DOCTOR OF PHILOSOPHY IN
INFORMATION STUDIES

DISSERTATION MANUAL

ACADEMIC YEAR 2018-2019

PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE
C.W. POST CAMPUS
LONG ISLAND UNIVERSITY

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1.0 WHAT IS A DISSERTATION?

A dissertation is an extended written treatise, in which the author exposits original research results and interpretations of a unique investigation. At base, the dissertation is an essay that demonstrates excellence in scholarly ability, intellectual acuity, and erudition. The dissertation stands as the culmination of the degree of Doctor of Philosophy. A dissertation in Information Studies must add substantively to understanding in the discipline. To qualify for the Ph.D., a dissertation must:

- Be demonstrably original work.
- Be the student's own work.
- Never have been previously submitted for college credit or used for any other academic purpose.
- Never have been published, including on the Internet (see below).
- Demonstrate mastery of written, standard American English.
- Deal with a topic sufficiently important to be approved by the dissertation committee; the methodology must be efficacious and acceptable to the dissertation committee.

Students are encouraged to consult:

1.1 PRINT OR MULTIMEDIA?

Palmer School dissertations must be written and printed. Printed copies must be supplied for the dissertation committee; after acceptance, two printed copies must be deposited in the library. In addition, students may choose, to make their dissertations available electronically, but only after final approval by the dissertation committee. Students are cautioned that placing material on the Internet constitutes publication, and that dissertations must not have been published prior to being submitted to the dissertation committee.

Audio or visual presentations may be incorporated into the dissertation as supporting materials.

2.0 TOPICS AND PROCESS

2.1 TOPICS

Topics should be important to the discipline of Information Studies. Students' proposals should demonstrate the importance of the topic.

Confidential or secret topics are not permitted.
Students may conduct research involving human subjects only with the permission of the campus Institutional Review Board (IRB). Forms may be obtained from LIU IRB at http://www.liu.edu/About-LIU/Administrative-Departments/Academic-Affairs/Institutional-Review-Board. Acceptance by the IRB must accompany dissertations.

2.2 DEVELOPING THE DISSERTATION PROPOSAL

Developing a dissertation proposal is a collaborative process that begins with the student and his or her major advisor, and eventually involves a committee of faculty members. The goal of this collaborative process is to define a research problem and methodology in such a way that the student can complete the dissertation successfully.

Following passing of the comprehensive exams, students may submit a dissertation proposal. Proposals should be developed in close conjunction with the students' major and external advisors. In the course of developing a proposal three other professors must be identified to serve on the dissertation committee. Committee members must hold an earned doctorate. Three members of the committee must hold appointments within the Palmer School. No more than two committee members may be from outside Long Island University. The student will be responsible for any costs associated with participation by faculty from outside the Palmer School.

The student’s major advisor acts as the supervisor of the entire dissertation process and coordinates all communications between the parties engaged in this process.

Developing a dissertation proposal involves the following steps:

1. The student should discuss potential research areas with his or her major advisor. The student will be asked to conduct a preliminary literature review to place the potential topic within the wider world of relevant scholarship.
2. When the major advisor agrees that the potential topic is suitable for a dissertation, the student will work with the major advisor to draft the dissertation proposal.
3. The major advisor will review the first draft and subsequent drafts until he or she is satisfied with the proposal. The major advisor must approve the proposal before it is circulated to other dissertation committee members.
4. The student sends the proposal to the external advisor and other three committee members. Once again, the proposal may go through additional drafts before it is approved by the external advisor and other three committee members. Each committee member will communicate his or her approval to the major advisor.

2.3 CONTENTS OF THE PROPOSAL

It is expected that once approved, the proposal will constitute the basis for the beginning chapters of the dissertation. Therefore the proposal must include:

- An informative abstract not to exceed 350 words in length.
- A succinct statement of the problem under investigation, including its importance to the discipline.
• A literature review of relevant research.
• Research questions and/or hypotheses if appropriate.
• Operational definitions of variables.
• Scope and limitations of the study.
• A specific methodology and justification.
• Sample data-gathering implements, if appropriate.
• A statement identifying potential analytical methods and expected results.

2.4 DEFENSE OF THE PROPOSAL

The proposal defense is the defining moment in the development of the dissertation. Scrutiny will be rigorous. The student is responsible for copying and submission of the proposal to all members of the dissertation committee.

The major advisor together with the student will be responsible for scheduling the defense of the proposal. The suggested timeline for the proposal defense preparation is as follows:

• 7 weeks before the target defense date, the student sends the first draft proposal to the full committee.
• 5 weeks before the target defense date, the student receives comments from the committee members.
• 4 weeks before the target defense date, the student sends the second draft to the full committee.
• 2 weeks before the target defense date, each committee member sends comments to the student and affirms by signing the Proposal Defense Readiness Form or by emailing to the student that he or she is "ready to proceed to the defense".
• 1 week before the target defense date, the student makes final changes, print hard copies of the proposal if requested, and get the copies to the committee in advance of the defense.

After all five members of the dissertation committee indicate that the proposal is ready for defense, the student will send the signed “Proposal Defense Readiness Form” or their readiness messages as a batch to the Director of the Doctoral Program for approval. Upon approval by the Director of the Doctoral Program, the form or readiness email messages will be sent to the Director of the Palmer School.

The defense of a dissertation proposal will be chaired by the major advisor. All five members of the committee must be present in person or by phone for the defense. The proposal defense is open to the public, and students are encouraged to advertise the time and place of their defenses, so that the widest possible audience might attend to consider the topic and methodology proposed.

Defense of the proposal is essentially an oral exam, of the student, by the dissertation committee. The student is expected to demonstrate comprehensive knowledge of the topic and methods being proposed. Audio-visual presentations will not be permitted. The defense will begin with a brief summary by the student of the topic and methods, not to exceed ten minutes.
Members of the committee will examine the student in the following order:

- The major advisor;
- The external advisor;
- The other three committee members.

Each examiner is permitted fifteen minutes of questioning. Guests are permitted questions, at the discretion of the committee chair.

Following discussion, the student is excused (as well as any guests) and the committee in executive session must move and vote to affirm the acceptance of the proposal. The decision to accept or reject requires a simple majority. The “Proposal Approval Form” must be signed by all present and retained in the student's files.

In the event substantive alterations are required for acceptance of the proposal, formal acceptance will be withheld pending revision of the proposal manuscript. When the committee determines that substantive corrections are complete, acceptance will be signified by filing of the “Proposal Approval Form”. Students are advised not to proceed with the execution of the research until acceptance of the proposal has been formalized. Finally, students are required to forward the title and abstract to the Director of the Doctoral Program for posting to the school’s website.

3.0 COMPLETED DISSERTATIONS

3.1 CONTENTS OF THE COMPLETED DISSERTATION

In addition to the materials required for the proposal, a finished dissertation must include

- **FRONT MATTER:**
  - A title page identifying the title, the author, the degree sought, and the date of submission (see sample page at section 6.0)
  - A new informative abstract, not to exceed 350 words in length.
  - A list of keywords that describe the dissertation's subject matter and methodology.
  - A complete table of contents.
  - A complete list of all tables.
  - A complete list of all figures.

- **BODY OF THE DISSERTATION**
  - All the chapters in the proposal plus an updated methodology chapter.
  - A full description of all results.
  - Analysis of all results, including interpretation and relating results to other, and prior research.
  - Conclusions, limitations, and suggestions for further study.
  - A complete list of works cited.
  - A glossary of terminology, if necessary.
  - Appendices as appropriate.
3.2 FORMAT

Students must select and employ consistently the author-date style approved by the latest edition of the *Chicago Manual of Style.* (Online at http://www.chicagomanualofstyle.org/home.html) A student's curriculum vitae may be appended at the end, but is not required. Indexes are encouraged but not required.

4.0 DEFENSE OF DISSERTATION

4.1 SUBMISSION OF THE COMPLETED DISSERTATION

1. The major advisor will review the first draft and subsequent drafts until he or she is satisfied with the dissertation. The major advisor must approve the dissertation before it is circulated to other committee members.
2. The student sends the dissertation to the external advisor and other committee members. Once again, the dissertation may go through additional drafts before it is approved by the external advisor and other committee members. Each committee member will communicate his or her approval to the major advisor.

4.2 DEFENSE OF A SUBMITTED DISSERTATION

The major advisor together with the student will be responsible for scheduling the defense of the dissertation. The suggested timeline for the dissertation defense preparation is as follows:

- 7 weeks before the target defense date, the student sends the first draft dissertation to the full committee.
- 5 weeks before the target defense date, the student receives comments from the committee members.
- 4 weeks before the target defense date, the student sends the second draft to the full committee.
- 2 weeks before the target defense date, each committee member sends comments to the student and affirms by signing the Dissertation Defense Readiness Form or by emailing to the student that he or she is "ready to proceed to the defense".
- 1 week before the target defense date, the student makes final changes, print hard copies of the dissertation if requested, and get the copies to the committee in advance of the defense.

After all five members of the dissertation committee indicate that the dissertation is ready for defense, the student will send the signed “Dissertation Defense Readiness Form” or their readiness messages as a batch to the Director of the Doctoral Program for approval. Upon approval by the Director of the Doctoral Program, the form or readiness email messages will be sent to the Director of the Palmer School.

The dissertation defense will be chaired by the major advisor. All five members of the committee must be present in person or by phone for the defense. The dissertation defense is open to the public, and students are encouraged to advertise the time and place of their defenses,
so that the widest possible audience might attend to hear the results of the research.

Defense of the dissertation is essentially an oral exam, of the student, by the dissertation committee. The student is expected to demonstrate exhaustive knowledge of the topic and of the analytical methods employed in the dissertation research. Audio-visual presentations will not be permitted. The defense will begin with a brief summary (not to exceed ten minutes) by the student of the topic, methods and results.

Members of the committee will be permitted to examine the student in the following order:

- The major advisor;
- The external advisor;
- The other three professors participating.

Each examiner is permitted fifteen minutes of questioning. Guests are permitted questions, at the discretion of the major advisor.

**4.3 APPROVAL OF A DEFENDED DISSERTATION**

Following the discussion, the student is excused (as well as any guests). The committee in executive session must move and vote to affirm the acceptance of the dissertation, using the following resolution (which must appear, signed, on the “Dissertation Approval Form” accompanying the final dissertation, see section 6.0):

"We move the acceptance of this dissertation; we certify that it satisfies the requirements for the conferral of the degree of Doctor of Philosophy in Information Studies."

The committee must vote to approve by a simple majority. The Director of the Doctoral Program and Director of the Palmer School will sign when a majority has approved.

**4.4 CORRECTIONS**

No corrections or other substantive alterations will be permitted following acceptance of the dissertation. When the committee determines that substantive corrections are necessary, acceptance will be withheld pending submission of a revised document.

**5.0 ACCEPTED DISSERTATIONS**

**5.1 DEPOSIT REQUIREMENTS**

Accepted dissertations must be accompanied by a “Dissertation Approval Form” signed by all members of the dissertation committee, the Director of the Doctoral Program, and the Director of the Palmer School, certifying that the dissertation meets the requirements for the degree of Doctor of Philosophy in Information Studies.

**One unbound copy for deposit in the library must be submitted to the Director of the**
Palmer School together with the original signed “Dissertation Approval Form” within two weeks following defense of the dissertation or at least five days prior to graduation.

The copy for deposit should be printed on 100% acid-free rag-content paper.

5.2 COPYRIGHT

Students are reminded that according to the copyright law copyright is manifest in a document once it is given concrete expression, but that copyright protection is the responsibility of the owner. Therefore, students are encouraged to submit proper forms to the Library of Congress' Copyright Office (including submission of two printed copies). Alternatively, students may choose to dedicate their work to public use.

In either case, a statement should appear in the preliminaries of the dissertation. One of the following statements should appear:

- This dissertation is dedicated to public use; copying and reprinting are encouraged.
- ©2018 John Doe; All rights reserved.

5.3 PROQUEST DISSERTATION & THESES

In order to widely disseminate their dissertation research, students can upload their formatted dissertations directly to ProQuest Dissertations and Theses @ LIU (see the option for Submitting Your Dissertation to ProQuest at http://liu.cwp.libguides.com/c.php?g=45813&p=3454721). ProQuest also provides more information and answers frequently asked questions about dissertation submission at https://www.proquest.com/products-services/dissertations/submit-a-dissertation.html. There is no cost to the student for the basic electronic publication and deposit with ProQuest.

Students can still opt to have their dissertations bound in hard copy by the library. Contact Jamani Hawkins at Jamani.Hawkins-El@liu.edu or 516-299-2874 for further information about binding dissertations.

5.4 COMPLIMENTARY COPIES

Students are advised that it is considered appropriate and polite to supply copies of the final dissertation to any scholars who might have participated in its development, as well as to those working in the same area of the discipline. Certainly anyone named in the acknowledgments should receive a complimentary copy of the final dissertation.
6.0 SAMPLE PAGES AND FORMS

- Title Page
- Table of Contents
- List of Tables
- List of Figures
- Proposal Defense Readiness Form (p. 14)
- Proposal Approval Form (p. 15)
- Dissertation Defense Readiness Form (p. 16)
- Dissertation Approval Form (p. 17)
Coenzyme Fluorescence Responses of Yeast and Hybridoma Cultures to Induced Metabolic Transitions

A Thesis
Submitted to the Faculty
of
Long Island University
by
Steven Anthony Siano
in partial fulfillment of the requirements for the degree
of
Doctor of Philosophy
June 2001
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PROPOSAL DEFENSE READINESS FORM

STUDENT NAME: __________________________ (Print) Student ID# __________________

Title of Dissertation Proposal: ____________________________________________________
(Attach Abstract)
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We certify that this dissertation proposal is ready for defense.

COMMITTEE MEMBERS

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Distribution:
Student File (original)
Director, Palmer School
Committee Members
Director, Doctoral Program
# PROPOSAL APPROVAL FORM

STUDENT NAME: ____________________________(Print)  Student ID# __________________

Title of Dissertation Proposal:  
(Attach Abstract)

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We certify that this dissertation proposal has been accepted.

## COMMITTEE MEMBERS

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Doctoral Program Director

Director, Palmer School

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Committee Members  
Doctoral Program Director
Palmer School of Library and Information Science

DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

Dissertation Defense Readiness Form

STUDENT NAME: __________________________ (Print) Student ID # __________________

Title of Dissertation: __________________________________________

(Attach Abstract)

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We certify that this dissertation is ready for defense.

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Doctoral Program Director

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Director, Palmer School
Committee Members
Director, Doctoral Program

16
Palmer School of Library and Information Science

DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

Dissertation Approval Form

STUDENT NAME: __________________________ (Print) ID#_____________________

Title of Dissertation: ________________________________________________
(Attach Abstract)

Committee Members

We move the acceptance of the dissertation; we certify that it satisfies the requirements for the conferral of the degree of Doctor of Philosophy in Information Studies.

Name                  Signature                  Date

Chair

External Advisor

_____________________________ ________________________  ___

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Doctoral Program Director

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Director, Doctoral Program

Director, Palmer School