

Frequently Asked Questions

Q – *Should I include the survey or scale that I used for my study in the appendices?*

A - Copyrighted material should not be included in the appendices without permission. Authors of survey instruments often give permission to *use* a survey in a study but not necessarily to *include* it in the dissertation manuscript. Forms, questionnaires, test instruments, and documents that you produced for the study should be included in the appendix section. Refer to the *Publication Manual of the American Psychological Association* for additional information relating to appendix material and to the Fischler School's *Format Guide for the Applied Dissertation* for format requirements.

Q – *Should I be concerned with issues pertaining to copyright?*

A- Yes, in general, every student is responsible for ensuring that the doctrine of fair use under the U.S. copyright law is observed. The author of an applied dissertation is responsible for ensuring that the use of any previously copyrighted material in the manuscript beyond fair use has the written permission of the copyright owner. In general, fair use allows an author to quote excerpts from copyrighted work if the excerpts do not constitute a major portion of the original work and if a full reference with a citation is included in the text. Purchased tests or measurement instruments should never be included without specific and written permission from the copyright owner. When in doubt, seek permission. For additional information pertaining to copyright, see *Copyright Law & Graduate Research* by Kenneth D. Crews (<http://www.umi.com/en-US/products/dissertations/copyright/>).

Q – *I submitted a letter to the IRB from the individual providing approval for me to conduct research in a school or organizational system. Should I include this in the appendices?*

A- No, do not include this letter anywhere in the dissertation. The letter is kept on file at the IRB office.

Q – *How should I refer to my school, agency, or organization in the dissertation where I'm conducting research?*

A – Refer to the setting in general terms (e.g., “the research was conducted at a high school in south Georgia”). When referring to a school or organization do not use pseudo names, such as “School A” and “University X.”

Q – *Should I cite documents from internal sources at my work setting?*

A – No, do not cite the information in a formal manner. Only refer to the school or organization using general descriptions within the text.

Q – *What should I write in the dissertation's abstract?*

A – Refer to section 2.04 of the *Publication Manual of the American Psychological Association* for a description of appropriate content and to the Fischler School's *Format Guide for the Applied Dissertation* for format requirements.

Q – *Does the dissertation title require specific content or a particular number of words?*

A – Refer to section 2.01 of the *Publication Manual of the American Psychological Association* for guidelines pertaining to a concise and fully explanatory title. The manual's word-length recommendation (12 words or fewer) is intended mainly for manuscript's submitted to journals; the dissertation title may be slightly longer.