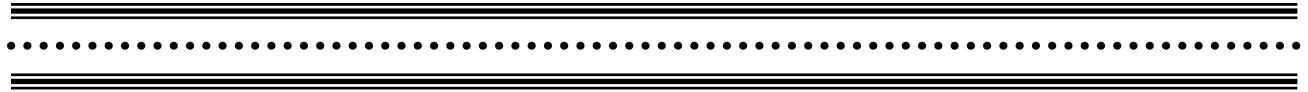


UNIVERSITY OF THE  
**PACIFIC**



# Thesis and Dissertation Format Guide



*Version 6.9*

*Fall 2015*

*Supersedes all other versions.*

Prepared by the Committee on Graduate Studies and the Office of Research and Graduate Studies  
Version 6.9, Fall 2015



## Introduction

The completion of a graduate degree and the thesis or dissertation\* can seem to be a cumbersome and detailed process. To assist you in successfully completing your degree requirements as easily as possible, the Committee on Graduate Studies and the Office of Research and Graduate Studies have prepared the *Guide to Completing a Graduate Degree* to clarify the steps that are necessary to complete a graduate degree, and the *Thesis & Dissertation Guide (Guide)*, which describes formatting.

The University of the Pacific requires a dissertation for Ph.D. and Ed.D. degrees and a thesis for most master's degrees. Although your thesis or dissertation advisor supervises the preparation of preliminary and final drafts of your thesis to assure the highest level of quality, the responsibility for writing and editing your thesis rests with you, the student. It is also your responsibility to meet all applicable deadlines for all thesis & degree approval processes. These deadlines are published each semester in the University's *Academic Calendar*, but are also available from the Office of Research and Graduate Studies or their website.

Because a thesis reflects on Pacific and must endure as a permanent record of scholarly work completed at the university, the Office of Research and Graduate Studies and the University Library have set standards for the physical format of theses. This *Guide* outlines the details of the thesis and dissertation requirements covering the preparation and submission of all theses and dissertations at Pacific.

As permanent records of scholarly research, all theses and dissertations completed at Pacific are made available to the public through the University Library and a copy is retained in the permanent University Archives. In addition, some master's thesis and all doctoral dissertations are published online by ProQuest.

Finally, the Committee on Graduate Studies and the Office of Research and Graduate Studies staff wish to congratulate you on your reaching this final milestone in your graduate degree.

**Refer to the Guide to Completing a Graduate Degree for timelines and checklists for thesis/dissertation submission.**

---

\* Throughout this *Guide*, the term "thesis" is intended to include doctoral dissertations as well as master's theses.

## TABLE OF CONTENTS

Introduction.....	i
Table of contents .....	ii
Preparation of the Manuscript.....	1
Approved Styles.....	1
Thesis Arrangement and Content.....	2
Arrangement of the Manuscript .....	2
Preliminary Pages.....	3
General Format Requirements.....	7
Justification .....	7
Hyphenation .....	7
Widows and Orphans.....	7
Spacing .....	8
Font and Size.....	8
Boldface, Italics, and Underlining .....	8
Figures and Tables.....	9
Pagination .....	9
Photographs and computer-generated images .....	9
Copies.....	9
Appendix A: Heading Style.....	10
Appendix B: Heading Style Example in Text .....	11
Appendix C: Thesis Title Page .....	12
Appendix D : Dissertation Title Page .....	13
Appendix E: Approval Page (previously the Signature Page) .....	14
Appendix F: Copyright Page .....	15
Appendix G: Dedication Page.....	16
Appendix H: Acknowledgment Page .....	17
Appendix I: Abstract.....	18
Appendix J: Table of Contents.....	19
Appendix K: List of Tables.....	20
Appendix L: Example of a Table Imbedded in Text.....	21
Appendix M: List of Figures.....	22
Appendix N: References .....	23
Appendix O: Appendices.....	24
APPROVED ACADEMIC MAJORS AT PACIFIC.....	27

## PREPARATION OF THE MANUSCRIPT

### *Approved Styles*

Individual departments have approved specific style manuals that reflect the requirements of their specific disciplines. Use these styles for citations and references in your thesis or dissertation, but follow the formatting outlined in this *Guide* for all preliminary pages, order of sections, pagination, margin, appendices, and headings described and illustrated in following sections.

The headings illustrated in Appendix A of this *Guide* (p. 10) come from the most current guidelines of the American Psychological Association and is preferred for all disciplines at Pacific. Other heading styles may be acceptable if used consistently throughout and approved by the student's Committee Chair and Office of Research and Graduate Studies.

The following is a list of specific style manuals approved by degree programs. Contact the Office of Research and Graduate Studies office to clarify any questions.

Department	Style
Biological Sciences	<i>Medical Editors</i> or as approved*
Communication	<i>APA Manual</i>
Education (all Departments)	<i>APA Manual</i>
Engineering	<i>For Electrical Engineering, IEEE citation format should be used for references. Check with your advisor for format in other Engineering departments.</i>
Music Education	<i>APA Manual</i>
Music Therapy	<i>APA Manual</i>
Pharmaceutical and Chemical Sciences	<i>Medical Editors</i> or as approved*
Psychology	<i>APA Manual</i>
Sport Sciences	<i>APA Manual</i>
* The preferred citation style is <i>Medical Editors</i> , but a style from a peer-reviewed journal and may be used if recommended by the advisor and approved by the Graduate Dean.	
<b>APA Manual</b>	Publication <i>Manual of the American Psychological Association, 6<sup>th</sup> ed.</i> , 2010. American Psychological Association, Washington, D.C.
<b>Medical Editors</b>	International Committee of Medical Journal Editors. Special Report: Uniform requirements for manuscripts submitted to biomedical journals. <i>N Engl J Med</i> 1997;336:309-15
<b>IEEE Citation Format</b>	Information on the Institute of Electrical and Electronics Engineers citation standards can be found at <a href="http://www.ieee.org/documents/ieecitationref.pdf">http://www.ieee.org/documents/ieecitationref.pdf</a>

## *Thesis Arrangement and Content*

A thesis can be divided into three main parts: preliminary pages, body or text, and reference material.

This *Guide* describes the format for the preliminary pages that must be used for all thesis and dissertations at Pacific, regardless of academic discipline. Individual department guidelines determine the style and format of the citations in the text, and references.

### **Arrangement of the Manuscript**

The thesis contains the following elements. **Bolded elements are required for all theses or dissertations, non-bolded elements may or may not appear, depending on specific requirements.**

1. **Blank page** .....required
2. **Title page** (page 1) .....required
3. **Approval page** (page 2) .....required
4. Copyright page (if included, page 3) ..... required for Ph.D., Ed.D., and Psychology MA
5. Dedication (if included, page 4) .....optional
6. Acknowledgment (if included, page 5) .....optional
7. **Abstract** (page # will depend on optional pages included) .....required
8. **Table of Contents** (page number printed) .....required
9. List of Tables (if needed; page number printed) ..... may be required\*
10. List of Illustrations (if needed; page number printed) ..... may be required\*
11. List of Figures (if needed; page number printed) ..... may be required\*
12. List of Abbreviations (if needed; page number printed) ..... may be required\*
13. List of Symbols (if needed; page number printed) ..... may be required\*
14. Glossary (if included; page number printed) .....optional
15. **Body or Text** .....required
16. **References** .....required
17. Appendices (if included; page number printed) .....optional

---

\* criteria for inclusion are explained in the detailed description of Lists, starting on p. 5.

## Preliminary Pages

The preliminary pages have a uniform format for all academic disciplines at Pacific, and consist of items 1-14 on the "Arrangement of the Manuscript" list on p. 2.

### Blank page

Place one blank page at the beginning of the manuscript. This page must be there for the Final Format Review by the Office of Research and Graduate Studies.

### Title page

The specific form described for the title page is standard for all theses and dissertations from Pacific, regardless of academic discipline.

The "Major" that appears on the title page is the official academic major that has been approved by the Board of Regents. A list of officially approved majors appears on p. 27.

The date is the year of the term when degree requirements are met.

This is page 1, printed in top right corner.

An example of a title page appears on p. 12 for a thesis, and on p. 13 for a dissertation.

### Approval page (previously: Signature page)

To avoid the potential of signatures being stolen and misused, no signatures are permitted anywhere in an ETD submission. For example, you must remove signatures from the IRB approval notice if you include it within the appendix. The signature page is replaced by an approval page for recognition with the typed names of each committee member. The signatures of the committee members are documented by the *Thesis/Dissertation: Defense, Grade, Format and Completion* form. The *Thesis/Dissertation: Defense, Grade, Format and Completion* form is to be distributed to the committee at the defense. Be sure that the format of the signature pages is correct before you submit your thesis to the Office of Research and Graduate Studies for Final Format Review.

An example of an approval page appears on page 14.

### Copyright page (if applicable)

***Psychology MA, and all Ph.D. and Ed.D students must apply for copyright and pay the copyright fee.***

Copyright can be done electronically through ProQuest (ETD), but must be requested at the time of purchase. Please contact the Office of Research and Graduate Studies for additional questions.

An example of a copyright page appears on p. 15.

### Dedication page (optional)

If included, the dedication page is placed after the copyright page. The page number is included. An example of a Dedication page appears on p. 16.

### Acknowledgment page (optional)

If included the acknowledgment page follows the dedication page. The page number (which depends upon what optional pages have preceded) is included. An example of an Acknowledgment page appears on p. 17.

### Abstract (required)

The abstract is a concise summary of the theses, intended to inform a prospective reader about the content of the text. Usually an abstract includes a brief description of the problem investigated, procedures or methods, results and conclusions.

Headings from the text should be omitted in the abstract. It should not contain citations of items listed in the bibliography or reference section.

Abstracts for Master's theses should not *exceed* 300 words, or 350 words for Ed.D. or Ph.D. dissertations.

Abstracts are double-spaced and appear on one page.

The title, identical to the one on the title and approval pages, is centered in upper and lowercase letters.

On rare occasions, the Abstract may occupy more than one page; the second page should *not* have a title or note a continuation.

Pages are numbered with the next consecutive Arabic numeral (the number depends on what has been included to this point), and the page number should appear on the page.

An example of an Abstract appears on p. 18.

### Table of Contents (required)

A Table of Contents (TOC) is compiled from the completed manuscript and guides the reader to the subdivisions of the manuscript. An example of a Table of Contents appears on p. 19.

The Table of Contents (TOC) has the following features and requirements:

#### *Heading for the Table of Contents page*

The Table of Contents page contains the main heading ("CONTENTS" or "TABLE OF CONTENTS"), which requires all-capital letters centered at the top of the page.

#### *Top margin for the Table of Contents page*

The Table of Contents page has a one-inch (1") margin at the top instead of the customary 2" margin that is used on other pages that contain a Main Heading.



#### *Number of Heading Levels in the Table of Contents*

- All first and second level headings (i.e., Main Headings and Second Level Headings) are included.
- The number of other heading levels to be included is chosen by the student and Committee Chair.
- If additional level headings are added to the Table of Contents (TOC) after the required level 1 and level 2, all headings of the added level must be included in the TOC. Example: If a level 3 heading is listed within the TOC, all level 3 headings must be listed in the TOC.

Only sections that appear on pages following the Table of Contents are included in the TOC. Therefore, reference to the title page, approval page, copyright page, dedication, acknowledgment page, or abstract is not included. The first section that may appear in a TOC would be a List of Tables (if present in the thesis).

#### *Congruence of the Table of Contents with the Text Body*

- The headings that appear in the TOC must match the headings in the text, word-for-word and letter-for-letter.
- Capitalization of headings in the text should be in the TOC exactly as they appear in the text, as should font type and size. However, headings that are bolded and/or italicized in the text are not bolded or italicized in the TOC.

#### *Inclusion of Captions*

- Short captions for figures, illustrations or tables can appear in the TOC if they exactly match what appears in the manuscript.
- Long captions can be used and stopped at the first period or other logical stopping point in the caption.

#### *Appearance of the Table of Contents*

- Page numbers in the TOC are aligned on the right.
- The use of dot leaders to connect headings with page numbers is required.
- Subheadings should be consistently indented according to their level.
- Long headings that run over to the next line should be appropriately indented.

### Lists

#### *List of Tables, List of Figures, List of Illustrations of Abbreviations, List of Symbols*

A List of Tables, List of Figures, or List of Illustrations is required whenever more than one table, figure, or illustration (respectively) are used in the manuscript. If required, each list begins on a new page.

A List of Abbreviations or List of Symbols are required if the body of the text includes these features.

### *Glossary*

The Glossary is optional, but recommended if the thesis content is highly technical or includes highly-specific terminology specific to the discipline not widely known. This information can also be contained in the first chapter as a section with Definitions.

### *Instructions for lists:*

- Lists appear after the Table of Contents in this order in the preliminary pages:
  1. List of Tables
  2. List of Figures
  3. List of Illustrations
  4. List of Abbreviations
  5. List of Symbols
  6. Glossary
- The heading style for any list is a Main Heading (e.g., "Tables" or "List of Tables").
- The top margin is 2".
- The figure or table number, title, caption, and page number for all figures and tables located in the text of the thesis are included. If figures and tables located in an appendix have individual numbers and captions, they should be included as well.
- The headings that appear in any Lists must match the headings in the text, word-for-word and letter-for-letter. Capitalization of the title and caption on any List should be exactly as it appears in the text. Individual entries in a List are single spaced, but double-spaced between entries.
- Page numbers are right justified; dot leaders are used if these leaders were used in the Table of Contents.

An example of a LIST OF TABLES appears on p. 20.

## *General Format Requirements*

The following format requirements apply to all Pacific theses and dissertations, regardless of the field of study:

### **Margins**

#### All pages except those beginning with a major heading

The following margins are followed:

- top, right and bottom margins: 1 inch
- left margin: 1½ inch

These margins are defined for portrait-mode\* pages; the left margin is larger to accommodate binding and therefore constitutes the “binding margin. Tables or figures printed in landscape-mode must maintain the 1½ inch margin on the binding margin and at least a 1-inch margin on the other edges.

These margins apply to all pages in the thesis, including tables, figures, and the Table of Contents.

#### Pages with major headings

Major heading pages (*e.g.*, the first page of each chapter, list of figures, illustrations or abbreviations, acknowledgments, references or appendices) must start **2 inches** from the top of the page. See details about appendices for an alternate title format for those appendices where the use of a two inch top margin on the first page would interfere with the formatting of the contents of that appendix

Although the Table of Contents page has a major heading, it has only a **1 inch** margin at the top.

### **Justification**

All text in the thesis should be left-justified, and **should not** be right justified.

### **Hyphenation**

Hyphenation should be used sparingly.

### **Widows and Orphans**

Throughout the manuscript, there should be at least two lines of a paragraph on a page. Therefore, pages should not end with a single line of a new paragraph that continues on the next page (“widow”), nor begin with a single line from a paragraph that begins on the previous page

---

\* Page orientation is either “portrait” or “landscape.” Portrait orientation is customary, with the long axis of the page in a vertical position. Landscape orientation consists of the long axis of the page in a horizontal position and is sometimes used to present large tables or graphs.

(“orphan”). The situation can be avoided easily by activating the “Widows and Orphans” control available on most word-processing programs.

## Spacing

Other than where designated, the body of the thesis must be double-spaced, on one side of 8½" by 11" paper.

There should be 2 spaces appearing after periods between sentences.

Captions and titles for figures and tables should be single spaced.

Individual footnotes or endnotes and blocked quotations are single spaced, with a double space between entries.

## Font and Size

### General

Any standard font type having a 10, 11, or 12-point size can be used if acceptable to the advisor and graduate committee. **12-point Times New Roman is preferred but not mandatory.**

The font type and size must be used consistently throughout the thesis, including page numbers, captions, and other elements. An exception may be in appendices, where some variation in font & size may be permitted, but the appendix title, margins and page numbers should conform to the rest of the thesis.

Specific issues about font type or size are addressed by bringing samples to the Graduate Office for pre-approval.

### Page Numbers and Captions

**Do not use the running header suggested by APA Edition 6.**

Page numbers as well as captions and labels of figures are the same size and font as used in the text. Exceptions can be made for figures and tables from graphics programs or those enlarged or reduced to fit on a page. Prior approval should be obtained from the Office of Research and Graduate Studies prior to the First Format Review whenever possible.

Specific styles for captions should follow APA style, unless an individual department has an alternate style. Captions must be used consistently throughout the manuscript.

## Boldface, Italics, and Underlining

**Boldface** and *italics* should be used sparingly to remain effective, and consistently. *Italics* should be used to indicate titles, Latin scientific (in text only, not in headings) names non-English words, or emphasis. Underlining should be avoided in the text.

## Figures and Tables

### Placement of Figures and Tables

Whenever possible, a figure or table should appear embedded in the text of the manuscript as close as possible to the first time it is referenced, and separated by triple spaces above and below the surrounding text. (See an example of an embedded table on p. 21.)

Large figures or tables can appear on separate pages, centered horizontally and vertically.

Oversized figures and tables should be avoided, but they can be divided into sections and arranged on adjacent pages of standard size if needed.

### Titles and Captions

Placement of titles and captions: For figures, *below* the figure; for tables, *above* the table. If necessary, the title and caption can appear on a page facing the figure or table, and should be oriented to accommodate ease in reading.

The style of titles and captions must be consistent throughout.

Titles and captions should be single spaced and appear on the same page as the figure or table whenever possible.

### Oversized figures and tables

Oversized figures and tables might be reduced by photography, photocopying, or electronic methods to arrange the material on regularly sized paper. If these techniques will not work and oversized paper must be used, samples must be approved by the Office of Research and Graduate Studies prior to use.

## Pagination

Arabic numerals are used in the top right corner of the header, beginning with the Title page and continuing sequentially to the last page.

## Photographs and computer-generated images

Photo-generated and scanned images in all parts of the thesis/dissertation must be of **"publication quality"**. If unsure of the acceptability of an image, you should contact the Office of Research and Graduate Studies.

## Copies

### Minimum number of copies

A minimum of 3 copies is required by the Office of Research and Graduate Studies\*

The 3 minimum copies are required by the library (two copies), and one for the department archives.

---

\*Individual degree programs may have additional required copies—check with your advisor or program director.

## Appendix A: Heading Style

Page #

2 inches from top →

### Main Headings

Main headings, or chapter headings, must appear at the top of a new page, centered, and in Uppercase and Lowercase letters, and bold-faced. Please include the main heading for the **Introduction**. NOTE: This style for main headings style is required for all theses and dissertations from Pacific, and is slightly different from the APA 6<sup>th</sup> edition style, which does not include the heading for the introduction. The use of symbols such as numerals and letters to designate the various headings is optional, but once used must be used consistently throughout the thesis.

The following illustrate the remaining levels of headings in accordance with the APA style, the preferred heading style for all disciplines at Pacific. The number of levels used in the thesis depends upon the structure of the study, the complexity of the manuscript, and on personal preference. Headings should be used consistently throughout, and levels should be distinct from one another. This level is required in the Table of Contents (TOC).

#### Level Two Heading

These headings are left justified and have important words capitalized and are bold-faced. They do not appear at the top of a new page unless that is where they would otherwise appear in the text. The text begins on the next line and indented as other paragraphs. If section numbering is used, it must appear on all headings in the text. This level is required in the TOC.

**Level three heading.** These headings are indented, have the first word capitalized and are followed with a period. The next paragraph begins on the same line as the heading with two spaces after the period. Optional to include in the TOC. If a level 3 heading is listed within the TOC, all level 3 headings must be listed in the TOC.

**Level four heading.** These headings are indented, italicized, bold-faced, and with the first word capitalized. Text begins on same line with two spaces after the period. Optional to include in the TOC. If a level 4 heading is listed within the TOC, all level 4 headings must be listed in the TOC.

**Level five heading.** If used, these headings are indented, and are italicized with no capitalization of important words beyond the first, and a period at the end. Text begins on the same line, with two spaces after the period of the heading. Optional to include in the TOC. If a level 5 heading is listed within the TOC, all level 5 headings must be listed in the TOC.

## *Appendix B: Heading Style Example in Text*

Page #

*2 inches from top*→      **Chapter 1: Introduction**

Main headings, or chapter headings, must appear at the top of a new page, centered, and in Uppercase and Lowercase letters, and bold-faced. Please include the main heading for the Introduction. This level is required in the Table of Contents.

### **Information about the Introduction**

These level two headings are left justified and have important words capitalized and are bold-faced. They do not appear at the top of a new page unless that is where they would otherwise appear in the text. This level is required in the Table of Contents.

**Continuing with the introduction.** These level three headings are indented, have the first word capitalized and are followed with a period. The next paragraph begins on the same line as the heading with two spaces after the period. Optional to include level in the Table of Contents (TOC).

*Continuing with the introduction.* These level four headings are indented, italicized, bold-faced, and with the first word capitalized. Text begins on same line with two spaces after the period. Optional to include level in TOC.

*Continuing with the introduction.* If used, these level five headings are indented, and are italicized with no capitalization of important words beyond the first, and a period at the end. Text begins on the same line, with two spaces after the period of the heading. Optional to include level in the TOC.

*Appendix C: Thesis Title Page*

*2 inches from top* →  
*Single Spaced*

TITLE OF THESIS HERE  
IN ALL CAPITAL LETTERS AND CENTERED

*2 blank lines*

by

*2 blank lines*

John Q. Student

*5 blank lines*

*double spaced*

A Thesis Submitted to the  
Office of Research and Graduate Studies  
In Partial Fulfillment of the  
Requirements for the Degree of  
MASTER OF ARTS

*2 blank lines*

*Single spaced*

Benerd School of Education (School or Department)  
Educational Administration (Official Major)

*about 12 blank lines*

University of the Pacific  
Stockton, California

*1 blank line*

*1 inch from bottom* →

2015



*Appendix D : Dissertation Title Page*

1

2 inches from top →  
Single spaced

TITLE OF DISSERTATION HERE  
IN ALL CAPITAL LETTERS AND CENTERED

2 blank lines

by

2 blank lines between by and name

Jane Q. Student

5 blank lines

double spaced

A Dissertation Submitted to the  
Office of Research and Graduate Studies  
In Partial Fulfillment of the  
Requirements for the Degree of  
DOCTOR OF EDUCATION

2 blank lines

single spaced

Benerd School of Education (School or Department)  
Educational Administration (Official Major)

about 12 blank lines

University of the Pacific  
Stockton, California

1 blank line

1 inch from bottom →

2015

*Appendix E: Approval Page (previously the Signature Page)*

2

2 inches from top →  
single spaced

TITLE OF THESIS OR DISSERTATION HERE  
IN ALL CAPITAL LETTERS AND CENTERED

6 blank lines

by

1 blank line between 'by' and name

Jane Q. Student

10 blank lines

APPROVED BY:

*Include or delete as many committee members as appropriate.*

*Note that the Dissertation Chair should not also be counted as a committee member.*

Dissertation Advisor: type name & title here (e.g. John Smith, Ph.D.)

Committee Member: John Smith, Ph.D.

Committee Member: John Smith, Ph.D.

Committee Member: John Smith, Ph.D.

Committee Member: John Smith, Ph.D.

Department Chair: John Smith, Ph.D.

Interim Dean of Graduate Studies: James A. Uchizono, Pharm.D., Ph.D.

*Appendix F: Copyright Page*

3

*2 inches from top →  
single spaced*

THESIS TITLE HERE  
ALL CAPITALS AND CENTERED

*2 blank spaces after title*

Copyright 2013

*1 blank space between 'by' and name*

by

Jane Q. Student

*Appendix G: Dedication Page*

4

*2 inches from top →*  
*2 blank spaces after title*  
*double space text*

DEDICATION

This thesis is dedicated to Professor David F. Cox in honor of his retirement  
from active teaching after 33 years on the faculty.

## *Appendix H: Acknowledgment Page*

6

*2 inches from top →*  
*2 blank spaces after title*  
*Double space text*

### ACKNOWLEDGMENTS

My gratitude goes to Dr. Jerry W. Young for his hours of patience and guidance while I struggled through the last three years of Office of Research and Graduate Studies. His efforts to make me a responsible scientist hopefully will be fruitful. Dr. Donald Beitz has been, and will continue to be, an inspiration to me; I hope my career will be as successful as his has already been. I'm proud to call him "friend" as well as "teacher." The teachings of Dr. David F. Cox will remain with me a lifetime, and I will strive to continue to live up to his high expectations; I will always be one of his students. I am grateful for the guidance provided by Dr. Dare McGilliard, particularly in the operating room and surgical theater. I thank Dr. Jeanine Carithers for consenting to join my committee at the final stages of my project; her suggestions were helpful and appreciated. Finally, the teachings and inspiration of the late Dr. David R. Griffith will be a guide to my life and career; he is sorely missed, but will be never forgotten.

## *Appendix I: Abstract*

7

*2 inches from top →*  
*single-spaced, upper and lower case*

Title of the Thesis or Dissertation  
goes here and centered

*2 blank lines after title*

Abstract

*2 blank lines after "Abstract"*

by Jane Ann Doe

*no degree after name*  
*current year, no month*

University of the Pacific  
2013

*2 blank lines after year*

The abstract is a short description with sufficient detail to permit the reader to decide if they want to read the entire thesis. Although it should not contain references, the abstract should include an indication of the thesis statement, important methodology, and conclusions. The abstract can be more than one page, but must be under 350 words for doctoral abstracts and 300 words for master's abstracts (counting everything). For theses from the Department of Psychology, one additional copy of the thesis is required for Dissertations Abstracts International, which should be placed in the box with the archival set of the dissertation and delivered to the Office of Research and Graduate Studies at the time of final deposit.

## Appendix J: Table of Contents

8

1 inch from top→

### TABLE OF CONTENTS

2 blank spaces after titl, 1.5 inch left margin double space text

LIST OF TABLES .....	1
LIST OF FIGURES.....	2
LIST OF SYMBOLS .....	3
LIST OF ABBREVIATIONS .....	4
CHAPTER	
1. Introduction.....	5
2. Review of the Literature.....	9
3. Methodology .....	11
Procedure .....	12
Instruments.....	14
Analysis .....	15
4. Results .....	22
Supplemental Analysis.....	25
5. Discussion .....	30
REFERENCES .....	49
APPENDICES	
A. SELF-REPORT FAMILY INVENTORY.....	55
B. FAMILY ASSESSMENT DEVICE.....	59
C. DYADIC ADJUSTMENT SCALE.....	63

*The headings that appear in the TOC must match the headings in the text, word-for-word and letter-for-letter including capitalization. Review Congruence of the Table of Contents with the Text Body on Page 5.*

*Appendix K: List of Tables*

2 inches from top →  
2 blank spaces after title

LIST OF TABLES

Table	Page
1. Demographic Frequencies.....	9
2. Intercorrelations between Couples' Satisfaction and Family Subscales.....	17
3. Mean Scores for Couple Satisfaction .....	20
4. Regressions of SFI Scales, FAD General Functioning Scales and FACES III Adaptability and Cohesion Scales on Couples' Marital Satisfaction .....	21
5. Regressions of Husband's SFI Scales, FAD General Functioning Scales and FACES III Adaptability and Cohesion Scales on Couples' Marital Satisfaction .....	22
6. Regressions of Wife's SFI Scales, FAD General Functional Scales and FACES III Adaptability and Cohesion Scales on Wives' Marital Satisfaction .....	23
7. Intercorrelations between Husbands' and Wives' DAS Scales and the SFI Scales.....	24

*The headings that appear in the TOC must match the headings in the text, word-for-word and letter-for-letter including capitalization. Review Instructions for lists on Page 5.*



*Appendix L: Example of a Table Imbedded in Text*

A summary of steers, body weights, and experimental doses is given in Table 2. Body weights averaged 204 lbs. among the six animals; the range was 145 to 204 lbs. Because total continuous infusion rates of unlabelled PAH were identical for all steers, relative rates (mg/ml • kg) changed with body weights. The mean relative rate of unlabelled PAH infusion for experiments

*At least 3 blank lines*

Table 2. Steers, Body Weights, and Dose Rates used for Experiments Using <sup>3</sup>H-PAH.

Steer	Body Weight (lb.)	Unlabelled PAH dose <sup>a</sup> (mg/min • kg)	<sup>3</sup> H-PAH dose <sup>b</sup>	
			(mCi)	(μCi/kg)
8446	240	0.69	0.78	7.14
8451	235	0.70	0.79	7.36
8452	241	0.77	1.14	11.90
8466	217	0.76	0.53	5.42
8483	145	1.14	0.41	6.17
8484	<u>172</u>	<u>0.96</u>	0.92	<u>11.75</u>
Mean	204	0.84		8.29
S.E.M.	15.3	0.07		1.15

<sup>a</sup>Administered as a continuous infusion of a 30 mg/ml PAH solution, pH 7.3, at a rate of 2.5 ml/min.

<sup>b</sup> Administered as a single injection, in a total volume of 40 ml of 0.85% saline

*At least 3 blank lines*

using <sup>3</sup>H-PAH was 0.84 mg/min • kg. By comparison, the relative dose rate for continuous infusion experiments, described earlier, using only unlabelled PAH was 0.25 mg/min • kg; the dose rates for unlabelled PAH in the

*Appendix M: List of Figures*

2 inches from top →  
2 blank spaces after title

LIST OF FIGURES

Figure	Page
1. Demographic Frequencies.....	9
2. Intercorrelations between Couples' Satisfaction and Family Subscales.....	17
3. Mean Scores for Couple Satisfaction .....	20
4. Regressions of SFI Scales, FAD General Functioning Scales and FACES III Adaptability and Cohesion Scales on Couples' Marital Satisfaction .....	21
5. Regressions of Husband's SFI Scales, FAD General Functioning Scales and FACES III Adaptability and Cohesion Scales on Couples' Marital Satisfaction .....	22
6. Regressions of Wife's SFI Scales, FAD General Functional Scales and FACES III Adaptability and Cohesion Scales on Wives' Marital Satisfaction .....	23
7. Intercorrelations between Husbands' and Wives' DAS Scales and the SFI Scales.....	24

*The headings that appear in the TOC must match the headings in the text, word-for-word and letter-for-letter including capitalization. Review Instructions for lists on Page 5.*

## *Appendix N: References*

11

2 inches from top  
double space after  
main heading→

### REFERENCES

- Passmore, J. (2010). *Leadership coaching: Working with leaders to develop elite performance*. London: Kogan Page
- Oreg, S., & Berson, Y. (2011). Leadership and employees' reactions to change: The role of leaders' personal attributes and transformational leadership style. *Personnel Psychology*, 64(3), 627-659. Doi:10.1111/j.1744-6570.2011.01221.x
- University of the Pacific (2008). Pacific University Center. Retrieved from [http://web.pacific.edu/documents/university/acrobat/UC\\_Blueprints.pdf](http://web.pacific.edu/documents/university/acrobat/UC_Blueprints.pdf)

References should follow the APA 6<sup>th</sup> edition guidelines found in Chapter 7 of the APA manual, unless a student's program dictates a different style. They should be alphabetical by authors last name, Anonymous, or by title of the work. The Reference page should be double spaced, using hanging indents when references occupy more than one line.

Exceptions:

- *MAIR program may use single spaced reference list with one blank line between references.*
- *Pharmaceutical and Chemical Sciences may use single spaced numbered references.*

## *Appendix O: Appendices*

12

2 inches from top →  
2 blank spaces after title  
All capital letters

### APPENDIX A. DIRECTIONS FOR APPENDICES

Appendices contain ancillary material that adds to the main body of the text, but not critical to the understanding of the contents. They should be in the same font and size as the other portions of the thesis, although alternatives, if **pre-approved by the Office of Research and Graduate Studies**, are permitted. Exceptions might be copies of forms used in gathering of experimental data, informed consent documents, drawings of special equipment, and examples of output generated by computer programs. Appendices should **not** include material that has been published or can be referenced; *e.g.*, photocopies of textbook material, photographs, text, etc. The quality of anything that appears in an appendix should be appropriate for publication.

Regardless of the material, the margin requirements (one inch for top, right, and bottom margins; one and one-half inches for the left margin) must be maintained. If the Appendix appears in landscape, rather than the portrait mode, the binding-edge margin of one and one-half inches should be maintained.

The word “Appendix” and a title must appear at the top of the first page of each appendix, centered on the line. If you have multiple appendices use the following label format at the top of the first page of each appendix: Appendix A: Title, Appendix B: Title, Appendix C: Title, etc. Each appendix should be listed in the Table of Contents along with the title. Any Tables or Figures in the appendices must appear in the appropriate List of Tables or List of Figures.

If the use of a two inch top margin on the first page of the appendix will interfere with the formatting of the contents of that appendix, the use of a vertically centered title page as the initial appendix page is allowed. This page would appear at the beginning of the appendix, is paginated in sequence, and contains the correct appendix identifiers (see sample, next page).

*Centered in document*  
*All capital letters*

APPENDIX A. DIRECTIONS FOR APPENDICES

## Frequently Asked Questions

*What is the purpose of applying for graduation, and when must I do it?*

Students must initiate the graduate graduation process by applying for graduation so that the Office of the Registrar can verify all degree requirements have been met. This includes a degree audit, which compares the approved Program of Study with the official transcript of work completed at Pacific and approved transfer credits. The deadline for this application is the semester **prior** to the desired term of degree completion. Check the University Calendar (in the “Current Students” section, on the Office of Research and Graduate Studies’ website, or on the Office of the Registrar’s website) for specific deadline dates for each term.

*What is the purpose of the Final Submission?*

The purpose of the final review of the completed thesis is to evaluate if the format, style, organization, and other University-wide regulations have been met.

*How do I pay my thesis fee?*

A \$100 thesis/dissertation fee is payable via the online payment system. Please review the ETD instructions on the Graduate Forms page for more information.

*What do I need to submit for the Final Submission Review?*

1. The completed [Thesis & Dissertation Defense Grade Format and Completion](#) form. The advisor’s signature must appear on this form to verify that he/she has reviewed this final copy of the thesis and found it to comply with University regulations.

*When must I submit my thesis for the Final Submission Review?*

The Final Submission should be at least two weeks after your final oral examination, but no later than the deadline for the term in which you plan to graduate. The deadline dates are published in the University calendar each semester, and can be obtained from the Office of Research and Graduate Studies (209.946-3929).

*Can I check formatting before submitting the entire thesis?*

Of course, and in fact, it is encouraged. Do not hesitate to drop by or e-mail the Office of Research and Graduate Studies with an example of what you may have a question about.

*How long does the Office of Research and Graduate Studies take for the Final Review?*

The Final Review usually takes 2-3 working days, depending upon the volume of theses currently under review. At very busy times (e.g., 2-3 weeks before the Final Submission deadline), the turnaround time may be up to 4 days or more.

*My department requires APA style, which may be different than the thesis guidelines here. What should I do?*

All theses and dissertations from Pacific are to conform to the formats in the *Guide* for preliminary pages. The APA style can be used for headings, tables, figures, titles, captions, citations, and references. The formats described in this *Guide* should take precedence, but can be adapted to another style IF approved by the Office of Research and Graduate Studies **in advance** of the Final Submission.

The style used in the body of the thesis or dissertation must be used consistently throughout.

## ***APPROVED ACADEMIC MAJORS AT PACIFIC***

The majors listed here are the only ones that appear on the title pages of thesis and dissertations. This list may not include “non-thesis” programs. (List updated in September 2015)

<hr/> College of the Pacific <hr/>	
Biological Sciences	Master of Science
Communication	Master of Arts
Psychology	Master of Arts
Health Education and Sport Sciences	Master of Arts
<hr/> Benerd School of Education <hr/>	
	Master of Arts
Curriculum and Instruction	Master of Education Doctor of Education
Educational Administration and Leadership	Master of Arts Doctor of Education Master of Arts
Educational and School Psychology	Education Specialist Doctor of Education
<hr/> Eberhardt School of Business <hr/>	
Business Administration	Master of Business Administration
<hr/> School of Engineering and Computer Science <hr/>	
Engineering Science	Master of Science
<hr/> School of International Studies <hr/>	
Intercultural Relations	Master of Arts
<hr/> Conservatory of Music <hr/>	
Music Education	Master of Music
Music Therapy	Master of Arts
<hr/> Long School of Pharmacy & Health Sciences <hr/>	
Physical Therapy	Doctor of Physical Therapy
Speech-Language Pathology	Master of Science
<hr/> Interdisciplinary <hr/>	
Pharmaceutical and Chemical Sciences	Master of Science Doctor of Philosophy