

## SBOS addendum to Information Concerning the Preparation and Submission of Doctoral Dissertations

Carefully read the CGU Registrar's document cited above. There are many special requirements, especially regarding pagination, procedures, and paper.

SBOS dissertation requirements deviate from CGU requirements as follows.

On the cover page, rather than the CGU recommendation, say "...degree of **Doctor of Philosophy in Psychology**" (omit 'the Graduate Faculty of).

On the signature page, rather than the CGU recommendation, you should say:  
**"We, the undersigned, certify that we have read the dissertation of (Your Full Name) and approve it as adequate in scope and quality for the degree of Doctor of Philosophy in Psychology."**

Check with committee members to see how they wish to show their names (middle initial?).

**\*\*\*Important reminder:** Bring a copy of each of these two signature pages to your final oral exam, **printed on the official dissertation paper** (20 lb. white bond). With reasonable optimism, we can expect that the full committee will sign the signature page immediately upon successful completion of your oral. Your chair may wait to sign the cover page until final editing is approved.

Follow APA style for citations, but **place figures and tables in the text**, not at the end. You can use chapter structure. Common chapters are Introduction, Literature Review, Methods, Results, Discussion, and Conclusions. Examples of dissertations are available in the SBOS office.

### Notes regarding the final oral exam in SBOS

Final oral exams are open, so you may invite guests. It is good practice to alert your dissertation chair if you expect guests. Some exam rooms are not very large, so if you expect many guests, notify the Program Coordinator at the time the exam is scheduled.

Check with your dissertation chair regarding the format of the exam and how you should prepare. All proceedings of the exam are scheduled to be completed within two hours. Commonly, the committee will ask to confer in private before and after the exam. To begin, you may be asked to give a brief (5 to 15 minutes) summary of your study, perhaps beginning with comments on how you became interested in the topic. You can use overheads or handouts, or write on the board, or even arrange a brief PowerPoint presentation. There is no need to present all the detail of the dissertation because your committee has just read the entire dissertation and members will have a copy of your full dissertation with them. Your committee may be eager to begin discussion.

Following the exam, you will be asked to step out of the room while the committee confers. Typically, the committee will require some editing for the final copy. Individual committee members may ask to see only portions, or they may ask to review the entire revision before they

approve the dissertation. In some circumstances, committee members may sign the approval form with the understanding that specified revisions will be made, and that your chair or other committee member will review the revisions before approving the final copy.

Here are some suggestions to keep in mind as you prepare your dissertation:

Your dissertation is a publication, not a manuscript for publication. Therefore, pay attention to details and format – no one will make corrections later. **Proofread each draft carefully before you give it to others to read.** When you make revisions, pay special attention to sections that you revised.

A shorter dissertation is generally a better dissertation. Typical dissertations are between 80-120 pages plus references and appendices. The correlation between the length of dissertations and the number of publications in the subsequent five years is negative!

Check deadlines carefully, including the deadline to file intent to graduate. Be aware that it may take your readers significant time to read and critique each draft of your dissertation, especially during the busiest times of the school year. Typically, the first draft is read only by your committee chair or co-chair. After your chair approves, give a draft to all CGU committee members. After they all approve, a draft is sent to your outside reader and orals are scheduled.

The literature review should set the stage for your research and your actual findings. Note that you may need to make substantial changes from your portfolio literature review, depending on your study. Typically, you can omit a lot of material that is only marginally relevant.

Editorial notes:

No page numbers appear on the initial pages even though they count. Thus, the initial pages through the dedication (if any) are counted as pages i, ii, iii, etc. but no page number is displayed until the acknowledgements (if any). You can include a blank page as a holder in your draft – probably it is best to wait until you are done to finish the acknowledgements. You can do final touchups after your final oral exam.

The left margin is 1.5 inches (for binding) while all other margins are 1 inch. All text, including tables and appendices should adhere to the margin requirement. Page numbers can be in the marginal area, but not too close to the edge of the paper.

Verify that all citations in the text appear with proper APA-style form in the reference section, and that every reference is cited in the text. Multiple citations in the text enclosed in parentheses must be in alphabetical order.

Standard font for the text is 12-point Times New Roman.

Good luck!

DB 04/03