



## Guidelines for Formatting the Empirical Research Scholarly Deliverable

In partial fulfillment of the Scholarly Delivery requirement of the WTAMU Ed.D. program in Educational Leadership, under the guidance and direction of their scholarly delivery committees, doctoral candidates must engage in their own empirical research that culminates in a publish-worthy manuscript formatted for submission to the [Educational Administration Quarterly](#) (EAQ). The EAQ is a noted and respected journal of the University Council for Educational Administration (UCEA) that publishes prominent empirical and conceptual articles focused on timely and critical leadership and policy issues of educational organizations.

### General Submission Guidelines

The EAQ general [manuscript submission guidelines](#) are as follow:

- ✓ 25 to 40 pages in length, inclusive of references, tables, and figures  
With the limited number of pages allowed, journal white space is precious. Conciseness and clarity are of the utmost importance (see Section 4.4 of the APA manual). Every single word must pull its weight!
- ✓ Follow 7<sup>th</sup> ed. APA style, including organization of structure, reference formatting, table and figure formatting, in-text citing, etc.
- ✓ Typed, double spaced, Times New Roman 12-point font

*Note:* The Graduate School requires two deviations from 7<sup>th</sup> ed. APA style formatting. First, the left-hand margin must be set at 1-1/2 inches for binding purposes. Due to this requirement, the empirical scholarly deliverable *may be up to 48 pages in length*. Second, the page numbers must be in the bottom center of each page footer.

### Reporting Standards

For empirical submissions, EAQ directs researchers to employ the American Educational Research Association's (AERA) [Standards for Reporting on Empirical Social Science Research](#) and the American Psychological Association's (APA) [Reporting Standards for Research in Psychology](#) (also located in the JARS section of the 7<sup>th</sup> ed. APA manual).

### Organizational Structure

Although most professional journals abide by the 7<sup>th</sup> ed. APA organizational structure of manuscripts, many often have minor deviations specific to the journal. Journal specifications in structure and format will always trump APA or any other professional formatting guidance. In some instances, EAQ requires minor deviations from the standard APA structure. Moreover, the WTAMU Graduate School also requires minor deviations (as addressed in the note in the General Submission Guidelines section). Consequently, the organizational structure of your final manuscript, suitable for the final scholarly delivery submission to the Graduate School, is

expected to be formatted accordingly. Since EAQ requires authors to abide by AERA and APA reporting standards, references are provided via hyperlink to justify guidance for the organizational structure of your manuscript in accordance with the methodological approach to your study as organized in the tables that follow. The major levels of manuscript organization, pursuant to APA requirements, following the title page, are Introduction, Method, Results, and Discussion.

## Title Page

The basic format and subheadings for title pages are outlined in the table that follows for the three methodological approaches.

Quantitative	Qualitative	Mixed Methods
<p><b>Title</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA</a> 8, 8.1)</p> <ul style="list-style-type: none"> <li>Identify variables under investigation and relationships between them.</li> <li>Identify populations studied.</li> </ul> <p><b>Author Identification</b> (<a href="#">EAQ</a>) Name, contact information, biographical statement.</p> <p><b>Abstract</b> (<a href="#">EAQ</a>; <a href="#">AERA</a> 8, 8.2) 250 words max including section headings</p> <ul style="list-style-type: none"> <li>Purpose</li> <li>Research Methods/Approach</li> <li>Findings</li> <li>Conclusions &amp; Implications</li> </ul> <p><b>Keywords</b> (<a href="#">EAQ</a>) 5 keywords or phrases and indication of type of article (empirical, conceptual)</p> <p>Refer to Sections 2.3 – 2.10 and 3.1 – 3.3, and 3.5 of the APA manual for additional guidance.</p>	<p><b>Title</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA</a> 8, 8.1)</p> <ul style="list-style-type: none"> <li>Identify key issues / topic under consideration.</li> </ul> <p><b>Author Identification</b> (<a href="#">EAQ</a>) Name, contact information, biographical statement.</p> <p><b>Abstract</b> (<a href="#">EAQ</a>; <a href="#">AERA</a> 8, 8.2) 250 words max including section headings</p> <ul style="list-style-type: none"> <li>Purpose</li> <li>Research Methods/Approach</li> <li>Findings</li> <li>Conclusions &amp; Implications</li> </ul> <p><b>Keywords</b> (<a href="#">EAQ</a>) 5 keywords or phrases and indication of type of article (empirical, conceptual)</p> <p>Refer to Sections 2.3 – 2.10 and 3.1 – 3.3, and 3.14 of the APA manual for additional guidance.</p>	<p><b>Title</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA</a> 8, 8.1)</p> <ul style="list-style-type: none"> <li>Identify key variables / issues / topics / relationships / populations under consideration.</li> <li>Refrain from using strictly qualitative or strictly quantitative words in title.</li> </ul> <p><b>Author Identification</b> (<a href="#">EAQ</a>) Name, contact information, biographical statement.</p> <p><b>Abstract</b> (<a href="#">EAQ</a>; <a href="#">AERA</a> 8, 8.2) 250 words max including section headings</p> <ul style="list-style-type: none"> <li>Purpose</li> <li>Research Methods/Approach</li> <li>Findings</li> <li>Conclusions &amp; Implications</li> </ul> <p><b>Keywords</b> (<a href="#">EAQ</a>) 5 keywords or phrases and indication of type of article (empirical, conceptual)</p> <p>Refer to Sections 2.3 – 2.10, 3.1 – 3.3, and 3.18 of the APA manual for additional guidance.</p>

## Introduction

Introduce your work in three to five paragraphs to orient the reader to the research and to place some parameters around the work that you have designed. These paragraphs should quickly lead into the applicable subheadings in the table that follows.

Quantitative	Qualitative	Mixed Methods
<p><b>Problem</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA 1, 1.2, 1.5</a>)</p> <ul style="list-style-type: none"> <li>• Statement of problem and its importance, rationale, scope and contribution to knowledge.</li> <li>• Research question(s) if applicable.</li> </ul> <p><b>Review of Literature</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA 1, 1.3 – 1.4</a>) Succinct review of relevant scholarship including criteria used for its inclusion in the study and rationale for orientation.</p> <p><b>Hypothesis, Aims, Objectives</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA 1, 1.1-1.2, 1.5</a>) Although the structure may vary, aims and objectives or purpose of the study and the distinct hypothesis statements should be clearly stated.</p> <p><i>Note</i> that despite the order presented in this table, a review of EAQ articles reveals that authors typically switch the order of Review of Literature and Hypothesis, Aims, and/or Objectives as applicable in their published works.</p> <p>Refer to Sections 2.11 and 3.4 – 3.5 of the APA manual for additional guidance.</p>	<p><b>Research Problem or Questions</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA 1, 1.1-1.2, 1.5</a>)</p> <ul style="list-style-type: none"> <li>• Frame the problem or question and its context.</li> </ul> <p><b>Review of Literature</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA 1, 1.3 – 1.4</a>) Review, critique, and synthesize applicable literature to clarify barriers, gaps, and needs.</p> <p><b>Objectives, Aims, Goals</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA 1, 1.1-1.2, 1.5</a>) Although the structure may vary, aims/objectives/goals/purpose of the study should be clearly stated specific to the target audience and stating rationale for fit of design.</p> <p><i>Note</i> that despite the order presented in this table, a review of EAQ articles reveals that authors typically switch the order of Review of Literature and Hypothesis, Aims, and/or Objectives as applicable in their published works.</p> <p>Refer to Sections 2.11, 3.4 and 3.13 of the APA manual for additional guidance.</p>	<p><b>Research Problem and/or Questions</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA 1, 1.1-1.2, 1.5</a>)</p> <ul style="list-style-type: none"> <li>• Statement of problem and its importance, rationale, scope and contribution to knowledge.</li> <li>• Frame the problem or question and its context.</li> </ul> <p><b>Review of Literature</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA 1, 1.3 – 1.4</a>) Succinct review, critique, and synthesis of relevant scholarship, clarifying barriers, gaps, and needs justifying inclusion in the study and rationale for orientation and/or fit of design.</p> <p><b>Hypothesis, Aims, Objectives</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA 1, 1.1-1.2, 1.5</a>)</p> <ul style="list-style-type: none"> <li>• State 3 types of research objectives / aims / goals: quantitative, qualitative, and mixed methods and order goals to reflect the type of mixed methods design used.</li> </ul> <p><i>Note</i> that despite the order presented in this table, a review of EAQ articles reveals that authors typically switch the order of Review of Literature and Hypothesis, Aims, and/or Objectives as applicable in their published works.</p> <p>Refer to Sections 2.11 and 3.4 – 3.5 of the APA manual for additional guidance.</p>

## Method

Introduce the method section with a brief description of the path from the problem and/or RQ statement, purpose, relevant scholarship, and broad description of participants that leads to the research design selection and description – starting broadly (e.g., quantitative, qualitative, mixed methods) and narrowing in more tightly on the actual design (e.g., descriptive, causal-comparative, correlational, phenomenology, case study, grounded theory, ethnography, etc.). Justify why the method selected is appropriate to the problem or research question(s). Describe your method in explicit detail – to the level that another researcher could use it as an instructional guide to replicate your research.

Quantitative	Qualitative	Mixed Methods
<p><b>Research Design</b> (<a href="#">AERA 2.1-2.2</a>)</p> <ul style="list-style-type: none"> <li>• Clear logic of inquiry tracing the path from the problem and/or RQ statements to the design selected for use.</li> <li>• Identify and describe the design, and provide rationale for its applicability.</li> </ul> <p><b>Participants</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA 3, 3.1, 4, 4.1-4.3, 4.5</a>)</p> <ul style="list-style-type: none"> <li>• Inclusion / exclusion</li> <li>• Participant characteristics</li> <li>• Population and sample</li> <li>• Measures and covariates</li> </ul> <p>-----</p> <p><i>Note:</i> Use <a href="#">APA JARS-Quant Decision Flow Chart</a> to supplement <a href="#">APA JARS Quant</a></p> <p>-----</p> <p><b>Data Collection</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA 3, 3.2</a>)</p> <ul style="list-style-type: none"> <li>• Data collection procedures</li> <li>• Instrumentation</li> <li>• Masking</li> </ul> <p><b>Data Analysis</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA 5, 5.1-5.10</a>)</p> <ul style="list-style-type: none"> <li>• Psychometrics</li> <li>• Conditions and design</li> <li>• Data diagnostics</li> <li>• Analytic strategy</li> </ul> <p>Refer to Sections 2.11 and 3.5 – 3.6 of the APA manual for additional guidance.</p>	<p><b>Research Design</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA 2.1-2.2</a>)</p> <ul style="list-style-type: none"> <li>• Clear logic of inquiry tracing the path from the problem and/or RQ statements to the design selected for use.</li> <li>• Summarize research design, approaches to inquiry, and rationale for appropriateness of design.</li> </ul> <p><b>Participants</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA 3, 3.1, 4, 4.1-4.2, 4.4-4.5</a>)</p> <ul style="list-style-type: none"> <li>• Researcher description</li> <li>• Participants or other data sources</li> <li>• Researcher-participant relationship</li> <li>• Recruitment</li> <li>• Participant selection</li> </ul> <p><b>Data Collection</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA 3, 3.2</a>)</p> <p>Data collection / identification procedures</p> <p><b>Data Analysis</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA 5, 5.1-5.5, 5.11-5.14</a>)</p> <ul style="list-style-type: none"> <li>• Data analytic strategies</li> <li>• Methodological integrity</li> </ul> <p>Refer to Sections 2.11 and 3.13 – 3.14 of the APA manual for additional guidance.</p>	<p><b>Research Design</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA 2.1-2.2</a>)</p> <ul style="list-style-type: none"> <li>• Clear logic of inquiry tracing the path from the problem and/or RQ statements to the design selected for use.</li> <li>• Explain the need for mixed methods in light of research goals, and describe the mixed methods design – quantitative and qualitative</li> </ul> <p><b>Participants</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA 3, 3.1</a>)</p> <ul style="list-style-type: none"> <li>• Researcher description</li> <li>• Participants or other data sources</li> <li>• Sampling or selection</li> <li>• Recruitment</li> </ul> <p><b>Data Collection</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA 3, 3.2, 4, 4.1-4.5</a>)</p> <p>Data collection / identification procedures</p> <p><b>Data Analysis</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA 5, 5.1-5.14</a>)</p> <ul style="list-style-type: none"> <li>• Devote sections to quantitative and qualitative analysis.</li> <li>• Validity, reliability, and methodological integrity</li> </ul> <p>Refer to Sections 2.11 and 3.18 of the APA manual for additional guidance.</p>

*Note:* The title page, introduction, and method comprise the research proposal.

## Results

This section is a factual display and explanation of the results from implementing the method described in the previous section. Do not weigh in with your opinion or interpretation of your findings. Stick to the presentations of unbiased findings only and save the interpretation for the discussion section.

Quantitative	Qualitative	Mixed Methods
<p><b>Create Subsections Appropriate to the Results</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA</a> 5, 5.1-5.10, 7.1-7.4, and 8.3)</p> <ul style="list-style-type: none"> <li>• Participant Flow</li> <li>• Recruitment</li> <li>• Statistics and Data Analysis</li> </ul> <p>Refer to Sections 2.11, 3.7, (and 3.9 – 3.12 as applicable) of the APA manual for additional guidance.</p>	<p><b>Create Subsections Appropriate to the Findings/Results</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA</a> 5, 5.1-5.5, 5.11-5.14, 7.1-7.4, and 8.3)</p> <p>Refer to Sections 2.11 and 3.13 of the APA manual for additional guidance.</p>	<p><b>Create Subsections Appropriate to the Findings/Results</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA</a> 5, 5.1-5.14, 7.1-7.4, and 8.3)</p> <p>Refer to Sections 2.11 and 3.18 of the APA manual for additional guidance.</p>

## Discussion

This is the section where everything culminates and connections are made. A clear logic of inquiry connects the research problem, research questions, hypotheses, relevant literature, demographic information, presentation and interpretation of outcomes, new knowledge and understandings gained, and implications for further research, policy, theory, and/or practical applications.

Quantitative	Qualitative	Mixed Methods
<p><b>Create Subsections Appropriate for Discussion</b> (<a href="#">APA JARS Quant</a>; <a href="#">AERA</a> 2.1, 6, 6.1-6.3, 7.1-7.6, and 8.3)</p> <p>Common subsections are:</p> <ul style="list-style-type: none"> <li>• <b>Summary</b></li> <li>• <b>Conclusions</b></li> <li>• <b>Limitations</b></li> <li>• <b>Implications</b></li> </ul> <p>Containing the following information:</p> <ul style="list-style-type: none"> <li>• Support of original hypothesis</li> <li>• Similarity of results</li> <li>• Interpretation</li> <li>• Generalizability</li> <li>• Implications</li> </ul> <p>Refer to Sections 2.11 and 3.8 of the APA manual for additional guidance.</p>	<p><b>Create Subsections Appropriate for Discussion</b> (<a href="#">APA JARS Qual</a>; <a href="#">AERA</a> 2.1, 6, 6.1, 6.3, 7.1-7.6, and 8.3)</p> <p>Common subsections are:</p> <ul style="list-style-type: none"> <li>• <b>Summary</b></li> <li>• <b>Conclusions</b></li> <li>• <b>Limitations</b></li> <li>• <b>Implications</b></li> </ul> <p>Containing the following information:</p> <ul style="list-style-type: none"> <li>• Contributions</li> <li>• Similarity of results</li> <li>• Strengths and limitations</li> <li>• Transferability</li> <li>• Ethical dilemmas</li> <li>• Implications</li> </ul> <p>Refer to Sections 2.11 and 3.16 of the APA manual for additional guidance.</p>	<p><b>Create Subsections Appropriate for Discussion</b> (<a href="#">APA JARS Mixed</a>; <a href="#">AERA</a> 2.1, 6, 6.1-5.14, 7.1-7.6, and 8.3)</p> <p>Common subsections are:</p> <ul style="list-style-type: none"> <li>• <b>Summary</b></li> <li>• <b>Conclusions</b></li> <li>• <b>Limitations</b></li> <li>• <b>Implications</b></li> </ul> <p>Containing the following information:</p> <ul style="list-style-type: none"> <li>• Hypothesis</li> <li>• Contributions</li> <li>• Similarity of results</li> <li>• Strengths and limitations</li> <li>• Generalizability/Transferability</li> <li>• Ethical dilemmas</li> <li>• Implications</li> </ul> <p>Refer to Sections 2.11 and 3.18 of the APA manual for additional guidance.</p>

## **References**

Refer to sections 2.12 and 9-11 of the APA manual for guidance on inclusion and formatting of references.