Saybrook University

HANDBOOK OF FORMAT & STYLE
FOR DISSERTATIONS, THESES, AND PROJECTS

Fourth Revised Edition

San Francisco, California
July 2010

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Introduction

Preface

The requirements described in this document have been established so that Saybrook University dissertations, theses, and projects may be uniformly presented in a format suitable to their status as new and unique works. These documents take their place in the intellectual world as products of original thinking and research and must, therefore, appear in form comparable to published works.

These format requirements have been formulated to satisfy Saybrook, the American Psychological Association (APA), and ProQuest (UMI). See the link to the ProQuest page Preparing your dissertation for submission at http://www.proquest.com/assets /downloads/products/UMI_PreparingYourManuscriptGuide.pdf
Explanations will be offered for some of the requirements.

> ***Please do not use existing pre-2009 Saybrook dissertations or theses as examples of proper format. The requirements have changed.***

Format and Style in This Handbook

This document is intended as a guide for Saybrook University dissertations, theses, and projects. It includes samples of various pages (see Appendices) intended to be used as models. The final authority for the format of your dissertation, thesis, or project is your committee chair and the Director of Library and Information Services.

About This Handbook

This handbook was compiled by the staff of Saybrook University. This is the fourth revised edition.

General Considerations of a Dissertation, Thesis, or Project

- Is the work well written in scholarly language that is grammatically correct?

- Is the presentation in accordance with required style and format? Are citations and references correctly used?

- Is the material set forth systematically, logically, and rationally with appropriate use of headings and subheadings?

- Is the writing well organized? Does it flow smoothly and without redundancy? Does it communicate to the reader in a straightforward fashion?

Accepted Style Manual

The *Publication Manual of the American Psychological Association*, 6th ed. (2010), is the style manual for academic and professional writing in the social sciences and in particular for the style used in psychology. The difference between the preparation of a publication in a journal and an academic manuscript such as a dissertation or thesis was clearly stated in the 5th ed. of the *Publication Manual of the American Psychological Association* and it still holds true 10 years later even though the 6th edition addresses only the scholarly journal. It states that "a number of variations from the requirements described in the *Publication Manual of the American Psychological Association* are not only permissible but desirable in the preparation of final manuscripts," and goes on to say that final manuscripts "must satisfy the graduate school's specific requirements, even if these requirements depart from the style outlined in the *Publication Manual of the American Psychological Association*. Graduate schools should provide students with written guidelines that explain all modifications to APA style" (*APA Manual*, 2001, p. 322). This handbook is intended to provide those guidelines.

Saybrook University requires that you use the 6th edition (2010) of the *Publication Manual of the American Psychological Association* (referred to hereinafter as the *APA Manual*). In any instance where the *APA Manual* may conflict with Saybrook's requirements as described in this handbook, those of Saybrook take precedence. The major differences are:

- Block quotes are single spaced

- References are single spaced

- Running heads are not used

See the table on the next page for further details.

Quick Reference – Saybrook vs. APA Requirements

	Saybrook Preference	APA (6th ed.)
References	Hanging indent, single spaced, double space between entries	Hanging indent, double spaced, double space between entries
Block quotations	Single spaced	Double spaced, 40 or more words
Day/month combination	Month/day/year	Month/day/year *or* Day/month/year
Table titles	Two line spaces after table title above table	Does not specify he number of line spacing; permits single line spacing after table titles (see p. 229)
Figure captions	Two line spaces after captions	Does not specify the number of line spacing; permits single line spacing after figures (see p. 229)
Running heads	Not used	Flush left in all uppercase letters at the top of the title page and all subsequent pages
Hyphenation, widows, and orphans	End-of-line hyphenation accepted; avoid two in a row. One-line widows and orphans accepted; however, for readability, two lines are preferred	End-of-line hyphenation not accepted; one-line widows and orphans accepted
Spacing after punctuation at the end of a sentence	Single space	Double space
Table of contents	Single space with double space between chapters	Double space between each item

Special Notes on Writing the Abstract

Researchers often use the abstract to determine whether they wish to access your complete dissertation or thesis. As such, it can be thought of as a marketing tool. It should provide a succinct, descriptive account of your work and should include:

- <u>purpose</u> and problem or question to be addressed

- <u>key</u> concepts involved

- <u>major links</u> to related existing research or other literature (or its absence)

- <u>method</u> and/or tradition utilized

- <u>rationale for the method</u> selected to address the problem/question

- <u>sources of data</u> and/or information to be utilized (e.g., participants, direct observations, published literature, historical documents)

- <u>nature of the data</u> and/or information to be utilized (e.g., interviews, narratives, existing documents, quantitative tests and/or measures)

- <u>specific method of analysis</u> and/or evaluation to be conducted (e.g., thematic, conceptual, coding, descriptive, statistical analysis)

- <u>significance and contribution</u> of the study to the area of investigation

- <u>reference citations</u> in text for citable statements and information (e.g., literature-based foundations for the study, method and/or tradition utilized, analytic procedures, tests and/or measures)

Include all pertinent place names and other proper nouns, which are very useful in automated retrieval.

Double space all lines of the abstract. The text should be justified, except the first line of each paragraph should be indented. The abstract is the only section of the dissertation where the right margin is justified.

Dissertation abstracts should not exceed 350 words including title, student's name, and school name; thesis and project abstracts should not exceed 150 words including title, student's name, and school name..

Do not include tables or figures.

Additional details regarding abstracts can be found in the *APA Manual*, 2.04, pp. 25-27.

(See the Appendices at the end of this handbook for a sample abstract.)

Entire Document

Type or Font

Times New Roman or a similar serif font is required. All text copy must be in the same font.

The size of text must be 12 point, including the title page, headings and subheadings, and titles of tables and figures. A different font may be used for tables and figures if readability and formatting are improved. The font size used in tables and figures may be smaller than that used in the text.

Grayscales (shading) and colors used in figures do not reproduce well. Instead, use cross-hatching, broken lines, and so forth.

The title of the dissertation, thesis, or project should not include chemical or mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other nonstandard characters. They must be substituted by words.

Boldface font is reserved for headings and should not be used within the text. Highlighted words, such as words used as words and titles of books, journals, newspapers, and magazines, must appear in *italics* and without quotation marks. Be consistent with your use of italics throughout the document.

Print

Dissertations and theses are transmitted electronically as one single document to ProQuest where they are added to the ProQuest Dissertations and Theses database. They are submitted as a PDF format by the student after they have been received by the Registrar and student has been cleared for graduation. The library prints out one copy of the document, has it bound and catalogs it for Saybrook's Catalog of Dissertations. The bound copy is kept in the archive. Projects are digitized by the Library, cataloged and accessible through Saybrook's Catalog of Dissertations.

Margins

With the exception of page numbers, nothing can appear in the margins. All, text, tables, illustrations, and so forth must be contained completely inside the area bounded by the margins.

The margins of a dissertation, thesis, or project must conform to the following guidelines (this includes the appendices):

- Left: 1½ inches (to allow for binding)

- Right: 1 inch   The right margin must be ragged (not justified) throughout the document, except for the abstract.

- Top: 1 inch

- Bottom: 1 inch

Pages containing tables and figures may be formatted in landscape page setup (width of the paper as greatest dimension). All margins must be as described above. Page numbers should be placed consistently as with the rest of the manuscript.

Placement of Page Numbers

Page numbers are to be located in the upper-right corner of the page, ½ inch from the top edge of the page and 1" from the right edge of the page. They should be the same size and font as the text. If using auto-numbering, check the word processing software to ensure that the size and font are the same as the text.

Spacing

A double space should be used between lines of text, between text and block quotations, between paragraphs, and between a heading and subsequent text.

Two or three line spaces may be used between a heading and *preceding* text.
Be consistent.

Two or three line spaces may be used between tables and figures and subsequent and preceding text. Be consistent.

Do not leave a heading "floating" at the bottom of a page without accompanying text.

Begin each chapter (or major heading) on a new page. Do not begin each new section within a chapter on a new page. Sections should follow one another immediately in order to avoid large blank spaces.

One-line "widows and orphans" (single lines of text from a paragraph on the preceding or following page) are acceptable at the top and bottom of a page. However, for readability, two lines are preferred.

Single space block quotations, table titles, and figure captions. The table of contents should be single spaced, with a double space between chapters. There must be a double space between reference list entries.

If a table or figure takes up more than three quarters of a page, do not place any additional text on the page.

Single spaces after a period at the end of a sentence enhance readability and are preferred but not required by Saybrook.

End-of-line hyphenation is acceptable in Saybrook dissertations and theses. For improved readability, avoid two consecutive end-of-line hyphenations.

Spelling and Punctuation

Merriam-Webster's Collegiate Dictionary (10th ed.) is Saybrook University's authority for matters of spelling. APA has some additional conventions regarding spelling (see *APA Manual*, 4.12-4.13, pp. 96-100). Also see http://www.apastyle.org/spelling.html for the APA *Electronic Media Spelling Guide*.

Standard American English is required in Saybrook dissertations. Cited material from previously published sources should be left in the original form, including British or archaic spelling and excessive punctuation or lack of punctuation.

Words Used as Words (Linguistic Example)

To highlight a word used as a word (a linguistic example), or to introduce a new, technical, or keyterm or label, you should use italics. For example:

> She spelled the words *big* and *little* correctly.

> The term *Internet* refers to a network of networks.

(See *APA Manual*, 4.07, 4.21, pp. 91, 104-106, for additional information about when to using italics.)

Roman type (normal), not italic type, should be used for such scholarly Latin words and abbreviations as ibid, et al., and etc. An exception is made for the term [*sic*], which is always set in brackets.

Abbreviations

Latin abbreviations such as "e.g.," "et al.," "etc.," "i.e.," and cf." should be used _only_ in parenthetical materials. Use the English translation of these abbreviations in nonparenthetical material (*APA Manual*, 4.02, 4.26, pp. 88, 108).

In reference lists, use U.S. postal code abbreviations for state names. In text copy, spell out the names of states and countries.

United States should be written out when referred to in noun form. Per APA, U.S. is abbreviated as an adjective.

In the social sciences, B.C.E. (Before the Common Era) is preferred over B.C. The abbreviation C.E. is preferred over A.D. Small caps should be used for these abbreviations, and for A.M. and P.M.
The plural of the abbreviation p. is pp. Such abbreviations are rarely used outside of parenthetical elements.

APA has additional rules regarding abbreviations. Consult the *APA Manual* and the APA website for more information.

Capitalization

Do not capitalize the names of job titles unless they immediately precede a person's name. Hence, the vice president of the United States, but Vice President Nelson Rockefeller; an associate professor, but Professor B. F. Skinner; the director of the program; the queen of England; Queen Elizabeth.

Do not capitalize the names of laws, theories, or hypotheses except to retain uppercase in personal names (Murphy's law).

Do not capitalize words related to schools when they are used generically. Capitalize such words when used with the names of school (a high school student, the junior high, Churchill Area Senior High, this university, Duquesne University).

Terms designating academic years are lowercase: freshman, junior.

Capitalize the first word after a colon that begins a complete sentence (*APA Manual*, 4.05, p. 90).

Proper names associated with topographical features, geographical locations, and names of organizations are not discussed at length in APA. The *Chicago Manual of Style* has extensive sections on such terms. In general, follow these examples:

- the state of Washington; Washington State; New York State

- the East Coast; the West Coast

- the South; the southeastern United States

- the Columbia River; the Columbia River valley

- the Allegheny, Monongahela, and Ohio Rivers; Mediterranean and Caspian Seas

- a senator; Senator Paul Wellstone

- the Congress; congressional; the Senate, the House, the Court (as Supreme Court of the United States); juvenile court

- the Democratic Party; a communist; communism

Bias in Language

Language used in scholarly writing should be inclusive. The *APA Manual* discusses this issue at length (pp. 70-77) in the chapter Reducing Bias by Topic—gender, sexual orientation, racial and ethnic identity, disabilities, age and historical and interpretive inaccuracies. Go to http://apastyle.org/

First Person vs. Third Person

Narratives in Saybrook dissertations, theses, and projects are written in the third person with the exception of the (optional) dedication and acknowledgments. Any exceptions to this policy should be approached only in careful consultation with your dissertation or thesis advisor.

Order of Parts and Pagination

Front matter. Front matter is "the material, such as the preface . . . and title page preceding the text in a book" (American Heritage Dictionary of the English Language, 3rd ed.). The *APA Manual* refers to the front matter as the "preliminary pages." All pages preceding the introduction are front matter and are numbered in a different series than the text.

The order of front matter is:

- Title page – Counted as page i but not numbered.

- Copyright notice (optional) – If included, not counted and not numbered.

- Approval page – Not counted and not numbered. It should be included in the electronic version of the document because it has the names of the chair and members on it. This information is needed for cataloguing. The actual signed approval page is kept separately by the registrar.

- Abstract – The word Abstract is underlined. First page of abstract is numbered as page ii. All subsequent pages of the front matter (except the dedication) are numbered sequentially.

- Dedication (optional) – Not counted or numbered.

- Acknowledgments

- Table of Contents

- List of Tables – The list of tables is the first item to appear on the table of contents.

- List of Figures

Text. The text is numbered using Arabic numerals in one sequence that continues to the end of the appendixes. Begin the main sequence of Arabic page numbers with the introduction. The first page of the introduction is page 1.

The order of the text of the dissertation, thesis, or project is:

- Introduction

- Text

- References

Appendices. The sequence of Arabic numerals begins with the introduction and continues through the appendixes.

- Each appendix should be listed with its label (Appendix A, Appendix B, etc.) and title in the table of contents.

- If you choose to use a cover page to separate the appendix or appendixes from the text of the dissertation, thesis, or project, it should be headed APPENDIX or APPENDICES, centered without punctuation.

- The appendix cover page should reiterate the appendix section of the table of contents, including labels and titles. This page is counted but not numbered.

Front Matter

Title Page

The title page is the first page of the final manuscript. When the manuscript is bound, the title page will be protected by a blank page of heavy paper that is an extension of the lining of the cover.

- Center all text.

- Title is all uppercase.

- Include the program—Psychology, Human Science, or Organizational Systems—in the "presented to the faculty" statement, but do not include the concentration.

- The last information on the title page is Saybrook's location (San Francisco, California) and the date.

- Date the dissertation, thesis, or project using the month and year of your oral defense.

The title page is counted as p. i but is not numbered.

(See the Appendices at the end of this handbook for sample title pages of a dissertation, a thesis, and a thesis project. Note the required wording and spacing.)

Copyright Notice

It is recommended, but not required, that you add a statement of copyright ownership to your dissertation, thesis, or project. If you choose to add a copyright notice, it should be in this form:

© [year] by [author's name]

The copyright statement should appear centered in the middle or at the bottom of a page immediately following the title page. The copyright page is not counted and not numbered.

If you use previously copyrighted material in your dissertation beyond "fair use," you must certify that you have the written permission of the copyright owner to reproduce it. To determine if something is "fair use," you should consider four issues: (a) the purpose and character of the use; (b) the nature of the copyrighted work; (c) the amount and substantiality of the portion used; and (d) the effect of the use upon the potential market for, or value of, the copyrighted work.

For more information on "fair use" and a discussion of copyright and your dissertation under the Digital Millennium Copyright Act, see Kenneth Crew's *Copyright Law &*

Graduate Research: New media, New Rights, and your New Dissertation (2000), published by ProQuest and available at

http://www.proquest.com/en-US/products/dissertations/copyright/

You may also consult with Saybrook's Director of Library and Information Services.

Approval Page

The approval page should be retained in the document, but it is there only for informational purposes. It contains the names of your committee chair and committee members, both of which are important for cataloguing. The actual approval page with the original signatures of the faculty members is kept in a separate file by the registrar.

The approval begins with the words Approval of the Dissertation (or Thesis, Thesis Project), underlined.

The approval page is not counted or numbered.

(See the Appendices at the end of this handbook for a sample approval page.)

Abstract

The abstract begins with the word Abstract. It should be centered and underlined, with only the first letter capitalized. The title of the work, as it appears on the title page, is placed 4 lines below. Another 4 lines below the title is the author's name, and 2 lines below that, the school name: Saybrook University. All this is centered.

The text begins 4 lines below the name of the school. A dissertation abstract may be no more than 350 words including title, student's name, and school name and a thesis or project abstract may be no more than 150 words including title, student's name, and school name. This differs from the Proquest requirement. It does not have a word limit for the abstract.

Double space all lines of the abstract. The text should be justified, except the first line of each paragraph should be indented. The abstract is the only section of the manuscript where the right margin is justified.

For an overview of content and style in writing the abstract, refer to "Special Notes on Writing the Abstract" in the introduction section of this handbook.

(See the Appendices at the end of this handbook for a sample abstract.)

Dedication Page

The dedication page, which follows the abstract, is personal and optional. It is written in the first person.

It must be double spaced. It is not counted or numbered.

Acknowledgments Page

Research funding, grants, and permission to reprint copyrighted materials must be acknowledged on this page. Publishers usually require specific wording.

Many writers choose to recognize the help of friends, colleagues, mentors, assistants, and family members on this page.

The word Acknowledgments (with only the first letter capitalized) appears at the top of the page and is centered. (The preferred spelling of acknowledgments is without the letter *e* after the *g*.)

The page is double spaced and immediately precedes the table of contents.

Table of Contents

The table of contents should be single spaced, with a double space between chapters or major headings.

Do not list anything in the table of contents that appears before it; therefore, the first item listed in the table of contents is the list of tables.

The use of a dot leader to tie together the headings and page number is required. Page numbers should be aligned at the right margin. This right alignment is accomplished by using the tab function of the software, not by inserting individual periods to form the dot leader. Set a right tab at 6" (the right margin) and format the tab with a leader. After typing in the heading or subheading at the left margin, press the TAB key and then insert the correct page number. All the page numbers will be perfectly aligned on the right margin. To indent subheadings from the left margin, use the paragraph indent function of the software, not the TAB key.

The table of contents acts as the outline for the dissertation and should reflect the levels of organization within the dissertation, thesis, or project. For example:

Table of Contents

If this were the table of contents, the organizational structure would be apparent, and the reader could identify how the subsections relate to each other. The table of contents should be organized to fully represent the various levels used in the document itself.

All major headings (INTRODUCTION, REVIEW OF THE LITERATURE, METHODOLOGY) must start on a new page.

List of Tables and List of Figures

A list of tables is required if at least one table is used. The list of tables must be a separate page following the table of contents and must include table numbers, titles, and page numbers. This is required even if there is only one item on the list. Tables are numbered in the order in which they appear in the text. As with the table of contents, the use of a dot leader is required to tie together the table title and the page number (see Table of Contents page for instructions on how to do this).

A list of figures is required if at least one figure is used. The list of figures must be a separate page following the table of contents and list of tables (if any), and must include figure numbers, captions, and page numbers. This is required even if there is only one item on the list. Figures are numbered in the order in which they appear in the text. As

with the table of contents, the use of a dot leader is required to tie together the figure title and the page number (see Table of Contents page for instructions on how to do this).

Text

Verb Tense

The dissertation, thesis, or project must appear in present tense and past tense as appropriate. As a rule of thumb for social science writing, ongoing issues and current realities should be reported in present tense. What has occurred, what has been reported, and what you and others have accomplished should be reported in past tense.

It would be inappropriate to write a statement such as, "There were 50 states in the country." By the same token, you should not write in your problem statement, "Managing health care costs was a big problem in the United States" or that "The amount of crude oil imported in the United States had increased since 1965," unless your research cured the problem once and for all and the problem no longer exists, or unless you are reporting the findings of a study conducted over a specific period of time. That is, if health care costs no longer are a problem, or if oil imports are no longer increasing, past tense works. Otherwise, as ongoing realities, they should be described in present tense.

In the review of literature, most writers choose to use the past tense: "Jenkins (1994) reported there are three reasons that victims of abuse do poorly in school." Observe here that what Jenkins reported is a present tense clause: Presumably, these three are still the reasons victims of abuse perform poorly. However, the predicate of the sentence ("reported") is written in the past tense. Of course, if Jenkins reported a historical fact, the entire sentence would appear in past tense: "Jenkins (1994) found four reasons that AIDS spread through the gay population in the 1980s."

Some writers refer to past research in present tense: "Jenkins (1994) reports that there are three main reasons that victims of abuse do poorly in school." But if this same writer decides to refer to Merton (1950) or Watson (1920), an awkward situation occurs as he or she tries to stay consistent: "Watson (1920) reports that. . . ." It seems strange to report 75-year-old research in the present tense.

Headings

The headings style recommended by the APA differs from the APA Manual (5th ed.) insofar that the first four of the level headings are bolded in the 6th ed. The outline of the level headings and the style and font are clearly layed out on pp. 62-63.

Do not strand a heading at the bottom of a page.

Headings should not be labeled with letters or numbers (*APA Manual*, 3.30).

Chapter numbers (if used) are written in Arabic numerals, not Roman numerals, and are not spelled out.

The five levels of heading in APA are formatted as follows:

Centered, Boldface, Uppercase and Lowercase Heading [Level 1]

Flush Left, Boldface, Uppercase and Lowercase Heading [Level 2]

Indented, boldface, lowercase paragraph heading ending with a period. [Level 3]

Indented, boldface, italicized, lowercase paragraph heading ending* with a period. *[Level 4]

Indented, italicized, lowercase paragraph heading ending with a period. [Level 5]

Tables and Figures

Tables and figures are either inserted in the text as close as possible after the first reference is made to them, or grouped with others at the end of the chapter in which they are discussed. Choose one method and use it consistently. If tables are grouped together at the end of the chapter, mention of this should be made in the text.

Whether inserted in the text or grouped at the end of a chapter, any pages that are entirely filled with figures or tables are numbered in sequence with the text pages preceding and following them. This includes figures or tables in appendixes.

Tables and figures should be numbered in the list of tables and list of figures in the order in which they appear in the dissertation or thesis.

They should be given informative labels or captions.

(See the Appendices at the end of this handbook for sample tables.)

References

The reference list comes after the main text and before the appendices.

Saybrook University requires that the reference section be formatted with a hanging indent, single spaced within an entry, and double spaced between entries.

Information regarding APA style for references is found in chapter 7, pp. 193-215 of the *APA Manual* (2010). Review these sections thoroughly before developing your reference list. Note that reference lists cite works that specifically support your dissertation, thesis, or project. Bibliographies cite works for further reading. Saybrook dissertations, theses, and projects require a reference list. All citations in the manuscript must appear in the reference list, and all references must be cited in the text.

Use the first and middle (if any) initials of all authors; do not write out the first name. There should be a space between the initials. When two or more authors are included in a reference citation, use "&" rather than "and" before the last author. Separate the names with a comma: Foyt, A. J., & Andretti, M. P.

If two or more of the works by a single author or set of authors have the same publication date, they are assigned the letters *a, b*, and *c*, and so on (e.g., 2004a, 2004b, 2004c, etc.).

Italicize titles of books, capitalizing only the first word of the title and subtitle and any proper nouns.

Journal titles are capitalized in the "normal" title case manner and italicized. Quotation marks should not be used around titles of journal articles.

The abbreviations "Vol." and "No." are not used in reference to journals. The journal title and the volume are italicized, and the number is not italicized and enclosed in parentheses: *American Political Science Review, 37*(3), 117-132.

"p." or "pp." should not precede page numbers of journal articles.

In the reference list, use U.S. postal code abbreviations for state name. In text copy, spell out the names of states and countries.

(See the Appendices at the end of this handbook for examples of how to format different types of references.)

Appendices

Do not retain the original page numbers of supportive documents. Although some of your appended material may be copies of supportive material written by others, it is now a part of the new work you have created. As such, the numbering of the pages should be in sequence with the rest of the text of your dissertation.

The appendices follow the reference list. They are lettered A, B, C, and so forth. Figures and tables in the appendices are labeled A1, A2, B1, and so forth. If there is only one appendix, it gets no letter.

If you choose to use a cover page to separate the appendix or appendixes from the text of the dissertation, it should be headed APPENDIX or APPENDICES as appropriate, and centered without punctuation. This page is counted but not numbered.

A divider page between appendices is unnecessary unless, for some reason, you cannot put a heading on the first page. Typically this would be done in the case of a photocopied document.

Materials in the appendices must not extend beyond the margins of the rest of the dissertation; hence, you may need to reduce your appendix materials on a photocopier.

Use only one side of the page.

Footnotes and Notes

Notes may be substantive or explanatory or may identify sources, according to where they are used and what information needs to be conveyed (*APA Manual*, pp. 37-38). They should be single spaced, in a smaller font than the rest of the dissertation.

Other Materials: The Project

The project may consist of two parts: a written document and a separate item. The separate item could be a video, a CD, a handbook that has been compiled, a directory, and so forth.

Project materials, including the written portion, will be stored in archival containers in the Saybrook library. The materials for each project must fit in one 9" x 12" x 2¾" box. Video cassettes, audio cassettes, CDs, and computer disks should present no problems. Materials too large for the box must be reduced in size using appropriate technological means, which may include folding, photography, digitization, and so forth.

Written Component

The nature of the written portion of the project must be determined in advance with your project committee. All format requirements for dissertations and theses apply to the written portion of projects.

Project committees are usually smaller than dissertation or MA thesis committees, so the approval page will have fewer names and signatures.

The abstract for a project should be limited to 150 words.

(See the Appendices of this handbook for a sample project title page.)

Handbook Appendices

Sample Pages

Dissertation Title Page

DISSOCIATION AMONG COMPUTER PROGRAMMERS:
A MULTIPLE CASE STUDY OF PRESENTATION,
APPLICATION, AND RAMIFICATION

A dissertation presented to

the Faculty of Saybrook University

in partial fulfillment of the requirements for the degree of

Doctor of Philosophy (Ph.D.) in [insert one of these: Psychology,
Human Science, Organizational Systems, or Mind-Body Medicine]

by

Larry G. Moyer

San Francisco, California
July 2010

Thesis Title Page

THREE YEAR OUTCOME OF ALPHA/THETA NEUROFEEDBACK TRAINING
IN THE TREATMENT OF PROBLEM DRINKING
AMONG DINE' (NAVAJO) PEOPLE

A thesis presented to

the Faculty of Saybrook University

in partial fulfillment of the requirements for the degree of

Master of Arts (M.A.) in [insert one of these three: Psychology,
Human Science, or Organizational Systems] or

Master of Science (M.S.) in Mind-Body Medicine

by

Matthew James Kelley

San Francisco, California
July 2010

Project Title Page

VIDEO IN THE TREATMENT OF EATING DISORDERS

A project presented to

the Faculty of Saybrook University

in partial fulfillment of the requirements for the degree of

Master of Arts (M.A.) in [insert one of these three: Psychology,
Human Science, or Organizational Systems]

by

Virginia B. Chapin

San Francisco, California
July 2010

Approval Page

<u>Approval of the Dissertation [or Thesis]</u>

EXPRESSIONS OF CULTURE THROUGH THE REARING PRACTICES OF
SECOND GENERATION OFFSPRING OF ASIAN
IMMIGRANTS TO CALIFORNIA

This dissertation [or thesis] by _____name of candidate_____ has been
approved by the committee members below, who recommend it be accepted by the
faculty of Saybrook University in partial fulfillment of requirements for the degree of

Doctor of Philosophy [or Master of Arts or Master of Science] in [insert appropriate
degree]

Dissertation [or Thesis] Committee:

_____[Signature]_____   _____
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Abstract

Abstract

THE EXPERIENCES OF CANCER PATIENTS
PRACTICING MINDFULNESS MEDITATION

Rachael Patterson Young

Saybrook University

The majority of scientific meditation studies have involved concentrative rather than mindfulness meditation, and few of these studies have focused on the use of meditation by people with cancer. This dissertation is a qualitative study of a group of cancer patients' experiences with mindfulness meditation practice, as related to their quality of life.

The participants were 18 volunteers from support groups at The Wellness Community-Knoxville (one of 19 such facilities across the country offering free psychosocial support for those with cancer). They were given a 9-week mindfulness meditation course modeled on the one at the Stress Reduction Clinic of the University of Massachusetts Medical Center. Participants attended classes once a week and devoted an hour a day to meditation practices.

Data-gathering instruments were semi-structured recorded interviews, group discussions, participant observation, and journals. Initial analysis of the data showed that the participants' experiences of cancer and mindfulness meditation practice fell into

5 broad categories: (a) Cancer: A Catalyst for Inner Exploration; (b) Mindfulness Meditation: A Way of Inner Exploration; (c) Mindfulness in Routine Activities; (d) Mindfulness in Self-Understanding; and (e) Mindfulness in Interpersonal Relationships. The data within each category were then analyzed, and themes, including common themes, were identified.

The study revealed that for many of the participants a diagnosis of cancer had stimulated an interest in inner exploration, for which mindfulness became a disciplined approach that helped them understand and enrich their lives. They described how bringing an accepting awareness to daily routine enhanced their self-knowledge, making them aware of and more prone to attend to their needs. They also became conscious of the good moments still available to them. In addition, the participants reported that bringing nonjudgmental awareness to stressful interactions with others gave them greater control over their feelings and behavior, enabling them to develop more appropriate modes of communication.

Thus, the practice of mindfulness meditation increased the cancer patients' understanding not only of themselves but also of others. In the process, they seemed to feel that they had improved the quality of their lives.

Tables

    A simple table.

Table 1

List of Participants

Participant ID	Gender	Ethnicity	Years in Education	Years in Position	Involved with VPP
1TM	M	AA	12	12	No
2TL	F	AA	5	3	No
3TM	F	AA	25	4	No
1AL	M	AA	12	2	No
2AM	F	AA	2	2	Yes
3AM	M	AA	15	3	No

    A more complex table.

Table 2

Being Religious and/or Spiritual by Group

Indices	χ^2	$\chi^2\,df$	$\chi^2\,p$	②	② p	V	$V\,p$	UC	$UC\,p$
Chi Square	119.33	2	< .001	<.001	< .001	.52	< .001	.001	.003

	RSE	Sundo Korean	Totals		RSE	Sundo Korean	Totals		RSE	Sundo Korean	Totals
Frequencies		Yes				No				NA	
% of Total *n*	0.7	8.8	9.5		65.5	19.7	85.3		0.5	4.8	5.2
% of Group *n*	1.0	26.5	9.5		98.3	59.2	85.3		0.7	14.3	5.2
% of Category	7.1	92.9	100.0		76.9	23.1	100.0		8.7	91.3	100.0
Observed *n*	3	39	42		289	87	376		2	21	23
Adjusted Residual		8.6[a]			10.9[b]					6.1[a]	

Examples of Reference Citations

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