



SCHOOL OF
**PROFESSIONAL
PSYCHOLOGY**

PROFESSIONAL DISSERTATION HANDBOOK

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Professional Dissertation Overview

The purpose of the professional dissertation is to develop a student's core competencies. The American Psychological Association has outlined nine core competency areas which are required for students who graduate from programs accredited in health service psychology. These are: Research, Ethics and Legal Standards, Individual and Cultural Diversity, Professional Values, Attitudes and Behaviors, Communication and Interpersonal Skills, Assessment, Intervention, Supervision and Consultation, and Interprofessional/Interdisciplinary Skills.

The school's standards for professional dissertations include:

- It is an original creative work.
- It is produced independently by the student with limited technical guidance from the Chair and Committee.
- It is a product that exemplifies the student's ability to think critically and to critically evaluate research, theory or other scholarly work.
- It represents a synthesis and integration of scholarly work, research, or theoretical perspectives.
- It represents a substantive scholarly contribution, demonstrating focus and depth of knowledge in a particular area of professional psychology.
- It represents a vehicle for the student to demonstrate an ability to communicate clearly both in writing and orally.
- It is a project or undertaking the topic of which is generally psychological in nature and consistent with the school's mission.

The policies covered in this edition of the Professional Dissertation Handbook are effective as of the revision date. Students and faculty may reference this Professional Dissertation Handbook online at the following link: <https://psychology.wright.edu/psyd-degree/dissertation>.

This handbook sets forth minimum requirements to be followed for all doctoral Professional Dissertations submitted to the School of Professional Psychology, Office of Academic Affairs (OAA). It is not meant to be an exhaustive guide to the process of developing and writing a Professional Dissertation. These procedures are a modification of the Wright State University, Graduate School Thesis/Dissertation Handbook (<https://www.wright.edu/graduate-school/graduate-thesis-dissertation-handbook>). Much of the content of this handbook is a guide to format. For formatting issues not specified in this handbook, students should consult the American Psychological Association (APA) Publication Manual, Latest Edition. If you have questions or concerns, please contact the Professional Dissertation Coordinator in the Office of Academic Affairs (OAA) at 775-3492.

The OAA is responsible for developing and enforcing the procedures for writing and obtaining approval of a Professional Dissertation, and for establishing matters of proper format not prescribed by this handbook. The OAA is also responsible for making these procedures known to students.

Student Responsibilities

The student is responsible for following all of the procedures governing the preparation of an approved Professional Dissertation, including the standards and requirements of the doctoral program as outlined in this handbook. Also, the student has the ultimate responsibility for the content, scholarship, and style of the Professional Dissertation, and for maintaining a high standard of written expression. Any student who wishes to obtain personalized assistance with writing the dissertation is encouraged to contact the OAA, which has resources available for students, including minor formatting assistance, and a writing tutor at no cost to students.

Content

The Professional Dissertation chair and committee members will work with the student on Professional Dissertation content and scholarship standards.

Format

If editorial assistance is needed, the student is responsible for securing it. While they may help in the composition and construction of the Professional Dissertation document itself, please remember that proofreading and other editorial chores are not the duty of the Professional Dissertation chair and committee or OAA.

Corrections and revisions

The student is responsible for making any corrections and/or additions that are required by the Professional Dissertation chair, committee members, and Dissertation Coordinator/OAA. Submission of documentation to the OAA related to the Professional Dissertation is the student's responsibility.

Progress

The student is responsible for meeting all deadlines and turning all forms in to the OAA on time. While extensions may be granted in extenuating circumstances, the student should not assume that deadlines are flexible. The OAA and the Dissertation Chair may send out reminders of deadlines, but the student is ultimately responsible for being aware of and meeting deadlines. Extension requests must be submitted in writing to the OAA and approved by the Associate Dean and the student's Chair.

Types of Professional Dissertations

The dissertation in Professional Psychology at the SOPP may be developed in a variety of ways, depending upon the student's interests, professional experience, and career trajectory. The over-arching requirements are that it be of high quality and represent a unique contribution to the science or practice of psychology. The following examples are meant to inform the student of potential forms or methodological perspectives that are acceptable for completion of the dissertation project at SOPP.

Experiments and Quasi-Experiments

Students can choose to conduct empirical research using an experimental or quasi-experimental design. Experiments have independent and dependent variables. A true experiment involves random assignment and control over extraneous variables. For a basic description of experiments see <http://www.simplypsychology.org/experimental-method.html>.

Non-Experimental Research

Survey research may be a part of experimental, quasi-experimental or correlational research. It can also stand alone as a research methodology where it is used to describe a group, or something related to the group. Surveys generally tap into knowledge, attitudes or behavior. Students can use pre-existing surveys or may create their own. Pre-existing surveys can be found in the literature or in databases such as PsycTESTS. When creating their own surveys, students should consult with a book on survey writing. One such text is *Internet, Phone, Mail, and Mixed-Mode Surveys: The Tailored Design Method*.

Correlational research is another type of non-experimental research and is conducted in order to determine if there is a relationship between two variables. Generally, two variables are measured, such as height and weight, and the degree to which those variables are related is determined using a measure of association, such as a correlation. For a basic description of correlational research see <http://www.simplypsychology.org/correlation.html>.

Psychometrics Research and Normative Research

This type of research is used to evaluate the usefulness of any given instrument. Often this relates to the validity or reliability of the instrument. In addition, it can involve obtaining the norms for an instrument that already exists. For example, if you learned that the *Postpartum Depression Inventory* was not normed for Native American women, you could obtain normative data for this group.

Program Evaluation

Program Evaluation is a form of applied research. It frequently involves measuring the effectiveness of a program. However, process evaluation is used to assess whether or not a program is proceeding as it should. Another form of program evaluation is a needs assessment. A needs assessment is conducted before a program is implemented to determine if there is a need for it. There are numerous books on program evaluation, particularly from Sage publishers.

Clinical Case Study

There are certain phenomena that occur, or questions that arise, in the course of clinical practice that are not readily examined through typical multiple participant research designs. That is, if there is a question that is specific to a very peculiar or isolated event or that is unique to a very limited client population, it is not reasonable or practical (nor in some cases ethical) to design and collect group data. The case-study design can be used in many different settings and situations but is commonly used to evaluate less concrete or objective clinical phenomena such as therapy process or aspects of the therapeutic relationship. Although this option may seem easier than the other options, this may not necessarily be the case. Extensive and careful documentation of many different variables is required. Also, the case-study should include the logical/rational basis for the need/benefit of completing the case study. For a brief overview of the case study method see <http://www.simplypsychology.org/case-study.html>. A case study could be of an individual, group, organization or situation. For example, examining how a community overcame its opioid crisis.

Single-participant Design

In a single-participant design you are matching a participant's data against him/her/their self. In such a design, the researcher would collect baseline data (for the identified variable, e.g., depressive symptoms) on several occasions, introduce a treatment or intervention, and then see if there is a change in the measured variable that corresponds directly with the introduction of the treatment. This design is effective at showing ideographic (client-specific) treatment effects.

Qualitative Research

Qualitative research can take many forms, but two common types involve interviewing or conducting focus groups. Interviewing is a good place to start if the phenomena you are considering has not previously been researched. A set number of people are interviewed, and the data is generally analyzed for themes. Another more recent approach involves

collection and analysis of visual data such as photos or social networks. There are many good books available on setting up interview protocols, particularly at Sage publishers. One example is, *The Sage Book of Qualitative Research*.

If the topic you are interested in would be better assessed in a group format, focus groups may be a good method to use. A good guide to designing focus groups is *The Wilder Nonprofit Field Guide to Conducting Successful Focus Groups*.

Other forms of qualitative research include ethnography and phenomenology. More information can be found at the following link
<https://www.simplypsychology.org/qualitative-quantitative.html>.

Meta-analysis

What if you were interested in a topic area in which there were several studies published, but there was no clear consensus regarding a trend or result within the topic area (i.e., the published results of studies appear somewhat scattered and are not necessarily well integrated into other parts of the literature)? If this is the case, then a meta-analysis might serve to benefit the field of psychology. The meta-analysis process requires you to scour the literature to find every single study that contributes to your meta-analytic topic. Next, you need to create uniform criteria for which studies will be included in your analysis.

For a brief summary of meta-analysis see

https://www.psychologicalscience.org/news/releases/meta-analysis-helps-psychologists-build-knowledge.html#.WLBj8_ImsnI.

Intensive and Extensive Review of the Literature

If you are interested in a more theoretical approach, an intensive and extensive review of the literature in a specific problem area can be conducted. Generally, after reviewing the literature the student will integrate it somehow using a model or case illustrations. The literature review usually includes detailed conclusions and schema suggesting how the problem might be further investigated. For a brief discussion of literature review writing and research see <http://www.apa.org/pubs/journals/gen/literature-review-guidelines.aspx>.

Program Development

Often a program has been developed which is not meeting the needs of a population or no program has ever been developed at all. A student may decide to design a curriculum or intervention program. In this type of dissertation, the student may want to consult both the literature and the population who will be served in order to design an effective program. The student will need to consult with his/her/their chair to see if the program will just be designed or also implemented.

Idiosyncratic Dissertation Project

A dissertation including aspects of one or more of the above, but which does not conform completely to any previous format would be considered idiosyncratic. Such idiosyncratic proposals must have the written approval of the dissertation chair in addition to the approval of the committee members. It is anticipated that this type of proposal will be rare and subject to scrutiny prior to approval. It does, however, leave the door open for the student who feels that s/he/they have something unique and different to contribute which does not fall readily into any of the categories outlined above but is nevertheless of scholarly value.

Manuscript for Publication

The purpose of this format is to encourage students to submit their work to a committee-approved, peer-reviewed journal for publication. There are typically four sections: Introduction, Methods, Results, and Discussion. In addition to the manuscript, students choosing this method are also required to prepare a comprehensive literature review to be included as an appendix in the final document presented to the dissertation committee. Successful publication is not required to pass the dissertation requirement, but the manuscript submission and required revisions must be completed. If the manuscript is rejected out of hand, there must be time for a regroup and re-working of the manuscript into an alternate form of dissertation project.

Professional Dissertation Procedures

Timelines for the Professional Dissertation

The Professional Dissertation process is organized around firm deadlines designed to ensure that all students complete it prior to leaving for Internship. Students are required to enroll in a minimum of 8 semester credit hours of PSI 9980, Professional Dissertation, prior to graduating from the program. The timeline-below applies to all full-time students on a standard 4+1 semester curricular plan. The timeline for completion of dissertation deadlines for students on an accelerated 3+1 semester curricular plan is one year prior to those listed below for a standard 4+1 semester curricular plan.

Table 1

Timeline of Dissertation Due Dates and Credit Hours

Year	Item	Registration	Due Date
First Year*	General Topic Area &	1-hour Summer	End of Summer C
	Chair**		Semester
Second Year	Topic and Committee	1-hour Fall	End of Fall Semester
	Members		
Third Year	Prospectus Approval	2-hours Fall	End of Fall Semester
Fourth Year	Dissertation Defense	4-hours Summer A	June 1 of Fourth Year
	Final Dissertation		Earlier of: Two weeks before
	Document		internship departure OR July 15 of Fourth Year

*All academic years run Fall through Summer

** All forms are included in Appendix B

Failure to meet deadline or enroll as required

Students who fail to meet deadlines for the Professional Dissertation as laid out in the table above or the descriptions below, will receive a grade of “U” (Unsatisfactory) in any section of PSI 9980. If you receive a “U” for PSI 9980, you will not receive credit for that class and will have to retake the hours. If the student did not meet a deadline and did not enroll for that semester, the student must enroll the next semester and will receive a “U.” Please refer to the Grading and Remediation Policies of SOPP regarding the consequences for unsatisfactory grades.

Year 1, Summer Semester:

No later than the end of Summer Semester of the First Year, students must submit a *Chair and General Topic* form to the OAA (see Appendices for copies of all forms). Students may change their topic and/or chair after this date as long as subsequent deadlines are met. Students must enroll in 1 credit hour of PSI 9980, Professional Dissertation, during Summer Semester of the First Year.

Year 2, Fall Semester:

No later than the end of Fall Semester of the Second Year, students must submit a *Professional Dissertation Topic and Committee* form to the OAA (see Appendices for copies of all forms). Students must enroll in 1 credit hour of PSI 9980, Professional Dissertation during Fall Semester of the Second Year.

Composition of the Professional Dissertation Committee. Once a student has a general idea of the topic of the dissertation, he/she/they should begin the process of selecting a Dissertation Committee. The Dissertation Committee is composed of at least three persons: The Dissertation Chair and two members.

The Chair of the Dissertation Committee must be a member of SOPP's Fully-Affiliated Continuing (Core) Faculty. A listing of SOPP core faculty members and their research interests is online at <https://psychology.wright.edu/about/faculty-and-staff-directory>. The Chair is generally selected first and then assists the student in identifying individuals who might serve as members of the Committee.

Of the two members of the Dissertation Committee, one must be a psychologist, or a person whose doctorate was in psychology. This individual may be a member of SOPP's Fully-Affiliated (Core), Contract, Adjunct or Clinical/Voluntary faculties or a member of the community of professional or academic psychologists. The second member of the Dissertation Committee may be a psychologist, as broadly defined above, or a member of another profession or

academic discipline. One Committee member must be outside of the SOPP Core Faculty. Finally, an additional person may be added to the committee at the discretion of the Chair or student if that person's expertise would significantly enhance the quality of the dissertation.

If the second member is not part of the School's adjunct or clinical faculties, and has not served on an SOPP dissertation committee previously, the person needs to be approved by the Chair and the Associate Dean. This is accomplished by submitting his/her/their Curriculum Vita to the Chair and the Office of Academic Affairs for review.

Changes to the Committee. In rare circumstances a student may need to request a change in the composition of the Professional Dissertation Committee. This request should be submitted in writing to the Office of Academic Affairs. When a faculty member who is a Chair or a member of a Professional Dissertation Committee leaves the SOPP, the departing faculty member is permitted to continue serving on the Dissertation Committee as a member, if desired. If the departing Committee member does not wish to continue serving on the Committee, the Committee should be reconstituted. In this instance, the student will work with the Chair to identify a third committee member. The student must then submit a revised *Professional Dissertation Topic and Committee* form to the OAA. If the membership of a Professional Dissertation Committee is changed after the Prospectus has been approved, the student may be required to schedule a second Prospectus meeting with all members of the new Committee present. Students who change their dissertation topic or chair must still meet the deadlines as described in this handbook.

Year 3, Fall Semester:

No later than the end of Fall Semester of the Third Year, students must complete the Professional Dissertation Prospectus. At a minimum, the prospectus must contain a Literature Review (including a statement of the problem), Preliminary Plan/Methods, and References. Detailed instructions on preparing the Dissertation Prospectus are included in this handbook. Students must enroll in two credit hours in Fall Semester of the Third Year.

Forms required. Students must submit a *Summary of Prospectus Meeting* form completed by their dissertation committee to the OAA by the end of Fall Semester of the Third Year (see Appendices for copies of all forms).

CCE Eligibility. Failure to pass the Prospectus, submit a copy of the *Summary of Prospectus Meeting* form or to enroll as required will delay the student in taking

the Intervention component of the Clinical Comprehensive Examination (CCE). Completion of the prospectus and IRB approval (if required) will be evaluated as part of students' Third Year Internship Readiness Review.

Year 3, Summer Semester:

It is strongly suggested that students turn in a full draft of the dissertation to their chair, with text in all sections, at the end of their third year in the program. However, this is not a requirement.

Year 4, Summer Semester:

No later than June first of their fourth year in the program, students must complete the Oral Dissertation Defense. By July fifteenth of their fourth year in the program or, if starting internship early, two weeks prior to the date of departure for internship, students must submit the final manuscript of the Professional Dissertation to the Dissertation Coordinator in OAA to include all revisions recommended by the Dissertation Committee as well as any format revisions. Students must enroll in 4 credit hours of PSI 9980, Professional Dissertation, during Summer A of the Fourth Year.

Forms required. Students must submit the *Oral Defense Scheduling Form* to the OAA at least 10 working days prior to the oral defense (see Appendices for copies of all forms). Students must submit the completed *Oral Defense Rating Scale* and *Dissertation Revision Agreement*, a PDF of the final completed Dissertation, and a signed approval page to the OAA. Please note that hard copies of the Professional Dissertation itself will not be accepted.

Internship eligibility. Failure to submit the final dissertation and accompanying forms by the deadline, or to enroll as required, may result in cancellation or delay of the start of the internship. In the event internship is cancelled/delayed, the training director of the internship program will be notified.

Additional Information and FAQs

Academic Probation

Students may be placed on academic probation whenever they earn a second unsatisfactory grade in any two courses including PSI 9980, Professional Dissertation. If this action is taken, the student will be required to develop a written remediation plan with the Dissertation Chair for completing dissertation requirements and removal from probationary status. This plan will be filed in the student's academic file in OAA. A grade of "U" (Unsatisfactory) in PSI 9980, Professional Dissertation is a permanent grade and the student must enroll in

additional sections of PSI 9980 until a total of 8 credits are completed with a passing grade.

Credit for PSI 9980, Professional Dissertation

Students are required to enroll in a minimum of 8 semester credit hours of PSI 9980, Professional Dissertation during their matriculation in the doctoral program as described in the semester timeline section above.

Special Curricular Plans

Students on a 3+1 curricular must meet dissertation deadlines (with the exception of the Topic and Chair) one year prior to deadlines for students on a standard 4+1 curricular plan. Any student who changes his/her/their curricular plan in a substantive way after entering the program (e.g. when a student elects to extend his/her/their matriculation in the program) should confirm all deadlines with the Professional Dissertation Chair and the OAA. In any case where a non-standard curricular plan is developed, a written plan must be submitted to the Chair and OAA to include completion of the Professional Dissertation.

Professional Dissertation Prospectus

The Professional Dissertation Prospectus is the formal preliminary description of the dissertation. The student should outline the subject of the dissertation, complete a literature review, and describe methodology/participants of any research, or the methodology of the non-empirical dissertation. The student develops a written Professional Dissertation Prospectus and works with the Chair and/or members of the committee until it is determined that the student is ready to meet formally with the full committee. The student should present a copy of a full prospectus to committee members at least 10 business days in advance of the prospectus defense meeting unless other arrangements have been made with the chair and committee. The student meets with the Professional Dissertation Committee for approval of the final Professional Dissertation Prospectus. **Please note that the purpose of the Prospectus Meeting is for the Chair and members to approve the prospectus and to make sure the student is clear on his/her/their goals for the project.**

No new data should be collected prior to approval of the prospectus, even informally. The use of archival data should follow IRB procedures, and the student should obtain approval of the prospectus before using the data.

The Dissertation Committee Chair must be physically present for the Prospectus meeting. If the situation warrants, a committee member may be present for the Prospectus Meeting by teleconference. All committee members must be present at the Prospectus meeting, in person or by teleconference, and indicate their approval of the Professional Dissertation

project by signing the *Summary of Prospectus Meeting* form. Because the Prospectus meeting must be conducted with all Committee members present, students are strongly encouraged to schedule alternate dates for the Prospectus meeting as a precaution against a meeting being cancelled because of emergencies or other unforeseen events that prohibit a member from being present. The student may need to schedule additional Prospectus meetings in order to secure group approval of the proposed project. At the conclusion of the final Prospectus meeting, the student submits the original signed *Summary of Prospectus Meeting* form to the OAA.

Guidelines for the Professional Dissertation Prospectus Document

Literature Review

The student must identify the literature base(s) which needs to be addressed. A critical review of the literature is a key component of the dissertation prospectus and will be important in establishing the context of the dissertation proposal. The review identifies methodological flaws in the extant literature, areas of overemphasis or neglect, inadequate procedures or assessment, etc. It also addresses theoretical confusions, ambiguities, and blind spots. Ultimately, at the end of the literature review, the student should clearly communicate the reasons why the topic is important and argue for the compelling nature of this particular dissertation. In articulating the uniqueness of the scholarly contribution, the student explains the potential implications of the project, the way the information may be used by the targeted population and the usefulness for psychologists and other helping professionals. **At the end of this section of the dissertation, the student clearly and cogently highlights the issues which the project seeks to clarify; in other words, the research question, hypothesis or issue to be addressed.** As a general rule of thumb, the literature review should consist of at approximately 20 pages of double spaced text.

Methodology

This section includes how the student plans to accomplish his/her/their goals, (i.e., generate recommendations for improving service delivery to a particular underserved population, create a treatment manual for an under-researched clinical problem, design an empirical study to better understand a clinical issue, etc.). It also includes target populations for an empirical study, survey questions if such survey is required, community sources for service delivery recommendations, or other ways in which the dissertation research will occur. It is key to include all materials that will be used in the dissertation and a detailed discussion of the procedure, so the committee can determine the feasibility and contributions of the project.

References

The reference list should be as complete as possible documenting the student's coverage of material. All references should be cited in text and in the reference list according to the *APA Publication Manual* (latest edition).

Formatting

It is expected that the prospectus will adhere to the formatting requirements laid out in this handbook for the final draft of the Professional Dissertation, including a Title Page, Table of Contents and Chapters. Margins, headings, section order, indentations, tables/figures, and pagination should be in APA format, and/or adhere to the standards of SOPP. Formatting questions or problems can be addressed to the OAA..

Oral Defense of the Professional Dissertation

Following the contract established at the Professional Dissertation Prospectus meeting, the student develops the Professional Dissertation final manuscript. When the student, Chair and Committee determine that the Professional Dissertation is of acceptable quality and form, the oral defense is scheduled. The deadline for students to complete the oral dissertation defense is June 1st of the fourth year in the program.

The Dissertation Committee Chair must be physically present for the Oral Defense Meeting. If the situation warrants, and at the Chair's discretion, committee members may be present for the Oral Defense Meeting by teleconference.

The student contacts all Committee members and determines a mutually agreeable time and date, schedules a room for the defense to occur, and distributes a copy of the Professional Dissertation manuscript to each committee member a minimum of 10 working days prior to the scheduled defense. Typically, two to three hours is a sufficient time frame to complete the oral defense meeting. The student must also notify the Office of Academic Affairs at least 10 working days in advance of the scheduled meeting by submitting an *Oral Defense Scheduling form*. Please follow exactly the formatting of the example form in this handbook, including capitalization. OAA reserves the right to refuse and return forms that are not correctly formatted, since this form will be posted outside the Dean's Office to notify interested parties of the scheduled oral defense.

Because the Professional Dissertation Defense must be conducted with all members of the Committee present, in person or by teleconference, students are strongly encouraged to schedule alternate dates for the Professional Dissertation Defense as a precaution against a meeting being canceled because of emergencies or other unforeseen events that prohibit a member from being present. The only exception is that for a committee with four members, the fourth member does not have to be present for the defense meeting.

The student and Professional Dissertation Committee meet for the oral defense. Those present include the Professional Dissertation Committee members and any students or faculty who may wish to observe or participate in the examination (all students are encouraged to observe at least one Professional Dissertation defense). As a courtesy, anyone wishing to attend the defense may want to advise the Chair, so space accommodations can be made. Students wishing to invite observers who are not members of the academic, scientific or professional community must have prior approval from the Chair. Videotaping of the oral examination is prohibited.

The Professional Dissertation Oral Defense meeting is conducted as follows:

- The meeting begins, and the candidate is asked to step out of the room while the committee decides on details related to the meeting.
- The candidate makes a 10-15-minute formal presentation of the Professional Dissertation.
- The Committee Chair and members ask the candidate questions.
- Any observers are excused from the room. At the Chair's discretion, the candidate may be examined further by the Committee after any observers have been excused.
- The candidate is excused, and the Committee evaluates the candidate.
- The candidate returns and receives the Committee's evaluation and any suggestions for revision of the Professional Dissertation.
- The student provides a copy of forms to be signed by the committee and then submits the original signed *Dissertation Defense Rating Scale* and *Professional Dissertation Revision Agreement* to the OAA by June 1st.

When assessing the student's performance on the oral examination, the committee evaluates the student's:

- Breadth and depth of knowledge in the subject matter of the professional dissertation as well as in related academic, scientific or professional areas.
- Ability to think critically and to critically evaluate research, theory or other scholarly work.
- Ability to synthesize and integrate scholarly work, research or theoretical perspectives and responses to committee member's questions.
- Ability to communicate clearly orally.

Preparation of the Final Manuscript

As a starting point for proper formatting of the final manuscript submitted for publication, students should adhere to the guidelines specified in this handbook. For all other related questions, students should refer to the APA Publication Manual (latest edition). A quick guide to formatting is included in Appendix A and a template that can be copied, pasted and modified is included in Appendix C.

Care should be taken to maintain format consistency throughout the dissertation. Students should contact the OAA for assistance as needed to properly format the final dissertation.

All final Professional Dissertations submitted to the Dissertation Coordinator must meet the SOPP formatting standards.

Guidelines for Formatting the Professional Dissertation

Spacing and General Format

The general text must be double-spaced. The spacing and general format of tables, figures, headings, captions, quotations, footnotes, references, etc., must conform to the specifications in the APA Publication Manual, latest edition. Please note the APA standard of not using the title "Introduction." It is assumed that the first section of the body of the dissertation is an introduction to the general dissertation.

Margins

Margins should be consistent throughout the dissertation. All pages should have approximately 1.5" margins on the left and approximately 1" margins on the right and bottom of each page. Some top margins are one-inch margins, and some are two-inch margins (see Quick Notes at the end of this document). The additional left side margin allows for printing and binding the document if the student wishes to do so. The SOPP will not print or bind any dissertations for any reason.

Pagination

There are three types of pagination for each dissertation, as described below. If students are unsure how to paginate, the OAA can assist. All page numbers (Arabic and Roman) are to be centered approximately 3/4" above the bottom of the page. Do not embellish your page numbers in any way: Do not use punctuation marks, do not use the word "page" with the number, and do not underline the page number.

Title page. The title page and copyright page (if used) should not be numbered, but are counted in the page numbering.

Other preliminary pages: The pages preceding the text, or body of the Professional Dissertation (e.g., abstract, table of contents, dedication, etc.) are to be numbered in lower case Roman Numerals. Pagination should begin on the Abstract page, with either "ii" or "iii," dependent upon the inclusion of the optional copyright page.

Text/body of dissertation, appendix/appendices and reference pages: Starting with the first page of the text, or body, of the Professional Dissertation, the remaining pages (including appendices and references) are numbered consecutively in Arabic numbers.

Typeface

The preferred typeface is Times New Roman in 12-point font and must be consistent throughout the manuscript.

Corrections

All corrections, including typographical errors, to the Professional Dissertation must be made prior to the final submission of the electronic dissertation to OAA.

Order of Sections

The prescribed order of dissertation sections is listed below. Each section should begin on a separate page, conforming to margin requirements. A Professional Dissertation that does not follow the prescribed order will be returned to the student for correction upon format check.

Table 2

Dissertation Section Order

General Section	Specific Content
Preliminary pages	Title Page *Copyright Page Abstract Table of Contents **List of Figures **List of Tables *Acknowledgement(s) *Dedication
Body	Text of Professional Dissertation
Reference pages	*Appendix/Appendices References

*All items marked with an asterisk are optional. Items marked with a double asterisk are required if tables and/or figures are included in the body of the dissertation document. If tables and/or figures are included in appendices, these lists are not required.

Notes on specific sections (additional notes are in the full dissertation template document)

Title Page

The title page must conform exactly in spacing and capitalization to the sample on the dissertation template. Your first and last name should be given in full (you may use a middle name or initial at your discretion) and must be followed by the highest degree previously earned (e.g., B.A., B.S., Psy.M.) The date on the title page should correspond as closely as possible to the date the dissertation chair signs the form indicating that both content and format have been approved. Margins of the title page must conform to the requirements listed above. No page number should be included.

Copyright page

Three double-spaced lines of text at the bottom of the page should be centered and include the following, each on its own line, in order: "Copyright by," Student's full name, year dissertation submitted, and "All rights reserved." No other words should be included. No page number should be included. A Word template is available to students.

Abstract

The abstract should succinctly summarize the contents of the Professional Dissertation, stating the problem, procedure or methods used, results, and significant conclusions. It should be between 150-250 words. The abstract is prepared in a single paragraph, double-spaced, block quotation format with no paragraph indentation. The margins of the abstract should conform to these requirements: 1-inch top margin, 1.5-inch left margin, and 1-inch right margin. Pagination of the preliminary pages, in lower-case roman numerals, begins on this page.

Table of Contents

General formatting suggestions are below.

Margins. The margins of the TOC should conform to these requirements: 1-inch top margin, 1.5-inch left margin, and 1-inch right margin.

Headings. “Table of Contents” should be treated as a Level 1 heading.

Page numbers. Page numbers should be right-justified at the 1-inch margin.

List of Figures/List of Tables

These lists must be included if tables and/or figures are included in the body of the dissertation. If tables and/or figures only appear in the appendices, the lists are not required. Formatting of these lists should exactly match the formatting of the Table of Contents.

Acknowledgement(s)

This should be in paragraph form, indented, double-spaced. If it fits on one line, it should be centered.

Dedication

If this fits on one line, the text should be centered. If it is more than one line, it should be in paragraph form, indented, double-spaced.

Appendix/Appendices

Appendices are placed before the References section. This does not match the APA standard, but is required by the Wright State University Graduate School Thesis and Dissertation Handbook. Students should follow the WSU standard here, not the APA standard. Pagination of the Appendices continues consecutively from the body of the dissertation in Arabic numerals.

Approval Sheet

The approval sheet indicates to the OAA that the dissertation is complete. It should conform exactly to the sample format provided in the dissertation template. Use capital letters for the dissertation chair's statement and use boldface type for the author's name and title of the dissertation.

The approval sheet, signed by the Dissertation Chair and Associate Dean, must be submitted to the Dissertation Coordinator, along with the dissertation, by the earlier of July fifteenth, or two weeks prior to departure for internship. The approval sheet is prepared by the student and is not supplied by the OAA; however, a Word document template is available. All signatures on the approval sheet must be original. This document will be kept permanently in the student's academic file.

The margins of the approval sheet should conform to these requirements: 2-inch top margin, 1.5-inch left margin, and 1-inch right margin. In addition, the date on the approval sheet should correspond as closely as possible to the date the dissertation chair signs the form indicating that both content and format have been approved. The form, and the dissertation are then submitted by the student to OAA.

Format Reviews

Preliminary format review

Students are strongly encouraged to email their dissertation for format checks as soon as the full draft is written for a preliminary format review. This can be done early in Spring semester to get the review process started. Content revisions and final format revisions will be completed following this initial review. By submitting early, students will save considerable time and stress from waiting until after the oral defense and any final content revisions are done. If in doubt about when to start the preliminary format review process, students should consult with their dissertation chairs. History has shown that waiting until after the oral defense and final content revisions are done to request a format review can leave students in a time crunch before the dissertation deadline and departure for internship.

Final format review

The final format review is done after the oral defense and content revisions are completed. The format review process and submission for publication can take at least a week or two with up to 3-5 format revisions depending on the extent of needed revisions.

Uploading your Document to OhioLINK Electronic Dissertation (ETD)

It is highly recommended, but not required, to submit your electronic dissertation for publication with the OhioLINK ETD Center. This allows the dissertation to be added to the body of scholarship available online, through the Dunbar Library and the OhioLink services. If you need instructions for how to upload your dissertation, please contact the Office of Academic Affairs.

Appendix A

Dissertation Formatting Quick Notes

Sections of your dissertation:

1. Title page
 - a. This page is required.
 - b. Note that the month and year on the title page is the expected month and year of your degree conferral (i.e., July, August, September when your internship is complete).
 - c. There is no page number on this page.
 - d. This page has a one-inch margin at the top.
2. Copyright page
 - a. This page is optional.
 - b. The year should be the year of your dissertation defense.
 - c. There is no page number on this page.
 - d. The text should be centered at the bottom of the page.
3. Abstract
 - a. This page is required.
 - b. Your abstract should be 150-250 words.
 - c. This page has a one-inch margin at the top.
 - d. The text is not indented.
 - e. This page has a page number using lower-case Roman numerals:
 - i. If you have a copyright page: iii
 - ii. If you do not have a copyright page: ii
4. Table of Contents
 - a. This page is required.
 - b. This page has a one-inch margin at the top.
 - c. This page is set up in a table format. If you want to see the table lines to better work with it, you should right click on the table, choose "Table Properties," choose "Borders and Shading," and Choose "all."
 - d. This page is double spaced, unless your titles are so long that they wrap to the next line; then that entry should be single spaced.
 - e. You can use ellipses from your titles to your page numbers or you can choose to not use ellipses.
5. List of Figures
 - a. You only need this page if you have Figures in your text (not including your Appendices).
 - b. This page has a one-inch margin at the top.
 - c. This page is formatted just like the Table of Contents.
6. List of Tables
 - a. You only need this page if you have Tables in your text (not including your Appendices).
 - b. This page has a one-inch margin at the top.

- c. This page is formatted just like the Table of Contents.
7. Acknowledgement (s)
 - a. This page is optional.
 - b. This page has a one-inch margin at the top.
 - c. If your acknowledgement is less than one line, center it.
 - d. If your acknowledgement is more than one line, use standard paragraph formatting rules, including beginning the paragraph with a standard indent.
 8. Dedication
 - a. This page is optional.
 - b. This page has a one-inch margin at the top.
 - c. If your dedication is less than one line, center it.
 - d. If your dedication is more than one line, use standard paragraph formatting rules, including beginning the paragraph with a standard indent.
 - e. Slogans and emphasis lines should be centered below paragraphs (see example).
 9. The body of your dissertation (Chapter 1 – Chapter X)
 - a. The body of your dissertation is divided into chapters.
 - b. The example in the dissertation template is divided into six chapters, but the number of chapters in each student’s dissertation will vary based on dissertation type, topic, and committee preference
 - c. Specific chapters may also vary based on dissertation type, topic, and committee preference.
 - i. Due to APA guidelines, Chapter 1 should not be labeled the “Introduction.” Instead use “Statement of Problem.”
 - d. The first page of each chapter should have a two-inch margin at the top
 - e. One of the primary formatting issues within the body section are the levels of headings. You do not need to use all levels of headings; only use the levels needed for your dissertation. For all subheadings (except for Level 1), you need to use more than one heading at the same level. See the Dissertation Template for an example.
 - i. Level 1 headings: These are your chapter titles. They are centered and bolded.
 - ii. Level 2 headings: This is the first subheading level. Level 2 headings are bolded and set at the left margin. The text begins on the next line under the heading with a typical paragraph indent.
 - iii. Level 3 headings: This is the second subheading level. Level 3 headings are indented, bolded, and followed by a period. The text begins immediately after the heading.
 - iv. Level 4 headings: This is the third subheading level. Level 4 headings are indented, bolded, italicized, and followed by a period. The text begins immediately after the heading.
 - v. Level 5 headings: This is the fourth subheading level. Level 5 headings are indented, italicized, and followed by a period. The text begins immediately after the heading.

10. Appendix

- a. The use of Appendices is optional.
- b. The first page of the Appendix section has a two-inch margin at the top of the page.
- c. If you have more than one Appendix, label them with letters (e.g., Appendix A, Appendix B)
 - i. Only Appendix A needs a two-inch margin; subsequent appendices need a one-inch margin at the top
- d. In the appendices, there is some leeway in the formatting (e.g., margins, table/figure formatting). Thus, if you are including heavily formatted material in your dissertation document, consider placing that material in your appendices.

11. References

- a. The reference page comes after your appendices due to WSU graduate school formatting guidelines (this is not APA style).
- b. The first page of the reference section should have a two-inch margin at the top.
- c. Use APA style for all of your references

Figures and Tables

1. Tables

- a. Use APA Formatting for your tables
- b. At the top of your table should the table number (Table X)
- c. Under the table number should be the *table title* (italicized)
- d. Under the table you may add notes. The word *Note* should be italicized. Then you may add notes able the table, including definitions of abbreviations and permissions for table use.
- e. Note that there should be no vertical lines or bolding in the table.
- f. Double or 1.5 space text in tables, depending on length of table and ease of reading. A single-spaced table may be approved if it means that a table will not be broken across a page.

2. Figure

- a. Use APA Formatting for your tables
- b. The figure number and figure title are placed under the figure in a figure caption, using the following form: *Figure X*. Title of Figure. Any notes about the figure.

Formatting Page Layout tips

1. Page Margins:
 - a. Pay attention to the required top margins for each page
 - i. Some are two-inch top margins and some pages require one-inch top margins
 1. For a two-inch top margin, you can either set the document top margin at two-inches (this will require the use of section breaks) or use a standard one-inch margin and hit return twice, which will approximate a two-inch margin
 - ii. The following pages use a two-inch top margin. All other pages use the standard one-inch margin:
 1. 1st page of each chapter in the body of your dissertation
 2. 1st page of the Appendix section
 3. 1st page of the references section
 - b. Use the following document margins
 - i. 1.5-inch left margin
 - ii. 1-inch right margin
 - iii. 1-inch bottom margin
2. Page and Section breaks
 - a. Use Section breaks in order to change the page numbering styles and top margin settings
 - b. To set a Section break in Word, choose the Page Layout tab, click the arrow next to the Breaks, and choose Next Page under Section Breaks
3. Page Number Reminders
 - a. The following pages do not have page numbers:
 - i. Title Page
 - ii. Copyright page (optional)
 - b. The following pages use lower case Roman numerals
 - i. Abstract
 - ii. Table of Contents
 - iii. List of Figures (only if you have figures in your document, with the exception of your appendices)
 - iv. List of Tables (only if you have tables in your document, with the exception of your appendices)
 - v. Acknowledgement (optional)
 - vi. Dedication (optional)
 - c. The following pages use Arabic numbers
 - i. Body of your document
 - ii. Appendices (optional)
 - iii. References
4. Indents
 - a. The first line of the abstract should not be indented.
 - b. The first line of each paragraph in the other preliminary pages, body, and appendices should be indented a standard one-half inch.

- c. The references section should use hanging indents of standard one-half inch.

Formatting Assistance

1. The STAC is available in the Dunbar Library, second floor for formatting help. The employees there are trained in dissertation formatting, and familiar with how to do it in Word.
2. To view the formatting in the Dissertation Template, open the formatting view (click the small paragraph icon (¶) on the home ribbon to view the formatting.) The Dissertation Template document was prepared in Word 2016 for PC.

Appendix B-Forms

**SCHOOL OF PROFESSIONAL PSYCHOLOGY
PROFESSIONAL DISSERTATION
CHAIR AND GENERAL TOPIC**

The Dissertation Chair must be a member of the School's fully-affiliated (core) faculty. This form should be used when informing the Office of Academic Affairs of the faculty member selected as the Professional Dissertation Chair and the general topic of the Professional Dissertation.

Date: _____

Student's Name: _____

General Topic: _____

Professional Dissertation Chair: _____

I agree to serve as Chair of this Professional Dissertation (please sign below):

Dissertation Committee Chair

Date

Approved:

Associate Dean

Date

**SCHOOL OF PROFESSIONAL PSYCHOLOGY
DISSERTATION TOPIC AND COMMITTEE**

The Dissertation Chair must be a member of the School's fully-affiliated core faculty. One member may be drawn from the School's fully-affiliated, contract, adjunct or clinical faculties, or the community of professional or academic psychologists. The final member must be other than SOPP fully-affiliated core faculty. If the third person is not a member the School's adjunct or clinical faculties and has not served on an SOPP dissertation committee previously, the person needs to be approved by the Chair and the Associate Dean. This is accomplished by submitting his/her/their Curriculum Vita to the Chair and the Office of Academic Affairs for review. A fourth member may be added to the committee at the discretion of the Chair and student.

Student's Name: _____

Dissertation Topic or Title: _____

Please print names of Chair and Committee Members below:

Chair: _____

Member: _____

Member: _____

Additional Member (optional) _____

I agree to serve on the above dissertation committee:

Chair: _____
Signature Date

Member: _____
Signature Date

Member: _____
Signature Date

Member: _____
Signature Date

Approved: _____
Associate Dean Date

If the third member is also SOPP fully-affiliated core faculty, please give reason(s) below:

I approve the third core faculty member:

Associate Dean Date

4/13/18

**SCHOOL OF PROFESSIONAL PSYCHOLOGY
PROFESSIONAL DISSERTATION
SUMMARY OF PROSPECTUS MEETING**

Student: _____

Date of Meeting: _____

Please evaluate the student's completion of the Professional Dissertation Prospectus. At a minimum, the prospectus must contain a Literature Review (including a statement of the problem), Preliminary Plan/Methods, and References. If the student's performance is unacceptable (Fail), the student is required to engage in remedial work to revise the prospectus as directed by the Dissertation Committee and s/he/they must schedule another meeting and pass the prospectus defense. Please include the rationale for assigning a Fail rating. When the meeting is concluded, the student submits this completed form to the OAA.

The Dissertation Committee Chair can determine whether members may be present via teleconference

Prospectus Rating (check one): Fail Pass

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member (optional): _____

The Dissertation Committee recommends the following changes (attach additional comments or use the back as needed):

SCHOOL OF PROFESSIONAL PSYCHOLOGY

DISSERTATION ORAL DEFENSE

STUDENT: First Last, DEGREE(S)

TITLE: ALL CAPS, BOLD FACE, SINGLE SPACE

DISSERTATION CHAIR: First Last, DEGREE(S)

DATE: Month Day, 20??

TIME: 0#:00 PM

PLACE: 1## Health Sciences Building

SCHOOL OF PROFESSIONAL PSYCHOLOGY
DISSERTATION DEFENSE RATING SCALE

Student: _____ **Date:** _____

It is recommended that all members of the dissertation committee be present for the oral defense. However, under unusual circumstances, members may be present via teleconference. If all three members are not present, the defense must be rescheduled.

Please note that a score of zero (Unacceptable Performance/Fail), on either portion of the Dissertation defense (Oral or Written) constitutes a failure on the dissertation defense.

All students must complete revisions as outlined on the Professional Dissertation Revision Agreement form. The student is responsible for having all forms signed by committee members and submitting them to the Office of Academic Affairs.

I. Written Work

The Professional Dissertation (written work sample) is a scholarly or creative work that meets the following criteria:

- It is an original creative work.
- It is produced independently by the student with limited technical guidance from the Chair and Committee.
- It is a product that exemplifies the student's ability to think critically and to critically evaluate research, theory or other scholarly work.
- It represents a synthesis and integration of scholarly work, research or theoretical perspective.
- It represents a substantive scholarly contribution, demonstrating focus and depth of knowledge in a particular area of professional psychology.
- It represents a vehicle for the student to demonstrate an ability to communicate clearly both in writing and orally.
- It is a project or undertaking the topic of which is generally psychological in nature and consistent with the School's mission.

Based on the criteria outlined above, please evaluate the student's written work using the following scale (circle one option):

0	1	2	3	4
Unacceptable Performance/ Fail	Below Average, Marginal	Average	Higher than Average	Exceptional Performance

II. Oral Examination

The Professional Dissertation oral examination is designed to accomplish the following objectives:

- To evaluate the breadth and depth of the student’s knowledge in the subject matter of the professional dissertation as well as in related academic, scientific or professional areas.
- To evaluate the student’s ability to think critically and to critically evaluate research, theory or other scholarly work.
- To evaluate the student’s ability to synthesize and integrate scholarly work, research or theoretical perspectives and responses to committee member’s questions.
- To evaluate the student’s ability to communicate clearly orally.

Based on the criteria outlined above, please evaluate the student’s oral examination using the following scale (circle one option):

0	1	2	3	4
Unacceptable/ Fail	Below Average/ Marginal	Average	Above Average	Exceptional

III. Recommendations

IV. Dissertation Diversity Award

The Diversity Dissertation Award is an award established by the SOPP Diversity Inclusion Committee to recognize outstanding scholarly dissertation work in the broad area of multicultural applications of professional psychology and diversity/inclusion issues. Does the committee believe this dissertation should be considered for the Diversity Dissertation Award which is awarded by the SOPP Diversity/Inclusion Committee (circle one).

Consider this Dissertation

Do not consider this Dissertation

V. **Signatures** (By signing here, I attest that I agree with the above evaluation)

Chair _____
Print Name Sign Date

Member _____
Print Name Sign Date

Member _____
Print Name Sign Date

Member _____
Print Name Sign Date

Revised 5/18/18

**WRIGHT STATE UNIVERSITY
SCHOOL OF PROFESSIONAL PSYCHOLOGY**

Date signed

I HEREBY RECOMMEND THAT THE DISSERTATION PREPARED UNDER MY SUPERVISION BY **STUDENT NAME BOLD-FACED** ENTITLED **TITLE BOLD-FACED AND NOT UNDERLINED** BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PSYCHOLOGY.

First and Last Name, degree(s), diplomates
Dissertation Director

Cheryl Meyer, J.D., Ph.D.
Associate Dean

Appendix C – Dissertation Template

**TITLE WHICH SHOULD BE CAPS-LOCKED, CENTERED, UNDERLINED,
AND SINGLE SPACED ON THE PAGE LIKE THIS**

PROFESSIONAL DISSERTATION

SUBMITTED TO THE FACULTY

OF

**THE SCHOOL OF PROFESSIONAL PSYCHOLOGY
WRIGHT STATE UNIVERSITY**

BY

STUDENT FULL NAME, Degree

**IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF
DOCTOR OF PSYCHOLOGY**

Dayton, Ohio

Month, Year

(This is the date when content and format are approved)

COMMITTEE CHAIR: Name, Degree(s)

Committee Member: Name, Degree(s)

Committee Member: Name, Degree(s)

Committee Member: (Optional)

Copyright by

Name

Year of your dissertation

All rights reserved

Abstract

One page, 150-250 words, typed as one paragraph. No indentation is necessary and the word count will be checked. You should start numbering on this page with lower case Roman numerals, and you should continue using Roman numeral though the dedication page (Chapter 1 should be Arabic numbers (e.g., 1). Note that the Title page and the optional Copyright page do not have page numbers. If you have a Copyright page, the Abstract should be page iv (as in this example). If you do not have a Copyright page, the Abstract should be page iii.

Table of Contents

Abstract	43
Table of Contents	44
List of Figures (not optional if you have figures in the body)	45
List of Tables (not optional if you have tables in the body)	46
Acknowledgement (optional)	47
Dedication (optional)	48
Chapter 1. Statement of Problem (Discretion of chair)*	49
Chapter 2. Literature Review	51
Chapter 3. Method	52
Chapter 4. Results	53
Chapter 5. Discussion	54
Chapter 6. Conclusions	55
Appendices	56
References (follows Appendices per WSU requirements)	58

This page, as well as the two following, have been formatted as two-column tables. The first column is wide, to accommodate chapter titles, and is left-justified. The second column is narrow for numbers, and right justified to make the numbers align at the margin. In order to type your document, you can add the gridlines to the tables. However, the lines should not show when it is turned in. Please note that there is no bold-face in the table itself; only the heading is bolded.

*The statement of the problem can go at the end of the Introduction or be separated out. This is up to the discretion of the chair.

List of Figures

Figure 1. The title of the figure may be inserted here	1
Figure 2. This list must exactly match the formatting of the Table of Contents	2
Figure 3. Example figure	3

List of Tables

Table 1. Table title may be inserted here	1
Table 2. This list must exactly match the formatting of the Table of Contents	2
Table 6. Example table	5

Acknowledgment (optional)

If this is less than one line, please center the text. If it is more than one line, please indent and double-space as in the rest of the body of the document.

Please note that this section is optional, length is completely up to the author, and there should be a one-inch top margin. It should also have lower-case Roman numbers for page numbers.

Dedication (optional)

If this is less than one line, please center the text. If it is more than one line, please indent and double-space as in the rest of the body of the document.

Please note that this section is optional, length is completely up to the author, and should have a one-inch top margin. It should also have lower-case Roman numbers for page numbers.

Slogans or emphasis lines should be centered below paragraphs.

I DID IT!!

Chapter I (Level One Heading)

Statement of the Problem (Level One Heading)

Please do not use the word ‘introduction’; APA does not allow this. Either leave the chapter untitled, or call it “statement of the problem.” There may or may not be sub-headings in this chapter.

Please check the APA manual (most recent edition) for heading formats. Note that the only place that two Level-One headings may be used together is the beginning of a chapter (e.g., Chapter I). Any heading levels below one must be used in sets of at least two. There cannot be only one lower-level heading. All heading styles are used below in the example of a dissertation evaluating treatments for depression.

Diagnosis of Depression (Level Two Heading)

Text begins here.

Treatments for Depression (Level Two Heading)

Psychodynamic Treatment for Depression (level three heading). Text begins here.

Psychodynamic theory of depression (level four heading). Text begins here.

Efficacy of psychodynamic treatment for depression (level four heading). Text begins here.

Adult clients (level five heading). Text begins here.

Adolescent clients (level five heading). Text begins here

Cognitive Behavioral Treatment for Depression (level three heading). Text begins here.

Cognitive behavioral theory of depression (level four heading). Text begins here.

Efficacy of CBT for depression (level four heading). Text begins here.

Adult clients (level five heading). Text begins here.

Adolescent clients (level five heading). Text begins here

Chapter II

Literature Review

Two inch top margin for the first page of this section, with one inch top margins for remaining pages. Remember to use headings appropriately. See below for the sample figure referenced in the List of Figures.

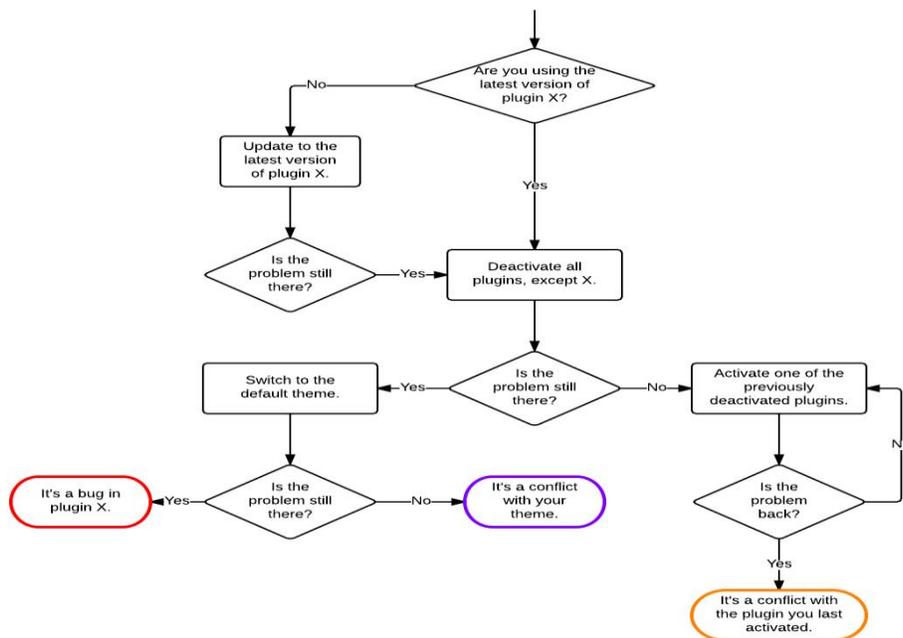


Figure 3. This is the title of a figure in a sentence. You can also add caption that further explains the figure and a legend that explains any symbols in the figure. Remember that references/source attributions should be put here.

Chapter III

Method

Participants

Materials

Procedure

Chapter IV

Results

Here is a sample table. Please note the spacing and horizontal lines. There should be no vertical lines in any table. Please consult the APA manual for additional information regarding formatting.

Table 6

Example table

Court activity	Yes	No	Unknown
Pre-trial	8	47	80 (59.26%)
Plea	8	46	81 (60%)
Charge entered	6	47	60 (74%)

Note: This table is an example. Any notes would include explanations of anything in the table that needs to be explained. These notes are single-spaced, and in the same size font as the body. References or source attributions should be mentioned here if necessary.

Chapter V

Discussion

Future Directions

Limitation of the Study

Chapter VI

Conclusions

Appendix A

Optional

Please use a two-inch top margin for the first page of the appendix section. If you have more than one appendix, use Appendix A, Appendix B, etc. Each appendix after A should start on a new page, but have a one-inch top margin.

Tables and/or figures in the appendix section do not need to be included in the Lists of Figures/Tables. When you are numbering tables and figures in the Appendix, number them according to the Appendix in which they appear. For example, the first table in Appendix A would be labeled Table A1. The first figure in Appendix B would be labeled Figure B1.

In the appendices, there is some leeway in formatting that is not present in the rest of the document (e.g., margins, table/figure formatting). If you have heavily formatted items in your dissertation (e.g., coding sheets, surveys, drawing), it is recommended that you place them in the appendices.

Appendix B

Optional

Please note that there are no blank pages to begin any appendix section. The heading at the top of each appendix is all that is required. All appendices are optional (you and your chair will determine if they are necessary)

References

Publication manual of the American Psychological Association (6th ed.). (2010). Washington, D.C.: American Psychological Association.

Ruch, H. (2016). *Dissertation document template*. Unpublished manuscript, Wright State University SOPP, Dayton, OH.