

DISSERTATION HANDBOOK

FOR DOCTORAL DEGREE CANDIDATES OF THE

University of Metaphysics



AND THE

University of Sedona



REVISED EDITION

Table of Contents

Preface.....	iii
Part I – Choosing Your Topic.....	1
Part II – Organization of Dissertation	2
General Information and Formatting.....	2
MLA Format	2
Length and Presentation of Thesis	2
Quality of Paper (and Printing)	2
Keep a Copy	3
Spelling and Grammar	3
Margins and Spacing.....	4
Headings.....	4
Numbering of Pages	5
Dissertation Organization.....	7
General Information	7
Preliminary Pages.....	8
Title Page.....	8
Acknowledgements	8
Table of Contents	8
Chapters of the Dissertation	8
Introduction (Statement of Purpose)	8
Review of Literature.....	10
Methods (Optional)	11
Findings (Optional)	12
Discussion	12
Conclusion.....	13
Works Cited (formerly known as the Bibliography).....	13
Appendix (Optional)	14
Part III – Writing In-Text References and Works Cited Entries	15
Footnotes Are No Longer Used for Citations	15
When a Citation (for paraphrased ideas) Is Not Needed.....	15
Help from Online Sources.....	15
Citing Works in Print	15
Quoting Full Sentences	15
Quoting Partial Sentences	16
Leaving Out Words or Sentences: Using the Ellipsis	17
Quoting Passages Longer than Four Lines of Text.....	18
Multiple Books by the Same Author.....	19
Articles, Chapters, or Studies in an Anthology or Reference Work	19
Citing Volume and Page Numbers of a Multivolume Work.....	20
Dr. Masters’ Curriculum	20
Bible Citations.....	21
Magazine, Journal, Newspaper, or Pamphlet Citations	22
Books or Studies by a Corporate Author or Organization	23

Reference Sources (Encyclopedias, Dictionaries)	24
Citing Additional Common Sources	24
Interviews	24
Spoken Word Albums	24
Citing Web Publications.....	25
In General	25
Basic Material Needed for Web Reference.....	25
An Article in a Web Magazine.....	26
Citations from Web Sources: No Known Author	26
A Page on a Website	27
E-Mail (Including Interviews).....	28
Part IV – Appendices.....	29
Appendix A1	29
Composing Your Title Page for the University of Metaphysics.....	29
University of Metaphysics Title Page Template A1	30
Appendix A2	31
Composing Your Title Page for the University of Sedona	31
University of Sedona Title Page Template A2.....	32
Appendix B	33
Template for Acknowledgements	33
Appendix C	34
Template for the Table of Contents with Methods and Findings Chapters	34
Template for the Table of Contents without Methods and Findings Chapters	34
Appendix D	35
Works Cited Formatting and Examples	35
Hanging Indent or Left-Margin Aligned?	35
Hanging Indent Examples: Works Cited.....	35
Left-Margin Aligned Examples: Works Cited	38
Appendix E.....	40
Sample Dissertation.....	40

Preface

Purpose of a Doctoral Dissertation

The purpose of a dissertation is to present a unique contribution of your own ideas to an already existing field of knowledge. Your dissertation should embody the results of your research, and it especially should substantiate a specific and distinctive addition to the metaphysical conversation.

Some students have asked what the difference is between a dissertation and a thesis. Each is a document submitted in support of candidacy for a degree or professional qualification. In some countries and in some universities (including the United States and this University), the word *thesis* is used as part of a Master's Degree, while *dissertation* is applied to a doctorate. (*Note that this differentiation is reversed in some countries.*) The dissertation in the United States represents further and more advanced research and study than that for the thesis. The advanced nature of the dissertation is important; it is never accepted as a simple continuation of the basic work done for the thesis.

Format

Because you are writing a dissertation – your written point of view about a subject, put forth and substantiated by your research in the metaphysical and other fields – the dissertation format as outlined by MLA (Modern Language Association) specifications is required. These specifications are explained in detail in Part III, with further examples in the Appendices.

Please Note: some other “book” or “instruction manual” format will *not* be approved. If you take the time to write your dissertation according to the specifications outlined in this document, you will save yourself the frustration and disappointment of having your dissertation initially rejected and returned to you for corrections.

Part I

Choosing Your Topic

You will want to write your dissertation on a topic related to your doctoral specialty. Many of you chose your specialty because that is an area you already possess a strong passion for, or experience in. This is the time, then, to apply that passion to research, surveying the broad field within that specialty.

If, having finished your Master's Thesis, you are not sure what you want to focus on for your next researched project, think in terms of how you would like to use your doctoral training after its completion.

- Browse in bookstores, libraries, and on the Internet for books and information that might be related to your subject of your dissertation.
- If you find, however, that you cannot come up with a topic for your dissertation, take time to do whatever you would do to get answers for yourself: pray, meditate, walk out in nature or by the water, practice martial arts – whatever you have learned to do that works for you. An answer will come to you.
- When ideas do come to you, jot them down even if you are not sure you've found the right topic. You're brainstorming, and you are free to put together any ideas, examples, suggestions, and/or beliefs that come to mind, even if you doubt you'll really use them. You might even keep a notepad nearby, so that if something triggers a thought while you're watching television or taking care of other duties in your life, you can write it down. It might just turn out to be the idea you've been waiting for when you put it together with your other jottings.

Once you do come up with a main topic, think of areas of that topic you would like to focus on or learn about. These areas can become your subheadings, or where applicable, they can provide support under the other chapter titles, as outlined in a few pages under "General Information and Formatting."

Part II Organization of Dissertation

General Information and Formatting

MLA Format

Using MLA (Modern Language Association) formatting makes it easier for readers to comprehend a text and navigate through it because you are providing familiar cues when referring to sources. Abiding by MLA standards and specifications as a writer allows you to provide readers with the opportunity to focus on your ideas by not distracting them with complicated and foreign formatting.

Length and Presentation of Dissertation

Your dissertation must be a minimum of 10,000 words and up to a maximum of 25,000 words in length, allowing for as complete a presentation as is necessary to communicate the theme of your work.

- Generally speaking, a 10,000-word work will average approximately 45 pages, from chapter 1 through the end of the Conclusion, using a standard 12-point font; Times New Roman or Cambria is strongly recommended and is the preferred font for most universities.
- Your dissertation must be typed and double-spaced (and in a Word document, if you are using a computer). Do not quadruple-space between paragraphs.
- Although you have the option of submitting your dissertation as either a Word document or PDF file, we prefer that you send us your dissertation in a Word document attached to your email message so that we can, if needed, make comments on your paper.

Quality of Paper (and Printing)

For your first draft – should you choose to send in a paper copy instead of an electronic version, use a good quality paper. Do not use any type of thin or fancy paper. We will *not* be mailing your dissertation back to you, unless you choose to pay for mailing. We will be attaching your final, electronic copy to you by email, after which you can have it printed.

Some students take the time and spend the extra money to have their papers professionally bound and printed, or printed on professional paper. If you are choosing to do that, please wait until your paper has been reviewed and is ready to be sent to the Dissertation Committee. If your paper is sent back to you for corrections, you will need to choose whether to spend the

extra time and money to have your revised paper professionally bound and printed. That is why we suggest that you submit your original dissertation to the University in a Word document by email or on plain white paper. No matter how carefully or how many times you review your paper before submitting it, there may be one or two things that might need to be corrected and revised before final submittal to the Dissertation Committee. Please know that the Dissertation Advisor is available as part of your team, so that your paper can be the best paper possible.

Keep a Copy

If you wrote your dissertation using a computer, be sure to keep the original file stored somewhere on your hard drive where it will not be deleted by mistake. That being said, computers *do* crash, so be sure your dissertation file is among your important personal documents that are backed up whenever you are finished for the day.

- If you are sending your dissertation through the postal mail, make a physical copy of the entire document before mailing it to the University. This precaution will prevent you from having to rewrite it, should it be lost.
- To email your dissertation and your exams, go to the Student Center for the proper procedure.

Spelling and Grammar

It is expected that grammar, spelling, and punctuation will be correct. If you are in doubt, consult books or the Internet on spelling or word usage: we recommend you use *Merriam-Webster's Online Dictionary* or the printed edition. Another very helpful online source that our students have mentioned and which is free for the first seven days of usage (and thereafter charges by the month) is found at <http://Grammarly.com>. It will show you your spelling, punctuation, and grammar errors and offer you corrections. Upon completion of your thesis, if you are still in doubt, have someone proofread it.

- *Computer Spell Check*: Most computers have a feature under the *Tools* menu called *Spelling and Grammar* or *Spell Check*. It is recommended that you try to work with this feature, although Spell Check is not infallible.
- *Professional Proofreader*: If grammar, sentence structure, spelling, and punctuation are not easy for you, you could look for someone to proofread your paper before you submit it to the University. You can hire a professional proofreader to review and correct your paper for grammar, sentence structure, spelling, and punctuation errors or oversights. Your ideas and research will be left intact.

- The Dissertation Committee is aware that many students enrolled with the University do not have English as their first language. Allowances are made for spelling, grammar, sentence structure, and so on for these students.

Margins and Spacing

The margins should be set up before you begin typing from the Format menu on your computer (or typewriter) as follows:

- Top and bottom of page: 1”
- Left margin: 1 ¼” to 1 ½ “ (to allow for binding)
- Right margin: 1” (ragged, not right-side justified)

Indent the first line of paragraphs one-half inch from the left margin. MLA recommends that you set and use the tab key rather than pushing the Space Bar five times. When your paragraph continues following a long (block) quotation, do not indent. However, do indent the paragraph following that one.

Some other common rules about spacing and punctuation include:

- Format your text to be double-spaced (not 1.5 spaced).
- Do not add extra double-spacing between paragraphs or before or after headings.
- If you use an ellipsis, add one space between each period in the ellipsis.
- In a series of three or more items or occurrences that you are describing in your text, insert a comma before “and.”
- Remember that periods and commas always go inside quotation marks. Questions marks and exclamation points go either way, depending on the sentence.
- Foreign words that are not commonly used in English are italicized (words in Latin, Sanskrit, French, and so on).

Headings

The primary heading is the title of your dissertation, which should be centered and no more than ten words long and in Title Case (explained below under Level 1 Heading). If there is a colon in the title, the colon comes at the end of the centered first line, with the rest of the title in the second line.

marks or parenthesis marks or italics). If you do not have an Acknowledgements page, then the first page that is to be numbered is your Table of Contents. Number it “i” at the bottom middle of your page.

- After the Table of Contents comes any list of any tables or figures you might have included.
- Your first page is your chapter 1, but don’t start the numbering until the second page. That page will be your page 2, in Arabic numbers. Continue numbering until the last page of your Works Cited, or if you have an Appendix, until the last page of that section. In the instruction box (under Insert in the Menu) for pagination, you can mark a box to prevent numbering the first page.

Page-Numbering Feature in Word

With older versions of Word, you may not be able to use the Microsoft page-numbering feature (unless you opt for the page-numbering alternative below) because Word will number the Title Page as 1, the Table of Contents page as 2, which would start the text of your paper at page 3 or 4 – which we don’t want.

- Please Note: On newer versions of Word, it is possible to divide the document into Sections, and start the page numbering with page “i” or “1” at the beginning of the new Section. (You will then be attaching or sending two sections to the University.) Search your Menu options to see where this may appear on your computer program. You may therefore be able to apply the automatic page-numbering feature if you take into account the sections.
- If you do not have this feature, or you find it cumbersome to apply, you may use the manual-numbering method (which is difficult in another way, because the placement will move if you make any deletions or additions to your text). Or else – and much easier than the manual option – use the following alternative instead.

Page-Numbering Alternative

You may choose to take the Title Page, Certificate of Approval page, Acknowledgements, and the Table of Contents page and put them into a separate Word document. This would allow you to utilize the automatic page-numbering feature. You would then be sending (or attaching) two documents with your Dissertation:

- The first Word document would include the Title Page, the Acknowledgements page (optional), the Table of Contents page, and possibly, a List of Tables or Figures page.

- The second Word document would include the text of the paper, with all chapters, plus the Works Cited page(s), and finally, any appendices you might have.

Dissertation Organization

Because the dissertation is a research paper, be very careful about including too much of your life history or personal journey. Your personal history is your foundation, but now you use that foundation for skillfully building your research topic by placing it in conversation with published writers.

You may in fact find that in your first draft you include several paragraphs – or even pages – of your personal experience, but then let that draft rest for a day or two. After that, go back, and see where you can “cut and paste” to make your story much more concise. By doing this, your personal journey or history will become simply the platform for you to launch into your concern that you wish to research – not the main event. If you still see that you have written too many pages covering your personal experience, you may want to get some feedback from the Dissertation Advisor before continuing further.

General Information

There are two kinds of dissertation, and only one requires a Methods and a Findings chapter – and very few students actually require these chapters. Read the following two descriptions and decide which one you want to use for your topic.

1. You would use a Methods and a Findings chapter (your chapters 3 and 4) because your subject depends upon one of the following studies:
 - Your subject requires the use of a questionnaire or other tool from a number of participants (and not including yourself);
 - Your subject includes your review of a project that you used as a counselor or a project you are designing for this dissertation; or,
 - Your subject includes a demonstration about the specific method(s) you’ve used in the technique you have chosen to examine as your topic.
2. You do *not* need a Methods or a Findings chapter, so your chapter 3 will be the Discussion chapter. The majority of students choose this kind of dissertation, for they are exploring ideas and practices based upon their own knowledge and those found in their research of others’ ideas and studies. This dissertation will have four chapters.

The rest of this section describes what each chapter of your dissertation will cover. Specific formatting for citations, quotations, your Works Cited entries (formerly known as bibliographic entries), and other organizational matters are detailed in Part III, “Writing In-Text References and Works Cited Entries” and in the Appendices.

Preliminary Pages

Title Page

Your dissertation must include a formatted Title Page to the specifications shown in Appendix A1 or A2, depending on whether your degree is from the University of Metaphysics (A1) or the University of Sedona (A2). Bring the title up to the highest place you can on the page (as the words *Appendix* and *Title Page Template* will not be there).

Acknowledgements

This page (sometimes known as a Dedication) is optional, but is used to express gratitude for the people and/or events that enabled or encouraged you to complete this work and phase of your life. It can be a few sentences or up to a page long. Please see the template in Appendix B. Again, your title should be at the top of the page.

Table of Contents

There are two templates for the Table of Contents that will fit your work in Appendix C. The only difference is whether you choose to include an Acknowledgements page and/or Methods and Findings chapters. Either way, you will include the following:

- Title page
- Acknowledgements (optional)
- Table of Contents
- Lists of Figures or Tables (optional)
- Chapters, using specific titles
- Works Cited
- Appendix (optional)

Chapters of the Dissertation

Introduction (Statement of Purpose)

The purpose of the introduction is to explain and/or discuss *why* you are writing about the subject you have chosen or what you want to show others about your topic. You want to engage the reader and establish the importance of the topic to the metaphysical community.

In addition, the Introduction should guide the reader through the main points of your dissertation, with concrete and concise description – almost as if it were a map that shows what will be found as the reader continues moving through your paper. Usually, in a work of this length, you will write the purpose sentence – a sentence that sums up your purpose for writing the dissertation – *no later than the second page*. After that, each paragraph points out and supports, possibly with examples or illustrations, which direction you will be taking with the paper.

- Be careful to avoid making the Introduction too long, or not long enough. If you can summarize your whole idea to someone in three or four sentences, you are probably on the right track.
- To assist you in preparing an Introduction of an appropriate length, it is recommended that an outline of some form be written first. Don't worry if you do not know how to specifically construct an outline; just begin by finding two to four main points and then find examples or areas within or about those points that warrant discussion, consideration, or argument.
- Instead of an outline, maybe you would find that sketching out an idea-tree or idea-wheel works better for you. Write everything down, even if you're not sure yet if some of the ideas or examples belong. You can always replace them or delete them later.
- Use the outline or idea-tree/wheel as the basis of the Introduction, as well as for the basic plan for the entire thesis itself.
- If you are finding that there are parts that go on for too long and therefore detract from this point-by-point directional map (which is not uncommon in a first or second draft), your outline should be of use to you in pointing out any material that should more appropriately be included in the Findings or the Discussion chapters. The outline will assist you in placing the content where it belongs.
- Don't get discouraged if, after writing the first draft, you find that you must revise a lot more than you had planned. Nor should you be discouraged if you find you have to delete or shift material around after the second or third draft. Know that this is usual and common. Professional writers revise many, many times. It's part of the flow.
- When written skillfully, the Introduction will prepare the reader for each chapter as it unfolds.

Review of Literature

The second chapter, covering respected sources related to your subject, will be your longest chapter as it is a very important part of the dissertation. It is entitled Review of Literature because it contains your review or analysis of respected sources related to your subject. The purpose of this chapter is to provide an overview of what you are hoping to show the reader about your topic; you are including the supporting data for your own ideas and main concerns of your dissertation. In other words, you are telling us what the works that make up your research indicate relevant to the purpose of your dissertation.

If you are writing your dissertation using research references only, you will include a minimum of 20 different research sources. If you have completed a research project such as a questionnaire, survey, or quantitative assessment, you will include a minimum of 12 - 14 different research sources in this chapter.

Your research sources need to be the major works in the field you are researching. Please provide a minimum of 3 - 4 paragraphs from each of your research sources in which you provide a context for the works to your own topic, your own ideas, and in which you evaluate their importance to your topic. An extensive list of quick or short book summaries—or long quotations from each one—such as one might find on the online Amazon site, *will not be acceptable*.

Also, you do want to keep personal information to a minimum. This is not the place to include pages of your personal life story or your personal journey.

- You must provide a minimum of ten quotations total from 12 - 14 different major sources beyond any source material provided by Dr. Masters' curriculum.
- These 12 - 14 key sources are included among those that form the foundation for the key works researched for your dissertation. Each source reviewed by you will cover approximately two-three paragraphs of your own paraphrasing, evaluations, and quotations, accompanied by parenthetical citations. These quotations from 12 - 14 sources do not need to be long; they just need to be pertinent to the purpose of your topic. They are intended primarily to support the presentation of your own ideas, and your view of each work should be clearly stated before you finish with that source.
- To reiterate, do not construct your dissertation by piecing together long or numerous quotations from research sources without any explanation about their role in the construction of your own text. This kind of submission has, unfortunately, been a common, mistaken occurrence. If such a dissertation is turned in to be evaluated, *it will be turned back to you for revision*.

- If you find that your dissertation is heading in that direction, we advise that, before going any further, you check with the Dissertation Advisor for some guidance. It would be far better for you to check in before you've gone through the work of writing the entire dissertation, only to find out you have to revise the entire work. Perhaps you'll want to just turn in one chapter to verify that you are proceeding correctly.
- Another possibility to consider, if your discussion or evaluation of your chosen works in your review is becoming too lengthy, is that parts of your review or evaluation of the research should be positioned more appropriately in the Findings, Discussion, and/or Conclusion chapters.
- For specific formatting details about how to cite sources and how to blend quoted material into your own words, please see Part III below.

Methods (optional)

The use of the Methods chapter for chapter 3 is optional and infrequently used. You only use a Methods and a Findings chapter (your chapters 3 and 4) if your subject requires substantiation through any of the following:

- The use of a questionnaire or other analytical tool from a number of participants, possibly with statistical analysis. (You will not include yourself as one of the participants so as to maintain some objectivity in your subsequent observations or analysis, plus you should have a minimum of six participants in your study group).
- An analysis of a project that you used as a counselor, or that you prepared specifically for your thesis; or,
- A demonstration that the specific method you've used in the technique you have chosen for your project is more suited than other similar methods.

If you are writing about a form of meditation, a form of yoga, chakras, or affirmations, for example, you could use this chapter to detail how to do what your topic suggests. This chapter, however, should not be the place to include your own experiences with the methods. And, this is to be a fairly short chapter. If you find that you need to create diagrams, lists, or charts for your findings, you can include them in an appendix.

If you are not, like the majority of students, writing that kind of dissertation, skip this chapter and the next chapter (Findings) as well. Your chapter 3 will be titled Discussion.

Also, see Appendix C to view which Table of Contents template you will use, depending on which kind of dissertation – with or without the Methods and Findings chapters – you are writing.

Findings (optional)

If you are using the Methods section, this chapter of your dissertation should be the second longest chapter. Here you explain what was found through your research and the methods, techniques, statistical analyses, questionnaires, and you tell us why these findings are significant for your topic. You can also use the information to argue the question(s) or statement(s) expressed in the title or purpose sentence of your work. For example:

- Which experiments, if any, according to your research, have been conducted about your topic and what are the results of those experiments?
- What do doctors have to say about the results of meditation? What do people who attend church regularly have to say about their church experience? What do scientists who do brain mapping have to say about those who attend church, meditate, or are atheists?

This chapter is for the results of research with others and/or from others. That means that your personal experiences or life history can here be aligned and included with the research you found, but your focus is still on what you found in the research and your own researched contribution to the already existing field of knowledge on the subject that you have chosen for your thesis.

Discussion

This chapter is the second longest chapter (or the longest) if your dissertation consists of four chapters, but it will be considerably shorter if you have already written a Findings chapter. To write the discussion properly and effectively, it is helpful for you, the author, to include:

1. A review of the nature and structure of the study as a whole.
2. A review of what you have discovered through your research that is then thoughtfully integrated into your discussion of the meaning or significance of these findings. You can use your personal information here if relevant to the discussion.
3. A possible reconsideration of your findings, discoveries, or realizations, or other ways to find them significant. In addition, you could bring up arguments that others might bring up against your findings, and then answer those objections.

This section is very important to your work, and you have the chance to make sure that your topic or purpose is thoroughly understood and appreciated through this discussion.

Conclusion

Your final chapter should be entitled Conclusion, and while this should be a fairly short chapter, it is a significant one, for it is the last section the reader will remember.

- You are to present a brief review of all that you have introduced, your principal themes, and how they were shaped by your research. You then can summarize your conclusions, and where appropriate, what enabled you to reach your conclusions.
- Finally, consider closing with a few suggestions regarding possible research or actions on your chosen subject that you believe remain to be implemented by you or others in the future.

Works Cited (formerly known as the Bibliography)

A Works Cited section is a list of all the references you have consulted for this project, and from which you have drawn materials for your dissertation. MLA changed the title to Works Cited because the word *biblio* means *books*, whereas now we include Web publications, interviews, e-books, emails, and so forth, alphabetized by the author's last name (or, if no authors' names are available or appropriate, the editor's or organization's name).

- The Works Cited pages should reflect only the material you have covered for the purposes of your dissertation. Do not try to include all of the written works that have ever shaped or affected your thinking relative to your subject. Do include the specific works from which you have drawn material for your discussion or to which you make reference in your dissertation.
- Understand that because a specific book is listed in your Works Cited pages, it does not indicate that you necessarily have read the entire book. You need only to have read those chapters or sections that are relevant to your specific subject.
- There must be a minimum of twelve sources listed in your Works Cited pages. As a rough guide, you might think in terms of approximately 20 entries, twelve of which must be major sources beyond those from Dr. Masters' volumes.
- For formatting style, you can either choose the *hanging indent* or the *left-margin aligned* format. The instructions for both styles are in Appendix D,

along with two lengthy Works Cited samples for you to examine. There are also detailed instructions about formatting specific kinds of references and entries in the next chapter (in Part III).

- Your pages will continue the number that you began with page 1 of chapter 1. While the Works Cited pages do not count towards your suggested word count, they are still numbered with the text.

Remember, there will be detailed examples in the next chapter, “Writing In-text Citations and Works Cited Entries,” and in Appendix D below.

If, after studying the material in this Handbook you are still in doubt about formatting entries for your Works Cited section, you can also find help with proper MLA formatting for your Works Cited pages by accessing the Web publication <http://easybib.com>. This site will type out the information about the book or website – all correctly formatted for you – and allow you to cut and paste it onto your own Word document.

Or, if you prefer, you can also find free examples of what you are trying to accomplish with your entries online at <https://owl.english.purdue.edu/>. And, of course, you can call the offices at either 928-203-0730 or 1-888-866-4685.

Appendix (Optional)

This is a section used to house supporting information for the dissertation that was too bulky to include in the texts. That information may be placed in one or more appendices. Examples of appendix material include questionnaire samples, data sheets, charts, or templates. The appendices in this Handbook contain templates and formatting examples – note that some are organized by letters first, then numbers (e.g., A1, A2, B, C, D, E).

Part III

Writing In-Text References and Works Cited Entries

Footnotes Are No Longer Used for Citations

For many decades, students have been plagued by footnotes and the problems inherent in writing them correctly. A number of years ago, all of this changed, and footnotes are no longer used in most academic departments. Instead, a format known as in-text citation (or parenthetical citation) is now used by most universities in the United States.

When a Citation (for paraphrased ideas) Is Not Needed

Common sense and ethics should determine the need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations, or common knowledge. This is a choice, based on your audience. Consider also that what is common knowledge to the counseling world may not be common knowledge to the general public.

Help from Online Sources

If, after studying the material in this Handbook, you are still in doubt about formatting references for your in-text citations, you can access the free Web publication <http://citationmachine.net>. This site will type out the information about the book or website that you type into the form they provide, and it will correctly format it for you and allow you to cut and paste it onto your own Word doc. There is a reasonable fee for using it after seven days of free usage. Or, for help formatting entries in your Works Cited section, you can access <http://easybib.com>, click on MLA format, and it will give you the correct information as well.

Also, if you prefer, you can also find free examples and instructions of what you are trying to accomplish with your entries online at <https://owl.english.purdue.edu/>. And, of course, you can also call us with any questions you may have at 928-203-0730 or 1-888-866-4685.

Citing Works in Print

Quoting Full Sentences

If you are using sentences/phrases/paragraphs taken word-for-word from a research source, those words count as a quotation and must be in quotation marks. One way to do this smoothly is to include the title of the work and the author in your own sentence, merge your own information into the quoted material, close the quotation marks, and

follow that quotation with the page number in parenthesis (see example below). The page number never goes into your sentence; it always goes into the parenthesis. Note that the period for the entire sentence goes *after* the parenthesis. In the updated MLA, there are no abbreviations needed for “page” in the parenthesis. It is simply understood.

In his book, *The End of Your World*, Adyashanti wrote, “There are some common traps that come with awakening – certain cul-de-sacs or eddies or points of fixation in which we can become caught” (81).

Note that your words in the beginning of the sentence smoothly introduce the words of your source (Adyashanti). Here is the source as it would appear in either style of your Works Cited listings (both styles are explained in Appendix B):

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print

or

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print

Another way to quote a complete sentence in your double-spaced text so as to let the reader know which text and what page contained the quotation is as follows:

“There are some common traps that come with awakening – certain cul-de-sacs or eddies or points of fixation in which we can become caught” (Adyashanti 81).

Again, the period for the sentence that you have quoted comes *after* the parenthetical citation.

In both cases, this information lets the reader know that there is a reference for this citation, namely the book by Adyashanti, found in your Works Cited pages. You are adding the page number so that anyone reading your paper and wishing to check it out or delve more deeply into the information hinted at by your specific quotation can easily find it.

Quoting Partial Sentences

If you choose to quote a partial sentence or paragraph from a research source, you could use one of the following quoting procedures in the double-spaced text of your paper:

- According to some, dreams express "profound aspects of personality" (Foulkes 184), though this researcher and several other sources disagree.
- According to Foulkes' study, dreams may express "profound aspects of personality" (184).
- Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Leaving out Words or Sentences: Using the Ellipsis

If you choose to leave some of the words out of the middle of the sentence/paragraph, your quotation will look like this (note the ellipsis): "Words of the quote . . . rest of the quote" (author page number).

Here is an example, using the text of Deepak Chopra's *How to Know God* and a thesis writer's use and citation of that text. Below that are examples of the work as it would appear in "Works Cited."

Original Wording

Everything that we experience as material reality is born in an invisible realm beyond space and time, a realm revealed by science to consist of energy and information. This invisible source of all that exists is not an empty void but the womb of creation itself. Something creates and organizes this energy. It turns the chaos of quantum soup into stars, galaxies, rain forests, human beings, and our own thoughts, emotions, memories and desires (1).

Example of In-Text Citation

In his book *How to Know God*, Deepak Chopra describes an experience of God as an "invisible source of all that exists . . ." and "the womb of creation itself." This God-energy "turns the chaos of quantum soup into stars, galaxies, rain forests, human beings . . ." (1).

Works Cited Entry

Chopra, Deepak. *How to Know God: The Soul's Journey into the Mystery of Mysteries*. New York: Three Rivers Press, 2000. Print.

or

Chopra, Deepak. *How to Know God: The Soul's Journey into the Mystery of Mysteries*. New York: Three Rivers Press, 2000. Print.

In the example of the above in-text citation, there have been words taken out of the sentences in three places, plus the dissertation writer's words end *before* the Chopra quotation was finished. When you write a sentence like this, being careful not to mislead the reader about the author's words or meaning, you will use the ellipsis (three dots, with a space before and between each dot and a space before the period (or fourth dot). In the case above, there are three examples of ellipsis, the last one of which is finished with the end quotation mark, the parenthetical citation, and the period for the entire sentence.

Also, you'll notice the use of brackets around the word "that" [that]. This is the format used when the writer needs to insert a word to keep the sentence smoothly or grammatically flowing or to let the reader know that something in the quoted text (such as italics) was there in the original and not added by the dissertation writer.

Quoting Passages Longer than Four Lines of Text

There may be times – *and they should be few* – when your argument or purpose demands that you include a long quotation. When that occurs, you place the quotation by itself in a freestanding indented space, double-spaced from your text or the introductory words of your sentence, and indented one inch from the left margin. The right margin extends to the regular margin (1" from the right edge), and if the same thought is continued after the long quotation, you continue – as seen in the example – in the paragraphs you were writing, below the indented segment.

Also, *you do not place quotation marks around the long quotation* (although you would put quotes around a conversation, if one occurs, in the quotation). Note that the parenthetical citation for the quoted material comes *after* the closing punctuation mark of the indented text. For your dissertation, this indented quotation should be single-spaced, with the period coming *before* the parenthesis. Here is an example.

Ken Keyes, Jr., in his book *Handbook to Higher Consciousness*, sums up the importance of tuning into our God-within when we experience conflict with others:

To avoid adding to the total sum of the bad vibrations in the world, unless you are in physical danger, wait until you are tuned in, centered, and loving before you act. Then your perception and wisdom may lead you to choose a more effective course of action. But even if you do the same thing that you originally intended to do, it now has a better chance of success because *the consciousness level of everyone concerned is elevated* [italics in original]. Instead of acting out a drama of addictions, you are, here and now, communicating as a tuned-in human being telling what you feel and what you prefer. (37)

No doubt this kind of behavior is essential for any kind of evolved encounter with

others. However, we have also experienced how easy this is to know, but how hard it often is to call upon.

Multiple Books by the Same Author

If you are going to use more than one book by the same author in your text, use a shortened title for each in the parenthetical reference to avoid confusion for the reader:

In his book, Adyashanti wrote, “There are some common traps that come with awakening – certain cul-de-sacs or eddies or points of fixation in which we can become caught” (*End of Your World* 81), and he further encourages us to remember that “when you unknow everything in the mind, there is nothing left but Truth” (*Emptiness Dancing* 126).

The Works Cited entries would be listed with an abbreviation for the second (and subsequent) listing of the author’s (or editor’s) name:

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print.

---. *Emptiness Dancing*. Boulder: Sounds True Inc., 2006. Print.

Articles, Chapters, or Studies in an Anthology or Reference

If you are referring to a specific chapter or an article in an edited book that is a collection of essays (an anthology) written by different authors, you cite the author and the chapter title in the text with the page number of the quotation in the parenthesis. The Works Cited entry will contain all of the information about the author and the chapter and the edited book as a whole.

Harris points out how important it is to help the client get to know you, your principles, and your work (“Talk to Me” 26).

Harris, Doreen. "Talk to Me: Engaging Reluctant Patients." *A Wellness Coach's Guide: Helping Clients One to One*. Ed. Ben Drake. New York: Publishing Co., 2000. 24-34. Print.

Citing Volume and Page Numbers of a Multivolume Work

When citing a volume number and/or a page number from a work, we no longer use the abbreviations “*vol*” or “*p*” or “*pp*” – we simply write the volume number, a colon to separate it from the page number, and follow with the page number or, if you are citing pages, you separate them by a colon.

- When you are quoting from any of Dr. Masters’ texts, but you don’t mention him by name in your sentence, you would write the parenthetical citation as follows: (Masters, *Minister’s/Bachelor’s Curriculum* 4: 16).
- If you do mention his name in the sentence, you would write the parenthetical citation as follows: (*Minister’s/Bachelor’s Curriculum* 4: 3-17). Please see the following paragraphs for examples of citations, plus a sample in Works Cited referencing volumes and pages.

Dr. Masters’ Curriculum

If you *are* quoting or paraphrasing Dr. Masters’ work in a sentence or paragraph, and you have used his name in the body of the paper, you would, using your own page numbers and lesson volumes, use the following format for your parenthetical citation:

(*Minister’s/Bachelor’s Curriculum* 4: 45) or (*Master’s Degree Curriculum* 2: 28).

Note that you do not have to add the abbreviation “p” for page or “vol” for the volume. If you are *not* using Dr. Masters’ name in the sentence or paragraph you are quoting or paraphrasing, the reference in the parenthetical citation would be in the following format:

(Masters, *Master’s Curriculum* #: #) or (Masters, *Minister’s/Bachelor’s Curriculum* #: # - ##) or (Masters, *Meditation Dynamics* #).

Again, you do not have to use the word page or the letter p to stand for page, nor do you need to use a V or the abbreviation Vol to stand for volume.

If you are going to use more than one book by the same author in your text, use a shortened title for each in the parenthetical reference, for example:

(*Minister’s Curriculum* 3: 22) or (*Meditation* 54).

Type the entry for Works Cited as follows:

Masters, Paul Leon. *Master’s Degree Curriculum*. 2 vols. Burbank, Ca.:

Burbank Printing, 2012. Print

---. *Meditation Dynamics*. Burbank, Ca.: Burbank Printing, 2012. Print.

---. *Minister's/Bachelor's Curriculum*. 4 vols. Burbank, Ca.: Burbank Printing, 2012. Print.

or

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, Ca. Burbank Printing, 2012. Print

---. *Meditation Dynamics*. Burbank, Ca.: Burbank Printing, 2012. Print.

---. *Minister's/Bachelor's Degree Curriculum*. 4 vols. Burbank, Ca.: Burbank Printing, 2012. Print.

Finally, if you received the Curriculum volumes by email attachment, then you substitute the words “Microsoft Word file” for the word “Print”:

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, Ca.: Burbank Printing, 2012. Microsoft Word file.

or

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, Ca.: Burbank Printing, 2012. Microsoft Word file.

Bible Citations

If your paper involves the use of one or even multiple editions or translations of the Bible, your first in-text (quotation) should include the name of the specific edition of the Bible you are quoting from (such as *The Holy Bible: King James Version*, *The New American Bible*, or *The Aramaic English New Testament 5th Edition*), followed by the chapter(s) and verse(s), and in future in-text citations, an abbreviation of the edition in the parentheses. Also note that the word Bible is capitalized as is the word Biblical when referred to in your text.

- *The Holy Bible: King James Version* gives us these verses: “Through wisdom is a house builded (sic); and by understanding it is established: and by knowledge shall the chambers be filled with all precious and pleasant riches” (Proverbs 24: 3-4).

(Note that if the quoted material has an unusual spelling or grammar, you place the Latin

word *sic* in parentheses right after it to indicate that it was that way in the original.)

- There is only a slight difference in *The New American Bible*, but the word *possession* rings more true to modern ears: “By wisdom is a house built, by understanding is it made firm; And by knowledge are its rooms filled with every precious and pleasing possession” (Proverbs 24: 3-4).

Each of these in-text citations would be easy to find in the Works Cited entries under the alphabetized names. Also in that Works Cited entry, you will give the name of the specific edition you are using, any editor(s) associated with it (if that information is given), followed by the publication information. If you are using an older edition of the Bible, you may have to search through it for a copyright date. In some of these older versions, a copyright date is not included. In that case, use the abbreviation n.d. (no date) to indicate the lack of publication date.

Holy Bible: King James Version. American Bible Society. June 1, 1980. Print.

New American Bible. New York: Catholic Book Publishing Co. 1970. Print.

Magazine, Journal, Newspaper, or Pamphlet Citations

For these sources you also follow the in-text parenthetical citation method. You can refer to the author in the sentence and leave only the page number in the parenthesis, or you can just use your information and some of the article’s information in the sentence, with the author’s name and the page number in parenthesis.

The study that Tembrackus relied upon to write her article only included high-school students from upper middle-class households in the Northeastern United States (A1).

Students in the Southwest, on the other hand, responded very differently to similar interviews and questionnaires my company designed.

Either way, the information must be complete enough so that the reader can easily find the reference in your Works Cited page(s).

Tembrackus, Ann. “Fear of Religion in Today’s Youth.” *New York Times* 21 May 2011 late ed.: A1. Print.

or

Tembrackus, Ann. “Fear of Religion in Today’s Youth.” *New York Times* 21 May 2011

late ed.: A1. Print.

If there was no author listed in the article, you would cite an abbreviated title in your text but cite the page number in the parenthesis – either that or put them both in the parenthesis.

An influential study about today’s students and their disinterest in organized religion was published in the *New York Times* last May (“Fear of Religion” A1).

The Works Cited entry would now be as follows:

“Fear of Religion in Today’s Youth.” *New York Times* 21 May 2011 late ed.: A1. Print.

or

“Fear of Religion in Today’s Youth.” *New York Times* 21 May 2011 late ed.: A1. Print.

Books or Studies by a Corporate Author or Organization

A corporate author may include a commission, a committee, or a group that does not identify individual members on the Title Page. With some government or corporate publications, you may not find authors at all, but if you do, list the names of corporate authors or the name of the publication or the name of the government agency in the place where an author’s name typically appears at the beginning of the entry.

Health Care Reform: A Primer for Psychiatrists is “[a] compilation of resources designed to educate psychiatrists and other mental health professionals about key elements of the reform law” (American Psychiatric Association 2).

The Works Cited entry would appear as follows:

American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*. Arlington, VA.: American Psychiatric Association, 2012. Print.

or

American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*. Arlington, VA.: American Psychiatric Association, 2012. Print.

Reference Sources (Encyclopedias, Dictionaries)

For entries or information in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection, but do not include the publisher's information.

In addition, if the reference book is organized alphabetically, as most are, do not list the volume or the page number of the article or item.

“Metaphysics.” *The American Heritage Dictionary*. 4th ed. 2001. Print.

Citing Additional Common Sources

Interviews

If you have interviews that you want to use as a reference, you'll want to document whether they have been published (in print or on the Web) or broadcast or conducted by the author (you). In your text, begin with the person's name that was interviewed and continue with your point.

Mr. Griffin clarified the difference between the state of *nirvakalpa samadhi* and *salvakalpa samadhi* in his interview (personal interview with author).

For the Works Cited entry, treat the interview as you would any other entry:

Griffin, Mark. Personal interview. February 14, 2014.

Below are some entries for a newspaper, a television broadcast, and the Web.

Gordimer, Nadine. Interview. *New York Times* 10 Oct. 1991, late ed.: C25. Print

Wiesel, Elie. Interview by Ted Koppel. *Nightline*. ABC. WABC. New York. 18 Apr. 2002. Television.

Antin, David. Interview by Charles Bernstein. *Dalkey Archive Press*. Dalkey Archive P, n.d. Web. 21 Aug. 2007.

Spoken-Word Albums

Smith, Jeremiah. *Leaving Self-Deception*. Shambhala Sounds. 2015. CD.

Citing Web Publications

In General

Some writers are confused about how to correctly enter sources from the Web (MLA calls them Web publications because of the absence of page numbers). However, these entries usually do not require any sort of parenthetical citation at all, nor do they need the URLs (which can really break up the text and which may not be accurate after several months anyway). The citations just need some kind of wording in the sentence itself that would refer a reader to the listing in the Works Cited pages.

To repeat, MLA no longer requires the use of URLs for the following reasons:

- Web publications change over time and the documents can sometimes appear in multiple places throughout the Web;
- A reader could usually find the article by title or author searches in an Internet search engine (such as Google).

If you feel that you must list the website name in order to get the reader to the appropriate Works Cited entry, you still do not include URLs in the text. In most cases, you only need to cite the author or title. You may include partial URLs in the parenthetical citation, such as when the name of the site includes a domain: <http://fox.com> or <http://cnn.com>.

Basic Material Needed for Web Reference

Below are some of the features you should try to find from the website you are quoting. There will be minimal parenthetical citation in your text, but this will be balanced out by the full information in your Works Cited entry. Just to be on the safe side, collect as much as you can while researching so that you have it available for your Works Cited pages.

- Author and/or editor name(s) – if available
- Article name in quotation marks – if applicable
- Title of the website or book in italics (include the domain names [.com, .net])
- Any version numbers, including revisions, posting dates, volumes, or issue numbers (use n.d., if no publishing date is available)
- Publisher information, such as publisher name and publishing date. If no publishing information is available, type n.p.
- Date you accessed material.

- Medium of publication (Web, DVD, e-book, CD)
- Page references and paragraph numbers are unnecessary, as most sites do not include them.

In some ways, these Web citations and entries in Works Cited follow the same protocol as with print copies. For example, when creating in-text citations (references) for quoted or paraphrased information from the Web publications or e-books, you may only need to cite the author or title.

Remember that your citation is there to make it easy for the reader to find the full information from the source in your Works Cited.

An Article in a Web Magazine

Here is an example of a simple citation for an article in a Web magazine. Notice, no URL is needed.

As Dr. Matthew Hoffman points out, “You can keep your home just as clean for much less money, safeguard your personal health, and even protect the environment by going back to the basics.”

The reader could easily find your Works Cited entry by looking up the name provided in your sentence.

Hoffman, Matthew. “The Best Non-Toxic Ways to Clean Your Home.” *Web Healthy Home. WebMD Mag.*, 2009. Web. 11 Nov. 2011.

or

Hoffman, Matthew. “The Best Non-Toxic Ways to Clean Your Home.” *Web Healthy Home. WebMD Mag.*, 2009. Web. 11 Nov. 2011.

Citations from Web Sources: No Known Author

When a Web source has no known author, use a shortened title of the work instead of an author’s name. Format the work just as you would if there were an author: use italics for a longer work and quotation marks if it is a shorter work. As there will be no page number, remember to include the abbreviation n.p.

With funds raised from the “First Annual American Dream Run” in October and the

“Charity Latin Dance Competition” in December, NAHREP-AZ was able to raise \$4,000 for the school in addition to purchasing 30 brand-new running shoes for the track team and seed for the athletic fields (“Healing & Recovery Start” n.p.).

In the above example, since the reader does not know the author of the article, an abbreviated title of the article – in quotation marks – appears in parenthesis, which corresponds to the full name of the article entry in the Works Cited. The shortened title in quotation marks leads the reader directly to the source in the Works Cited, as seen in the example below.

“Healing and Recovery Start with Community Service: NAHREP-AZ Helps School Hit Hard by the Foreclosure Crisis.” *NAHREP-AZ.gov*. Web. 20 Dec. 2007.

or

“Healing and Recovery Start with Community Service: NAHREP-AZ Helps School Hit Hard by the Foreclosure Crisis.” *NAHREP-AZ.gov*. Web. 20 Dec. 2007.

A Page on a Website

For an individual page on a website, list the author if known, followed by the information covered above for entire websites. Remember to use n.p. if no publisher’s name is available and n.d. if no publishing date is given.

The best recipe our chefs preferred – and tested by Northern Arizona and Santa Fe palettes – was found online at “How to make Vegetarian Chili.” It’s an amazingly easy recipe, and the spices used are just hot enough for residents of the Southwest.

The reader could easily find the complete information in the following Works Cited entry:

“How to Make Vegetarian Chili.” *eHow.com*. Demand Media, n.d. Web. 24 Feb. 2012.

or

“How to Make Vegetarian Chili.” *eHow.com*. Demand Media, n.d. Web. 24 Feb. 2009.

E-Mail (Including Interviews)

Give the author of the message, followed by the subject line in quotation marks and give the name of the person(s) who received the message, and the medium of publication if appropriate.

Griffin, Mark. "Re: How Do You Recognize a True Bodhisattva?" Message to the author. 15 Nov. 2006. E-mail.

or

Griffin, Mark. "Re: How Do You Recognize A True Bodhisattva?" Message to the author. 15 Nov. 2006. E-mail.

Finally, if your source came by email attachment, then you substitute the words Microsoft Word file for the word Print.

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, Ca.: Burbank Printing, 2012. Microsoft Word file.

or

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, Ca.: Burbank Printing, 2012. Microsoft Word file.

Part IV – Appendices

Appendix A1 – Composing Your Title Page for the University of Metaphysics

Using Title Page template A1 on the next page as a model, type your title as close to the top margin as you can. Center the title and be sure that, if you have a colon in your title, it is at the end of the first line of your single-spaced title. If your title is longer than ten words, consider shortening it.

Choose the correct title of your degree from the University of Metaphysics list below. Type that title into the correct space on the Title Page. If your degree has a specialty, there is a space for that as well. If not, just list the degree and the abbreviation.

Doctor of Metaphysical Science, Msc. D.

Doctor of Metaphysical Counseling, Mc. D.

Doctor of Divinity, D. D.

Doctor of Divinity in Pastoral Counseling, D. D.

Doctor of Divinity in Spiritual Healing, D. D.

Doctor of Ministry in New Thought Ministry, D. Min.

Doctor of Ministry in Holistic Counseling, D. Min.

Doctor of Ministry in Pastoral Counseling, D. Min.

Doctor of Ministry in Holistic Ministry, D. Min.

**Appendix A1 – Title Page Template for
the University of Metaphysics**

TITLE OF YOUR DISSERTATION

by

YOUR FULL NAME AS ENROLLED

A dissertation submitted in fulfillment of
the requirements for the degree of

DOCTOR OF . . . TITLE OF YOUR DEGREE FROM THE LIST ON PREVIOUS PAGE

with an emphasis in

YOUR SPECIALTY TYPED HERE, if applicable; if not, leave out this line and the line above

On behalf of
the Department of Graduate Studies of the University of Metaphysics
this dissertation has been accepted by

Dissertation Supervisor

Dean

President

Type & Center Current Date, Here

Appendix A2 – Composing Your Title Page for the University of Sedona

Using Title Page template A2 on the next page as a model, type your title as close to the top margin as you can. Center the title and be sure that, if you have a colon in your title, it is at the end of the first line of your single-spaced title. If your title is longer than ten words, consider shortening it.

Choose the correct title of your degree from the University of Sedona list below. Type that title into the correct space on the Title Page. If your degree has a specialty, there is a space for that as well. If not, just list the degree and the abbreviation.

Doctor of Metaphysical Science, Msc. D.

Doctor of Divinity, D. D.

Doctor of Theology, D. Th.

Doctor of Holistic Ministry, Mh. D.

Doctor of Metaphysical Hypnosis, Mhyp. D.

Doctor of Metaphysical Psychology, Mpsy. D.

Doctor of Biblical Interpretation, D. D.

Doctor of Metaphysical Counseling, Mc. D.

Doctor of Philosophy, D. Phil.

Doctor of Philosophy in Pastoral Counseling Psychology, Ph. D.

Doctor of Philosophy in Holistic Life Coaching, Ph. D.

Doctor of Philosophy in Holistic Life Counseling, Ph. D.

Doctor of Philosophy in Metaphysical Counseling, Ph. D.

Doctoral of Philosophy in Transpersonal Counseling, Ph. D.

Doctor of Philosophy in Metaphysical Parapsychology, Ph. D.

Doctor of Philosophy in Mystical Research, Ph. D.

Doctor of Philosophy in Comparative Religion, Ph. D.

**Appendix A2 – Title Page Template for
the University of Sedona**

TITLE OF YOUR DISSERTATION

by

YOUR FULL NAME AS ENROLLED

A dissertation submitted in fulfillment of
the requirements for the degree of

DOCTOR OF . . . TITLE OF YOUR DEGREE FROM LIST ON PREVIOUS PAGE

with an emphasis in

YOUR SPECIALTY TYPED HERE, if applicable; if not, leave out this line and the one above

On behalf of
the Department of Graduate Studies of the University of Sedona
this dissertation has been accepted by

Dissertation Supervisor

Dean

President

Center & Type Current Date Here

Appendix B – Template for Acknowledgements

Acknowledgements

I wish to express my gratitude to XYZ and ABC, without whom this thesis would not have been finished. These acknowledgements can continue for the remainder of the page, if appropriate. Or, they may end after only a few sentences. It is your choice.

Appendix C – Template for the Table of Contents with Methods and Findings Chapters

Table of Contents

Introduction.....	1
Review of Literature	10
Methods.....	25
Findings.....	32
Discussion.....	48
Conclusion	55
Works Cited	58

Template for Table of Contents without Methods and Findings Chapters

Table of Contents

Introduction.....	1
Review of Literature	10
Discussion.....	28
Conclusion	43
Works Cited	50
Appendix.....	52

Appendix D – Works Cited Formatting and Examples

Hanging Indent or Left-Margin Aligned?

The hanging indent can be almost impossible to do without the automatic formatting help from your computer or from <http://easybib.com>, or other online sources mentioned above. If you want to try it yourself, here are the point-by-point instructions:

- First, click on the Format menu at the top of the document page, then click on “Paragraph.” When that menu opens up, you click at the top on “Indents and Spacing.” You will then make sure that the “Alignment” box says “Left” and that the next boxes, under the line “Indentation” are both set for 0” (Left and Right).
- You then go to the very right of those boxes under “Special” and click on “Hanging.” The other box right of that will set how far your Works Cited entries will be indented after the first line: you click to 0.5” (one-half inch).
- One more step: make sure that under the line “Spacing,” both boxes (“before” and “after”) are set to “0” and that the box “Spacing” is set to “Single,” while the box to the right of that, labeled “at” is left blank. You may now click “OK” at the bottom right. As you type or enter each of your listings, you will manually double space between each one of them.

If you’d rather not use the hanging indent, then you simply single-space your entries with a double space in between entries (referred to as *left-margin aligned*). Both options are presented below in this section.

[Example 1: hanging indent format]

Works Cited

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print.

---. *Emptiness Dancing*. Boulder: Sounds True Inc., 2006. Print.

---. *Falling into Grace: Insights on the End of Suffering*. Boulder: Sounds True Inc., 2011. Print.

---. “The Entry Point to Eternity.” *Café Dharma*. 12 Feb. 2014. Web. 11 Apr. 2014.

American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*. Arlington: American Psychiatric Association, 2012. Print.

- Harris, Doreen. "Talk to Me: Engaging Reluctant Patients." *A Wellness Coach's Guide: Helping Clients One to One*. Ed. Ben Drake. New York: Publishing Co., 2000. 24-34. Print.
- "Healing and Recovery Start with Community Service: NAHREP-AZ Helps School Hit Hard by the Foreclosure Crisis." *NAHREP-AZ.gov*. 2011. Web. 20 Dec. 2011.
- Hoffman, Matthew. "The Best Non-Toxic Ways to Clean Your Home." *Web Healthy Home. WebMD Mag.*, 2009. Web. 11 Nov. 2011.
- Holy Bible: King James Version*. Philadelphia: A.J. Holman Co., 1913. Print.
- Homer. *The Iliad*. Trans. Samuel Butler. *The Internet Classics Archive*. 12 Oct. 2008. Web. 4 Nov. 2008.
- Keyes, Jr., Ken. *Handbook to Higher Consciousness*. 5th ed. Berkeley: Living Love Center, 1975. Print.
- Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, Ca.: Burbank Printing, 2012. Microsoft Word file.
- . *Meditation Dynamics*. Burbank, Ca.: Burbank Printing, 2012. Print.
- . *Minister's/Bachelor's Degree Curriculum*. 4 vols. Burbank, Ca.: Burbank Printing, 2012. Print.
- McDonald, Janice. "Doug Johnson: L.A.'s Psychic Healer." *Fate* 30 July 2000: 74-79. Print.
- "Metaphysics." *The American Heritage Dictionary*. 4th ed. 2001. Print.
- Monahan, Evelyn M. *The Miracle of Metaphysical Healing*. West Nyack, New York: Parker Publishing Company, Inc. 1975. Print.
- National Aeronautic Science Administration. *NASA Science News* 4 May 2011. Print.
- New American Bible*. New York: Catholic Book Publishing Co. 1970. Print.
- Ng, Khaiyong. "Hypnotherapy: Can it Be Used to Treat Alcoholism?" *Articlecity.com*. N.d. Web. 21 Nov. 2011.
- Ostrander, Sheila, and Lynn Schroeder. *Psychic Discoveries behind the Iron Curtain*. Englewood Cliffs, New Jersey: Prentice-Hall, Inc. 1970. Print.
- A Place in the Sun*. Dir. George Stevens. 1951. DVD. Paramount, 2001. Film.

Puthoff, Harold, and Russell Targ. "Psychic Research and Modern Physics." Eds. Edgar D. Mitchell and John White. *Psychic Exploration*. New York: G. P. Putnam's Sons, Inc., 1974. 524-543. Print.

Thomas, Alexander, et al. *Temperament and Behavior Disorders in Children*. New York: New York University Press, 1968. Print.

Wambach, Helen. "Life before Life." *Psychic* 7 Jan. 1997: 8-13. Print.

[Example 2: left-margin aligned format]

Works Cited

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print.

---. *Emptiness Dancing*. Boulder: Sounds True Inc., 2006. Print.

---. *Falling into Grace: Insights on the End of Suffering*. Boulder: Sounds True Inc., 2011. Print.

---. "The Entry Point to Eternity." *Café Dharma*. 12 Feb. 2014. Web. 11 Apr. 2014.

American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*. Arlington: American Psychiatric Association, 2012. Print.

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