the required level to grant the candidate the permission to submit their final draft, after sending a copy of this final draft to the Educational Research Laboratory who will upload it on plagiarism detection software.
- The Director sends a written report to the Scientific Council authorizing his/her student to defend his/her dissertation, and requesting the appointment of the jury committee members.

## **2.2 PhD candidate's role**

- The doctoral candidate works seriously adhering to the timeline that has been set with the Dissertation Director.
- The doctoral candidate submits quality work with regards to the structure, the content, and the language of the dissertation while adhering to the Dissertation Guide.
- The doctoral candidate remains in communication with the Dissertation Director and must abide by his/her directives.
- The doctoral candidate submits at the end of each academic year a progress report signed by his/her Director, for the sake of renewing his/her registration.

## **3. Ethics Committee**

The Dissertation Director will submit a research file for each PhD candidate to the Ethics Committee. The file includes the following.

### **3.1 Ethics Letter**

- An introductory paragraph declaring that the candidate will respect the Ethics' Committees remarks.

- A summary of the research project: general information related to the study, justification for the relevance and choice of the study, and the objective of the study.
- The adopted research methodology: research design, sample (target sample and its population, sampling technique and selection process), data collection method (research instruments). Each instrument is sent in a separate file, including an introductory paragraph (See appendices).
- A copy of the research proposal in Word format

### **3.2 Consent form**

The consent form includes the following:

- Title of the study, names of the persons who might help in data collection, purpose, and modality of participation, clarifying whether their involvement is free of charge, or whether they are getting transportation fees in exchange for their work.
- Participation conditions i.e. selection criteria and the description of the elements that encourage the potential participants to willingly volunteer in the study, respect for the liberty of the participants, information comprehension modalities, possible procedure in case a participant is unable to give voluntary consent.
- Commitment to respect the confidentiality of information.
- The required approvals needed to conduct the study, validated by the concerned authorities

Note: The Doctoral candidate is not allowed to undertake any field work before obtaining a written approval from the Ethics Committee.

## **4. Dissertation proposal**

The dissertation proposal is usually made up of 30 to 35 pages at most. It is usually defended **within 2 semesters** upon the initial registration in the doctoral program.

### **4.1 Dissertation proposal content**

The proposal contains the following.

- Provisional title
- Introduction:
  - ✓ The topic
  - ✓ Background information about the topic
  - ✓ Research problem
  - ✓ Purpose of the study
  - ✓ Research questions
- Theoretical/conceptual framework
- Tentative hypotheses or questions

- Research methodology
- List of references following the latest edition of the American Psychological Association (APA) Style
- Dissertation's provisional plan
- Provisional work timeline

#### 4.2 Dissertation proposal defense

- The dissertation proposal cannot be defended except after the PhD candidate finishes the 6 credits allocated to the seminars that are usually offered by the Faculty. These seminars are offered during the first two semesters of the doctoral program. The Doctoral candidate who fails to defend his/her proposal by the end of the third semester will be dropped from the Doctoral program.
- The director checks the quality of the proposal. Thereupon, he approves the proposal defense via a written report.
- The jury is made up of at least three individuals: the Dissertation Director, Co-director (if need be), Reader, and President of the Jury.
- The director or co-director can not be at the same time the President of the Jury.
- The defense is open to the public and it is usually announced one week ahead of time.
- After the defense, the President of the Jury submits a written and signed report to the administration.
- A copy of the President of the Jury's report, a print copy of the proposal, and an electronic copy of the proposal (on a CD) are submitted to the administration.

#### 4.3 Dissertation proposal evaluation

The candidate should obtain a minimum grade of "good" in order to proceed with their doctoral study. Otherwise, he or she has to modify their proposal as per the jury's comments and defend it within 30 days maximum before proceeding with their registration for the following semester. In case the amended proposal is not approved, the candidate is granted one last chance to register for one more semester.

In case the proposal is not approved when the candidate presents it during the first defense, he or she can register for one more semester to amend their proposal.

<b>18/20</b>	<b>Excellent</b>	<b>The document does not need any modification.</b>
<b>16 - 17 / 20</b>	<b>Very good</b>	<b>The document needs slight modifications</b>
<b>14 - 15 / 20</b>	<b>Good</b>	<b>The document needs major modifications.</b>
<b>12 – 13 / 20</b>	<b>Fair</b>	<b>The document needs drastic changes and it needs to be rewritten.</b>
<b>10 – 11 / 20</b>	<b>Weak</b>	<b>Another defense is needed.</b>

## **5. Dissertation structure (suggested model)**

The dissertation must be made up of 250 to 300 pages, excluding the list of references and appendices. It is divided into 6 parts.

### **5.1 Introduction (comprises the following points ordered at the director and student discretion)**

- Topic introduction: background information, related studies in the field, personal experience....
- Initial question (s)
- Rationale of study
- Significance of study
- Survey of relevant research studies
- Problem statement
- Purpose of study
- Research question and/or sub questions
- Overview of methodology
- Exploratory work: exploratory interviews and observation
- Dissertation structure: summary of the content of the chapters that will follow

### **5.2 Theoretical/conceptual framework (Literature Review)**

- Definitions of concepts and terms
- Identification of the various theories related to the problem statement
- Synthesis/Summary of the various theories that make up the framework
- Relevant empirical studies
- Main theories utilized when discussing results
- Derivation of hypotheses from the theoretical framework and literature review
- Refinement of research questions in light of the theoretical and conceptual framework.
- A summary of what has been discussed to tie the knots between the problem, the theoretical framework, and the research questions and/or hypotheses.

### **5.3 Research methodology**

- Approach and design
- Population/ sample /participants: sampling technique
- Study procedure
- Operational definitions of the variables
- Data collection tools and procedures
- Data analysis techniques
- Ethical considerations

#### **5.4 Presentation and analysis of results**

- Presentation of results, using statistical graphs, visuals, and tables where applicable
- Synthesis of results related to the problem statement and research questions
- Verification of hypotheses and/or addressing research questions

#### **5.5 Interpretation and discussion of results**

- Interpretation of results in relation to relevant theories
- Discussion of the results in relation to previous relevant studies and linking the results to the statement problem

#### **5.6 Conclusion**

- Synthesis: problem statement, discussion, and highlights of the most important points.
- Future suggestions and recommendations

### **6. Dissertation submission and defense**

Before being submitted, the Director of Educational Research Laboratory uploads the dissertation on Turnitin for plagiarism detection. In case the work is plagiarized, the dissertation cannot be submitted.

#### **6.1 Dissertation submission and the reports of the jury members**

- The candidate submits the final dissertation after getting the Dissertation Director's approval, which has to be documented via a written report. This report is emailed to the Research Laboratory Director, confirming that the dissertation can be defended.
- Once the Dissertation Director submits their report, a copy of the dissertation is usually sent to two professors; one of them cannot be an USJ faculty member, and the other must be an expert in the discipline at hand.
- The defense can only take place if the readers' reports are favorable without any reservation, and after appointing the remaining members of the jury
- In case there are comments, the doctoral candidate must take them into consideration and do the necessary changes to the dissertation.
- The readers read the modified dissertation, and release a new report and based on it, the defense date is determined.

#### **6.2 Appointment of the jury**

- The Research Laboratory Director assigns the defense jury. The members of the assigned jury need to be approved by the Dean and the scientific council. The jury is made up of at least 5 members: the President of the Jury, the Dissertation Director (or Dissertation Committee), the Dissertation Co-director (if need be), and the other readers, and a member.

- It is preferable to have a jury member from another discipline to provide an external and objective review of the study.
- Once the readers receive the dissertation, they have ten weeks to read it. If any of them exceeds the deadline, the dissertation is retrieved and sent to another reader.
- To avoid any time delay, once the dissertation is sent to the readers, the other jury members will also receive it.
- During the defense, the President leads the defense and assigns how and when each jury member intervenes in the discussion.
- The President writes the final report, made up of 3 to 4 pages describing the defense session, the suggested jury's recommendations, and the obtained grade and rank. The deadline for submitting the final report is one month from the defense, and copies of it are sent to the candidate, the Head of the administrative council, and the Dean.

### **6.3 Dissertation defense**

- Before the defense takes place, the doctoral candidate has to submit to the Director of the Educational Research Laboratory a CD containing the dissertation's summary (5 to 8 pages), the study's keywords in Arabic, English, and French, and the candidate's article (10 to 15 pages) co-published with the Dissertation Director in a double-blind peer review educational journal. The name of the doctoral candidate appears first followed by the name of the Dissertation Director. The logo of the Educational Research Laboratory should also appear in the article (Appendix F).
- The candidate must fill Shamaa's form, available at the administration, prior to the defense, and then submit it to the Head of the administrative council.
- The Research Laboratory Director sets the date of the defense after consulting with the Dean. The Doctoral School is usually notified of the defense date and the names of the jury members. The defense is a public event and it is usually announced a week ahead of time.
- The defense session starts with the opening word of the President of the Jury, followed by the candidate's 20-minute PowerPoint presentation of the study without being interrupted by the jury members.
- The Director intervenes for 20 minutes, giving comments and asking the candidate questions, receiving answers in return.
- Each of the two readers intervenes for 20 minutes, giving comments and asking the candidate questions, receiving answers in return.
- The member intervenes for 20 minutes, giving comments and asking the candidate questions, receiving answers in return.
- The president intervenes for 20 minutes, giving comments and asking the candidate questions, receiving answers in return.
- The President of the Jury asks the candidate and the audience to leave the conference room. The jury members take 15 minutes to evaluate the study based on a preset rubric (see below). The Dissertation Director doesn't take part in the evaluation process to avoid influencing the other jury members. The President of the Jury is in charge of finalizing the evaluation.

- The jury members approve of grade assigned to content and oral discussion, sign the meeting minutes and submit a copy to the Research Laboratory Director who shares it with Dean.
- The ranks are as such:

<b>Very Distinguished with the jury's felicitation (Unanimously)</b>	The document does not need any modifications with minor editing.
<b>Distinguished</b>	The document needs slight modifications before editing.
<b>Very Good</b>	The document needs major modifications before editing.

- Once the jury has made its decision, the members ask the doctoral candidate and the audience to return to the conference room. The President of the Jury orally announces the jury's decision. A copy of the minutes, signed by the jury members, is shared with the Director of the Doctoral School.
- In case the committee requires modifying the thesis after the defense is over, the candidate has to implement the needed modifications and present them to the president of the jury and his or her Director before obtaining the certificate.
- After the defense is over, the candidate has to provide the Faculty with two copies of the dissertation: a hard copy and an electronic copy on a CD. Moreover, the candidate has to include the jury's comments and the required corrections that have been proposed by the jury members. The candidate has a minimum of 15 days and a maximum of 3 months, as of the defense date, to do the required amendments.

#### 6.4 Dissertation publication

In exceptional cases, the jury can advise the candidate to publish the dissertation. Any authorization to publish has to respect the following.

- Abide by the norms and ethics of the publication process
- Taking the jury's remarks into consideration.
- Adding the following to the published version: "This publication has been written to fulfill the requirements of a PhD study in the following [discipline]; it was defended at [faculty name and university name] on [day, month, year]. The personal opinions represent the author's opinions.
- Depositing a copy of the published dissertation at Fsedu.

Any violation of the above directives is punishable by prosecution.

## 7. Presentation norms

Adhering to the 6<sup>th</sup> / 7<sup>th</sup> edition of the APA Publication Manual published in 2010 and 2020, the following norms have to be followed.

- The dissertation will be typed on white A4-size paper.
- The dissertation is printed only on one side of the sheet (i.e., recto only).
- The font size is 12-point.
- The typeface is Times New Roman.
- The line spacing is 1.5 between all text lines of the dissertation. The space is 1.5 after every line in the title, headings, quotations, references, and figure captions.
- “Indent the first line of every paragraph and the first line of every footnote. For consistency, use the tab key, which should be set at five to seven spaces or ½ inch” (p. 229).
- “Type the remaining lines of the dissertation to a uniform left-hand margin” (p. 229).
- “Do not justify lines; instead, use the flush-left style, and leave the right margin uneven, or ragged” (p.229).
- Start every chapter on a separate page without adding a white sheet before it.
- “Leave uniform margins of at least 1 inch (2.54 cm) at the top, bottom, and right of every page” (p.229); only the left margin is 3 cm for binding purposes.
- “The heading style consists of five possible formatting arrangements, according to the number of levels of subordination. Each heading level is numbered” (p.62); check Appendix B.
- The opening pages are numbered in Roman numerals. The rest of the pages starting with the introduction, are numbered using Arabic numerals.
- Certain pages are calculated but without page numbers; they are the pages with “figures” (p. 229).
- The calculation of the dissertation’s number of pages starts with the first page.
- “The running head is an abbreviated title that is printed at the top of the pages of a manuscript. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages” (p. 229).
- The page number must be typed in the header, on the right side.
- In the footer and on the left side, add the following Fsedu-USJ.
- “Footnotes are used to provide additional content or to acknowledge copyright permission status. A content footnote should convey just one idea” (p.37).”
- “Use double quotation marks to enclose quotations in text. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks” (p. 92). Example of double quotation marks: according to Yurong (2017), « as theories of language and psychology have developed, new teaching approaches and methods have emerged to accompany them” (p.1); or it can be written without integrating the name of the author into the sentence e.g. « as theories of language

and psychology have developed, new teaching approaches and methods have emerged to accompany them” (Yurong, 2017, p.1).

- “In block quotations (40 or more words), do not use quotation marks for the quotation appears as a block on its own” (p.92); further, “start such a block quotation on a new line and indent the block about a half inch from the left margin. The space is 1.5 for the entire quotation, according to USJ. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark” (p.171). See the example below.

Co-presence does not ensure intimate interaction among all group members.

Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event. In these instances, participants are able to see the visible manifestation (Purcell, 1997, pp. 111-112).

- “Many types of figures can be used to present data to the reader. The common types are graphs, charts, maps, and drawings” (p. 151). Moreover, tables are used as well. After the table of contents and on a separate page, a list of tables and figures must be presented. Check Appendix C.
- The title page should be similar to Appendix A.
- The fourth page usually contains the abstract and the keywords (5). “An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly” (p. 25). Its purpose is to attract the reader’s attention. The abstract is made up of 250 words. It is found on a separate page entitled Abstract (centered). “Type the abstract itself as a single paragraph without paragraph indentation” (p. 27). Once the abstract is typed, list the keywords (5) under it.
- Under the English abstract and its respective keywords, type the French version of the abstract with its respective keywords.
- The list of references is usually done according to Appendix D.
- A Commitment Letter has to be written to guarantee that the candidate will not plagiarize. See Appendix E.

**Appendix A: Title page sample**



**UNIVERSITÉ SAINT-JOSEPH  
ECOLE DOCTORALE « SCIENCES DE L'HOMME ET DE LA SOCIÉTÉ »**

**(Faculty)**

*(16 pts, bold)*

**DOCTORATE DISSERTATION**

*(14 pts, bold)*

**DISCIPLINE: [XXXX]**

*(14 pts, gras)*

**SPECIALTY: [XXXX]**

*(14 pts, bold)*

Topic of dissertation: *(14 pts)*

**[Title of Dissertation]**

*(16 pts, bold)*

Presented by *14 pts)*

**[NAME and first name(s) of student]**

*(16 pts, bold)*

Supervised by: *(14 pts)*

**[NAME and first name(s) of Dissertation Director]**

(Title)

*(16 pts, bold)*

*(14 pts for what follows)*

Defense [day] [month] [year]

The Jury is composed of:

[first name complete] [surname]	(Title)	President
[first name complete] [surname]	(Title)	Reader
[first name complete] [surname]	(Title)	Reader
[first name complete] [surname]	(Title)	Member
[first name complete] [surname]	(Title)	Dissertation Director

**Title and address of unit or laboratory of attachment where the dissertation was prepared**  
*(12 pts, bold)*

## Appendix B : Heading style

### Seventh Edition (2.27)

APA Headings	
Level	Format
1	<b>Centered, Boldface, Title Case Heading</b> Text starts a new paragraph.
2	<b>Flush left, Boldface, Title Case Heading</b> Text starts a new paragraph.
3	<i>Flush Left, Boldface Italic, Title Case Heading</i> Text starts a new paragraph.
4	<b>Indented, Boldface Title Case Heading Ending with a Period.</b> Paragraph text continues on the same line as the same paragraph.
5	<i>Indented, Boldface Italic, Title Case Heading Ending with a Period.</i> Paragraph text continues on the same line as the same paragraph.

For example, in a scientific report following APA style, a report contains three sections: Method, Results, and Discussion. Each of these sections starts with level 1 headings:

### Methods (Level 1)

**Site of Study** (Level 2)

**Participant Population** (Level 2)

*Teachers* (Level 3)

*Students* (Level 3)

### Results (Level 1)

**Spatial Ability** (Level 2)

*Test One* (Level 3)

**Teachers with Experience.** (Level 4)

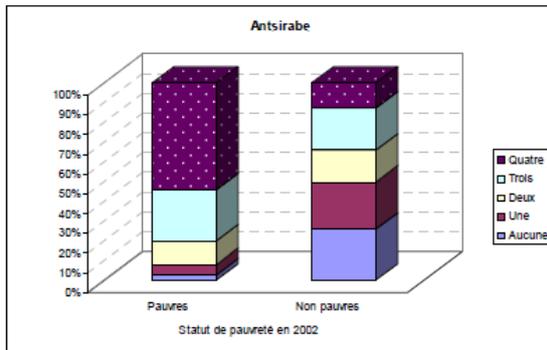
**Teachers in Training.** (Level 4)

*Graduate Teaching Assistants.* (Level 5)

*Test Two* (Level 3)

**Kinesthetic Ability** (Level 2)

## Appendix C: How to present figures and tables



**Figure 1** Statut de pauvreté en 2002 selon le nombre de périodes passées en situation de pauvreté de 1998 à 2001, observatoire d'Antsirabe

**Tableau 1** Indices FGT et test de différence de pauvreté sur les évolutions temporelles Observatoires d'Antsirabe et de Marovoay, 1998-2002

	Incidence $\alpha = 0$			Intensité $\alpha = 1$			Inégalité $\alpha = 2$			N <sup>3</sup>
	P <sub>0</sub>	$\sigma^1$	$\eta^2$	P <sub>1</sub>	$\sigma^1$	$\eta^2$	P <sub>2</sub>	$\sigma^1$	$\eta^2$	
<i>Antsirabe</i>										
1998	0,60	0,49	—	0,24	0,26	—	0,13	0,18	—	597
1999	0,67	0,47	-2,57*	0,27	0,25	-1,81	0,14	0,17	-1,14	599
2000	0,75	0,44	-5,48*	0,35	0,28	-7,27*	0,20	0,21	-6,90*	600
2001	0,68	0,47	-3,09*	0,29	0,26	-3,46*	0,16	0,18	-2,87*	600
2002	0,66	0,47	-2,26*	0,29	0,27	-3,18*	0,16	0,19	-3,00*	599
<i>Marovoay</i>										
1998	0,46	0,50	—	0,14	0,20	—	0,06	0,11	—	552
1999	0,50	0,50	-1,34	0,17	0,21	-2,02*	0,07	0,12	-1,79	519
2000	0,35	0,48	3,60*	0,10	0,17	4,06*	0,04	0,10	3,28*	519
2001	0,20	0,40	9,68*	0,05	0,13	9,50*	0,02	0,07	7,34*	516
2002	0,24	0,43	7,70*	0,05	0,13	8,70*	0,02	0,07	7,35*	518

Note : (1)  $\sigma$  représente l'écart type associé à la mesure de la pauvreté ; (2)  $\eta$  est la statistique du test de nullité des différences de pauvreté (Kakwani, 1990). Si la valeur absolue de  $\eta$  est supérieure à 1,96 (signalé par \*), la différence de moyenne entre les deux classes est significative; seuls sont présentés les tests de différence de moyenne par rapport à l'année 1998; (3) N est l'effectif de classe.

Source : A partir des données du Réseau des Observatoires Ruraux de Madagascar

## Appendix D: How to write the APA list of references<sup>1</sup>

- ✓ Because one purpose of listing references is to enable readers to retrieve and use the sources, reference data must be correct and complete.
- ✓ Each entry usually contains the following elements:  
Author, year of publication, title, and publishing data.
- ✓ In a title, only the first letter of the first word is capitalized. In case there is a colon (:) in the title, also the first letter after the colon gets capitalized, plus, proper nouns if found in title.
- ✓ If a source is written by more than 1 author, the same logic applies i.e. if a work is written by two, three, four, five, or more authors, their family names and initials appear in the same order that they appeared in on the article, and the & sign is usually added before the last author's name which is followed by the year of publication etc...
- ✓ Arrange entries in alphabetical order by the surname of the first author followed by initials of the author's given name (the examples that follow were not listed in alphabetical order).

### ● **Book:**

Family name, initial/s. (year of publication). *Title of book in italics*. Publisher's name.  
Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. Taylor & Francis.

### ● **E-Book:**

Family name, initial/s. (year of publication). *Title of book in italics*. URL.  
O'Keefe, E. (2011). *Egoism & the Crisis in Western values*.  
<http://www.onlineoriginals.com/showitem.asp?itemID=35>.

### ● **Book chapter:**

Family name, initial/s. (year of publication). Title of chapter. In initial. Editor/s family name (Ed.), *Title of book in italics* (page numbers). Publisher's name.  
Haybron, D.M. (2008). Philosophy and the science of well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). Guilford Press.

### ● **Reference book:**

Family name, initial/s. (Ed.). (year of publication). *Name of reference in italics*. Publisher's name.  
VandenBos, G.R. (Ed.). (2007). *APA dictionary of psychology*. American Psychological Association.

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<sup>1</sup> For further types of references, you can always visit [www.apastyle.org](http://www.apastyle.org)

● **Online reference work, no author or editor:**

Title. (n.d. means no date). *Title of reference in italics* (edition number if available). URL.  
Heuristic. (n.d.). *In Merriam-Webster's online dictionary* (11<sup>th</sup> ed.). <http://www.m-w.com/dictionary/heuristic>.

● **Journal Article:**

Family name, initial/s. (year of publication). Title. *Name of Journal in italics, volume number in italics* (issue number not in italics), page number/s. URL.  
Sillick, T., & Schutte, N. (2006). Emotional intelligence and self-esteem. *E-Journal of Applied Psychology*, 2 (2), 38-48. <http://ojs.lib.swin.edu.au/index>

● **Journal Article with Digital Object Identifier (DOI):**

Family name, initial/s. (year of publication). Title. *Name of Journal in italics, volume number in italics* (issue number not in italics), page number/s. URL  
Herbst-Damm, K.L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. <http://doi:10.1037/0278-6133.24.2.225>

● **Online Magazine Article:**

Family name, initial/s. (year of publication, month). Title. *Name of Journal in italics, volume number in italics* (issue number not in italics), page number/s if found. URL.  
Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of Research. *Monitor on Psychology*, 39(6). <http://www.apa.org/monitor/>

● **Online Newspaper Article:**

Family name, initial/s. (year of publication, month day). Title. *Name of Journal in italics, volume number in italics* (issue number not in italics), page number/s if found.  
URL.  
Brody, J.E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. <http://www.nytimes.com>.

● **Unpublished thesis or dissertation:**

Author, initial/s. (2014). *Title of doctoral dissertation or master's thesis in italics* [Unpublished doctoral dissertation or master's thesis]. Name of institution.  
Harris, L. (2014). Instructional leadership perceptions and practices of elementary school leaders [Unpublished doctoral dissertation]. University of Virginia.

● **Doctoral Dissertation from the Web:**

Family name, initial/s. (year of publication). Title in italics [Doctoral dissertation, Name of University]. URL.

Miranda, C. (2019). *Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development* (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT  
Open. <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>

● **Conference paper abstract retrieved online:**

Family name, initial/s. (year of publication, month). *Title in italics*. Paper presented at...., URL.

Liu, S. (2005, May). *Defending against business crises*. Paper presented at the Seventh International Conference on Enterprises. [http://www.iceis.org/iceis2005/abstracts\\_2005](http://www.iceis.org/iceis2005/abstracts_2005).

● **Video:**

Name of producer (Producer). (year of publication). *Title of video in italics* [DVD]. Available from...

American Psychological Association (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

## Appendix E

### The introductory paragraphs of tools

#### *Research Questionnaire*

*Study title:*

*Dear dear*

*You are invited to participate in a research project concerning .....  
This is a study conducted by ..... (email:-----, tel.:- -----),  
currently studying ..... at the faculty of Educational Sciences of the University  
Saint Joseph (USJ), under the supervision of Dr. -----(email:-----  
, tel.:- -----).*

*This project has been approved by the USJ Ethics Committee.*

*Your participation in this survey is voluntary. By participating in this study, you  
are doing us a great service and you will allow us to learn more about -----  
----- . This questionnaire respects your anonymity and the  
content of your answers will be treated with the strictest confidentiality.*

*You are free to answer any or all of these questions.*

*Thanks in advance for your time.*

#### **N.B. If the questionnaire is electronic:**

*If you agree to participate in the study, you can click on the "I ACCEPT" box  
below to be directed to the questionnaire.*

*Otherwise, you can click on "I DO NOT ACCEPT" and you will be returned to  
the home page.*

## Continued - Appendix E

### Online questionnaire

#### PLEASE NOTE

1/ Remember that these templates must be customized to fit each situation.

2/ In the highlighted parts below, try to **REWRITE** rather than copy the content of your protocol. The language must be adapted to the audience.

(...) *“I am inviting you to participate in a research project called ----- and it involves ---  
-----.”*

(...) *“By participating in this study, you are providing great help and will allow us to learn more  
about -----.”*

\*\*\*\*\*

#### ONLINE QUESTIONNAIRE

*Research Questionnaire*

*Name of the study:*

*Dear Sir / Madam,*

*My name is----- and I am a/an ----- student, at the Faculty of-----  
---- at Saint-Joseph University of Beirut (USJ), working under the supervision of Dr.-----  
(email:-----, tel.:-----).*

*I am inviting you to participate in a research project called ----- and it involves -----  
-----.*

*This study has been approved by the USJ Ethics Board.*

*Your participation in this survey is **completely voluntary** and all questions are optional*

*By participating in this study, you are providing great help and will allow us to learn more about ----  
-----.*

*This survey is **anonymous** and your answers will be held **strictly confidential**. You are free to answer  
one or none of these questions.*

*Thank you in advance for your time.*

*Should you agree to participate in the study, you can click on the “I AGREE” box below to be directed  
to the questionnaire. Should you not agree, you can click on “I DO NOT AGREE” and you will be  
returned to the home page.*

## Continued - Appendix E

### BY PHONE

*Hello Sir / Madam,*

*My name is----- and I am a/an ----- student, at the Faculty of-----  
---- at Saint-Joseph University of Beirut (USJ), working under the supervision of Dr.-----  
(email:-----, tel.:-----).*

*I am inviting you to participate in a research project called ----- and it involves -----  
-----.*

*This study has been approved by the USJ Ethics Board.*

*Your participation in this survey is **completely voluntary** and all questions are optional*

*By participating in this study, you are providing great help and will allow us to learn more about -----  
-----.*

*This survey is **anonymous** and your answers will be held **strictly confidential**. You are free to answer  
one or none of these questions.*

*Thank you in advance for your time.*

*If you agree to participate in the study, you may answer my questions now. If you do not agree, you can  
end this conversation.*

## Continued - Appendix E

### FOR AN INTERVIEW

*Hello Sir / Madam,*

*My name is----- and I am a/an ----- student, at the Faculty of-----  
---- at Saint-Joseph University of Beirut (USJ), (email:-----, tel.:-----), working under the  
supervision of Dr.----- (email:-----, tel.:-----).*

*I am inviting you to participate in a research project called ----- and it involves -----  
-----.*

*This study has been approved by the USJ Ethics Board.*

*Your participation in this interview is **completely voluntary** and all questions are optional*

*By participating in this study, you are providing great help and will allow us to learn more about -----  
-----.*

*This survey is **anonymous** and your answers will be held **strictly confidential**. You are free to answer  
one or none of these questions.*

*Thank you in advance for your time.*

*If you agree to participate in the study, you may answer my questions now. If you do not agree, you can  
end this conversation.*

## **Appendix F: Commitment Letter sample**

I the undersigned -----, certify that I am consciously aware that all forms of plagiarism are a violation of copyrighter's rights. As such, I assert that I did not plagiarize from any document; additionally, I affirm that I have obtained all the legal authorizations for the reproduction of images, extracts, figures, and tables; moreover, I will document (add in-text-citations) and reference all the sources that I have used in this dissertation.

Signature:

## **Appendix G: The candidate's article**

The candidate's article (10 to 15 pages) co-published with the Dissertation Director in a double-blind peer review educational journal.

The name of the doctoral candidate appears first followed by the name of the Dissertation Director. **The logo of the Educational Research Laboratory** should also appear in the article:

First name, father's initial, surname of the doctoral student, first and last name of the Dissertation Director, Educational Research Laboratory, Faculty of Education, Saint-Joseph University of Beirut, Beirut, Lebanon.