GUIDELINES
FOR PSY.D. DISSERTATION PREPARATION

USM Office of Graduate Studies

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# TABLE OF CONTENTS

## CHAPTER 1: INTRODUCTION

1.1. The Dissertation Committee ................................................. 1
1.2. Graduate Studies Dissertation Consultants ................................ 2
1.3. Legal and Ethical Issues ................................................................ 2
1.3.1. Regulations Regarding Research Methods .................................. 2
1.3.2. Copyright ............................................................................. 3
1.3.2.1. Obtaining Copyright for One’s Own Dissertation .................. 3
1.3.2.2. Using Copyrighted Materials ............................................. 3
1.3.3. Dissertation Containing a Patentable Discovery .......................... 4
1.4. Style Manual for Dissertation Format ........................................ 4
1.5. Deadlines .................................................................................. 4
1.6. Forms ....................................................................................... 4
1.6.1. The Application for Degree Form .......................................... 5
1.6.2. The Tentative Dissertation Acceptance Form .............................. 5
1.6.3. The Final Dissertation Acceptance Form .................................... 5
1.6.4. The Completion of Requirements Form .................................... 5
1.6.5. The Survey of Earned Doctorates .......................................... 6
1.7. Dissertation Submission ............................................................ 6
1.7.1. Tentative Dissertation Submission .......................................... 6
1.7.2. Final Dissertation Submission ............................................... 6
1.8. Electronic Dissertation .............................................................. 7
1.8.1. Electronic Submission Procedure .......................................... 7
1.8.2. The Electronic Dissertation Database ...................................... 7
1.8.3. Long Term Archiving ............................................................. 7

## CHAPTER 2: PARTS OF THE MANUSCRIPT

2.1. Order of the Manuscript ............................................................ 8
2.1.1 Title Page ............................................................................... 8
2.1.2. Copyright Notice ................................................................... 10
2.1.3. Library Rights Statement ...................................................... 10
2.1.4. Abstract ............................................................................... 10
2.1.5. Acknowledgments ................................................................ 13
2.1.6. Table of Contents ................................................................. 13
2.1.7. Tables, Figures, Theorems, Symbols, Abbreviations, Definitions ................................................. 15
2.1.8. Text of the Manuscript .......................................................... 19
2.1.9. References ............................................................................ 19
2.1.10. Appendices ......................................................................... 19
2.1.11. Biography of the Author ....................................................... 19
CHAPTER 3: STYLE AND FORMAT REQUIREMENTS ................................. 21
  3.1. Paper Quality  ........................................................................... 21
  3.2. Print Requirements ................................................................. 21
  3.3. Margins .................................................................................... 21
  3.4 Oversize Material ...................................................................... 21
  3.5. Pagination .............................................................................. 22
  3.6. Spacing ................................................................................... 22
  3.7. Widows/Orphans .................................................................... 22
  3.8. Documenting Sources ............................................................. 23
    3.8.1. Formats for In-text and References Citation ......................... 23
  3.8.2. Citing Internet Sources ....................................................... 23
  3.8.3. Footnotes ............................................................................ 23
  3.9. Two-Volume Dissertation ....................................................... 23
  3.10. Dissertation Compiled from Two or More Studies .................. 24

LIST OF FIGURES

Figure 2.1. Title Page example ............................................................ 9
Figure 2.2. Abstract example in double spaced, bold, capital letters and in inverted pyramid format ........................................................................................................... 12
Figure 2.3. Table of Contents example .................................................. 14
Figure 2.4 Example of acceptable and unacceptable images ...................... 18

APPENDICES

Appendix A. Preparing Your Manuscript for Submission ....................... 25
Appendix B. Open Access versus Traditional Publishing ...................... 28
Appendix C. UMI Forms and Instructions ............................................ 30
CHAPTER 1
INTRODUCTION

The policies, format and style requirements in this manual reflect The University of Southern Maine’s standards for scholarship and quality of work. It is the student’s responsibility to follow and meet the requirements when writing a dissertation. Students should not follow the format of a previously written dissertation, nor should they rely on a former version of this manual. If clarifications are needed, students should consult with the USM Office of Graduate Studies. Manuscripts that do not fully comply with the guidelines will not be accepted.

A dissertation is the culmination of a graduate student's career, and it represents original scholarly research and writing. It is a contribution to knowledge and will be available to other scholars in the Glickman Library, and with the student’s permission, on the World Wide Web through the Glickman Library and/or Dissertation Abstracts International. Its content and style reflect on the author, the faculty members who have guided the research, and The University of Southern Maine. Hence, the guidelines of Graduate Studies have been developed to ensure high, professional, and ethical standards for research writing at The University of Southern Maine. THE MANUSCRIPT AUTHOR IS RESPONSIBLE FOR MEETING GRADUATE STUDIES REQUIREMENTS SET FORTH IN THIS MANUAL. To avoid delays or disappointment, students should contact The USM Office of Graduate Studies and the Psy.D. Program Manager early in the writing process to be sure they understand all requirements. Throughout this guide, references to relevant pages in the Psy.D. Program Handbook will be given at the end of sentences or sections where such materials are important.

1.1. The Dissertation Committee

The role of the dissertation committee is to guide the student through the research and writing process by providing suggestions and feedback as to the contents, direction, timeline, style, and other aspects of the dissertation (see Psy.D. Program Handbook). The dissertation will be reviewed by the dissertation committee for content and research accuracy (see Psy.D. Program Handbook). The draft submitted to Graduate Studies should be a product of this
negotiation between student and committee. Even though the committee’s recommendations may have significant impact on the project’s final form, it is the student who is ultimately responsible for the content and style of the dissertation (see Psy.D. Program Handbook).

Psy.D. doctoral dissertation committees are comprised of at least three members; of these three, at least two must be Psy.D. Program faculty members. The third member can be another USM graduate faculty member or a psychologist from the community. All dissertation committee members must be approved by the Psy.D. Program faculty. The University of Southern Maine does not use the term "reader" for any member of the committee; each committee member is a full, voting member. A student wishing to recognize someone as a “reader” can do so in the Acknowledgements.

1.2. Graduate Studies Dissertation Consultants

The USM Office of Graduate Studies (OGS) has a role in the final format of the dissertation. Staff from OGS will review the dissertation for correct format and consistency. After the dissertation has been successfully defended and approved by all members of the dissertation committee, it must be submitted to OGS for final review and submission. A Graduate Studies consultant will check the draft to be sure that it adheres strictly to the requirements set forth in this manual. A consultant will notify the student by e-mail that the dissertation has been reviewed and should be picked up. A checklist of the required revisions will be provided. If students have questions about the revisions, they should make an appointment to review them with the dissertation consultant. It is the student’s responsibility to make all of the changes indicated on the checklist provided before submitting the final copy. Manuscripts that have not been reviewed and approved by Graduate Studies will not be accepted for online submission and cataloguing in the Glickman Library.

1.3. Legal and Ethical Issues

1.3.1. Regulations Regarding Research Methods

Complying with the various federal and state regulations regarding research methods and ethics is a joint responsibility of the student researcher, the dissertation advisor and The
University of Southern Maine. The writer of a dissertation which involves human subjects, animal care, radiation, recombinant DNA, legend drugs and/or hazardous materials/wastes must have received clearance from the respective authorities prior to initiating the research project. Evidence of such approval must be noted on the student’s Final Dissertation Acceptance Form or Graduate Studies will not accept the final dissertation. The full text of the respective policies and regulations and any additional information can be obtained from the USM Office of Research Compliance.

1.3.2. Copyright

Although Graduate Studies does not require dissertations to be copyrighted, students should be concerned about copyright law both in using the work of others and in protecting their own work. Information about the various issues surrounding copyrights can be found in Kenneth D. Crew’s Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights & Responsibilities. A regularly updated version of the text can be found online at: http://www.proquest.com/en-US/products/dissertations/copyright/

1.3.2.1. Obtaining Copyright for One’s Own Dissertation

Students have full rights as authors from the moment they create their work; hence, they can acknowledge their privileges by including a copyright notice in their manuscripts even if they have not filed for registration. Still, obtaining formal copyright protection may have the following advantages. First, it will allow the student to file an infringement lawsuit and claim “statutory damages” and attorneys’ fees if someone copies the work beyond “fair use.” Eventually, it may also allow the work to be added to the Library of Congress Collection.

Student’s whose research has been externally funded, should review the terms of that support to see if they are allowed to claim ownership of the results of the research. If manuscripts are written in collaboration with other authors and/or published in any form, they may be subject to copyright regulations. In these cases, the text of the copyright notice included in the dissertation should meet the policies outlined in the funding or publishing agreement.

1.3.2.2. Using Copyrighted Materials
For additional information regarding the use of copyrighted materials please visit the U.S. Copyright Office website at http://lcweb.loc.gov/copyright.

1.3.3. Dissertation Containing a Patentable Discovery

Upon the student’s request, a dissertation containing a patentable discovery can be held by Graduate Studies before being bound. The student must submit to Graduate Studies a written request co-signed by the dissertation advisor stating that a patent application has been filed. Having the dissertation on hold at Graduate Studies for this reason does not prevent the student from graduating on time.

1.4. Style Manual for Dissertation Format

Psy.D. dissertations must follow the formatting requirements of the most recent version of the American Psychological Association (APA) Manual of Style. When submitting the final version of the dissertation, FORMAT REQUIREMENTS OF GRADUATE STUDIES MUST BE SATISFIED FIRST, even if they depart from the style manual that has been adopted.

1.5. Deadlines

Checklist packets for students who are preparing to graduate can be found on the following website at http://www.usm.maine.edu/cehd/School-Psychology/student_resources.htm. These checklists indicate final dates to:

1. Apply for graduation
2. Schedule an oral defense
3. Submit the tentative dissertation for review by Graduate Studies
4. Submit the final dissertation to Graduate Studies
5. Graduation date / Commencement

Psy.D. students must complete the above forms by the stated deadlines. Students are advised to consult the Psy.D. Program Handbook for the forms and guidance about how to use them.

1.6. Forms
As students approach graduation, certain forms are required to facilitate the graduation process (forms must be submitted with appropriate signatures; see Psy.D. Program Handbook). With the exception of the Application for Degree form, the remaining forms can be found in the Psy.D. Handbook [http://www.usm.maine.edu/cehd/School-Psychology/student_resources.htm](http://www.usm.maine.edu/cehd/School-Psychology/student_resources.htm).

1.6.1. The Application for Degree Form

This form indicates that the student plans to graduate in May, August, or December of a given year and can be found at [http://www.usm.maine.edu/~reg/applicationfordegree.pdf](http://www.usm.maine.edu/~reg/applicationfordegree.pdf). Students must complete this form, by downloading, printing, and mailing or faxing it to the Registrar’s Office. IMPORTANT: No student (dissertation or non-dissertation) will be allowed to graduate without filing this form! The deadlines for each semester are:

- May: March 15
- August: July 15
- December: November 15

1.6.2. The Tentative Dissertation Acceptance Form

This form must be signed by all members of the dissertation committee and it indicates that the dissertation is ready to be defended. The form is submitted to the School Psychology Program Manager at least 2 weeks before the defense date. If a committee member (or members) are unable to sign the form due to field work, sabbatical, etc., a faxed signed form to: (207) 780-5703, or an e-mail stating that the committee member certifies that he/she has read the student’s name dissertation and recommends that it is sufficiently complete in order for the student to undertake the final oral examination, should be submitted to the School Psychology Program Office.

1.6.3. The Final Dissertation Acceptance Form

This form must be signed by the advisory committee and the Program Coordinator of the program (see Psy.D. Program Handbook). It must indicate that the final copy is accepted by the Program. This form must accompany the final dissertation
submitted to Graduate Studies for binding.

1.6.4. The Completion of Requirements Form

This form is initiated by the Program Coordinator and must be completed and signed by the advisor. It should indicate that the student has met all of the requirements for the degree. A student's diploma and final transcript will not be issued without this form.

1.6.5. The Survey of Earned Doctorates

The Survey of Earned Doctorates (SED) is a national survey of all those who earn a Ph.D. in the U.S. each year. Those who complete professional doctorates such as the M.D., Psy.D., or J.D. do not have to complete the SED, thus Psy.D. graduates do not have to complete this form.

1.7. Dissertation Submission

1.7.1. Tentative Dissertation Submission

The TENTATIVE copy of the dissertation submitted after the oral defense may be printed on ordinary paper. Students must submit both a hard copy and electronic copy of the dissertation. Psy.D. students can submit these copies to the School Psychology Program Manager at 407 Bailey Hall, Gorham, or spy@usm.maine.edu. The phone number is 207-780-5220. Once submitted, the student will be notified of the schedule for the dissertation review. Generally, these reviews are completed within 5 working days. It is expected that after the oral defense there may be changes made to the dissertation. The tentative manuscript should include any changes requested by the dissertation committee and represent the completed product of the student's research, ready for final printing. Once the tentative manuscript has been reviewed, it will be returned to the student for final editing. The student is expected to complete all changes indicated by the reviewer prior to submitting the FINAL copy for electronic and library publication.

1.7.2. Final Dissertation Submission
The FINAL copy of the dissertation must be submitted in both hard copy and electronic versions. The paper version should be submitted to the Program Manager at 407 Bailey Hall, Gorham. It will be checked to ensure that all required components, forms, and dissertation fees are included. Graduate Studies requires a single paper “hard” copy of the "final" or "original" dissertation. This copy must be on plain white, 25% cotton, bond acid free paper (includes a watermark) and must be letter-quality print. Students are also required to submit a copy of their dissertation electronically, using the UMI dissertation submission portal. The paper copy which fully meets the format and print requisites specified in these guidelines will be kept in the Special Collections Department of Glickman Library.

1.8. Electronic Dissertation Submission

The University of Southern Maine Electronic Dissertations submission is conducted via ProQuest/UMI’s portal. When students submit their final dissertation copy, they will be given instructions about how to access and register for electronic dissertation submission.

1.8.1. Electronic Submission Procedure

The process for submitting the final electronic copy of the dissertation involves logging into the UMI website and submitting the file as specified at the site. There are costs associated with this process that start at a minimum of $65.00 for basic submission. Additional costs include copyright registration and/or purchase of bound copies of the dissertation from UMI. Students are expected to pay the minimum submission amount. The only method of payment is by credit card and it is done online during the submission process. Students interested in learning about all possible costs should visit the ProQuest/UMI website prior to submitting the final version of the dissertation. Information about the range of costs, copyright filing options, and other details are found in Appendices A, B, and C of this document.

1.8.2. The Electronic Dissertation Database

Once a student’s dissertation has been submitted to ProQuest/UMI it will be accessible via the internet according to the conditions specified at the time it was submitted.
1.8.3. Long Term Archiving

Print copies of dissertations are archived in Special Collections department in the Glickman Library. These copies can be used and/or checked out by library patrons according to the Library policies.
CHAPTER 2
PARTS OF THE MANUSCRIPT

2.1. Order of the Manuscript

The following is a list of the required parts of the dissertation in the order in which they
should appear in the manuscript.

1. Title Page
2. Copyright Notice (optional)
3. Library Rights Statement
4. Abstract
5. Dedication/Preface (optional)
6. Acknowledgments (optional)
7. Table of Contents
8. List of Tables (if any)
9. List of Figures (if any)
10. List of Abbreviations, Plates, Equations, Theorems, Symbols, Definitions etc.
11. Text of the Manuscript
12. Endnotes (if any)
13. References
14. Appendix or Appendices (if any)
15. Biography of the Author

There are certain requirements as to the content and appearance of the above parts. Students
should read the following descriptions carefully and review the sample in the Appendix.

2.1.1 Title Page

The Title Page is the first page of the manuscript. It is considered page “i”, but the
number does not appear on the page. Two copies of the title page must be submitted with the
final manuscript. The following should be included on the title page:

1. Title of dissertation in ALL CAPS, BOLD, and inverted pyramid format (centered)
2. The student’s full name as it appears in University records (centered)
3. Previous degree(s) earned (centered)
4. A statement of fulfilling requirements for the degree sought (centered)
5. Institution name: The University of Southern Maine (centered)
6. The month and year of the student’s graduation date (centered)
7. The advisory committee members (left justified) Note: The order starts with the
   Advisor’s (or Co-Advisors’). All names are followed by their title (i.e. Professor of
   Economics). Do not include administrative titles (i.e. Dean of the Engineering College).
   “Readers” are not committee members. They can be recognized in the
   Acknowledgements section of the dissertation.
TIER II READING INTERVENTIONS: RESEARCH STUDY

By

C. Lee Goss

B.A. University of Virginia, 1981

M.S. University of Southern Maine, 2003

A DISSERTATION

Submitted in Partial Fulfillment of the

Requirements for the Degree of

Doctor of Psychology

(in School Psychology)

The University of Southern Maine

December, 2008

Advisory Committee:

Rachel Brown-Chidsey, Associate Professor of School Psychology, Advisor

Mark W. Steege, Professor of School Psychology

F. Charles Mace, Professor of School Psychology

Figure 2.1. Title Page example
2.1.2. Copyright Notice

A Copyright Notice is numbered but does not appear on the Table of Contents. Unless the manuscript has been formally registered (copyrighted), this page is optional. If the student chooses to acknowledge his or her rights as the author, a copyright notice should be placed as the sole text on a page immediately following the title page. The copyright notice is centered vertically and horizontally within the margins. Unless there are special terms under which the work has been copyrighted the text of the notice may take either of these two forms:

Copyright 2001 Student’s name

or

© 2001 Student’s name
All Rights Reserved

2.1.3. Library Rights Statement

A Library Rights Statement is numbered but not listed on the Table of Contents, and must accompany the manuscript and it follows the same format as that of the dissertation. For the submission of the Final Dissertation, the statement must be signed and dated. Only original signatures are acceptable.

2.1.4. Abstract

An Abstract is NOT numbered nor is it listed on the Table of Contents, and must be included in the manuscript. It is a clearly written, concise summary of the dissertation. It describes the problem, the procedures or methods used, and the results and conclusions of the research. Since doctoral abstracts are included in Dissertation Abstracts International, it is extremely important to write accurately (see appendix for tips for writing abstracts). Formulas, diagrams or other illustrations are not included in the abstract.

The maximum length for doctoral abstracts is 350 words. The heading is not counted in the word limit. When submitting the final dissertation, two copies of the abstract are required.

The heading of the abstract should be centered and include:
1. Title of the dissertation in ALL CAPS, BOLD, and inverted pyramid format
2. The author's full name
3. The name of the dissertation advisor (including degree “Dr.”)
4. A statement that the dissertation is fulfilling requirements for a degree sought in a particular department
5. The month and year of the student’s graduation date

For complex or extremely discipline-specific dissertations, an additional abstract (Lay Abstract), in language suitable for an audience unfamiliar with the subject matter must also be submitted. This abstract must not exceed 350 words. At the student's request, this abstract may also be bound with the dissertation. For more detailed information and a sample of the abstract see the appendix.

The abstract should be a summary of the student’s work, and not an introduction, nor a version of the Table of Contents. Within the space limit of 350 words, the writer should convey to the reader concisely and accurately the significance of the work, the boundaries of space and time, the method of inquiry as well as the claim to generality (if any) made in the research. The abstract should be well balanced to reflect not only the original elements of the work, but the overall spirit and structure as well. This balance is achieved if the abstract and the manuscript make sense without one another. **Abstract page numbers are not typed.**
The purpose of this dissertation is to describe a doctoral research study designed to implement response to intervention (RTI) techniques in reading for first grade students. RTI is an early intervention and prevention method for identification and effective intervention for students at-risk for developing academic problems. This research study focuses on research-based reading instruction and early identification and intervention for first grade students at-risk for developing reading problems. The effectiveness of two Tier II reading interventions, Reading Mastery and Fundations 2, are compared. The results indicated that all at-risk students made progress with supplementary intervention following eight weeks of intervention and weekly progress monitoring. A comparison of Reading Mastery and Fundations 2 reading intervention results indicated that Reading Mastery students demonstrated the most significant progress. The findings are discussed in the context of the procedures necessary to implement and monitor RTI methods for students at-risk for developing reading problems in the early stages of literacy development.
2.1.5. Acknowledgments

This page is for the author to express professional and/or personal indebtedness. Permission(s) to use previously copyrighted materials, receipt of grant funds, recognition of “Readers”, etc. are acknowledged on this page. Students must be consistent with the use of the third ("the author") or first person throughout. This section is optional, but if included, it is numbered (lower case Roman numerals) and listed in the Table of Contents.

2.1.6. Table of Contents

The Table of Contents is a topic outline of the manuscript. It functions as an index to the work and must fully and accurately reflect the organization of the manuscript. All chapter divisions and subsections must be included in the Table of Contents (TOC) and labeled exactly as they appear in the text. Other points:

1. The Copyright Page, Table of Contents, Abstract, and Library Rights Statement are NOT listed in the TOC.
2. All chapter divisions and subsections must be listed in the TOC. If the headings system is used for organizing the text of the manuscript, the subsections must be indented appropriately in the TOC. If the decimal system is used, this should also be reflected in the TOC (see appendix).
3. Each Appendix must be listed by its title and page number. If there is only one Appendix, it is listed by the name “Appendix” and its title. Therefore, an Appendix “A” should not be listed unless there is an Appendix “B”.
4. Leader dots must be used to connect the chapter divisions/subsection headings to their respective page numbers. A minimum of 5 leader dots between the chapter divisions/subsections and the page numbers is required (e.g. the text of the headings should not extend into the area where the page numbers are placed). (see appendix)
5. The Biography of the Author page is the last page of the dissertation.
# TABLE OF CONTENTS

LIST OF TABLES.............................................................. v

LIST OF FIGURES............................................................ vi

Chapter

1. LITERATURE REVIEW ............................................. 1

2. METHOD ............................................................... 11
   Research Design ..................................................... 11
   Participants ......................................................... 11
   Dependent Measures ............................................. 12
   Materials ............................................................ 14
   Procedures .......................................................... 18
   Data Analysis ....................................................... 19

3. RESULTS .............................................................. 22
   Effects of Tier II Reading Mastery and
   Fundations 2 Supplemental Interventions ........... 22

4. DISCUSSION ........................................................ 39
   Effects of Fundations 2 Instruction .................... 39
   Effects of Reading Mastery Instruction ............... 40
   Instructional Implications ................................. 45
   Limitations and Future Research ....................... 47

5. SUMMARY ........................................................... 49

REFERENCES .......................................................... 50

BIOGRAPHY OF THE AUTHOR ................................. 53

*Figure 2.3. Table of Contents example.*
2.1.7. Tables, Figures, Theorems, Symbols, Abbreviations, Definitions

A TABLE is a columnar arrangement of information organized to save space and convey relationships at a glance. A FIGURE is a graphic illustration (chart, graph, diagram, photo, map or plate). Figures may be professionally prepared or drawn by the author. In either case, they must be of letter-quality print.

The Lists of Tables/Figures (if any) appear as individual pages. A List of Tables/Figures is necessary even if there is only one table/figure. If the text of the manuscript contains a set of theorems, symbols, abbreviations or definitions, those should be listed in a List of Theorems, Symbols, Abbreviations, or Definitions, respectively. These lists are also included in the Table of Contents. All words on Tables/Figures must be typed (not hand written). The only exception to this rule would be if the original author has hand-written notes in a Table/ Figure that has been scanned and included in the student’s dissertation. Computer-generated figures are acceptable if they are of letter-quality print and large enough to be readable on microfilm. Note: If color is used in any figures, it will not reproduce on microfilm. Other points:

1. Tables/Figures must be numbered and titled. Further explanatory information can be provided in a caption which is not part of the title and should not appear on the List of Tables/Figures. The title, caption, and key (if used to assist in interpreting the figure), should be placed on the same page as the Table/Figure. If this is not possible, a facing page must be used.
2. The Tables/Figures are numbered separately from each other. Each group can be numbered consecutively throughout the entire manuscript or by chapter using a decimal numbering system (e.g., the third table in chapter two will be Table 2.3., and the third figure in chapter two will be Figure 2.3.). The same system should be used for numbering both groups (e.g., if the tables are numbered by the chapter decimal system, so should be the figures).
3. All Tables/Figures must fit into the required page margins (see section 3.4 for including oversized materials).
4. The title and caption of the Table/Figure are part of the text and must be the same font size and style of the manuscript. It is acceptable for the font within the table/figure to be as small as 10 point.
5. Tables/Figures must be placed in the text as they are mentioned. If the Table/Figure is larger than one-half of the page it must be placed on a page of it’s own.
6. Appendix Tables/Figures must be numbered separately (e.g., the third table in appendix A would be numbered Table A.3.) and must be included in the List of Tables/Figures respectively.
7. If using photographs they must be originals or high-quality reproductions. Whenever possible, color should be avoided as it does not reproduce on microfilm. All photographs must have captions.
Formatting conventions:

1) This is a “facing page”. The text orientation follows that of the image(s).
2) The margins are reversed.
3) The image(s) face(s) the manuscript out.
4) Page numbers are placed in the same orientation as the rest of the manuscript.
5) On the List of Figures the title is only “Figure 2.4 Example of acceptable and unacceptable images.” Parts A,B,C and D are for further definition, and do not appear on the List of Figures.
6) The page number associated with Figure 2.4 on the List of Figures is 27 (where the caption is).
Figure 2.4 Examples of acceptable and unacceptable images.
A) Unacceptable picture.
B) Acceptable version of the same picture.
C) Unacceptable graphic.
D) Enhanced, acceptable version of the graphic.
2.1.8. **Text of the Manuscript**

Since a dissertation is usually of considerable length, a uniform organizational scheme should be applied to the whole text so that a reader can tell at a glance which ideas are of greater importance. Breaking the text into too many small parts should be avoided.

The text may be divided into chapters, parts, or other types of sections and the principles of division must be consistent throughout. Two popular arrangement schemes are the headings system and the decimal system (see Appendix).

2.1.9. **References**

The full publication information of all sources cited in the manuscript should be provided in a References section which is placed after the text, but preceding the Appendix(ies). The layout as well as the title of the References must follow the current version of the American Psychological Association (APA) Manual of Style. If the dissertation has been compiled from a series of articles, the references must still be combined into a single, comprehensive References section.

2.1.10. **Appendices**

The appendices contain material that is pertinent to the text, but not directly included (raw data, questionnaires, consent forms, etc.). If there is only one Appendix, it is called "APPENDIX" (not Appendix A) and is given a title. If there are two or more Appendices, each is labeled “A”, “B”, “C” etc., given a title, and entered on a new page. The titles of the Appendices should be listed in the Table of Contents.

Pagination from the text must continue throughout the Appendices. If display pages are used, they must be counted in the pagination. The margins and font size used in the Appendices should be the same as in the text. A reduced copy of material may be included in an Appendix; however, the title and caption of such material must be the same font size and style of the manuscript.

2.1.11. **Biography of the Author**

A Biography of the candidate must be included in the dissertation. It must be written in the third person and include the following information: place of birth, place of high school
graduation, place and date of college graduation with degree(s) and major(s), professional or employment experience, scholarly publications, and memberships in professional or honorary societies. The last sentence must state, "S/He is a candidate for the--------degree in ------- from The University of Southern Maine in Month, Year." (see appendix).
CHAPTER 3
STYLE AND FORMAT REQUIREMENTS

3.1. Paper Quality

The final manuscript submitted to the Library must be printed on the following type of paper:

1. Plain white 8½” x 11” paper
2. 16-20 pound weight
3. At least 25% cotton (rag) content
4. Acid free

The tentative manuscript can be printed on multipurpose copy paper.

3.2. Print Requirements

Each page should be printed on one side only. All print styles must be clear, sharp, and of uniform darkness. The tails on letters such as "p" and "q" must descend clearly. This requisite also applies to the page numbers and to scanned or photocopied images. A print sample may be brought to Graduate Studies in advance for pre-approval.

The same typeface must be used throughout the manuscript, including the page numbers, footnotes/endnotes. The font size should be between 10 and 12 point throughout the manuscript. Exception: the font size within a Table/Figure and for footnotes may be smaller than that of the text but no smaller than 10 point. Italic print should not be used except for emphasis.

3.3. Margins

Margins on each page MUST be at least one and a half inches on the left (this allows for proper binding), one inch on the right, top, and bottom of the page. All tables, figures, appendices, and other illustrative material must conform to the margin specifications. If facing pages are included, the left and right margins should be reversed (see Figure 2.4).

3.4 Oversize Material

Specific guidelines for oversize material are as follows:
1. When Tables/Figures are printed landscape, the page number must be placed in the same location as all other page numbers in the manuscript.

2. The text within the Table/Figure may be reduced but must be legible (10 point minimum). The title and caption font must be the same size and style as the manuscript.

3. If a Table/Figure fits within the margins of a page, but the title and caption do not, a facing page must be used (reverse margins). It immediately precedes the Table/Figure and “faces” it (page is face down in comparison to the other pages) and is printed on one side only. Facing pages are numbered consecutively within the text, as are all pages (see example in Chapter 2 above).

4. If oversize materials are included, they must be folded to fit in a 6” x 8” inch pocket that will be attached to the back cover of the binding. The Table of Contents must indicate that such material is “In Pocket”.

5. When using fold-out pages, please consult with Graduate Studies for appropriate folding technique.

3.5. Pagination

Each page of the dissertation is numbered including display (optional) pages. Page numbers should be placed on the top right of the page. All “front matter” pages are given lower case Roman numerals. All pages of the dissertation itself use Arabic numberals. They must not appear closer than half an inch from the top and one inch from the right, or half an inch from the bottom edge of the page. The location and the font style of the page numbers must be consistent throughout the manuscript. The page numbers must not have any periods, hyphens, or slashes. When using fold-out pages, please consult with Graduate Studies. Refer to the sample Table of Content in Chapter 2 for examples of page numbers for each section.

3.6. Spacing

The text of the dissertation must be double-spaced as required by APA format. The References are also double spaced both within between citations using the formatting included in the APA Manual.

3.7. Widows/Orphans

Paragraphs composed of 3 lines or fewer must be kept together on the same page. This rule also applies to References and Titles included in the Table of Contents. The first or last lines of a paragraph or a block of text must not be left alone on the bottom (widows) or top of a page (orphans). This can be achieved by using the “Orphans/Widows Protection” or the “Keep Text Together” features of most word processors.
Chapter divisions and subsections appearing at the bottom of the page that are not followed by text must be moved to the next page.

3.8. Documenting Sources

Psy.D. dissertations must use the most current version of the APA Manual of Style. This style includes parenthetical citations with References at the end of the dissertation. If the dissertation was created from a series of articles, these must be combined under a uniform style for documenting sources. The manuscript must also include a single, comprehensive list of References in APA style (see section 3.10).

3.8.1. Formats for In-text and References Citation

All sources mentioned or used in the manuscript should be documented fully. This is achieved by including citations in the text, and then providing full information of the source in the list of References.

3.8.2. Citing Internet Sources

Internet sources such as websites, reference works, e-books, e-poems, government documents, news articles, newsgroups, etc., should be fully documented. The APA manual includes a format for correct citation and referencing of internet sources.

3.8.3. Footnotes

APA format does not include the use of footnotes for citations and references. If needed, footnotes can be used to clarify specific information on a page. The font size of the footnotes and endnotes must NOT be smaller than 10 points.

3.9. Two-Volume Dissertation

If the paper copy of a dissertation is 500 or more pages, or over 2 1/2” thick, inclusive of all material, it must be bound in two volumes. The break between the two volumes must be at the end of a chapter. The volumes should be approximately equal in size. EACH VOLUME CONTAINS A TITLE PAGE AND A TABLE OF CONTENTS.

The title page for each volume specifies the volume and chapters included in that volume.
The Table of Contents for Volume I lists the material contained in the entire dissertation (both volumes). The pagination is continuous from Volume I to Volume II. The Title Page and Table of Contents pages in Volume II are assigned Arabic numerals.

3.10. Dissertation Compiled from Two or More Studies

A manuscript can be compiled from two or more research studies by the student. However, these should be reformatted to conform to Graduate Studies’s Dissertation Guidelines. Such a dissertation should have one comprehensive Abstract and one comprehensive list of References. The separate studies should be organized according to APA format. The List of Tables/Figures should cover all Tables/Figures in the manuscript. The Tables/Figures should be titled and numbered continuously and in a uniform style. The font style and the text organization style of the combined manuscript should be consistent throughout.