**GSEP Psychology Division**

**Sample Dissertation Preliminary Pages (updated 2023)**

**Format Requirements:**

Order of Preliminary Pages/Text & Pagination Requirements

* 1. Title Page – *counted but not numbered*
  2. Committee Page – *counted but not numbered*
  3. Copyright Pages (*optional)* – *counted but not numbered*
  4. Table of Contents – *first page counted but not numbered, additional pages are numbered in lower case roman numerals*
  5. List of Tables *(if applicable)* – *numbered*
  6. List of Figures *(if applicable)* – *numbered*
  7. Dedication *(optional) –numbered*
  8. Acknowledgments *(optional)* – *numbered*
  9. Vita – *numbered*
  10. Abstract – *numbered*
  11. Chapters *(begin Arabic numerals)*
  12. References *(numbered)*
  13. Tables *(if applicable, only applies to manuscript format)*
  14. Figures *(if applicable, only applies to manuscript format)*
  15. Appendices *(if applicable, all appendices must have a cover page)*

Margins: Margins must be 1’’ on all sides.

**Note.** Please refer to the *Dissertation Format Requirements Manual* for additional details regarding APA format requirements for GSEP dissertations.

Font used for sample: Arial; Size: 11

[2”]

Pepperdine University

Graduate School of Education and Psychology

[1 ½ “]

TITLE OF CLINICAL DISSERTATION CENTERED, DOUBLE – SPACED,

AND IN ALL CAPITAL LETTERS

[2 ½ “]

A clinical dissertation submitted in partial satisfaction

of the requirements for the degree of

Doctor of Psychology

by

Jane Doe Student

Month (that dissertation is submitted to publisher), Year

John Doe, Psy.D. – Dissertation Chairperson

This clinical dissertation, written by

Jane Doe Student

under the guidance of a Faculty Committee and approved by its members, has been submitted to and accepted by the Graduate Faculty in partial fulfillment of the requirements for the degree of

DOCTOR OF PSYCHOLOGY

Doctoral Committee:

John Doe, Psy.D., Chairperson

Robert Smith, Ph.D.

Erin Bogdonovich, Ed.D.

© Copyright by Jane Doe Student (year that dissertation is submitted to publisher)

All Rights Reserved TABLE OF CONTENTS

Page

LIST OF TABLES [if applicable] vi

LIST OF FIGURES [if applicable] vii

DEDICATION [optional]

ACKNOWLEDGMENTS [optional]

VITA

ABSTRACT

Chapter 1: The Problem

Introduction

Background of Problem

Purpose and Importance of Study

Research Question

Conceptual Hypothesis

Clarification of Terms

Summary

Chapter 2: Review of Relevant Literature

Overview

Section 1

Section 2

Summary

Chapter 3: Methodology and Procedures

Overview

Research Approach and Design

Pilot Study

Subjects

Consent Procedures

Instrumentation

Procedures

Data Collection and Recording

Data Process and Analysis

Methodological Assumptions

Limitations

Summary

Chapter 4: Results

Overview

Section 1

Section 2

Summary

Chapter 5: Discussion

Overview

The Findings Related to the Hypothesis

Other Findings

Conclusions and Recommendations

REFERENCES

APPENDIX A: Title of Appendix A

APPENDIX B: Title of Appendix B

**NOTE TO STUDENT:**

* **This sample Table of Contents is for CHAPTER FORMAT**
* **Be sure to use indentation consistently to denote different levels of headings.**
* **Actual headings and subheadings will be based on the content and format of your specific dissertation**
* **Leader dots continue throughout entire table of contents**
* **Page numbers are right-aligned to 1” right margin**
* **Preliminary pages numbers are in lowercase Roman Numerals**
* **Page numbers in body of text are in Arabic Numerals (use section breaks to control page numbering)**

TABLE OF CONTENTS

Page

LIST OF TABLES [if applicable] vi

LIST OF FIGURES [if applicable] vii

DEDICATION [optional]

ACKNOWLEDGMENTS [optional]

VITA

ABSTRACT

INTRODUCTION

METHOD

Subjects

Procedures

Instruments

Instruments 1

Instruments 2

RESULTS

DISCUSSION

REFERENCES

TABLES [if applicable]

FIGURES [if applicable]

APPENDIX A: Extended Review of the Literature

APPENDIX B: Title of Appendix B

**NOTE TO STUDENT:**

* **This sample Table of Contents is for MANUSCRIPT FORMAT.**
* **Be sure to use indentation consistently to denote different levels of headings.**
* **Actual headings and subheadings will be based on the content and format of your specific dissertation.**
* **Separate headings for TABLES and FIGURES are included [if applicable]**
* **Leader dots continue throughout entire Table of Contents**
* **Extended Review of the Literature or Summary Table of Selected Literature is required and always listed in Appendix A. All other appendices should be labeled in the order they are mentioned in text.**

TABLE OF CONTENTS

Page

LIST OF TABLES [if applicable] vi

LIST OF FIGURES [if applicable] vii

DEDICATION [optional]

ACKNOWLEDGMENTS [optional]

VITA

ABSTRACT

Chapter 1: Introduction

Statement of the Problem

Background

Current Theory and Research

Rationale and Relevance to Practice

Research Questions

Chapter 2: Methods

Systematic Review Approach

Eligibility Criteria

Search Strategy

Screening Process

Data Extraction

Quality Appraisal Methods

Database Organization and Management

Data Synthesis and Analysis Methods

Chapter 3: Results

Study Selection Results

Overview of Included Studies

Findings

Results of Individual Study Quality Appraisal

Chapter 4: Discussion

Overview of Study and Findings

Discussion of Findings

Implications for Theory

Implications for Research

Implications for Practice

Limitations

Concluding Remarks

REFERENCES

APPENDIX A: Search Syntax

APPENDIX B: Screening and Selection Template

APPENDIX C: Data Extraction Form

APPENDIX D: Quality Appraisal Measure

APPENDIX E: Coding System/Codebook

APPENDIX F: Table of Included Studies

**NOTE TO STUDENT:**

* **This sample Table of Contents is for SYSTEMATIC REVIEW**
* **Be sure to use indentation consistently to denote different levels of headings.**
* **Actual headings and subheadings will be based on the content and format of your specific dissertation**
* **Leader dots continue throughout entire table of contents**
* **Page numbers are right-aligned to 1” right margin**
* **Preliminary pages numbers are in lowercase Roman Numerals**
* **Page numbers in body of text are in Arabic Numerals (use section breaks to control page numbering)**
* **PRISMA Flowchart is included in Chapter 3, unless a different placement is approved by the student’s chairperson**

LIST OF TABLES

Page

Table 1: Title of Table 1

Table 2: Title of Table 2

Table 3: Title of Table 3

Table 4: Title of Table 4: Table Titles, Figure Captions and Headings with Multiple Lines are Further Indented and Single Spaced

LIST OF FIGURES

Page

Figure 1: Title of Figure 1

Figure 2: Title of Figure 2

Figure 3: Title of Figure 3

ABSTRACT

The first paragraph of the abstract *is not* indented and can be up to 350 words, per GSEP guidelines.

*Keywords*: dissertation, template, preliminary pages, GSEP

**Chapter 1: The Problem**

The chapter title is the first heading in the dissertation and formatted as a Level One heading (center, bold, title case).

APPENDIX A

Extended Review of the Literature (or Summary Table of Selected Literature)

Extended Review of the Literature

* Note: For all Psychology dissertations, each appendix listed must include a **separate cover page** with the heading and respective label APPENDIX X in all capital letters centered at the top or middle of page, with the title in upper/lowercase letters one double space beneath (see Dissertation Format Requirements Manual for more details).

APPENDIX B

IRB Documentation

IRB Documentation

IRB documentation is required to be included as a separate appendix for all studies that involve human subjects.