

GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY

Section 1: MANUAL FOR THE PREPARATION OF PSY.D. DOCTORAL DISSERTATIONS

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INTRODUCTION

Students often underestimate the time required to complete a dissertation. The process usually requires at least two years from the initial exploration of an idea to its successful completion. The following guidelines are intended to assist GSAPP students in the planning and completion of the dissertation:

1. The first step for all students should be taking the online course and exam provided by the Institutional Review Board (IRB). This course is called the Human Subjects Certification Program of the Office of Research and Sponsored Programs. The course and exam require about four hours. Students are advised to complete this course as early as possible during their years at GSAPP.

2. From their first year in the program, many students find it helpful to begin talking to professors and other students about possible topics and ideas. Papers for courses as well as practicum experiences provide important opportunities to explore areas of interest. For some students, the dissertation is an opportunity to develop a career direction.

3. Before committing to a dissertation topic, students should choose a dissertation chairperson. (See Policy on Dissertation Chair & Committee).

In order to choose a chair:

a) Students should speak with several faculty members about the faculty members' research ideas and interests, ongoing projects, and available data. Some of the best dissertations have resulted from a student's joining a professor's research team.

b) Dissertation abstracts are filed in the GSAPP main office. Students should use these to identify dissertations of interest and then see the Student Services Coordinator to sign out particular dissertations.

c) In their second year, students may take one of the Dissertation Courses. They may also explore quantitative methodologies in their statistics courses, qualitative and pragmatic case designs in Dan Fishman's courses and program evaluation in Charlie Maher's course. Theoretical dissertations are another option that can be explored.

4. **It is most expeditious if you have a Dissertation and topic and are working on your dissertation by the middle of the second semester of the second or third year.** Once a Chair is chosen, the dissertation chair and the student should then collaborate in choosing the second member of the dissertation committee. Get the committee Approval Form from your Department Assistant and get your committee and topic approved when you start working on your proposal.

POLICY ON DISSERTATION CHAIR & COMMITTEE MEMBER CREDENTIALS (2/1/99)

Dissertation Chair

1. The chairperson may be any core or joint faculty member plus the director of the Center for Applied Psychology and the director of the Psychological Clinic.
2. Any visiting faculty member who has the appropriate scholarly credentials and who has served on two or more dissertation committees as a second member may also serve as a chairperson of a dissertation committee.
3. If for reasons determined by a student's choice of dissertation topic and the faculty member's scholarly credentials, a faculty member outside of GSAPP or outside of Rutgers University is proposed as a chairperson, the proposed appointment must be approved by both the student's program director and the GSAPP A& P committee.

Second Member

1. Any core, joint, or visiting faculty member (plus the director of the Center for Applied Psychology and the director of the Psychological Clinic) may serve as a second member of a student's dissertation committee.
2. Any GSAPP contributing faculty member, non-GSAPP Rutgers University faculty member, or person who is a faculty member at another university may serve as a second or third dissertation committee member providing the student's program director and the A&P Committee approve of the scholarly credentials.
3. Any person who has appropriate scholarly credentials consistent with the needs of the dissertation may serve as a second member upon approval by the dissertation committee chair and the A&P committee. In the event of a discrepancy in these decisions, the training director of the student's program will have the final decision.

Third Member

1. Any core, joint, or visiting faculty member (plus the director of the Center for Applied Psychology and the director of the Psychological Clinic) may serve as a third member of a student's dissertation committee.
2. Any GSAPP contributing faculty member, non-GSAPP Rutgers University faculty member, or person who is a faculty member at another university may serve as a second or third dissertation committee member providing the student's program director and the A&P Committee approve of the scholarly credentials.
3. Any person with special skills that are consistent with the needs of the dissertation that may serve as a third member upon approval by the dissertation committee chair and the director of training. The person need not have a history of publications, but must have a special

professional skill that will contribute to the study.

DISSERTATION OVERVIEW

The faculty of the Rutgers University Graduate School of Applied and Professional Psychology (GSAPP) holds the doctoral dissertation to be a highly important component of the professional training of candidates for the Doctor of Psychology Degree. A wide range of topics and multiple strategies of inquiry are suitable for dissertations. The highest attainable level of quality is required. Beyond these general guidelines, the following policies and procedures are endorsed by the faculty:

1. The professional dissertation is assigned a minimum of 9 credits.
2. The dissertation committee and tentative title must be approved by the Department Chair before a Prospectus or Proposal meeting. (Get Committee Approval Form from Program Administrator.)
3. The student must register for dissertation credit for each semester she or he is working on the prospectus, proposal, and dissertation and consulting with the committee chair. Three of the required 9 dissertation credits may be for a Dissertation course.
4. A 10-15 page written prospectus may be required by committee members.
5. A proposal or prospectus (according to the chair's specifications) is required of every student.
6. At least one pre-data collection meeting of the student's dissertation committee is required to discuss the proposal or prospectus. (See pg. 6.) Individual chairs may opt for two or more meetings. After committee members approve the proposal or prospectus, a signed copy of it is given to the department assistant for the student's file.
7. The student and dissertation Chair must take and pass the IRB course on the Protection of Human Subjects.
8. A dissertation that involves living human participants or their records requires that the student get approval from the IRB for all research procedures before collecting data.
9. If the dissertation involves no living human participants, an Exemption from the IRB or a letter so stating from Dr. Maurice Elias is required to be submitted with the dissertation.

All students must be registered for at least 3 credits each Fall and Spring semester until graduation. The faculty member with whom they are working should give them a grade (S, U, or INC) at the end of every semester during which they signed up for Dissertation credit. The grade should be for the work they did with the faculty member during that semester. If an INC grade is assigned because the expected work is not done, the student should submit a Change of Grade form to the faculty member as soon as the work is done so that a grade is recorded. This will prevent the grade from turning to an F in one year. Even if all course work, internship, and 9 credits of dissertation have already been completed, nonetheless students must register for 3 credits of Dissertation Study during the October and/or March registration period for the Spring or Fall semester unless the oral defense has been scheduled.

Students who use faculty time during the summer must register for dissertation credits in the summer. Also, it is important to remember that most GSAPP faculty are on 10-month contracts and their availability during the summer is uncertain. This should be discussed in advance with your dissertation chairperson.

TYPES OF DISSERTATIONS

The Dissertation in Professional Psychology may be developed in a variety of ways, depending upon the student's interests and professional work. The overriding requirements are that it be related to professional practice, and that it be of a quality comparable to that of other dissertations in this University. The major types of dissertation that are acceptable are as follows (the order of presentation is of no significance):

1) The design in depth of a program of psychological strategy, methodology or techniques to achieve some goal consistent with contemporary principles of professional psychology. The program developed must demonstrate application of relevant theory, research, and consideration of similar programs reported in the literature in its design, and must include a detailed plan or guideline for the evaluation of the program developed, even though the evaluation will not be conducted as part of the dissertation. Suggested procedures or at least some discussion of issues and possible procedures for maintenance of the proposed program in terms of available resources once the program organizers have departed from the scene must be built into the program proposal.

2) An empirical study. Such a dissertation must conform to accepted procedures and methodology to the satisfaction of the dissertation committee. While often desirable, it is by no means essential that the process involve the generation of specific hypotheses and the empirical testing of predictions derived from these hypotheses. A well-designed exploratory study leading to the eventual development of hypotheses for future testing could also be acceptable. In this respect it might be noted that there are two major, quite different, ways of proceeding. There is the hypothetico-deductive method in which the logical and procedural flow is from theory to hypothesis to predictions to testing of predictions and then reevaluation of theory in light of ensuing data. Then there is the empirical-inductive method in which first a database is established following a carefully thought through approach of where to begin. These data can then be organized into empirical constructs from which a theoretical model may or may not be generated. Either strategy is acceptable provided that the reasons for its adoption are clearly stated. Examples of the two strategies are readily available throughout the literature.

With adequate appropriate justification, an exact replication, or replication with justified modifications, of an already published study or completed dissertation could also be acceptable. This is a complex decision involving many variables and other considerations.

3) Program Evaluation: Evaluation of an ongoing or recently terminated program. Such a dissertation must conform to accepted procedures and methodology to the satisfaction of the dissertation committee.

4) An intensive and extensive survey of the literature in a specific problem area,

perhaps with case illustrations but certainly including detailed conclusions and schema showing how the problem might be investigated experimentally. This student must demonstrate a thorough awareness of methodology, feasibility, limitations, and special research problems in the area chosen even though the student does not necessarily intend to carry out the study him/herself.

5) A theoretical paper. Such a paper is expected to be substantive and of such a nature as to be generally acceptable to scholars in the chosen area. It must be integrative, creative, primarily nonspeculative and rigorous. This is an extremely demanding undertaking, likely to be of limited appeal to most students in search of a dissertation topic. On the other hand, this could be a worthwhile and highly rewarding endeavor.

6) A dissertation including aspects of one or more of the above but which does not conform closely to the descriptions given. Such idiosyncratic proposals must have the written approval of the Department Chair in addition to the approval of the Committee members. It is anticipated that this type of proposal will be rare and subject to searching scrutiny prior to approval. It does, however, leave the door open for the student who feels that he or she has something unique and "different" to contribute which does not fall readily into any of the categories outlined above but is nevertheless of scholarly value.

STRATEGIES TO PREPARE TO CHOOSE A TOPIC

One possible strategy is to prepare for dissertation by working with a co-operative faculty member on one or more faculty research projects early in the student's program. Often, related research questions will develop that can be pursued as dissertations. This is desirable for both students and faculty because it tends to prevent the dissertation from becoming an isolated academic exercise. Instead, the dissertation becomes part of a more comprehensive program of research that adds to knowledge in our field more than many individual projects could. It also means that instruments and relevant literature are likely to be available. Furthermore, there are advantages in several students working on related topics: they can "brainstorm" solutions to obstacles as they occur and share references and resources.

Even if you do not wish to develop a spin-off study into a dissertation, "getting your feet wet" by working on someone else's project will show you how research is done. This "insider" information could be useful in avoiding common misconceptions about research, and specifically, dissertation research. You will be "clued in" in advance to potential pitfalls.

BROWSE THROUGH PREVIOUS GSAPP DISSERTATIONS in areas that seem to be of interest. Abstracts of all completed dissertations are available in Room A302, grouped by year of completion. The GSAPP Thesis Library, located opposite the Associate Dean's office, has a set of all dissertations completed by Psy.D. students. See Coordinator of Student Services to sign them out. Current students are able to borrow copies. It is also appropriate to discuss possibilities with advisers, fellow students, faculty at large or anyone else whose input into the dissertation-quest process might be germane. However, it can not be stressed too strongly that program research in which the student works with a faculty member or a group of faculty members and perhaps other students is usually preferable to the perusal by the student of an isolated topic which is unrelated or minimally related to the area of expertise and interest of any faculty member at all.

All students are strongly urged to attend one or more Dissertation Defenses. For obvious reasons pertaining both to information about procedure and allaying understandable anxieties, attendance at least one Dissertation Defense is strongly encouraged. Concerns, issues and questions can then be discussed with the student's dissertation committee and adviser, as need be.

In so doing, it is important to remember that:

i) While the topic should be of more than ephemeral significance, neither it nor your findings need be earth shaking;

ii) This is a 9-credit dissertation and should be from this perspective - sound in methodology, significant in impact and perhaps above all, capable of completion in no more than a 18-month time span.

THE DISSERTATION COMMITTEE

The Professional Dissertation Committee is selected by the candidate in consultation with his/her advisor and must be approved by the Department Chair. The two committee members must be other than those on the student's Oral Specialty Comprehensive Committee. It is the responsibility of the chairperson to ensure the appropriateness of the proposed methodology and its implementation either directly or through recourse to other individuals, committee members or otherwise.

STEPS TO COMPLETE DIFFERENT TYPES OF DISSERTATIONS

A. For **empirical studies**, including needs analyses, surveys of available services, technical studies of assessment or intervention procedures, studies of client populations, program evaluations, and experimental or quasi-experimental outcome comparisons:

- (1) Definition of a Prospectus: Prior to writing the full literature review, IRB approval, and data collection, the student can provide each committee member with a 10-15 page prospectus that includes the statement of the problem, rationale context of the problem, and clearly explicates the design and methodology. A reference section containing any material cited in the prospectus is to be included.

Explicit attention is needed at the pre-proposal stage to:

- (a) Determining how the population of interest will be identified and sampled.
- (b) Consideration of adequacy of the sample size in terms of statistical power. (This necessitates knowing what statistical test will be computed.)
- (c) Ensuring reliability and validity of instruments that will measure the constructs under study.
- (d) Pilot-testing and revising any instruments that will be experimenter-developed.
- (e) If qualitative data will be collected, describing how reliability of any classifications or interpretations will be demonstrated; likewise, if observational data will be collected, how reliability will be assessed.

If severe constraints on sample size are anticipated or if no suitable measures of the constructs can be identified, there must be careful consideration as to whether the project should be pursued. In addition, if the statistical analyses anticipated/planned are beyond the student's competence, then the student should indicate plans to take coursework in the area, or again re-evaluate the feasibility of the project.

- (2) Proposal: Submit proposal (consult your own dissertation chair for specific requirements, which may include a more complete literature review and a references section) and copies of any instruments that will be used. At this point, the student should know what dependent variables will be analyzed and what statistical procedures will be used. Before or after committee approval of the proposal, the student needs to seek approval of the Institutional Review Board (human subjects approval). The IRB meets once a month during the academic year and once during the summer.
- (3) After obtaining the IRB approval, collect data.
- (4) Analyze the data, and complete the dissertation.

B. For **Conceptual Analyses** of theoretical, meta-theoretical, methodological, and axiological issues, and illustrative case studies related to conceptual issues:

- (1) Definition of a Prospectus: Prior to writing the full literature review, the student can provide each committee member with a 5-10 page prospectus that outlines the area or issue to be explored including identifying the relevant literature and sub-issues. Attention should be given at this stage to identifying the arenas of relevant literature, and defining the focal issue.
- (2) Submit full proposal for committee approval.
- (3) Write a full dissertation.

C. When the committee chair decides that the student has completed the terms of the dissertation proposal and the current draft of the dissertation is suitable quality, the chair will request a first abstract for review. At this stage the abstract approval is for the purpose of circulation to the GSAPP faculty. Changes may be required for a final version of the abstract. **REMEMBER THAT THE ABSTRACT WILL BE READ OVER THE YEARS BY FAR MORE SCHOLARS THAN WILL READ THE DISSERTATION.** The student may then determine when the other committee member(s) can meet and schedule the defense date. After the defense, the final version of the dissertation and abstract must be approved in writing. Celebrations at the time of the oral defense are discouraged; a more appropriate time might be when the final copies of the dissertation are approved and turned in.

Finally, attention is drawn to the possibility that faculty may expect that an acceptable article for journal submission be one outcome of the dissertation process. There is even the possibility of this manuscript, together with appropriate Appendixes, substituting for the traditional dissertation format. These are matters to be carefully discussed with your advisor and dissertation chairperson well before hand.

SUGGESTED GUIDE FOR THE DISSERTATION PROPOSAL

The following suggested outline of content may be departed from in whatever way is required for effective presentation of a particular set of materials, as long as the dissertation committee chairperson explicitly approves the proposed alternative. This proposed format is essentially the one, which will be used for the dissertation itself, with expansion of major sections. Part II, A will need to be modified accordingly if the thesis does not involve specific hypotheses and derived predictions. In that case, Part II, B, will not apply.

I. PROPOSAL COVER SHEET

A) Include title, the word Proposal, student's name, lines where committee members may sign, with their names typed underneath and date.

II. INTRODUCTION (CHAPTER I)

A) Background of the problem to be investigated

This first section of the proposal usually indicates the relation of this study to the developing stream of thinking about the problem being investigated. This statement, rarely much more than 1,000 words long, discusses such issues as prior studies in the same area, field situations to which the study relates, and/or the conceptual framework out of which the study arises. This section should make clear how the study contributes to professional psychology. It should make clear what light has already been thrown upon the issues under investigation and what doubtful points remain to be investigated. If the study is to involve, hypotheses, it is in this section that the relationship between current knowledge and these specific hypotheses be made explicit. There should be a smooth flow from general background to specific theoretical formulation to the generation of specific hypotheses. It is important to explain why these particular hypotheses are selected. Irrelevant theoretical discourse and reference citations should be avoided.

B) Statement of Specific Hypotheses and Predictions

In this section, the specific hypotheses are to be clearly and precisely stated. There may be one or more. Each hypothesis should lead to one or more specific, clearly stated predictions. All crucial terms should be operationally defined. The predictions should be clearly explained and justified in terms of the hypotheses and any other relevant considerations.

III. METHOD (CHAPTER II)

This section explains precisely how the predictions are to be tested. Inevitably, some aspects of the procedure will need to be modified or developed as the study proceeds, but this statement should be as specific as possible at this time. The following points usually need to be considered:

A) Participants

What persons, documents, or other sources are to be used in gathering data for the study.

The discussion should point out any sampling assumptions and any characteristics of the groups selected which limit the applicability of the findings to other groups. The proposal should discuss what generalizations are possible from a sample of the type used.

B) Procedures

The proposal should describe in detail the procedures to be used to obtain data. The discussion should point out what precautions are being taken to ensure objectivity, reliability, and validity, and the protection of the rights of subjects. Any study of reliability or validity or agreement of judges is part of the procedures and should be recorded. The study should discuss reliability and validity of tests, techniques and sources of data, especially those that depart from standard usage.

C) Treatment of data

In some studies, where treatment follows routine and well-known methods, this section may be brief: in other studies the student will need to explain at length how she/he intends to proceed from the data to his/her conclusions. Any assumptions made in the study should be made clear. It is not important to list a large number of conventional assumptions, but the student should indicate what assumptions about education, human nature, or the data used are necessary and critical in interpreting the data and in accepting the findings of the study.

IV. A reference list should be included. APA reference style should be used.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

If you are going to be conducting research with living humans as subjects or their records, the University and the GSAPP insist you must file the form "Request for Review and Clearance of a Project Involving Human Subjects." It must be submitted to the University-wide Committee on Human Research at the address stated on the form, and must be approved by them before you start gathering data. Allow about a month to hear the initial response to your proposal. Allow a second month for you to revise your proposal and obtain final approval

Students who are planning to initiate research involving human subjects in one of the exempt categories are required to complete and submit a form entitled "Request for Exemption from IRB Review." Students must receive approval of the request for exemption before collecting data.

If the student and committee members determine that the dissertation does not involve research with human subjects, then they must submit letter declaring this fact from Dr. Elias with the dissertation.

DISSERTATION PROPOSAL APPROVAL MEETING

The plan and/or design for the dissertation must be approved by all members of the dissertation committee at a meeting with the student before proceeding to carry out the proposal. This meeting is scheduled by the student when, in the opinion of the Dissertation Chair, the proposal is sufficiently developed to be used at the basic plan for an acceptable dissertation. At the proposal meeting, the student is expected to defend the proposal before the two committee members and to demonstrate knowledge and background sufficient to justify undertaking the dissertation as it has been proposed. The signed dissertation proposal is viewed as documented evidence that the student is authorized to develop the dissertation as proposed.

CLINICAL students give one complete copy of the Dissertation Proposal, with original signatures of all committee members, and the submitted or waiver of the IRB application form to the Dept. Assistant. Do this by October 15 of the year you apply for internship. Keep one signed copy for yourself. Signatures must be on each copy; this is your assurance that you will not be asked to do more than stipulated in the Proposal. The Dept. Assistant will send an official letter of approval to the Associate Dean's Office and to the student, with a copy kept in the student's file.

ORGANIZATIONAL AND SCHOOL students give THREE complete copies of the signed and approved dissertation proposal, including the IRB approval form plus one additional copy of the signed proposal cover sheet and IRB approval form to the Dept. Assistant. Each copy needs to have original signatures. In addition, you are urged to keep one signed copy for yourself; this is our contract with your committee. Upon receipt of the three complete and signed proposals including the IRB form, the Dept. Assistant will send an official letter of approval with one Proposal to each committee member, with the third copy to the Associate Dean's Office, keeping the signed proposal sheet with IRB approval in the student's file.

THE DISSERTATION DEFENSE

The oral defense of the dissertation is a public hearing; the dissertation is a public document. Any member of the GSAPP community or of the University may review the dissertation and attend the defense. Student and faculty attendance is encouraged.

The Oral Defense is conducted by the Dissertation Committee and scheduled by the student through the Coordinator of Student Services Office after arranging the day and hour with Committee members. School Psychology students must pass the Oral Specialty Comprehensive Exam before scheduling the Dissertation Defense. Clinical Psychology students must complete the Oral Specialty Comprehensive Exam before the actual Dissertation Defense. The defense must be held at the University during hours when interested individuals might reasonably attend. The room/office to be used will be scheduled by the Coordinator of Student Services at the time the Defense Announcement is circulated. The student is responsible for placing one copy of the dissertation in the Coordinator of Student Services Office, and delivering one copy to each of the committee members a minimum of a fortnight (2 weeks) prior to the desired date of the oral defense. Failure to observe this requirement will result in postponement of the oral defense.

30 copies of the abstract, typed in the announcement format shown in Section 2 of this manual, must also be submitted when you submit your defense copy. This announcement will be distributed to faculty, committee members, posted on Bulletin Board, and listed in the Gazette.

A penultimate draft acceptable to the Chair may be used for the oral defense to minimize retyping costs. Each copy is to include an abstract of less than 350 words, the maximum acceptable by Dissertation Abstracts Index. Draft copies must conform to dissertation style and context requirements. Save yourself grief; the more closely the defense draft approximates the required format, the less likely is the necessity for extensive format changes after the defense. (See Section 2 of Dissertation Manual for style requirements.)

Content revisions may be required after the Oral Defense. It is the decision of committee members as to which changes must be implemented, how, and whether the oral defense has been completed successfully by the student. The chairperson is finally responsible for ensuring the correctness of the content. Signing of the dissertation by the committee follows satisfactory completion of the oral defense and any changes required.

GRADUATE SCHOOL OF APPLIED AND
PROFESSIONAL PSYCHOLOGY

STYLE GUIDE
FOR THE PREPARATION
OF PSY.D.
DOCTORAL DISSERTATIONS

INTRODUCTION

The faculty of the Rutgers University Graduate School of Applied and Professional Psychology (GSAPP) holds the doctoral dissertation to be a highly important component of the professional training of candidates for the Doctor of Psychology degree.

This Style Guide is designed to aid you with typing and defending the dissertation. GSAPP students should refer to the Publication Manual of the American Psychological Association, Fifth Edition, 2001 for specific questions not covered in this guide. The student is responsible for his/her manuscript. **It is your responsibility to see that the dissertation format conforms precisely to the principles and requirements set forth in the latest edition of the Publication Manual. The requirements in this Guide, however, supercede APA Guidelines.**

Typing

Paper

The original must be on 8 ½” x 11” sheets, 100% cotton content paper, of 16 or 20 pound substance (such as Crane’s or Southworth thesis bond. You may choose white or off white. Copies are acceptable on white Xerox 8 1/2” x 11”.

Print

Choose an easy-to-read type such as Times Roman or Courier 12 point. Use one typeface throughout. Script or italic typefaces are not acceptable for the main text.

Copies

Copies must be of good quality. Light, broken, or unreadable print is not acceptable. No marks of any kind should be left on the paper. Print on one side of the page only.

Spacing

Double-space preliminary pages, appendices, and all text. Single space all footnotes, endnotes, references, bibliographic material. Double space, however, between references. Quotations longer than forty words should be single spaced and indented five spaces from the left margin. Triple or quadruple-spacing after Chapter titles and before major subheadings improves readability.

Indentations

All paragraph indentations must be at least five spaces and can be as many as eight. Be consistent throughout the dissertation.

Widows and Orphans

A “widow” is the first line of a paragraph appearing by itself on the last line of the page. An “orphan” is the last line of a paragraph appearing by itself on the first line of a page. Please avoid widows and orphans.

Margins

Left Margins **must** be 1 ½”. Top, right, and bottom margins **must** be 1”.

Pagination

Every page in the dissertation, except the title page and the copyright page following it, must bear a page number. The title page is counted, though not numbered; the copyright page is neither counted nor numbered. Page numbers continue throughout the appendices.

Preliminary pages: lowercase Roman numerals, centered 1/2” from the bottom of the page. The numbering should begin with “ii” since the signature title page counts as “i.”

Text: Page number should be in the upper right-hand corner, exactly 1” from the right-hand edge of the page and 1/2” from the top. Begin with number one (i) on the first page of text.

Title Page

On page 9 is a sample signature title page. Notice that the number of lines provided for signatures should correspond to the number of members on your committee. The month and year at the bottom of the page should be the month and year which you will receive your degree (not the date of your defense) either October, January or May.

The signature title page, with the original signatures, signify the unanimous approval of your entire committee. You are advised to have the final copy of the title page on the 100% cotton paper completed in advance of the defense since the original signatures of your committee members may be hard to obtain after the defense is completed. Also bring a pen with black ink for committee members to use. The title page, though not numbered, is considered the first page of the preliminary pages and should be counted when numbering the remainder of the preliminary pages

Abstract Title Page

An example of the Abstract Title page is shown on page 8. This page must precede the Abstract in the dissertation.

Abstract

The abstract provides a succinct summary of the dissertation, summarizing clearly the problem or problems examined, the methods employed and the major findings. The abstract is typed double spaced in one long paragraph without indentation with a maximum of 350 words.

Copyright page

This page is optional. If copyrighting is desired, a copyright page is inserted immediately following the title page. This page is neither numbered or counted. The copyright notice should be centered on the page. For example, **Copyright 20__ by (your full name)**.

Acknowledgments

A page of acknowledgments is not required, but does offer an opportunity to express thanks to persons who have been helpful to you. If an acknowledgment page is included, it is one of the preliminary pages. The word Acknowledgments is centered with caps as a chapter head and is numbered with a small Roman numeral centered at the bottom of the page. This page is also double-spaced.

Table of Contents

The Table of Contents lists the chapter titles (subheadings of chapters are normally included although this is optional), the appendices, and the bibliography. Preliminary pages are included in the Table of Contents. Include those subdivisions which will make the reading and reference of the study easy for the reader. The Table of Contents is a part of the preliminary pages and is numbered at the bottom of the page using Roman numerals

List of Tables

The List of Tables gives the number, exact full title, and page number of every table in the dissertation. It usually follows the Table of Contents page. The List of Tables is a separate preliminary page with its number at the bottom of the page, centered, in small Roman numerals.

List of Figures

If figures, charts, or illustrations are used in the dissertation, a List of Figures page should give the number, exact title, and page number of each. The List of Figures is a separate preliminary page following the List of Tables, with its number at the bottom, centered, in small Roman numerals.

Chapters

All doctoral dissertations contain main divisions designated as chapters. Each chapter is numbered in capital Roman numerals, has its own title and begins a new page. The chapter number (i.e., Chapter I) is centered and typed approximately 2" from the top of the page in capital letters. The title of the chapter is typed on the third line below the chapter number in all capital letters, and is never underlined.

References or Bibliography

The Reference section or Bibliography follows the main text of the dissertation and is paginated continuously with it. All sources of information that have been cited should be acknowledged and listed in the bibliography. Use the APA reference style for citations. Type REFERENCES on top of first page in CAPS.

Appendices

This is the last item and it is placed after References. Not every dissertation requires appendices, but they provide an appropriate means for making various auxiliary materials available. If appendices are used, each begins on a new page. Type the word "APPENDIX" in CAPS and the identifying capital letter (A, B, etc. in the order in which they are mentioned in the text) centered at the top for the page. Double-space and then type the title in the upper and lowercase letters. Double-space, indent the first line five spaces and begin the text; or leave remainder of Appendix title page blank and begin content on the next page.

The pages of the appendices are numbered as a consecutive part of the pagination of the dissertation; their title and page numbers appear in the Table of Contents.

The following materials are appropriate for an appendix: verbatim instructions to subjects, original scales or questionnaires, raw data. In addition, subject sign-up sheets or informed consent forms and statistical calculations may be required in appendices.

If copies of documents are used, the copy must be as dark and legible as every other page in the dissertation, within the specified margins and copied onto the 100% cotton paper for originals.

Use of Copyrighted Materials

Microfilming of dissertations constitutes publication. Therefore, University Microfilms has specified that **"writers of dissertations must assume full responsibility for their use of any copyrighted materials in their manuscripts. Written permission of the copyright owner must be obtained when extensive use is contemplated."** "Extensive use" generally signifies more than 150 words in direct quotation from a single source. Copies of permission letters from copyright owners must be attached to the Microfilming Agreement Form.

Candidates are advised that permission to quote extensively from copyrighted material should be obtained from the author or publisher, whoever holds the copyright. Authorization is granted customarily on the condition that proper acknowledgment is made. In some instances, copyright owners require payment for quotations taken from their work. Please clear the use of all material before presenting the dissertation.

Footnotes

The APA Manual does not authorize the use of footnotes. Instead each citation is referenced within the text, and a list of references is placed after the text in the Reference section. The purpose is to permit the reader to locate the source easily.

Tables and Figures

Tables and Figures should be included in the text as soon as possible after they are first cited. The citation should be specific – Table 1, rather than “the following table.” If possible, tables and figures may be placed on the page where they are first cited; however, let the length of the table or figure guide you in its placement. Each long table and each large figure are placed on a separate page immediately after the page on which the table is first mentioned. Very long tables may be broken up onto more than one page. Text may not appear on the same page as continued table or figure.

The table heading is placed at the top of the table with the table number and title on separate lines (single spaced). The title is underlined with the initial letter of each major word capitalized.

The figure title is placed at the bottom of the figure. There is a period after the Figure number. The figure number and heading is not underlined and is ended by a period. The figure number and heading need to begin at the flush left margin.

Prior to Your Defense

The oral defense of the dissertation is a public hearing; the dissertation is a public document. Any member of the GSAPP community or of the University may review the dissertation and attend the defense. Therefore, at least two weeks prior to your defense date, you are required to submit 30 copies of the abstract in the Announcement Format (see page 11) along with a draft copy of your dissertation, to the Coordinator of Student Services who will arrange for a room assignment and for the announcement to be distributed to faculty and students. Your draft will be “on file” in the Associate Dean’s office for review. Failure to observe this requirement will result in postponement of the oral defense.

Order of Pages in Dissertation

Signed Title Page (no number)
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Title page for Abstract (ii – bottom center)
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Acknowledgements
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List of Tables
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(Sample Title Page for Dissertation Abstract)

YOUR TITLE

AN ABSTRACT OF A DISSERTATION

SUBMITTED TO THE FACULTY

OF

THE GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY

OF

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

BY

CANDIDATE'S NAME

IN PARTIAL FULFILLMENT OF THE

REQUIREMENTS FOR THE DEGREE

OF

DOCTOR OF PSYCHOLOGY

COMMITTEE CHAIRPERSON: (insert name, Ph.D.or Psy.D.)

NEW BRUNSWICK, NEW JERSEY (Enter Month and Year of Diploma)

(Sample Signature Page for Dissertation)

TITLE

A DISSERTATION

SUBMITTED TO THE FACULTY

OF

THE GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY

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DOCTOR OF PSYCHOLOGY

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Stanley Messer, Ph.D.

(Dissertation Announcement Format)

MEASURING LEVEL OF ETHNIC IDENTITY:
A COMPARISON OF TWO NEW SCLES

AITON BIRNBAUM

TOWARD AN EXPECTED OCTOBER, 2003
PSY.D. DEGREE

COMMITTEE CHAIRPERSON: NANCY S. FAGLEY, PH.D.
PERRY LONDON, PH.D.

ABSTRACT

An exploratory study was carried out to test two new scales measuring individuals' level of ethnic identity: the Personal Identity Inventory (PII; London, Birnbaum, Dalit & Rothery, 1990) and the Multigroup Ethnic Identity Measure (MEIM; Phinney, in press). Data from 308 undergraduate subjects at two large Northeastern universities were collected and factor analyzed. Important differences between the two scales, significant differences on level of ethnic identity among Asian, Black, Hispanic, Jewish, and White-American subjects, and relations between ethnic identity and background variables are presented and discussed. The revised 26 item (Cronbach's alpha-.90), five-subscale PII is appended, and recommendations are made for future research and development using this promising new scale. Results indicate that a similar multi-dimensional factor structure can be tapped to provide valid and reliable measures of ethnic identity across diverse U.S. majority and minority groups.

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CHECKLIST

- _____ Submit 30 copies of the Abstract (in Announcement Format, see page ____ along with a draft copy of your dissertation to the Coordinator of Student Services at least 14 days prior to defense date. Be sure to have your dissertation member review the abstract before submission.
- _____ Send diploma application to Graduate Registrar prior to the graduate date, October 1 (for October), January 4 (for January), or March 15 (for May).
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- _____ Prepare 1 copy of your dissertation for your committee Chair.
- _____ Buy 1 black binder for the committee Chair's copy of your dissertation.
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