Section 2: Style Guide
Preparation & General Specifications of PsyD Doctoral Dissertations

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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 requirement in this Guide, however, supersedes APA Guidelines.**

GENERAL SPECIFICATIONS

Paper

Beginning May 2009, you will only be required to submit one copy of your dissertation to the Student Services Coordinator in good quality. Print on one side of the page only. Original dissertations will be submitted electronically. You will be required to submit the signature page in 100% rag paper (white or cream). You will also be required to submit one paper copy in black spring binder.

Typeface

Choose an easy to read type. Times New Roman or Courier are preferred (10-12 pitch recommended). Use one typeface throughout. *Script* or *italic* typefaces are acceptable for the main text. **Bold** is not acceptable.

Page Format

- **Spacing**
  - Double space preliminary pages and throughout the body of the dissertation.
  - Single space all footnotes, endnotes, references, bibliographic material. References may be single space or double space, however, between references you must double space.
- **Quotations**
  - Longer than forty words should be single spaced and indented five spaces from the left margin.
  - Triple or quadruple-spacing after chapter titles.
- **Margins**
  - Left margins **must** be 1 ½”.
  - Top, right and bottom margins **must** be 1”.
- **Pagination/Numbering**
Every page in the dissertation, except the title page and the copyright page 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 ½” from the bottom of the page. The numbering should begin with page ii since the signature page is counted as page 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.

Page headers are not required.

Indentations

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

Widows and Orphans (Avoid both)

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.

Preliminary Pages (in order – Roman numeral bottom center) (Sample pages for preliminary pages will be provided at the end of this style guide).

Title Page (no number, but counted as page i)

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). The original title page, with the original signatures, signifies the unanimous approval of your entire committee. You are advised to have the final copy of the title page on 100% rag 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. Bring a pen with black ink for signatures.

Copyright page (optional)

This page is optional. If copyrighting is desired, the copyright page is inserted directly after the title page. This page is neither numbered nor counted.

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.

The word “ABSTRACT” is typed in caps on the top of the page.
Acknowledgements (optional)
- Although this is not required, it offers you an opportunity to express thanks to persons who have been helpful to you. If an acknowledgement page is included, it is one of the preliminary pages.
- The word “ACKNOWLEDGEMENTS” is centered with caps as a chapter head and is numbered with a small Roman numeral centered at the bottom of the page.
- The text is also double spaced.

Table of Contents
- The Table of Contents list 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 and are numbered at the bottom of the page using Roman numerals. Include those subdivisions which will make the reading and reference of the study easy for the reader.

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 using figures, charts or illustrations 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.

Text (page numbers upper right corner)

Chapters
- All doctoral dissertations contain main divisions designated as chapters. Each chapter is numbered in capital Roman numbers, 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.
- Page numbers are listed in the upper right corner.

Tables and Figures
- Can be placed either at the end of the text as in “manuscript style” submitted for publication or at the appropriate point in the text.
- 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. Continuous tables, place the word continued -- and title on top of 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.

- **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” in all caps on the top of the first page.

- **Appendices**
  - This is the last item and is placed directly 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). They 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.

**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.

Sample Pages

- Sample Title Page – page 8
- Copyright Page – page 9
- Abstract – page 10
- Acknowledgements – page 11
- Table of Contents – page 12
  - List of Tables in Table of Contents – page 13
    - Sample of List of Table in Text – page 15
  - List of Figures in Table of Contents – page 14
    - Sample of List of Figures in Text – page 16
- Chapter – page 17
- Headings, Level of
  - 5 Level
  - 4 Level
  - 3 Level
  - 2 Level
- References – page 20
- Appendices – page 21

Sample Abstract (page 7) for submission 2 weeks prior to defense. This is the announcement format.
(Sample for Dissertation Announcement)
This is the announcement format. 30 copies need to be submitted at least two weeks prior to the dissertation defense date for distribution.

TITLE (double-space)

Author’s Full Name (same as on diploma)

TOWARDS AN EXPECTED MONTH & YEAR (use DEGREE Date)

PSY.D. DEGREE

COMMITTEE CHAIRPERSON: CHAIR
2nd MEMBER
3rd MEMBER (if applicable)

ABSTRACT

TEXT (single spaced – no indent)

Approved: ______________________
(Dissertation Chair)
TITLE (double-spaced)

A DISSERTATION

SUBMITTED TO THE FACULTY

OF

THE GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY

OF

RUTGERS,

THE STATE UNIVERSITY OF NEW JERSEY

BY

FULL NAME (same as on diploma)

IN PARTIAL FULFILLMENT OF THE

REQUIREMENTS FOR THE DEGREE

OF

DOCTOR OF PSYCHOLOGY

NEW BRUNSWICK, NEW JERSEY                        MONTH and YEAR

APPROVED:  ___________________________

Dissertation Chair’s Full Name

___________________________

2nd Committee Member’s Full Name

DEAN:  ___________________________

Dean’s Full Name
ABSTRACT

TEXT (double spaced – no indentation – one long paragraph, maximum 350 words)
ACKNOWLEDGMENTS

TEXT (double spaced – indented)
# TABLE OF CONTENTS

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## CHAPTER

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III. Heading 1 ............................................................................................................... | 8 |

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IV.  Heading 1 ................................................................................................................. | 11 |

   Heading 2.................................................................................................................. | 12 |

   Heading 3.................................................................................................................. | 13 |

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# LIST OF TABLES

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Table 1
**Title – Underlined or Italicized with the initial letter capitalized**

Insert Table

---

**Insert top and bottom border line**
Figure 1. Title ending with a period with only first word capitalized. If title caption takes up more than one line, double space between lines.
(SAMPLE OF 5 Level Heading Chapters)

CHAPTER I
(centered and begins approximately 2” from the top)

INTRODUCTION
Centered Uppercase and Lowercase Heading

Centered, Italicized, Uppercase and Lowercase Heading

Flush Left, Italicized, Uppercase & Lowercase Side Heading

Indented, italicized, lowercase paragraph heading ending with a period.

TEXT – (indent first line 5-8 spaces & double space)
Levels of Headings

- The five levels of headings in APA style formatting is as follows:
  1 ½” left margin, 1” from the top, right and bottom

CHAPTER I

(1) CENTERED UPPERCASE HEADING

(2) Centered Uppercase and Lowercase Heading

(3) Centered, Italicized, Uppercase and Lowercase Heading

(4) Flush Left, Italicized, Uppercase and Lowercase Side Heading

(5) Indented, italicized, lowercase paragraph heading ending with a period.

- Four level heading

CHAPTER I

(1) Centered Uppercase and Lowercase Heading

(2) Centered, Italicized Uppercase and Lowercase Heading

(3) Flush Left, Italicized, Uppercase and Lowercase Side Heading

(4) Indented, italicized, lowercase paragraph heading ending with a period.

- Three level heading

CHAPTER I

(1) Centered Uppercase and Lowercase Heading

(2) Flush Left, Italicized, Uppercase and Lowercase Side Heading

(3) Indented, italicized, lowercase paragraph heading ending with a period.
Two level heading

CHAPTER I
(1) Centered Uppercase and Lowercase Heading

(2) Flush Left, Italicized, Uppercase and Lowercase Side Heading
REFERENCES

The following are useful resource tools to formatting references.

APA Style Guide to Electronic References
http://www.libraries.rutgers.edu/rul/RUonline/style_reference.pdf

http://www.libraries.rutgers.edu/rul/rr_gateway/e_ref_shelf/refwriting.shtml#apa

http://www.libraries.rutgers.edu/rul/refworks/refworks.shtml