

Pepperdine University
Graduate School of Education and Psychology
Dissertation Format Requirements Manual
APA 6th edition format*

UPDATED: 2017

*The main resource referenced throughout this manual, the *Publication Manual of the American Psychological Association, 6th edition* is highly recommended for a comprehensive overview of APA Style.

*Links to online web pages are highlighted in **BLUE**. Please visit the **GSEP Dissertation Support** Website for additional resources related to dissertation formatting for GSEP Education and Psychology divisions.

Please note the following updates to GSEP's Dissertation Format Requirements:

- Margins are one inch (1") on all sides (p. 10).

- Copyright permission is required for all tables and figures obtained from published sources (p. 11).

- A required element of manuscript format dissertations in the Psychology division is the inclusion of an extended review of the literature, with a separate set of references, in the first appendix (p. 13).

- All dissertations must include one of the following documents in an appendix (p. 13):
 - GPS IRB Approval Notice
 - GPS IRB Exemption Notice
 - GPS IRB Non-Human Subjects Determination Notice

Table of Contents

A. PEPPERDINE UNIVERSITY FORMAT	4
B. ARRANGEMENT & PAGINATION	4
Preliminary Pages	4
Text	4
Placement of Page Numbers	4
C. PRELIMINARY PAGES: FORMAT AND CONSIDERATIONS	5
Title Page (Required)	5
Committee Page (Required)	5
Copyright Page (Optional)	5
Table of Contents (T.O.C.) (Required)	5
List of Tables and/or List of Figures (If applicable)	6
Dedication Page (Optional)	6
Acknowledgments Page (Optional)	6
Vita (Required)	6
Abstract (Required)	6
D. LEVELS OF HEADING & SUBHEADINGS	7
APA Levels in Table of Contents	7
APA Levels Within Text	7
Grouping of Headings	7
E. TEXT	8
Typeface And Font	8
Spacing	8
White Space	8
Orphans and Widows	9
Block Quotes	9
Seriation	9
Abbreviations	9
Quotations	9
Statistics/Mathematical Symbols	9
F. MARGINS	10
G. CONSIDERATIONS REGARDING TABLES & FIGURES	10
Considerations for Manuscript Format	11
H. CREDITING SOURCES	11
Online Citations	11
I. COPYRIGHTED MATERIALS	11
Online Copyrighted Materials	11
Figures and Tables From Copyrighted Printed Materials	12
Additional Reproduced Material	12
J. CONCLUDING PAGES	12
Reference List	12
Appendices	13
IRB Notification	13
APA Style Blog Articles	14
Inserting Landscape Page(s) Within Portrait Pages in a Microsoft Word Document	15

A. PEPPERDINEUNIVERSITYFORMAT

The Graduate School of Education and Psychology requires the use of American Psychological Association (APA) 6th edition format requirements. Candidates must adhere precisely to the specifications required. Certain format requirements specific to GSEP are not necessarily included and/or are not consistent with the APA manual specifications. Format requirements specific to GSEP can be found in this manual. Students are advised to purchase the current version of the APA Manual, 6th edition.

Where there is a conflict between specific GSEP style guidelines and specifications by APA, the GSEP guidelines will supersede.

B. ARRANGEMENT&PAGINATION

The order for the dissertation pages are listed below. After the pages are arranged in the correct order, they should be numbered consecutively, beginning with the title page and continuing through the appendices.

Preliminary pages carry lowercase roman numerals. Some of the preliminary pages are counted but not numbered (see below). Arabic numerals begin with the first page of the first chapter. Each new chapter, the reference list, and each appendix starts on a new page.

Preliminary Pages

- a) Title Page – *counted but not numbered*
- b) Committee Page – *counted but not numbered*
- c) Copyright Page (*optional*) – *counted but not numbered*
- d) Table of Contents – *first page counted but not numbered, additional pages are numbered*
- e) List of Tables (*if applicable*) – *numbered*
- f) List of Figures (*if applicable*) – *numbered*
- g) Dedication (*optional*) – *numbered*
- h) Acknowledgments (*optional*) – *numbered*
- i) Vita – *numbered*
- j) Abstract – *numbered*

Text

- a) Chapters (*begin Arabic numerals*)
- b) References (*numbered*)
- c) Tables and/or Figures (only if using a manuscript format; in chapter format, tables and figures will be within the text)
- d) Appendices (*if applicable*)

Placement of Page Numbers

Numbers are placed in either the upper right-hand corner within the header (flush with the right margin) or bottom center of page within the footer. Double-space to the line of text. Placement of numbers should be consistent throughout the document. The APA "running head" is optional and, if used, the phrase "Running head: TITLE OF HEADER" is displayed on the title page, then "TITLE OF HEADER" on the 2nd page of the T.O.C. and additional pages.

C. PRELIMINARY PAGES: FORMAT AND CONSIDERATIONS

5

Title Page (Required)

Include the following information on the title page:

- Pepperdine University
- Graduate School of Education and Psychology
- Title of Dissertation or Dissertation Proposal
- The following specific statements separated as indicated on the sample dissertation:

A dissertation [or dissertation proposal] submitted in partial satisfaction
of the requirements for the degree of
Doctor of Education [or Psychology] in [student's program]

- The candidate's name
- When submitting final revised manuscript for APA format review, the date will be month, year of final clearance and upload to publisher.
- The name of your dissertation chair should be included on the title page. Center the chairperson's name underneath the month and year the dissertation was cleared for APA format. (e.g., John Smith, Ph.D. – Dissertation Chairperson)

For format and placement of content on the Title Page, refer to the preliminary page sample dissertations at the following links:

[Education](#)

[Psychology](#)

Committee Page (Required)

This page contains the name of the candidate and a specific statement, as indicated on the sample dissertation. Committee member names, credentials, and roles are typed on the form. For format and placement of content, refer to the sample dissertation.

Copyright Page (Optional)

Copyrighting the dissertation is the option of the student. Copyrighting protects the dissertation from unauthorized copying. Any student who wishes to copyright should prepare a Copyright Page which follows the committee page. The copyright notice should be presented as shown in the sample dissertation. There is a one-time fee to have the dissertation copyrighted. For information on dissertation copyright, review [*Copyright and Your Dissertation or Thesis*](#) from ProQuest and Kenneth D. Crews.

Table of Contents (Required)

The Table of Contents (T.O.C.) should include a listing of all preliminary pages which follow it, chapter headings, and concluding materials. Essentially, there are two columns within the T.O.C.: one for the heading and the other for the page designation. The heading column text should be connected to the page designation by auto-formatted leader dots. Page numbers are always justified right to one inch margin.

The heading of this page is listed as TABLE OF CONTENTS. It should be centered, all capital letters. Wording of the headings should match the wording used in the manuscript.

The following divisions - LIST OF TABLES, LIST OF FIGURES, DEDICATION, ACKNOWLEDGMENTS, VITA, ABSTRACT, REFERENCES, and APPENDIX - should be in uppercase in the T.O.C. as well as in the text.

The levels of subheadings included in the T.O.C. must be consistent throughout the manuscript. There must be a minimum of 2 levels of headings in your T.O.C. If chapters include more than 2 levels, you may include those additional levels in the T.O.C. but are not required to do so. Chapter numbers in the T.O.C. should be

formatted identically to those on chapter title pages. Chapter numbers may be Arabic, upper case Roman numerals, or spelled-out numbers (e.g. Chapter 5, Chapter V, or Chapter Five). 6

Double-spacing is utilized between items in the T.O.C.; however, single-spacing is required *between* subheadings and/or two-line headings.

The subheadings listed on the T.O.C. should have the initial letters of key words capitalized. If the subheading of any level is longer than one line, the second line of the subheading must be indented so that it is aligned with the text above it, and the page number should follow the period leaders after the last word of the subheading.

No levels within the table of contents should be bolded, underlined, or italicized.

List of Tables and/or List of Figures (If applicable)

Required when there are tables or figures within the manuscript. If both tables and figures are utilized, two separate lists, each starting on a new page, are required.

Separate headings for TABLES and FIGURES are included for Psychology dissertations in manuscript format (see preliminary page sample psychology dissertation)

The table/figure numbers (followed by a period or colon) are placed in a column flush left under the main heading LIST OF TABLES or LIST OF FIGURES.

The table title or figure caption should follow the table or figure number, and wording should be identical to the wording of the titles and captions as they appear in the manuscript.

Tables and figures in appendices must be listed in the list of tables and list of figures.

The key words in the table titles are capitalized, and run-over lines are further indented. Figure captions are sentence case and run-over lines are further indented.

Connect the headings with period leaders to a column flush right which will contain the page number where the table or figure is located. Double-space between headings, single-space within headings.

Dedication Page (Optional)

If included, text should be double-spaced. The heading, DEDICATION, appears centered, in all capital letters.

Acknowledgments Page (Optional)

This provides an opportunity to thank those who have been of assistance in completing your doctoral work. Commonly, committee members, colleagues, mentors, family members and institutions or individuals that supported the research, are acknowledged. The heading, ACKNOWLEDGMENTS appears centered, in all capital letters. Text should be double-spaced, flush left and indented five (5) spaces (1/2 inch) for each paragraph.

Vita (Required)

The vita, which is included in the Final Oral Announcement and the dissertation, is a brief, professional vita. Education and employment history only are included. Additional awards and credentials are optional. The heading, VITA, is centered and in all capital letters. The format is at the discretion of the student and chairperson, but should reflect the typical resume/CV style formatting. All personal contact information (i.e. phone numbers, addresses, email) should not be included in the vita.

Abstract (Required)

The abstract is prepared by the candidate for inclusion in the dissertation and for official Final Oral announcement. The abstract should contain a statement of the problem or issue studied the research objectives and/or questions, the research methodology employed, and a summary of the results and conclusions.

The abstract can be no more than 350 words. Note that this is different from APA's requirement for publication. Every word and number within the abstract must be counted as one word. All numbers within the abstract should be represented as numerals unless they begin a sentence. The first sentence of the first paragraph is not indented (flush left). The title of the abstract and supporting information contained on the abstract page are not included in the 350 word count. The heading, ABSTRACT, should be centered in all capital letters.

D. LEVELS OF HEADING & SUBHEADINGS

Most manuscripts are divided into sections or chapters. The dissertation is divided into chapters which are numbered and given a chapter title. Within each chapter, divisions or subsections are designated. APA has specific format requirements for the presentation of headings and subheadings. It is a "five-level" system, with rules for upper/lower case, bold, italics, and placement variations. Levels are numbered consecutively (1-5). (Reference: APA, 6th Edition, pp. 62-63) Chapter titles are counted as a level of heading.

APA Levels in Table of Contents

Be sure to use indentation consistently to denote different levels of headings in the Table of Contents. Grouping of headings is based on the number of levels in your particular document, not the APA levels of heading. There must be a minimum of 2 levels of headings in the Table of Contents.

Example:

	Page
Chapter X 1 st grouping/level of headings	x
2 nd grouping/level of headings in your document.....	x
3 rd grouping/level of headings in your document (if you include).....	x
4 th grouping/level of headings in your document (if you include)	x
5 th grouping/level of headings in your document (if you include)...	x

APA Levels within Text

Centered, Bold, Upper- and Lowercase Heading ← Level 1

Flush Left, Bold, Upper-and-Lowercase Heading ← Level 2

Indented, bold, lowercase heading with period. Text begins here.* ← Level 3

Indented, bold italicized, lowercase paragraph heading with period. ← Level 4

Indented, italicized, lowercase paragraph heading ending with period. ← Level 5

*For levels 3, 4 and 5, all text begins immediately after heading.

Grouping of Headings

This is an example of a document with **three** groups of headings:

	Continents ←Level 1	[firstgrouping]
Countries ←Level 2		[secondgrouping]
States. ←Level 3		[thirdgrouping]

This is an example of a document with **four** groups of headings:

8

Countries ← Level 2	Continents ← Level 1	[firstgrouping]
States.	← Level 3	[secondgrouping]
Counties.	← Level 4	[thirdgrouping]
		[fourthgrouping]

This is an example of a document with **five** groups of headings:

Countries ← Level 2	Continents ← Level 1	[firstgrouping]
States.	← Level 3	[secondgrouping]
Counties.	← Level 4	[thirdgrouping]
<i>Cities and towns.</i>	← Level 5	[fourthgrouping]
		[fifthgrouping]

Note. It is your choice to include Level 3 (L3s) and Levels 4 (L4s) in the Table of Contents, but please be consistent: If you include ANY L3s or L4s in the Table of Contents, you must include ALL L3s or L4s in the manuscript (all or none) .

E. TEXT

Typeface and Font

A standard typeface is required. A minimum of "10 point" font is necessary. However, for tables and figures, a smaller point size could be acceptable. Font size should not exceed 14 points. All type must be clear, legible, even and free of visible correction. No form of erasure fluid or correction tape is acceptable. All copies (if requested by Dissertation Support Office) must be clean and free of dark lines, smudges, and shadows.

Even though today's technology allows a variety of fonts and styles within a document, manuscripts must be limited to a standard typeface and font. No more than two different fonts should be used within the manuscript.

Extra-large fonts for preliminary sections/pages and/or headings are not appropriate.

A typeface that is made up of dots (dot matrix) or that is unusual in appearance is not acceptable. For digital publishing of final PDF version via ProQuest/UMI database, a TrueType font is required. See [Preparing your Manuscript for Submission](#) resource from ProQuest/UMI Publishing.

Bold-faced font is allowed only in VITA, heading levels 1-4 and the Appendices. No underlining should be used throughout the manuscript. The only exception for underlining is made for appendices.

Italics can be used for the reference pages, table titles, and figures captions and for new terminology within the text. **See pp. 104-106 APA Manual 6th ed. for specific italicizing rules.**

Spacing

The general rule is to double-space between all lines of the manuscript. When single-spacing would improve readability, it is allowed. Single spacing can be used for table titles, notes, figure captions, references (but double spacing is required *between* references), footnotes, and block quotations (quotes of 40 words or more). *This is a deviation from the APA Manual.*

Triple and quadruple spacing is only allowed after tables and figures. *This is a deviation from the APA Manual.*

Preliminary pages have special spacing rules. Please see links to sample Ed and Psych preliminary page dissertations on page 6.

WhiteSpace

9

White space within the manuscript should be avoided. Tables and figures should be incorporated as close to the text as possible.

Orphans and Widows

Avoid orphans (first line of a paragraph at bottom of page) and widows (a single line ending a paragraph at the top of a page) throughout the manuscript.

Seriation

Reference **APA 6th edition: Section 3.04 pp. 63-64**

Within a paragraph or sentence, use lower case letters enclosed in parentheses: (a), (b), (c), etc.

Use numbers in a list. Separate paragraphs in a series, such as itemized conclusions or steps in a procedure, are identified by Arabic numerals followed by a period. Do not enclose numerals in, or follow by, (). **See example in APA 6th edition, p. 64.**

Simple bullets should be utilized instead of numerals when ordinal position among items is not intended. Punctuation and spacing rules would remain the same as the associated structure with numbers.

Abbreviations

Reference **APA 6th edition: Section 4.22-4.30, pp. 106-111.**

In the reference list, be sure that the name of the organization is spelled out first, then the acronym in parentheses follows, with a period at the end.

Quotations

Reference **APA 6th edition: Sections 6.03-6.10, pp. 170-174**

Direct quotations should be used sparingly and should generally not exceed 10% of the chapter in which they appear. All direct quotes must be introduced and provided a context before they are added and must subsequently be discussed in the context of the topic.

Brief quotations of 20 words or less may be used to introduce chapters or sections (epigraphs). The author and source should be specified. However, these quotations do not require an introduction or context in the body of the document. Specific APA format guidelines for epigraphs are found at the following link:

[APA Style Blog: How to Format an Epigraph](#)

Block Quotes—See APA 6th edition, p. 171

A quotation of 40 or more words should be placed in a freestanding block of text without quotations marks. The reference and specific page number are enclosed in parentheses after the period that ends the quotation. **Block quotes can be single or double spaced—this is a deviation from the APA Manual**—as long as the spacing of the quotes is consistent throughout the manuscript. Block quotes should be indented five (5) spaces (1/2 inch) from the left margin. If there are additional paragraphs within the block quote indent an additional five (5) spaces (1/2 inch). **Use direct quotes, particularly block quotes, sparingly to avoid copyright infringement.**

Statistical and Mathematical Copy/Symbols

Reference **APA 6th edition, beginning in Section 4.41 (pp. 116-124) and earlier sections of Ch. 4.**

Common statistical/mathematical copy (e.g., statistics, formulas, equations) presented in text, tables and figures must be presented and punctuated appropriately, whether in the line of text or displayed. Space mathematical copy as you would space words in a sentence, and punctuate all equations to conform to their place in the syntax of the sentence. Use subscript/superscript features in word-processing software, italicize statistical symbols, and use the % symbol after the numeral when in text.

10

For statistical/mathematical copy, the following information must be supplied:

- State the alpha level used for statistical tests.
- When reporting means, always include an associated measure of variability, such as standard deviations, variances, or mean square errors.
- Report correlations, proportions, and inferential statistics (F, t, and chi square) to two decimal places, and percentages in whole numbers.

F. MARGINS

Margins of all pages should be one inch (1") on all sides. Some margin variation may occur within the outer (top, bottom, and right side) margins; however, the left margin must remain consistently at one inch (1").

Right margins should not be justified and hyphenated words avoided.

Material in appendices must also conform to the required margins. If letterhead or other information extends beyond the margins, it should be reduced in size and then copied so that all printed content fits within the designated margins.

G. CONSIDERATIONS REGARDING TABLES & FIGURES

Tables usually present quantitative data; however, sometimes a table consists of words utilized to present qualitative information.

Any type of illustration other than a table is considered a figure. Each figure must fit onto one page.

Because Tables and Figures must be accurate and easy to read, care is required in spacing, size, placement of table titles and figure captions, and placement of tables and figures with respect to the text. All tables and figures which were designed to augment the written presentation are located within the text. They should be incorporated as close to the text as possible (avoid unnecessary white space).

Tables may use vertical lines (*this is a deviation from the APA Manual*) as well as horizontal lines if used consistently in the manuscript. Italics instead of underlining should be used for table headings and figure captions. Tables and/or figures may be printed in color if it adds to the presentation of information.

Tables, as well as Figures are numbered (Arabic) consecutively from the beginning of the manuscript. The first table within the manuscript is Table 1 and subsequent tables are numbered in order. The first figure is labeled as Figure 1, with subsequent figures numbered sequentially. Numbering should be consecutive within the entire manuscript. Occasionally, tables or figures may be presented as an appendix, in which case they are not always numbered, but rather given a specific Appendix placement. For example, multiple tables presented in Appendix B should be labeled as Table B1, B2, B3, etc. Please see **APA 6th edition, p. 39 and p. 127 for more details.**

A LIST OF TABLES and a LIST OF FIGURES are prepared and included in the final manuscript as part of the preliminary pages. **Please review section on Preliminary Pages: Format and Considerations**

APA has specific guidelines regarding the chosen mode of presentation for data. Refer to the 6th edition style guides in **Chapter 5: Displaying Results** for specific information regarding the design, selection and generation of tables, figures and graphs for displaying data.

Reference: APA, 6th edition

- **Tables: pp. 125-150** *See also **Section 5.03 Graphical versus Textual Presentation** for a
- **Table Notes: p. 138** discussion of which type(s) of graphical elements and/or information
- **Figures: pp. 150-167** presented in text communicate your data most effectively.

If tables are more than one page long, type (continued) in parentheses at the bottom right-hand corner beneath the last row of the split table and repeat the column heads on the subsequent pages of the table with at least two rows of data. **See example in APA 6th edition, p. 131.**

Tables and Figures for Manuscript and Chapter Formats

Tables must be numbered consecutively. For manuscript format, tables are to be placed after the references (see **APA 6th, pp. 229-230** for specific order of manuscript pages). For chapter format, tables should be integrated into the body of the text; each table should be placed immediately after it is mentioned in the text.

Figures must be numbered consecutively. For manuscript format, figures are placed after the references and a figure caption must accompany each figure. Figure lettering should vary by no more than 4 points in size within the figure. For chapter format, figures are to be integrated into the body of the manuscript.

H. CREDITING SOURCES

Reference: **APA 6th edition, pp. 170-179**

Perhaps one of the most important aspects of document preparation is the method of citing resources and references. It is expected that candidates cite their references and do not plagiarize other authors. Quoting or paraphrasing another's work always requires that a reference to this primary or secondary source be made.

The student should refer to the style guide for specifics of making the references and the associated reference list.

APA uses an author-date parenthetical method of citation within the manuscript text. A reference list is prepared for placement at the end of the manuscript. All references cited in the text must appear on the reference list; conversely, each entry in the reference list must be cited in the text. In other words, only those references quoted or paraphrased are included on the reference list.

A bibliography, which would cite additional background sources or sources for further reading is NOT included with a manuscript prepared according to APA style.

Online Citations

URLs should NOT be underlined or followed by a period in the reference list and should NOT be used as citations within the text.

I. COPYRIGHTED MATERIALS

Online Copyrighted Materials

Copyright guidelines do not apply solely to printed material. Internet material is protected by copyright laws as well. Therefore, any screen shots or copies of pages from a Website must have copyright permission from the Website owner. Because a dissertation becomes published, the author must indicate that they have permission from the owner of the Website to use material from the site. The same rules for reproduced figures and tables apply to Internet documents and screen shots.

When including Internet material and screen shots within a dissertation, they should be labeled as figures.

Please review the APA Manual, 6th ed., **Section 8.04 Complying with Ethical, Legal and Policy Requirements** regarding the author's responsibility for compliance with legal standards of fair use when reprinting or adapting the work of others and publication policies established by the specific publisher/copyright holder. This includes determining appropriate inclusion of letters of permission from copyright holder/author of original work to reproduce and/or adapt the material in all formats.

Figures and Tables from Copyrighted Printed Materials

Copyright permission is required for all tables and figures from private, published sources, however, city, county, state and federal sources accessible to the public do not require copyright permission. For example, a table or figure from Creswell's *Research Design* requires copyright permission and a permission footnote while a table from the U.S. Census Bureau does not.

In addition, extensive quotes from one source (exceeding 250 consecutive words) require copyright permission. See **APA 6th**, pp. 232-233 for examples of material that may require permission.

APA 6th edition, p. 38, contains examples of acceptable permission wording. For tables, the permission is indicated in the "Note." below the table. For figures, the permission is indicated immediately after the figure caption, beneath the figure, and the word "Note" is not used.

Additional Reproduced Material

If an author is including reproduced materials from an organization's handbook, catalogue, etc., beyond what is appropriate for a blocked quote, they must indicate copyright permission from the organization, if necessary. For example, if a student has included word-for-word, a college's mission statement and philosophy within an appendix, they must indicate at the bottom that they have obtained permission from the college to reproduce the material. See **APA 6th**, Section 8.04, as well as the [UMI Copyright Guide](#) for more info.

Note that this is different from citing a source for a quote of the school's mission, included *within the text* of the manuscript.

J. CONCLUDING PAGES

Reference List

The dissertation will have a list of references as well as appendices. General guidelines are specified below; however, the candidate should consult the style guide for additional information.

With APA format, the list of references starts on a separate page following the concluding text. The word REFERENCES should be typed in upper case (matching the T.O.C. heading), centered, at the top of the page. With APA style, the appendices come after the reference list.

Double-space between reference entries, but single-spacing is allowed within each reference. *This is a deviation from the APA Manual.* Alternatively, you may double-space throughout the entire reference list.

APA gives preference to *hanging indents* in the reference list. The first line of the reference starts flush left; with the second and succeeding lines indented (1/2 inch).

References should correspond exactly to all citations in the body of the document. All citations in the body of the dissertation should be listed and no references should be listed that are not cited in the body of the document (except secondary sources, classical works, and personal communications). See **APA 6th ed.**, pp. 174-192 for detailed examples regarding crediting sources accurately.

See **APA 6th ed.**, Chapter 7: Reference Examples for a detailed list of reference types and examples in APA Style. APA does not require the inclusion of a bibliography beyond the reference list. Obtaining a copy of the [APA Style Guide to Electronic References, Sixth Edition](#) is highly encouraged.

Appendices

Each Appendix begins on a separate page, and should be listed in the same order they are mentioned in text.

For each Appendix, an individual cover page can be used (if applicable, this is required for psychology doctoral students, and optional for education doctoral students), or the word APPENDIX (with the seriating capital letter, A, B, etc.) can be used on the same page as the appendix item.

If tables/ figures are included in appendices, precede each appendix table or figure number with the corresponding appendix letter (e.g., Table A1, Figure B1, etc.). Table/figures in appendices must also be listed in the List of Tables/List of Figures in your preliminary pages.

The word APPENDIX with its letter designation should be centered on the page at the top 1" margin, typed in all capital letters. Double-space and type the title of the appendix item, centered and in title case. If a cover page is utilized for each Appendix, the text of the cover page can be centered at the top of the page or centered in the middle of the page.

If there is only one Appendix, do not use an identifying letter; the word APPENDIX is sufficient. Appendices should be in the order in which they are mentioned in the text.

Margins must be maintained within appendix pages. Where necessary, reduce a page so that it fits completely without violating margins. Page numbers are required and should be placed in the location utilized throughout the rest of the manuscript.

A required element of manuscript format dissertations is the inclusion of an extended review of the literature in either table or narrative format. This should always be the first appendix after the references (APPENDIX A) and should be entitled "Extended Review of the Literature" or "Summary Table of Selected Literature." Immediately thereafter, a separate set of references for these tables must follow.

Please note: In some instances, this will mean identical items will be included in the manuscript REFERENCES and the reference list following the literature review table(s) in the appendix. Please review updated *Psy.D Clinical Dissertation Handbook* for more details.

Alternatively, a narrative or hybrid of literature tables and narrative are acceptable if approved by the dissertation chair.

All personal contact information (i.e. phone numbers, addresses, email) should not be included in any of the appendices without approval.

IRB Notification

All dissertations must now include one of the following documents in an appendix:

- GPS IRB Approval Notice
- GPS IRB Exemption Notice
- GPS IRB Non-Human Subjects Determination Notice

Visit Pepperdine University's [GPS IRB Website](#) for more information regarding the IRB process, including recent updates to the institution's eProtocol IRB system.

APA Style Blog Articles

[In-text citations](#)

[Page numbers in citations](#)

[Using quotation marks in text](#)

[Secondary sources](#)

[Including first initials of authors with the same surname for text citations](#)

[Mentioning research participants and presenting data in text](#)

[Anthologies & collected works](#)

[Writing references for federal statutes](#)

[Capitalization and formatting reference titles](#)

[Using italics for technical \(or key\) terms](#)

[Using parentheses and brackets to enclose and set off material from the main text](#)

[How to format an epigraph](#)

[Navigating Copyright for Reproduced Images \(4-part series overview\)](#)

[Navigating copyright: How to cite sources in a table](#)

Inserting Landscape Page(s) Within Portrait Pages in a Microsoft Word Document

Print Version

Introduction

There are times when you need to use tables, pictures, charts or graphs in a Microsoft Word document. Some of these document elements can be created within Word, or you may have a completed table or graph which can be copy/pasted, or inserted as a file from a different source, such as Excel. These elements may need their own pages and may also need to use the Landscape page orientation for the best display of their information. Microsoft Word allows for this type of mixed page orientation within a document, by using **Section Breaks**.

After you have your Landscape oriented page(s) inserted into your document, the next step is to adjust the page numbers so that each still appears on the "bottom" of the pages. If this is not done, then the page numbers on the Landscape pages will be on the "side" of the document and the direction of the page number will be incorrect. This is accomplished using the **Header and Footer** and **Text Direction** features of Word.

This may seem like a lot of steps to take, but I think it's worth it to have a document that has the added elements you need and properly numbered pages. Once you get the hang of the process, you'll find it's straightforward and flexible to the flow of your document.

Document Views in Word

Before we start, it is important for this tutorial that you become familiar with three ways a document can be seen in Word. Knowing how to use these views will help you keep track of the progress of your work.

On the Standard Tool Bar, click on **View** to access the first two ways of looking at your document. They are: Normal and Print Layout.

1. **Normal:** This view will show text formatting and is convenient for most editing and formatting tasks. **You will use Normal view to insert section breaks, as they are not visible in Print Layout view. You will also use Normal view to correct the orientation of the page numbers after creating the Landscape page. However, page numbers are not visible unless you view the Headers and Footers.**

2. **Print Layout:** This view will display the document as it will look when you print it. **The page numbers are visible, in a grayed-out view. You will use this view to correct the page number on the Portrait page which follows any Landscape pages you create.**

The third view that I find very useful is **Print Preview** (File...Print Preview).

3. **Print Preview** will display multiple pages of the document (up to six pages per screen). Word inserts automatic page breaks for you and also shows page numbers. **Use this view to monitor your progress and to check that your section breaks and numbering are correct. This will also show any empty pages that may have been generated by the section breaks. If this happens, just go into Normal view and delete the unwanted page/section break.**

Please Note: For this tutorial it is assumed that the pages before and after the newly created Landscape page(s) are Portrait orientation and that you are numbering the pages in your document. The

steps for adjusting the page orientation are the same whether you insert a table, graph, picture, etc., into the document. In this demonstration I am using a table.

Tip: Jot down the page number(s) where you insert tables, etc. This will make it easier for you to keep track of what pages you are working on as you switch between the various page views. This is especially helpful for large documents and/or inserting multiple tables, etc.

Tutorial

Inserting the Table

Place the cursor at the point in the document where you want the table to be inserted.

1. To insert the table you can use either the **Edit...Copy/Paste** or **Insert...File** commands found on the Standard Tool Bar.
2. You now have your table in your document, but you may notice that it doesn't all fit on the Portrait oriented page. Assuming it already fits on the Landscape orientation, this will be corrected in the next step.

Rotating the Page

In this step we will rotate the page to Landscape orientation, set margins and create page breaks so the table is on its own page.

1. Place the cursor before the table you want to be on the Landscape page.
2. On the Standard Tool Bar, go to **Insert...Break...Section break types...next page**. [click for image](#) **Click OK.**
3. Place the cursor after the table you want to be on the Landscape page.
4. On the Standard Tool Bar, go to **Insert...Break...Section break types...next page**. **Click OK.**
5. Place the cursor anywhere on the page you want Landscape and choose **File...Page Setup** and change to orientation to Landscape. While you are in the dialog box, change the page margins to the following:

TOP = 1"
BOTTOM = 1"
LEFT = 1"
RIGHT = 1"

Note: These margins are necessary for formatting the page numbers so they line up within the entire document.

You now have your table on a Landscape page, but the page number orientation is incorrect. In the next section we will take care of this.

Correcting Landscape Page Number Position

Your document, when viewed in Print Layout, will show the page number on what appears to be the "bottom" of the page. However, after printing and inserting into the completed document, the number will appear on the side of the Landscape page.

1. Make sure you are in the **Normal** view and place your cursor on the Landscape page you just created.
2. Go to: **View...Header and Footer** This will place your cursor in the **Header** and bring up a dialog box. (If you are not familiar with this dialog box, let your cursor rest on the different icons to see their various functions).
3. Click on the **Same as Previous** icon on the dialog box to turn off the **Same as Previous** on the Header. **Note:** "Same as Previous" means that the current page is using the same formatting as the page(s) before it. We are disabling that and inserting new formatting.
4. Delete the page number in the Header, if there is one. To do this, place your cursor on the number and left click. You will see a hatched-outline around the number. Move your cursor slightly, until it changes to a cross-hair. Then right click for the menu that will contain the **Cut** option. [Click for image](#)
5. Switch to the **Footer** and click on the **Same as Previous** icon to turn of Same as Previous in the Footer
6. Delete the page number in the Footer, if there is one. Don 't exit the Footer.
7. While still in the Footer, go to the dialog box and click on the **Insert page Number** icon. Do not close the dialog box. Next, go to the Standard Tool Bar and click on **Insert...Insert Page Numbers**. You will see that the Alignment section is blank. Using the pull down arrow, select **Center** and click OK. [click for image](#) Remain in the Footer for the next step.
8. Place your cursor on the number in the Footer, right click on your mouse and a hatched outline will appear. Move your cursor slightly until it changes to a crosshair. Right click on your mouse and the hatched outline will change to that of tiny boxes and you will see a menu. Select **Format Frame**.
9. In the **Frame dialog box** set your page number's position to the following values. [click for image](#)
 - a. **Horizontal Position: 10.5"** (This can be typed in, by highlighting what is in the box and pressing backspace to remove it.) **Relative to: Page**
 - b. **Vertical Position: Center** **Relative to: Margin**.
 - c. Click OK.
10. While the new page number is still highlighted, on the Standard Tool Bar, click on **Format...Text Direction**. [click for image](#)
11. Choose the option that will orient the number in the correct direction. Click OK.

Correcting Page Number on Next Portrait Page

According to other instructions I have seen regarding this step, all you should have to do is turn off the "Same as Previous" formatting statement in the next Portrait page's Header and Footer and then insert the page number in the center position. I can't seem to get this to consistently work in the various situations I've tested. Instead, I recommend using the following steps to remove the Landscape oriented number formatting from the Portrait page and reinsert its page number.

1. Insert your cursor on the **Portrait** page immediately following the Landscape page(or pages if you've inserted several tables, graphs, pictures, etc.) you just created. Go to: **Print Layout** view.

2. Go to **File...Page Setup** and change the orientation to **Landscape**.
3. Go to **View...Header and Footer** and remove "Same as Previous" formatting statements from both the Header and Footer.
4. You will see the page number on the side of the page. Delete this page number.
5. Go to **File...Page Setup** and return the page to Portrait orientation.
6. Go to **View...Header and Footer** In the dialog box click on the Page Number icon and insert the page number. While the dialog box is still open, go to **Insert...Page Numbers** and choose **Center** from the **Alignment** drop down menu. Click OK.

Note: I would appreciate any feedback from you, if you find these steps don't work right. You can e-mail me at: castleguide@castlejb.com