**TITLE IN CAPITAL LETTERS**

by

NAME IN CAPITAL LETTERS

Degree 1 (complete title), Name of Institution

Degree 2 (complete title), Name of Institution

A Dissertation Submitted to the Graduate Faculty of

Saint Mary's University of Minnesota in Partial Fulfillment of the

Requirements for the Degree

DOCTOR OF BUSINESS ADMINISTRATION

MINNEAPOLIS, MINNESOTA

© Year

Student's Name

**COMMITTEE APPROVAL AND RECOMMENDATION**

Having read the dissertation entitled [*Dissertation Title, italicized*], authored by doctoral candidate, [Candidate’s Name], and having been present for the final defense of this dissertation held on [Date], we hereby recommend that this dissertation be accepted by Saint Mary’s University of Minnesota toward the fulfillment of the dissertation requirements of the Doctor of Business Administration degree:

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[Academic Rank]

**ACKNOWLEDGEMENTS**

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**DEDICATION**

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**ABSTRACT**

Begin your text here without an indentation. Read about the content and formatting of abstracts in Section 2.09, which begins on p. 38 of your APA manual. See an example of an abstract on p. 50 of the manual.

Chapter 1
Problem To Be Investigated

Research Problem Description

Begin text here…

Delimitation of the Problem

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Limitations of the Problem

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Research Assumptions

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Research Questions

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Sub-Questions

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Hypothesis One

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Hypothesis Two

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Hypothesis Three

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Hypothesis Four

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Variables

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Measures of Variables

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Justification for the Research

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Why It Is Important to Address This Problem

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Contributions to Knowledge and Practice

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Role of the Researcher

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Definition of Terms

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Term

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Chapter 2
Review of the Literature

Heading 2

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Heading 3

 The Level 2 heading is bold, left-aligned, and title case. Use Level 2 headings to

subdivide Level 1 headings.

***Heading 4***

 The Level 3 Heading is bold, italic, and title case.

 **Heading 5*.*** The Level 4 Heading is bold, indented 0.5 inches, title case,

, and is followed by a period.

Chapter 3
Methodology

Description of the Research Design

Begin text here…

Population

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Sample

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Sampling Method

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Sample Size

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Procedures

[Answer what, where, when, and how…]

Instruments

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Description

Begin text here…

Justification

Begin text here…

Reliability

Begin text here…

Validity

Begin text here…

Coding and Analysis

Description

Begin text here…

Justification

Analysis will generate answers to these questions (reword, taken from Maxwell).

Design Validity

Begin text here…

Ethical Issues

Begin text here…

Planning

[What safeguards are incorporated into the design of the study to protect the rights of human subjects/organization?]

Subject Risk

[What steps are taken to minimize or eliminate risk to the subjects/organization?]

Researcher Responsibility

[How will the subjects/organization be notified that the study is for research purposes and that they have the choice of not participating?]

Notification

[How will the subject/organization consent form be thoroughly reviewed?]

**CHAPTER 4**

 **RESULTS**

Heading 1

Begin text here…

If using tables and figures to present data, refer to Chapter 7 of the APA Manual for instructions and examples. Key guidelines include the following:

* “In the text, refer to tables and figures by their number (e.g., “As shown in Table 1, the demographic characteristics”; “…of the results of the testing (see Table 3).
* Tables and figures that are not essential to the text may be included in the appendices.
* If a table or figure is being reprinted or adapted from another source, include a copyright attribution in the table or figure note; permission may be required (see sections 12.14 to 12.18 of the APA Manual for additional information on copyright and permission).

Chapter 5
Discussion

Implications of the Findings

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Recommendations for Practice

Begin text here…

Limitations of the Study

Begin text here…

Recommendations for Future Research

Begin text here…

References

[Enter first APA citation here. To place them in alphabetical order, you can: 1) Highlight all of your citations; 2) Select the AZ button from the ribbon above.]

Appendix

Appendix Title

 In the appendices, include supplemental material that will help readers to understand the study. Examples of material suitable for an appendix include tests, inventories, and instructions to participants.

 If the dissertation has one appendix, label it “Appendix”; if there is more than one appendix, label each with a capital letter (e.g., “Appendix B”). For additional guidance, see pp. 41-42 of the APA Manual.