

DEPT. OF EDUCATIONAL, SCHOOL & COUNSELING PSYCHOLOGY GUIDELINES FOR WRITING A DOCTORAL DISSERTATION OR MASTER'S THESIS

- A. Effective Fall Semester 2006, graduate students will be required to submit their thesis or dissertation electronically. Refer to guidelines posted by the graduate school at <http://gradschool.missouri.edu/etd.htm>. Nevertheless, students must also provide bound copies of their thesis or dissertation for accreditation review. Bond paper is no longer required. The dissertation must be printed on WHITE paper only.
- B. In writing the thesis/dissertation you are expected to carefully study the Publication Manual of the American Psychological Association (APA Manual) (5th Ed.), The Electronic Thesis and Dissertation Guidelines (at url above), and these Guidelines prepared by the Department. These guidelines are designed to supplement and not replace the APA Manual or Graduate School Guidelines. Page 328, section 6.05 of the APA Publication Manual states that departments may override the APA Manual Guidelines.
- C. Margins:
1. Do not justify the right margin.
 2. Left margin must be 1.5 inches wide. All other margins are 1.0 inches wide.
- D. Font and Spacing:
1. Select a font that produces 10-13 characters/spaces per inch.
 2. Use a consistent typeface throughout.
 3. Double space throughout the manuscript, including references, tables, and figures. Exceptions to this rule are as follows:
 - a. You may Triple-Space between the Title and the first sentence of the narrative on the first page of the first chapter (p. 326 of APA Manual).
 - b. You may single space within a reference, but you must double-space between the references (p. 326 of APA Manual).
- E. DO NOT place a running head or short title on pages of dissertation/thesis.
- F. Headings – the use and selection of headings are discussed in detail on pages 111-115 in the APA Manual. The logic of headings must be consistent throughout the dissertation.
- G. References – references in the reference section are organized alphabetically and the first line of each new reference has a **HANGING INDENT** (pp. 313-314 of APA Manual). See “3D” above for spacing in references.

H. Order of Parts and Pagination:

1. The first pages are not numbered
 - a. Copyright page (optional)
 - b. Short abstract
 - c. Microfilming agreement with copy of title page and copy of short abstract attached
 - d. Approval page
 - e. Title page (**THE DATE ON THE TITLE PAGE IS THE SAME AS YOUR ACTUAL DATE OF GRADUATION).**)

PLEASE FOLLOW #2 AND #3 AS IT IS WRITTEN HERE!!

2. The next five or more pages are numbered consecutively (bottom center) with lower case Roman Numerals (beginning with page ii).
 - a. Acknowledgments (ii)
 - b. Abstract (long version)
 - c. Table of Contents
 - d. List of Tables
 - e. List of Figures
 3. **EACH page of the narrative is numbered** (chapter page included) consecutively, using Arabic Numbers, through to the end of the dissertation. **Page numbers are continued throughout the appendix.** (Page 326 of the APA Manual).
 - a. Body of thesis beginning with the introduction (page 1)
 - b. References
 - c. Tables
 - d. Figures
 - e. Appendix (optional, but may contain raw data, questionnaires, large tables, and the like). Please insert separate sheet with the heading "Appendix A," etc. for each appendix (pp. 205-206 of the APA Manual).
 - f. Vita (half page with the following information: Degrees conferred, where conferred, internship assignment and place if relevant, and first position after graduation if known).
- I. **A minimum of three hard bound copies of your dissertation should be made (one for the student, one for the advisor, and one for the Department). Additional soft bound copies may be presented to other members of the committee as requested.**