

Concept Paper Headings Worksheet

Higher Education Leadership – Florida Atlantic-2025

Below are some of the headings for a concept paper. There are others, of course, but these are basic elements. Use this as a template to begin outlining your concept paper... building on the Dissertation Worksheet. Refer to the texts for useful information about how to frame your narrative in each of the headings areas.

- Prefer to the concept paper narrative document posted on the web.
- 15-25 page paper is usually necessary to recruit committee members.
- Always date your concept paper; give it a title “Concept paper”
- Always name your file (First name, Last name, NAME OF PAPER (concept paper draft)_YEAR.MONTH.DAY).

Headings:

1. Title page (name of your study, your name, date, always put DRAFT)
2. Abstract (one or two paragraphs summarizing your study)
3. Background (needed to understand your passion and understand that you have studied the literature)
4. Purpose of the Study
5. The Problem Statement
6. Research Question(s)
7. Limitations (and scope of the study)
8. Significance (who cares?)
9. Conceptual or Theoretical Framework (lens you are using to approach your study)
10. Methodology (how you are going to answer the research questions)
11. Variables (define them)
12. Define your terms
13. Summary
14. Timeline

Note:

- The **Concept Paper** is the first step toward a **Prospectus Paper** (chapters 1 & 2).
- After the **Qualifying Exam (Prospectus Exam)**....Write the **Proposal Paper** (chapters 1, 2, & 3) for the **Dissertation Proposal Defense**.
- The next step is data collection, writing **Chapters 4 & 5** followed by a **Dissertation Defense!**