

GSEP Education Division Sample Dissertation

Format Requirements:

Order of Preliminary Pages/Text & Pagination Requirements

- a) Title Page – *counted but not numbered*
- b) Committee Page – *counted but not numbered*
- c) Copyright Pages (*optional*) – *counted but not numbered*
- d) Table of Contents – *first page counted but not numbered, additional pages are numbered in lower case roman numerals*
- 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*
- k) Chapters (*begin Arabic numerals*)
- l) References (*numbered*)
- m) Appendices (*if applicable*)

Margins: Margins for each page are 1 inch 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 DISSERTATION CENTERED, DOUBLE –SPACED,
AND IN ALL CAPITAL LETTERS

[2 ½ "]

A dissertation submitted in partial satisfaction
of the requirements for the degree of
Doctor of Education in (Program Title)

by

Jane Doe Student

Month (that dissertation is submitted for binding), Year

John Doe, Ph.D. – Dissertation Chairperson

This 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 EDUCATION

Doctoral Committee:

John Doe, Ph.D., Chairperson

Robert Smith, Ph.D.

Erin Bogdonovich, Ed.D.

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NOTE TO STUDENT:

BE SURE TO USE INDENTATION CONSISTENTLY TO DENOTE DIFFERENT LEVELS OF HEADING.

*Actual headings and subheadings will be based on the content and format of your specific dissertation.

***All** headings/subheadings in the Table of Contents (T.O.C.) are in title case (a.k.a. upper/lowercase); the major words in the heading/subheading (content words) are capitalized.

*Leader dots continue throughout entire table of contents.

*Page number column (page numbers) should be right-aligned to one inch margin.

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***Figure captions, in both the T.O.C. and in text, are in Sentence Case (SC): Only the first letter of the first word in the caption, proper nouns and the first word after a colon (subheading) are capitalized.**

APPENDIX A*

Title of Appendix A

*At least one form of IRB documentation (IRB Approval Notice, Exemption Notice or Non-Human Subjects Determination Notice) is required to be included as a separate appendix for all GSEP dissertations

ALIGNING PAGE NUMBERS IN TABLE OF CONTENTS USING MS WORD

1. Highlight the section in TOC
2. Delete all previous formatting in this section (leaders/dots) by clicking on ¶ icon in “paragraph” box and deleting any formatting symbols that you see in the document.
3. Hit Tab
4. Show formatting by selecting ¶ in menu.
5. Right click on highlighted section
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7. Select Right alignment
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