

GSEP Psychology 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) Tables (*if applicable, only applies to manuscript format*)
- n) Figures (*if applicable, only applies to manuscript format*)
- o) Appendices (*if applicable, all appendices must have a cover page*)

Margins: Margins must now 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.

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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.....	1
Introduction	1
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 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	1
METHOD	1
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 is required and always listed in Appendix A.**
- **All other appendices should be labeled in the order they are mentioned in text.**

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	

LIST OF FIGURES

Page

Figure 1. Title of figure 1

Figure 2. Title of figure 2

Figure 3. Title of figure 3

Figure 4. Title of figure 4

***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

Extended Review of the Literature or Summary Table of Selected 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*

*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
6. Select “Paragraph”
7. Select Right alignment
8. Under “Tab,” insert tab spacing positions (6.5” for #2 leader) for Right
9. Click “Set.”
10. Go back and insert cursor at beginning end of text in TOC section.
11. Hit Tab; leaders should appear between text and p. #.
12. Click on ¶ icon again to hide the formatting symbols.