

# Scholarly Delivery Guide

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

by Staff of the Graduate School

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## INTRODUCTION

The following information summarizes 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 chairs 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.

### Scholarly Delivery vs Dissertation

Before we begin, a discussion about the intent of a Ph.D. and an Ed.D. 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. 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. Rather the dissertation has recommendations for further study.

However, some Ed.D. programs wanted a terminal document or capstone project that was oriented toward the working professional. The concept of scholarly delivery evolved for professional

doctorates whose focus is on applying theories or conceptual frameworks and knowledge in an effort to solve real-world problems. For the Ed.D. in Educational Leadership at WTAMU, the concept of scholarly delivery will be met by passing a qualifying exam (QE) and creating two research papers or a research paper and a capstone project 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.

Like a dissertation, a scholarly delivery in a research paper format is a scholarly document. Length is a difference between the two, as is intent. 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. A scholarly delivery in a research paper format is not so long a 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.

The scholarly delivery also offers the possibility of capstone projects. The empirical article upon consultation with the chair/committee could instead become an innovative capstone project that the committee approves, such as a software program, a documentary, or a capstone that, in some way, addresses a practitioner problem. Criteria for capstone projects include but are not limited to the following: a) the project must be of benefit to practitioners, b) the project must involve research as well as creativity, c) the project must be written up as a “publish-ready” document.

The final scholarly delivery can be as long as a dissertation when the components of that document are put together. Those components, known as scholarly deliverables, could include the systematic review/literature review, the case study article, and an empirical article that is publish-ready, but that does not need to be published to fulfill the qualifications for graduation.

## Terminology

A word about terminology in the Ed.D. program. “Scholarly delivery” is a word that refers to the final document that a candidate will produce at the end of the program. This is the document that is submitted to the Graduate School and which can be bound and displayed on a bookshelf. “Scholarly deliverables” are the articles or articles and capstone that make up the scholarly delivery. At WTAMU we have one more change that is not the norm. We call our doctoral students “candidates” from the first day of their enrollment in the Ed.D. In traditional dissertation programs, that word describes students who have passed the QE as passing that exam qualifies them for candidacy in the program. Not so at WTAMU. We require that candidates pass the QE before they advance to the final requirements, but we address students as candidates from their first day in the program.

## WRITING THE SCHOLARLY DELIVERY

The scholarly delivery should be an independent, professional effort finished under the supervision of the faculty. In their scholarly deliverables, 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 equal to someone with a doctorate degree. In their scholarly deliverables that are in article format, 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 deliverables 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.

If a candidate chooses to construct a capstone project instead of the empirical article, the candidate must construct a written proposal and a written artifact that explains the capstone project in detail, and that illustrates the richness of the endeavor. This written artifact about the capstone project

will be considered a scholarly deliverable and will be included in the final scholarly delivery. Each scholarly deliverable, whether in article format or a written artifact about the capstone initiative, should read as a publish-ready research paper with continuity from abstract to conclusion and recommendations. Unless a candidate's committee chair/discipline dictates otherwise, each scholarly deliverable will have only one abstract and one reference section.

The systematic review or the traditional review, if included, will also have only one abstract and one reference section. The length of each scholarly deliverable will vary, but the empirical article should be between 25 to 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 each 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](http://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 a) steal and pass off (the ideas or words of another) as one's own; b) to use (another's production) without crediting the source, c) to commit literary theft, d) 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.

## Procedures

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 in the semester that the QE is explained and in each subsequent semester until the dean of the graduate school has accepted the scholarly delivery. Candidates on an assistantship must register for one 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 second 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 up to five candidates. Assistant professors can co-chair scholarly delivery with tenured professors.

The candidate's chair will help the candidate select his or her two member scholarly delivery committee, including a faculty member who is a subject matter expert and one methodologist, who will guide the candidate through the reasoning of choosing a particular methodology, executing it, and vote along with the rest of the committee to approve the final product or not. The director of the Ed.D. and the college Dean can make exceptions, if necessary.

### Proposal, IRB, and Defenses

The candidate will write a QE and pass the QE in order to conduct further research. That QE can be either a systematic review or a lengthy review of the literature around the candidate's framing concepts. After the QE is passed, the candidate will edit and polish the case study article as that case study article will be part of the candidate's final defense. The candidate will then turn their attention to the final scholarly deliverable. The first step is to write a proposal outlining that final scholarly deliverable.

### Proposal

The candidate will submit and defend a research proposal for the second scholarly deliverable to the doctoral committee. The chair and the committee must approve the proposal, regardless of whether that research is a capstone project or an empirical article before the candidate can submit an IRB or conduct research. At this time, the candidate will receive guidance on the need for Institutional Review Board (IRB) approval if the candidate and committee agree that approval is necessary for the

proposed research. The candidate should note that if research is subject to IRB review, then no data can be collected until the IRB committee approves the research protocol. Before any data is collected, the candidate and the 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 if this exception is approved. If the IRB is required but not approved, the candidate will make any and all recommendations for change until the IRB is approved.

## Oral Defenses

There are two oral defenses in the candidate's journey to the Ed.D. The first, as discussed above, is an oral defense of the proposal, be it for an empirical article or a capstone project. This oral defense in front of the entire committee (chair, committee member, and methodologist) must take place prior to submission for IRB approval. The candidate and the committee will work together on modifications until the committee is satisfied that the proposal is exemplary, and the candidate is approved to seek IRB approval if required, to conduct the research, and to write the article or the capstone artifact.

The second oral defense is the final oral defense in which the candidate orally defends their empirical article or capstone innovation and the case study article before the entire committee. Candidates and chairs are urged to follow this article, "Some Tips for Virtual Defenses" by Jayson Richardson and John Pijanowski, which can be found on the UCEA website at this link: [www.ucea.org/2020/04/27/tips-virtual-defenses-jayson-richardson-john-pijanowski/](http://www.ucea.org/2020/04/27/tips-virtual-defenses-jayson-richardson-john-pijanowski/) The candidate will make any, and all recommendations for change from the entire committee before the chair will allow the document to be submitted for the scholarly delivery.

## Graduate School Requirements

Upon completion of the scholarly delivery, the Graduate School requires four documents: a hard copy of your final scholarly delivery approval letter(s) from the applicable research committee(s), a title page, signature page, and abstract for that scholarly delivery. This is important because **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 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: <https://www.wtamu.edu/research/compliance-safety-resources/academic-and-research/index.html>

Additionally, you may contact the Academic and Research Environmental Health and Safety (AR-EHS) office at 806.651.2270 for further information.

## University Research Committee Descriptions

You may view a complete list of committee members online at <https://wtaccess.wtamu.edu/committees/>. The top three are explained below. For this Ed.D. your primary concern will be with the Institutional Review Board. While we do not expect any of our candidates to conduct research with animals or biosafety hazards, which could become a possibility, so we have included those research compliance committee descriptions as well.

- *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](http://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](http://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](http://www.wtamu.edu/ibc).

### Final Scholarly Review Deadlines

Each semester, the Graduate School posts when dissertations and scholarly deliveries are due. Candidates should consult the Graduate School Calendar for those deadline dates.

The Graduate School recommends that nine weeks before graduation, the preliminary draft of the entire scholarly delivery should be turned in to the candidate's chair. Five 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.

The director of the Ed.D. program within the COESS suggests that the final oral defense of the final composite scholarly delivery occur no later than the month of September or very early in October, which should allow ample time for extensive edits if extensive edits are needed. Candidates may schedule their oral defense earlier than that if the chair and the committee agree to do so.

## SCHOLARLY DELIVERY SUBMITTAL AND REVIEW

Once the final oral defense is successful, and all required changes (if any) are made to the articles, candidates are ready to prepare and submit the documents for the scholarly delivery. Those documents include one systematic review/literature review if the candidate desires to include that item which is recommended for those candidates who wish to secure a position as a professor in the next ten

years, and two scholarly deliverables, the case study article and the empirical article about their final research project to the Graduate School.

To submit the approved scholarly delivery, candidates should convert the document to PDF format for 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. More about formatting the VIREO submission can be found later in this guide.

### Deadlines of Scholarly Delivery

The scholarly delivery submission is to be submitted by or on the academic calendar deadline to the Graduate School Associate Dean for review and approval. Those required four items for the Graduate School are: a) The defense results from the candidate's chair stating they passed their scholarly delivery defense. b) The title page, abstract, and signature page submitted to Graduate School with all required signatures (except for the GS Dean's). c) Final grades for all classes submitted to the Registrar's office for pending scholarly delivery classes. d) The final Graduate School submission document, that scholarly delivery with all the required scholarly deliverables.

### Components of the Scholarly Delivery

The scholarly delivery document the candidate submits to the Graduate School must be in a PDF format and have: a) A title page. b) An overall abstract. c) A signature page with all required signatures (except for GS Dean). d) The systematic review or literature review complete with its own title page (per APA 7 requirements), abstract, keywords, content and references. e) The case study article complete with its own title page (per APA 7 requirements), abstract, keywords, content, and references. f) And an

empirical article or capstone complete with its own title page (per APA 7 requirements), IRB approval form, abstract, keywords, content, and references. This document is submitted via the VIREO system, details of which can be found later in this guide.

### Formatting of Title Page and Signature Page

The title page of the final composite scholarly delivery must be formatted to specifics found within the Scholarly Delivery Guide. 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. The signature page must also be formatted correctly, and that template can also be found within the Scholarly Delivery Guide under the section on sample pages. Signatures can be obtained digitally through Adobe Acrobat Pro 2017 or other software that will allow digital signatures.

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.

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.

Once all corrections are made, the 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.

### 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 lines long, the top line of the title should contain more characters. In addition, if the title is more than one line, the lines should be single-spaced. One inch down from the title centered should be “by” followed by the name of the candidate double-spaced beneath the word “by.”

One 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 Signature Page

The signature page must have all signatures in place except for the Graduate School Dean’s signature, which will be the last one added. This is the template for the Signature page.

Signature Page Components for Final Composite Scholarly Delivery

Approved:

[Chair, Scholarly Delivery Committee] [Date]

[Member, Scholarly Delivery Committee] [Date]

[Methodologist, Scholarly Deliver Committee] [Date]

[Director of the Ed.D. program] [Date]

[Department Head/Direct Supervisor] [Date]

[Dean, Academic College] [Date]

[Dean, Graduate School] [Date]

## Scholarly Delivery Major Section Titles and Format

The Graduate School recommends following the style of your field of study. The Ed.D. in Educational Leadership follows the American Psychological Association, APA 7th 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 for submission requirements to that journal. Those submission requirements can be followed for the second empirical scholarly delivery.

### Abstract

Each of your scholarly deliverables, whether it be two or three, 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 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 the conclusions of the study.

The scholarly delivery abstract, which comes after the title page, simply states what the document itself contains. That abstract might read something like this: This document contains a systematic review or a literature review which reviews (insert the literature that the candidate has chosen to focus on). The first scholarly deliverable demonstrates the candidate's ability to teach (insert research focus sentence here plus how EDLD master's and doctoral candidates would benefit from this case study). The second scholarly deliverable demonstrates the candidate's ability to perform research (insert research focus sentence and results of the study). As long as the abstract follows general guidelines of what an abstract is then specifics can vary.

## 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.

## 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 document 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 to ten working days is a reasonable turnaround time for scholarly delivery review. Candidates should plan accordingly.

## 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.

## Graduate School Requirements

The Graduate School does not require a bound paper copy of the final composite scholarly delivery. 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 final composite scholarly delivery complete with the 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.

## HOW TO GET HELP

To review, the Graduate School needs the following by the published deadline:

- 1) Final copy of scholarly delivery submitted to the Associate Dean for review and approval
- 2) Defense results from student's chair stating they passed their scholarly delivery defense
- 3) Title page, abstract, and signature page submitted to Graduate School with all required signatures

(except for the GS Dean's)

- 4) Final grades submitted to the Registrar's office for pending scholarly delivery classes

Should you require additional help, the first contact for all issues concerning research is the director of the doctoral program or if a candidate has a chair, 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](mailto: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](mailto:rpjesky@wtamu.edu)

## VIREO ORGANIZATION AND FORMAT

While VIREO is not a requirement for graduation, publication of the scholarly delivery on the WTAMU website is something that each Ed.D. candidate should discuss with his or her chair. And if the candidate wants a bound copy of the final scholarly delivery, the following formatting structure will prove helpful. Prior to beginning the formatting of the VIREO submission, the chair and the candidate should contact that associate dean at the Graduate School to ascertain that requirements have been met.

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 to include:

1. Title page
2. Signature page
3. Abstract
4. IRB approval page
5. Acknowledgements (optional)
6. Table of Contents for the two to three scholarly deliverables that comprise the scholarly delivery.

### SCHOLARLY DELIVERY FORMAT for VIREO

If you have chosen to publish your Scholarly Delivery within the VIREO system at WTAMU, please follow 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 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 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.

## 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 for books;, 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, and the specific doi or web address for Internet material must be listed
- At least five authors before using “et al.” in a multi-authored publication (exception: SPE style uses three)
- Consistency in the designation of state names (abbreviated or not)
- Consistency in journal names or abbreviations
- Consistency in ordering multiple entries with the same first author
- Candidates can use 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 FINAL CHECKLIST for VIREO

1. The candidate has passed the QE and the candidate has passed the final oral defense of the two scholarly deliverables
2. The body of the document is double spaced (no more, no less)
3. The manuscript has been checked for spelling, grammar, and style
4. The references are correct; there is an exact one-to-one match of references used within each document at the end and the referenced items in the text. In other words, the Scholarly Delivery will contain three reference tables, one for each of the three documents presented as a requirement for the Ed.D.
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

Following this page are several examples of what your final document should look like. The document should include a title page, abstract, acknowledgments, signature page, followed by the scholarly deliverables, each with its own title page, abstract, content, and reference pages. Those scholarly deliverables should be in this order, 1) systematic review or literature review, 2) case study and 3) the research paper.

Sample Title Page

EXPLORING THE FRAMING CONCEPT OF DECISION MAKING WITH PRINCIPALS AS MY SUBJECTS  
AND THE PRINCIPAL PRACTICES THAT LEAD TO A CULTURE OF TRUST

by

J. L. Franklin

A SCHOLARLY DELIVERY

Submitted in Partial Fulfillment of the Requirements for the Degree Educational Doctorate

Major Subject: Educational Leadership

West Texas A&M University

Canyon, Texas

December 2021

## Sample Abstract

This final composite scholarly delivery examines the framing concept of decision making through three different artifacts. Each artifact has its own title page, abstract, keywords, content, and references. The first artifact, a review of the literature, is a (insert systematic review or traditional review of research) on decision making. The second artifact is a case study that can be used for teaching doctoral or master's candidates in the field of educational leadership. This article was written as a submission to the *Journal of Cases in Educational Leadership*. The third artifact is an empirical study of decision making and principals and the biases that prevent principals from creating a culture of achievement for all students.

## Sample Acknowledgements

The author would like to thank her chair and committee members for their help and guidance.

This scholarly delivery is dedicated to my family for their love and support and encouragement through my degree.

## Sample Signature Page

Approved:

[Chair, Scholarly Delivery Committee] [Date]

[Member, Scholarly Delivery Committee] [Date]

[Methodologist, Scholarly Delivery Committee] [Date]

[Director of the Ed.D. program] [Date]

[Department Head/Direct Supervisor] [Date]

[Dean, Academic College] [Date]

[Dean, Graduate School] [Date]

## Sample Table of Contents

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(What follows are generic categories that any literature review might have, and they should be formatted according to APA 7<sup>th</sup>. They are meant as an example, not as a template to follow as some Ed.D. candidates will write a systematic review and others will write a traditional literature review.

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#### APA Manual of Style

For Scholarly Delivery articles, the EDLD faculty recommend that the candidate follow the structure within the APA Publication Manual, 7th Edition.