



Dissertation Handbook

Doctoral Program in Counselor Education and
Supervision

2011-2012

NOTE: "THIS HANDBOOK IS PROVIDED TO STUDENTS AND APPLICANTS FOR THEIR GENERAL GUIDANCE ONLY. IT DOES NOT CONSTITUTE A CONTRACT; EITHER EXPRESS OR IMPLIED, AND IS SUBJECT TO CHANGE AT THE UNIVERSITY'S DISCRETION."

TABLE OF CONTENTS

I. INTRODUCTION TO THIS HANDBOOK	5
A. Introduction.....	5
B. Mission.....	6
C. Integration of Faith and Learning	6
II. TYPES OF DISSERTATIONS	8
A. True Experimental Designs	8
B. Quasi-Experimental Designs.....	8
C. Qualitative Designs	8
III. PHD DISSERTATION PROCESS	9
A. Registering for Dissertation Courses	9
B. Essential Components in the Completion of the Dissertation.....	9
C. Dissertation Timeline.....	9
D. Steps to Completing the Dissertation.....	10
Step 1: Explore a dissertation topic	11
Step 2: Take Proposal Development CES 700	11
Step 3: Oral and Written Comprehensive Examinations.....	13
Step 4: Register for Dissertation Courses CES 701, 702, 703 and 704	13
Step 5: Finalize Proposal Manuscript	13
Step 6: Plan for the Proposal Defense	13
Step 7: Proposal Defense	15
Step 8: Implement the dissertation design	15
Step 9: Complete a draft of Chapter 4, Conclusions	16
Step 10: Complete a draft of entire Dissertation	17
Step 11: Request a Date for Oral Defense of Dissertation	17
Step 12: Dissertation Defense Procedures.....	18
Step 13: Complete the manuscript	18

IV. MANUSCRIPT COMPONENTS	21
A. Quantitative Dissertation Chapter Headings.....	21
B. Qualitative Dissertation Chapter Headings	21
C. Prefatory Pages.....	22
D. Main Body Text.....	23
Chapter I-Introduction	23
Chapter II-Methods and Procedures.....	23
Chapter III-Results	24
Chapter IV-Discussion	24
E. Final Elements.....	24
References	24
Appendix	24
Accompanying Manuscript for Publication	24
V. FORMAT AND STYLE OF THE DISSERTATION	26
A. Style Requirements	26
B. Print and Word Processing Requirements	26
Appendix A: Proposal Defense Competency Review Form	27
Appendix B: Dissertation Defense Competency Review Form	28
Appendix C: Sample Dissertation Prefatory Pages	29
Appendix D: Dissertation Formatting and Submission Guidelines	34

I. INTRODUCTION TO THIS HANDBOOK

A. INTRODUCTION

This handbook is written to clarify the dissertation process. Although students have a variety of opinions about the process itself, it is not unusual for them to view the process as a series of “hurdles” that must be met before completing their degree. It cannot be denied that the dissertation is a test of the student’s suitability for the advanced doctoral degree; nonetheless, the project can become an exciting process that evokes enthusiasm. Students are strongly encouraged to view the dissertation process as an opportunity to commit themselves deeply to an exploration of professionally relevant topics.

As Solomon states in the beginning of Proverbs:

“ . . .for attaining wisdom and discipline; for understanding words of insight; for acquiring disciplined and prudent life, doing what is right and just and fair; for giving prudence to the simple, knowledge and discretion to the young—let the wise listen and add to their learning, and let the discerning get guidance—for understanding proverbs and parables, the sayings and riddles of the wise. The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.” Proverbs 1: 2-7

The Doctor of Philosophy degree has been granted by institutions of learning for over a millennia in recognition of scholarly proficiency, as well as distinctive achievement in a specific field of an academic discipline. The dissertation is the pinnacle demonstration of skill in the organized pursuit of knowledge generation. Traditionally, a master in a given field of study (i.e. one who possesses a master’s degree) undertakes additional study that distinguishes him or her from others, upon the completion of a set of examinations, the student is declared to be a candidate for the Doctoral degree. Subsequently, the doctoral candidate pursues an individual path to generate new knowledge and understanding, guided by mentors, but demonstrating an independence and self-sufficiency in designing, implementing, and articulating new areas of knowledge. This pursuit, called a dissertation, culminating in the presentation and defense of the candidate’s intellectual produce is the final and culminating task to elevate the student to the position of Doctor of Philosophy.

Doctoral Dissertations are presented publicly and defended during the Dissertation defense administered by the student's Dissertation committee. Final recommendation for the degree depends heavily upon this unique work. Approval of the document is required as part of the final recommendation for awarding the PhD in Counselor Education and Supervision. Dissertations that are not in acceptable form will be returned to the student or committee Chairperson.

The student is primarily responsible for ensuring that the Dissertation is correct in form and grammar as well as content. The faculty who serve on the Dissertation committee will guide and direct the learner in terms of content, but the student is expected to be proactive and self-sufficient throughout the Dissertation process. Final approval of all Dissertations rests with the School of Psychology and Counseling at Regent University.

The reputation and quality of the University's graduate programs are measured in part by the quality of Dissertations, which are available for close scrutiny by scholars and lay-persons alike. Dissertation abstracts are published in Dissertation Abstracts International, a widely circulated periodical. They provide permanent, tangible evidence of the scholarly achievements and standards of the author, Dissertation advisor, and the community of scholars at Regent University. This worldly publication notwithstanding, the dissertation emerges as a document dedicated to the glory of God and as such, represents the best work of the student.

B. MISSION

The mission of the Doctoral Program in Counselor Education and Supervision (DPCES) in the School of Psychology and Counseling (SPC) at Regent University is to:

- Teach and evaluate students in the scholar-clinician model of counseling so that they will be capable of leadership in a variety of settings.
- Educate students in accordance with the Christian faith.
- Mentor development that balances the spiritual, personal, relational, and intellectual components of life.
- Facilitate the integration of Christian perspectives with scientifically-based clinical procedures and the theoretical and applied aspects of the human learning process necessary to become competent leaders in counselor education.
- Train students in clinical modalities based on research and recognition of the wellness and developmental models upon which the counseling discipline is founded.

The Dissertation should reflect the student's emerging ability to provide scholarly leadership in these areas. Such leadership involves making a substantial contribution to the field of counselor education and supervision. The highest level of excellence is required in the conceptualization, development and manuscript writing of the Dissertation. The project itself may take many forms. But it must be consistent with the doctoral candidate's personal vision and calling for professional contribution, and it must be a project developed under the guidance and mentorship the Ph.D. CES faculty.

C. INTEGRATION OF FAITH AND LEARNING

One of the distinctive characteristics of Regent University is its commitment to the outworking of a Christian worldview. The Dissertation should reflect a sophisticated ability to integrate faith and learning. This does not mean that all Dissertations are to be formally couched in "religious language" or that project topics must be focused on "theology." Since the SPC operates under the assumption that all truth is God's truth, any project that enhances knowledge is viewed as valuable.

When the Dissertation addresses issues that have implications for matters of faith, such connections should be explicitly examined in a manner sensitive to the diverse religious perspectives relevant to the topic. Students may choose to write about a new model of integration or the use of spiritual disciplines in therapy. They may also choose to do an in-depth case study that addresses both psychological and theological dimensions of the case. If they choose to focus their Dissertations on topics that are parochial to the Christian community, a level of interaction with the field of counseling commensurate with advanced doctoral candidacy is expected.

In addition to the leadership reflected in making a substantive contribution to the field, students are also expected to reflect the values of diligence, integrity, and scholarship common to both Biblical thought and the professional discipline of counseling. The student must display writing skills that are at a level worthy of a doctoral candidate. The composition of the Dissertation must reflect proper grammar, correct spelling, and a writing style commensurate with the nature of the project. The manuscript should also exactly conform to the specific format requirements outlined in this handbook. The student should take care to discharge his or her responsibilities in a timely manner and maintain a good working relationship with all committee members and others involved in the dissertation process. Students are encouraged to be creative with their ideas, but they must display receptivity to feedback. Proper ethical conduct while doing the dissertation as outlined in the American Counseling Association's

Code of Ethics and Professional Standards is an expectation.

<http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>

II. TYPES OF DISSERTATIONS

As noted earlier, Dissertations may consist of research or projects of various sorts. Research projects can be broadly classified as either basic or applied. Basic research projects have as their goal the rigorous production of scientific knowledge. In counseling, basic research tends to utilize true experiments to sort out cause and effect relationships. Applied research projects have more pragmatic goals of addressing practical problems with insights drawn from counseling and psychological science. Applied research projects typically adopt quasi-experimental, comparative, associational, or expository/descriptive research designs. Listed below are several examples of various Dissertation projects that would be appropriate DPCES Dissertation projects:

A. TRUE EXPERIMENTAL DESIGNS

Participants are randomly assigned to a cognitive-behavioral therapy group with an explicitly Christian content and an attention-placebo control group to ascertain therapeutic efficacy.

B. QUASI-EXPERIMENTAL DESIGNS

1. Program Evaluation
An interrupted time series design is used in program evaluation to assess the effects of an Employee Assistance Program on employee satisfaction and mental health.
2. Comparative
Depressed clients with personality disorders are compared to depressed clients without personality disorders on quality of therapeutic relationship and duration of treatment.
3. Associational
The correlation between measures of Openness to Experience and religious commitment is examined in a college student sample. Regression models exploring the predictive power of marital satisfaction for longevity would be another example.
4. Expository/Descriptive
A comprehensive literature review summarizing the role of professional counselors in community mental health settings might illustrate this approach. A thematic analysis of common reasons clients in “Christian counseling” settings report for seeking a Christian counseling based on verbatim transcripts of taped sessions.

C. QUALITATIVE DESIGNS

Interviews with Peruvian Shamans to determine the historical practices of counseling processes emerging from a Native American culture—with the identification of crucial themes and practices that can inform current practices and generate new theoretical interventions.

III. PHD DISSERTATION PROCESS

A. REGISTERING FOR DISSERTATION COURSES

There are a number of dissertation-related courses. Some will apply to unique requirements of individual students.

- CES 700 Dissertation Proposal—This course is required for all second year students in the Spring semester. It is taken just prior to the regularly scheduled comprehensive examination.
- CES 719 Proposal Continuation - Should a student not pass any portion of the comprehensive examination (and therefore cannot take CES 701), they must take CES 719 each semester until they pass the comprehensive exam. CES 719 cannot be substituted for the 12 required hours of CES 701-704.
- CES 701-04 Dissertation—Students may register for 701-704 in the semester following the completion of their comprehensive examination. They must take at least three credits and may choose to register for dissertation courses concurrently.
- CES 795 Doctoral Project Continuation –Students who have not completed their dissertation defense by the end of CES 704 must sign up for 1 hour of CES 795 each term until the dissertation is defended successfully.

B. ESSENTIAL COMPONENTS IN THE COMPLETION OF THE DISSERTATION

The Regent University Ph.D. CES program will require a four chapter dissertation format. When reviewing dissertations for other institutions, students should make note that institutions vary in regards to the number of chapters required as well as the placement of components with the chapters. The four chapters of the dissertation are:

1. **Chapter One:** Introduction (includes subsections of Statement of the Problem, Purpose of the Study, and the Review of Related Literature that delineates the rationale for the Dissertation topic).
2. **Chapter Two:** Methods and Procedures (includes subsections of Definitions of Terms, Research Questions, Hypotheses and Statistical Analyses, and Procedures).
3. **Chapter Three:** Results (includes a summary of the actual data gathering procedures and a presentation all findings emerging from the stated research questions/hypotheses if the dissertation is quantitative in design, or the presentation of all findings, themes, and discoveries, if a qualitative or historical design. Ancillary not part of the original design are also to be presented.
4. **Chapter Four:** Conclusions (includes the attribution of meaning generated from the previous three chapters).

C. DISSERTATION TIMELINE

It is recommended and expected that the Dissertation should be completed in four semesters. A typical time line:

Dissertation Proposal Course CES 700	Spring, 2 nd Year
Pass Written and Oral Comps	Summer, 2 nd Year

Proposal Defense	Fall, 3 rd year
Dissertation Defense	Fall, 4 th year

A small portion of students are able to complete their dissertation by the end of three years. In order to do so, students must defend their Dissertation Proposal before October of the third year, and defend their Dissertation Project by March of the third year. This timeline must be approved by the dissertation chair and committee members. All dissertations must be defended by the end of March in order to participate in Graduation that year. The Dissertation Defense cannot be conducted in the same semester as the Dissertation Proposal Defense.

D. STEPS TO COMPLETING THE DISSERTATION

These components should not be considered to be all-inclusive. These components represent a general approach that many students follow in the completion of their study. It is important that the student work closely with the dissertation chairman in order to advance smoothly through the process. Please also note that students advance through the dissertation process at different rates. Depending upon the kind of study, the various steps could take longer periods or shorter periods of time for completion. Understanding these differences and maintaining flexibility in scheduling makes the process go smoother for the doctoral student and his/her professors.

Following are several essential steps in the completion of the dissertation process. Please note that these components and processes are presented as a guide and the student's own process may result in some variations:

Step 1: Explore a dissertation topic with your advisor and with CES faculty

Step 2: Take the CES 700 Dissertation Proposal course

Seek and confirm a Dissertation Committee Chair

Seek and confirm Dissertation committee members with consultation from your chair

Write a draft of chapter one and chapter two, which will become your dissertation proposal

Step 3: Successfully complete oral and written comprehensive examinations and be admitted to doctoral candidacy.

Step 4: Register for CES 701, and subsequently CES 702, 703, and 704 with chairs' permission

Step 5: Finalize Proposal manuscript with feedback and direction from chair and committee members

Step 6: Plan for the Proposal Defense

Seek approval from Human Subjects Review Committee

Schedule Proposal Defense

Step 7: Proposal Defense

Step 8: Implement the dissertation design and written in the dissertation proposal, with full and frequent disclosure to the dissertation chair and committee members.

Gather data

Analyze data

Complete a draft of Chapter 3, Results for review and comment by chair and committee

Step 9: Complete a draft of Chapter 4

Step 10: Complete a draft of the entire Dissertation and submit to chair and to committee members as advised by the chair

Step 11: Request a date for oral defense of Dissertation

Step 12: Dissertation Defense

Step 13: Complete the manuscript

Make revisions suggested by committee

Submit manuscript to copy editor

Have the manuscript copied at Copy Services

Complete paperwork for UMI and the University Library

Submit final manuscript (5 copies) to the Regent Library

STEP 1: EXPLORE A DISSERTATION TOPIC

An appropriate dissertation stems from a well-formulated topic which is pertinent to the field of counseling. A variety of activities, such as completing guided readings or participating in a faculty research team, can act as catalysts for development of the dissertation topic. Students should actively work on developing their research topic from the moment they enter the doctoral program. Often, early academic projects such as term papers or student presentations may provide the impetus for the dissertation topic. Intellectual curiosity and diligence in mastering a research area are valuable factors in arriving at a good dissertation topic. Einstein is credited with the statement that "...chance favors the prepared mind." From a theistic perspective, this could be reformulated as "God rewards a diligent seeker."

While the student is encouraged to pursue dissertation topics that are of personal interest, it is vital that the student match those interests with existing scholarly interests and activities of the counseling faculty. Some dissertation topics may lie outside the areas of expertise or interests of current faculty. In such cases, securing a dissertation chair and committee may be difficult. Students are expected to find a topic within the research interests and competence of counseling faculty. The most natural way to accomplish this is to coordinate formulation of the dissertation topic with ongoing faculty research projects.

STEP 2: TAKE PROPOSAL DEVELOPMENT CES 700

During the Spring term of the second year, DPCES students enroll in the Proposal Development course (CES 700). The course focuses on the following areas:

- Exposing the student to the variety of dissertation options available;
- Reviewing foundational research strategies and dissertation procedural details;
- Writing a draft of the first two chapters of the dissertation and making a practice presentation of an online-formatted (e.g., PowerPoint presentation) dissertation proposal that will prepare the student for the actual, live dissertation proposal defense.

a) Confirm a Committee Chair

Importantly, by no later than the end of the Proposal Development course (ideally, in advance of the course), the student should have identified an SPC counseling faculty member who is willing to serve as his or her Dissertation Committee Chairperson. The Chair of the Dissertation must be a full time member of the SPC faculty (not an adjunct). If the chair selected is not a member of the CES faculty, then you must choose a CES faculty as one of the two other dissertation committee members.

The dissertation chair is not under obligation to begin advising you regarding the dissertation process at this time, although some non-formal advisement may occur. The dissertation committee and the chair and member's responsibilities as part of that committee do not formally occur until after the completion of all comprehensive examinations and the student's admittance to doctoral candidacy.

b) Dissertation Committee Members

The chair should play an active role in helping the student select appropriate committee members. Membership should be based on expertise with the topic and/or the research design. It is recommended that the members have a diversified perspective on the topic in order to provide feedback that reflects the current state of knowledge in the area being pursued. Students are advised to select carefully the members of the committee based on their expressed availability to complete the project according to anticipated timeframe, unique contributions that a given member might make to the project, and the personality styles and expectations of the members.

In total, the dissertation committee must be comprised of at least three members, including the chair. At least two of the three members, including the chair, must be full time SPC faculty, currently employed by Regent University or approved adjunct faculty member. One of those two SPC faculty must be on the current CES faculty. The third member can be selected from inside or outside the SPC and the CES program. If this member is not a full time CES faculty, he/she must have a doctoral degree in an area associated with the dissertation topic and must be approved by the CES faculty upon recommendation of the CES faculty member who serves as the dissertation chair or committee member. If a SPC or CES faculty member resigns from the faculty, the person may remain on the committee, but cannot remain as the chair or as the CES representative on the committee. A new chair/member must be appointed to the project in order to maintain the requirement that 1) a CES faculty be represented on the committee and 2) a SPC faculty serve as the chair.

Additional members to the dissertation committee may be appointed based on approval by the dissertation chair. Such members must have a doctoral degree in a relevant field. While additional members are acceptable, it is advised that rationales for additional members beyond the required three be considered essential for the success of the project as increasing the committee membership makes the dissertation process more complicated for the student.

c) Write a Draft of Chapter One and Chapter Two

One of the objectives of the Proposal Development course is for students to emerge from the course with a working document that will be the foundation for their dissertation proposal defense and indeed, their dissertation. At the conclusion of the Proposal Development course, the student should have written the first two chapters of the dissertation: Chapter I: Introduction (includes subsections of Statement of the Problem, Purpose of the Study, and the Review of Related Literature that delineates the rationale for the Dissertation topic), and Chapter Two: Methods and Procedures (includes subsections of Definitions of Terms, Research Questions, Hypotheses and Statistical Analyses, and Procedures).

The instructor of the Proposal Development course will evaluate the Dissertation proposal prepared during the course and give the student a grade based on that task. It is possible to complete a proposal for the Proposal Development course that is not the student's eventual Dissertation proposal or topic. In this case, the student may use the proposal to pass the class, but another proposal will have to be developed to serve as the first two chapters, including literature review, of the final Dissertation project.

STEP 3: ORAL AND WRITTEN COMPREHENSIVE EXAMINATIONS

The dissertation project and committee participation formally begins with the completion of all comprehensive examinations. While preliminary work on the dissertation has occurred through CES 700, and while faculty have given assent to participate on the project and given initial guidance and feedback they cannot include work on any dissertation project as a component of their work load until after the student has passed the oral and written comprehensive examinations. It is upon becoming a doctoral candidate that the committee becomes an active working group.

STEP 4: REGISTER FOR DISSERTATION COURSES CES 701, 702, 703 AND 704

Students will be given an IP grade for each 3 credit Dissertation course that is completed. All CES students are required to register for a total of 12 credits of dissertation, taken in at least three credit increments. Students should seek to complete the dissertation in four semesters. If the dissertation project is not completed during that four semester period, students must register for one credit of Doctoral Project Continuation CES 795 every semester until the project is successfully defended.

An important reminder, faculty cannot count dissertation students who register for dissertation continuation as part of their work load. In addition, faculty cannot exceed 5 chair and 5 committee memberships at any given time. Therefore, if a student is not making adequate progress on his/her dissertation after the completion of 12 semester hours, committee members may resign from the committee to manage their work load and fulfill dissertation commitments made to other students. They are not required to take this action, but they may if they ascertain that the student is not fulfilling their responsibilities to complete the project in a timely manner. If this occurs then the student is responsible for obtaining permission from other CES and SPC faculty to fulfill the membership requirements.

STEP 5: FINALIZE PROPOSAL MANUSCRIPT

The student works closely with the Dissertation committee in preparing the final proposal manuscript which consists of several elements: the *Title page*, prospective *Abstract*, *Chapter I: Introduction*, and *Chapter Two: Methods and Procedures*. Chapter IV of this Handbook describes each of the above elements as they are applied to the final Dissertation. Much of this description is appropriate for the proposal document. Briefly, the *Title page* is an identifying page designed in accordance with the specifications described in the latest edition of the *Publication Manual of the American Psychological Association*. The *Abstract* summarizes the proposed project and any anticipated findings. *Chapter I: Introduction* includes subsections of Statement of the Problem, Purpose of the Study, and the Review of Related Literature that highlights the need and importance of the Dissertation topic. *Chapter II: Methods and Procedures* includes subsections of Definitions of Terms, Research Questions, Hypotheses and Statistical Analyses, and Procedures.

STEP 6: PLAN FOR THE PROPOSAL DEFENSE

The first formal step in the Dissertation process is the proposal defense seminar. The written draft of the proposal should be prepared in close consultation with the Committee Chair and committee members. It is not uncommon for several drafts of the Dissertation proposal to be produced prior to the final version being approved by the committee. Planning enough time for feedback and revisions is essential. Any revisions or concerns raised by committee members should be promptly resolved to ensure successful completion of the proposal.

a) Seek approval from the Human Subjects Review Committee

The purpose of the Human Subjects Review Committee (HSRC) is to ensure appropriate ethical treatment of research participants that are consistent with the policies of Regent University, American Counseling Association and the American Psychological Association. Prior to defending a Dissertation proposal or initiating other research activity, a submission of either the HSRC Packet should be submitted to the Chair of the HSRC at <http://www.regent.edu/acad/schcou/hsrc/index.html>

Once the three Ph.D. faculty members provide approval and sign off on the proposal, then the research project can begin. Submission of the form(s) should also include a brief overview of the study and method with emphasis on the consent form. The following are basic elements of informed consent that ought to be considered for submission to the HSRC:

1. Statements of research procedures, general purposes, expected duration of participation and approximate number of participants
2. Description of any foreseeable risks or discomforts
3. Description of any potential benefits to participants or others
4. Statement of extent of confidentiality of records
5. If more than minimal risk, an explanation of whether compensation or medical help will be made available
6. Explanation of who to contact for questions of research or injuries
7. Provision at any time for participant to withdraw immediately from study
8. When appropriate, statement that procedure may involve unforeseeable risks
9. Statement that participation may be terminated without regard to participant's consent, because of unforeseen circumstances
10. Any financial additional costs to the participant that may result from participation in the research
11. Consequences and procedures of participant's decision to withdraw from research
12. Where appropriate, statement of where the results of the research are to be published or where available for viewing such as a research conference

When the research proposal is near a final form, HSRC approval is sought. Rather than waiting until after the proposal defense, it is suggested to seek HSRC approval sooner to permit recommended modifications in the research methodology if appropriate. The HSRC follows the guidelines outlined in the Faculty & Academic Policy Handbook. Once HSRC approval has been received and upon the advisement of the committee Chair, the student may schedule a proposal defense and prepare the final draft of the proposal document.

b) Schedule Proposal Defense

Prior to setting a date for the proposal defense, the student consults with the Committee Chair. Defense is an open meeting in which others, including CES students may attend. The meeting may be conducted electronically or in person at the Regent campus. The doctoral candidate must make arrangements with each committee member, the committee chair and the University regarding the use of facilities required

to successfully conduct the proposal defense. The following timeline is based upon the assumption that "Day 1" is the day of the actual Dissertation proposal and represents the latest times/dates that the student must fulfill the tasks:

1. Four weeks prior to the actual proposal defense seminar:
 - a) Communicate with each committee member; coordinate a date and time for the proposal defense.
 - b) Distribute an electronic or paper copy of the proposal to each committee member, as they prefer
 - c) Student completes the HSRC procedures (see above)
2. Two weeks prior to the actual proposal defense:
 - a) If the student will be defending on campus, contact the Counseling Student Services Coordinator in order to have a room reserved for the seminar on campus. The student should inform the Coordinator of any equipment necessary to give the dissertation defense (e.g., Smart Station, data projector, overhead projector, etc.), and the Coordinator will make every effort to reserve that equipment
 - b) Work with the dissertation chair to develop an electronic classroom in Horizon Wimba under "Dissertation and Dissertation Proposal Defense" in order to accommodate student involvement. Inform the Committee members of the location and title of the HW Classroom.

STEP 7: PROPOSAL DEFENSE

The dissertation proposal defense should be about one hour in duration. After preliminary opening remarks by the candidate and the dissertation chair the student should explain the proposal in about 20 minutes. This explanation should include a description of the studies purpose, value, methods, procedures, and an anticipated timeline for completion. Committee members will question the candidate for an additional 20 minutes. At this time the doctoral candidate and all guests will leave to allow the committee to deliberate confidentially. The deliberation focuses on the criteria delineated in the Proposal Defense Competency Review form (See Appendix A). The final portion of the proposal defense will include the conclusion (pass/pass with recommendations/fail). A "Pass" signifies that the student has sufficient grasp of the project to begin implementing the study. A "Pass with recommendations" suggests that the student has a sufficient grasp of most elements of the dissertation; however, additions or revisions may be necessary to the existing proposal document prior to implementing the dissertation's methodology. A "fail" indicates that the student has not met sufficient criteria cited in the Proposal Defense Competency Review form. In this case, recommendations are made and the student must seek a second proposal defense, addressing the concerns of the committee.

One to two terms is generally considered adequate time to develop a proposal acceptable to the committee. Students who are deemed by the faculty to be making inadequate progress in their Dissertation projections will be given a written warning with a description of the inadequate areas of performance and deadlines for remediation. Failure to correct deficiencies by the prescribed deadlines may seriously jeopardize a student's doctoral candidacy status.

STEP 8: IMPLEMENT THE DISSERTATION DESIGN

Upon completion of the Dissertation Proposal Defense, the doctoral candidate may implement the proposed research investigation. Students should be aware that there are many obstacles that impede dissertation completion, requiring months and occasionally years longer than originally expected, and there are very few factors that accelerate the process. Therefore, students must guard against discouragement from unanticipated setbacks. One way to minimize potential obstacles is to have frequent contact (i.e. monthly) with the dissertation

chair, and regular contact with the committee members. Consistent interaction accomplished a number of necessities, most importantly, it is your chair and committee whom will give final approval of the project, having their ongoing feedback increases the probability of success.

a) Gather Data

The data gathering process will have significant variation depending upon the design. Generally speaking, doctoral candidates who are developing qualitative dissertations complete the gathering of data in a relatively short time—usually weeks. However, doctoral candidates who are developing quantitative projects often need months, sometimes a year to gather data. One must also consider the cost associated with the data gathering process. There are many expenses not often considered at the onset—travel, tests and assessments, postage, electronic research tools such as “Survey Monkey”, and printing. Time and expense need to be carefully considered with the chair and the committee at the onset of the project so as not to be a surprise and delaying factor when the project commences.

b) Analyze Data

Just as in gathering the data, the process of data analysis will vary according to the design of the project. Typically, the quantitative data is analyzed using as SPSS or similar statistical program, so it is possible, depending on how straightforward the dissertation has been planned to complete this process in days or weeks. However, qualitative designs often take months or years of careful analysis to fully comprehend the rich depth of the information gathered. Doctoral candidates are encouraged to consult with the dissertation chair and committee members to carefully plan a realistic timeline. Regardless of the research design, the analysis stage requires “multiple eyes” to look at the information gathered and to glean from it the essential information. The doctoral candidate is encouraged to schedule committee and individual conversations where the possibilities and meaning of the data is carefully considered.

c) Complete a draft of Chapter 3

Chapter three is a demonstration of the doctoral candidate’s competence in managing data in a meaningful manner so as to apply the information to the research questions and hypothesis. The tone of the chapter should remain formal and scientific. This chapter is not to explain the data that will be reserved for the final chapter, but to present the information in a way so that the reader may understand it. When the actual data gathering process differs from that which was originally proposed, then explanation of the changes need to be provided as a preface to the presentation of the gathered information. This can occur at times when the dissertation proposal was to conduct a structural equation model. However, an insufficient number of subjects participated resulting in a MANOVA analysis. This change is considered a divergence from the original methods proposed and should be fully explained as part of the dissertation results.

STEP 9: COMPLETE A DRAFT OF CHAPTER 4, CONCLUSIONS

Chapter 4 is distinct from the other chapters in the dissertation. The previous three chapters are highly prescribed. That is, the doctoral candidate must follow an established form, writing within the discipline of an academic writing style. Frequently, committees must remind students in the first three chapters to only include information that is established in the professional literature. In Chapter 4, the doctoral candidate is encouraged to articulate his/her conclusions regarding the meaning and application of the dissertation. This process can be illustrated by taking a Biblical theme out of context. Chapter’s 1-3 are similar to Jesus’ words, “You have heard it said”. But Chapter 4 is similar to the phrase, “But I say to you. . .”

STEP 10: COMPLETE A DRAFT OF ENTIRE DISSERTATION

It is frequently the case that as the doctoral candidate is collecting, analyzing and interpreting the data he/she is also involved in updating and refining some or all of the dissertation chapters. For example, it is common that an area of knowledge is realized that is pertinent to the study that was included in the original literature review, or during the dissertation defense the doctoral candidate is instructed to revise aspects of the project methodology. Therefore, a draft of the dissertation should be completed with appropriate input from committee members. It is important that this draft include any new pertinent research findings released since the creation of the original proposal. These new findings would be included in the review of literature in the appropriate subsection of an updated Introduction section. The process continues as one similar to the proposal creation. Students submit a draft to all committee members for their review. It is not uncommon for several revised drafts to be requested by the committee prior to receiving final Dissertation draft approval. Once all requested revisions have been adequately addressed and the Committee Chair gives approval, the student may request a date for an oral defense of the Dissertation.

STEP 11: REQUEST A DATE FOR ORAL DEFENSE OF DISSERTATION

The request of an oral defense date should occur as part of the ongoing conversation between the doctoral candidate and the chair. It should be continually held that drafts of the dissertation go through multiple revisions before a defense date is established. Contrary to frequently held opinion, the purpose of this is not to make the doctoral candidate “jump through more hoops”. Rather, it is part of the normal process of editing large documents. With every rereading the committee helps sharpen the clarity, course and conclusion of the dissertation. When the chair is content that the document meets the criteria for dissertation standards within the profession, university, school and program, he/she will support the establishment of a defense date.

a) Placing the Defense on the CES Calendar.

The committee Chairperson has final responsibility for approving an oral defense of the Dissertation. With the Program Director’s permission, a date is set for the oral defense. The student will notify all committee members and any other necessary individuals of the date, time, and location. Once the date is set, the student must submit electronic copies of the manuscript to all committee members at least 4 weeks prior to the defense date.

Dissertation defenses may occur in person on campus or electronically via Wimba. If the Defense is to be conducted on campus, the student is responsible for contacting the Student Services Coordinator, to arrange for a room on campus in which to present the Dissertation oral defense. The student should inform the Coordinator of any equipment necessary to give the Dissertation defense (e.g., Smart Station, data projector, overhead projector, etc.), and the Coordinator will make every effort to reserve that equipment.

If the Defense is to be conducted via Wimba, request that your Chairperson make a Horizon Wimba room available for you one week in advance.

b) Submitting Defense Announcement.

Two weeks in advance of the Dissertation defense, the student will email the Student Services Coordinator to request the Announcement Template. The student will complete the Announcement which contains the Dissertation abstract and student biographical information and email it back to the

Student Services Coordinator (ahohman@regent.edu). The Announcement will be emailed to the entire CES PhD faculty, staff and students.

STEP 12: DISSERTATION DEFENSE PROCEDURES

The Dissertation is the capstone event of the DPCES and the student must have completed all other curricular and clinical requirements at the time of the Dissertation defense, including elective coursework.

The Committee Chair will open the meeting with prayer and will introduce each member of the Dissertation committee. Similar to the proposal defense, the dissertation defense will be conducted in about 60 minutes. The student should be prepared to give a brief presentation of the study (20 minutes). The presentation should highlight the importance of the study, outline the design, briefly summarize the results and discuss the significance of the findings. The presentation should include any limitations of the study or important issues that need to be addressed further. Visual aids, media vehicles, and/or handouts are recommended to aid the presentation. When the student has completed the presentation, the committee Chair will begin the period of questioning. Afterwards, the Chair will open the floor to questions only by members of the Dissertation committee and then by any faculty members and other guests who are present. In addition to questions concerning research methodology and theoretical issues, students should be prepared to answer questions relating their topic, findings or research to an operative, worldview of religion and spirituality. When the questioning period has been completed (usually about 20 minutes), all persons other than committee members present in the room will leave the room so the committee can discuss the recommendation regarding the oral defense. Emphasis will be placed on areas described in the Dissertation Defense Competency Review form (see Appendix B). When a recommendation has been agreed upon, the student will be invited back and the recommendation of the committee will be given to the student by the committee chair.

The committee may approve the Dissertation, approve it provisionally upon revisions, or assign a grade of fail. A failing grade on the oral defense should not occur unless the student has failed to work closely with committee members over the Dissertation process or displays substantial deficits in knowledge areas pertinent to the study. In the event of a failure, the committee will delineate the required steps for remediation. A failure at this level means that the student will have to sit for their oral defense a second time, once all other remedial steps have been taken. All committee members must sign/approve the revised Dissertation once the student has passed the second defense.

If a provisional passing grade is received, the committee will delineate the required steps for remediation and specify a recommended timeline for completion of these steps. Delineation of these steps may necessitate an additional meeting with committee members, although due to the online format of the DPCES, every reasonable attempt will be made to avoid requiring the student to travel to the Virginia Beach campus. The timeline for completion of remedial steps may vary in accordance with the specific remedial concerns of each case. The Dissertation Committee Chair will oversee any changes to a provisionally approved dissertation, and all committee members must sign/approve the revised dissertation. Students with a provisionally approved Dissertation do not need to repeat their oral defense; however, they must continue to take at least one Dissertation credit hour each term while completing the remedial steps requested.

If a full passing grade is received, the chairperson approves the project for manuscript completion. The student presents an official signature page to the committee for appropriate committee member signatures.

STEP 13: COMPLETE THE MANUSCRIPT

While it may not be common to find attempts at humor in a formal dissertation manual, but the words of baseball legend Yogi Berra are appropriate: “It ain’t over until it’s over.” With dissertations, few statements resonate with clearer truth. For most doctoral candidates, the completion of the doctoral defense represents the culmination of years of dedicated effort and sacrifice. . . but “it ain’t over yet”. Typically there are final steps that must be completed—often with crucial university deadlines pending, in order for the dissertation to be complete. One could liken the process to a long and arduous military campaign in which victory over the enemy was complete, but now one still has to journey home. By this time, the battle is done, now let’s get home, the dissertation is not actually complete until the paperwork is signed by the university registrar based on the final copy editing, printing, binding and submission of the dissertation to the university library.

a) Make revisions suggested by committee

The first step in the “journey home” is to complete changes made by the committee at the dissertation defense. Typically, these final recommendations are small, but occasionally they are substantial. Assuming that the committee decision was “Pass, with Recommendations” (the most common decision) the doctoral candidate will submit the changes required by the committee to the chair, he/she will approve the editions and sign the required paperwork that the project is complete.

b) Submit manuscript to copy editor

After all committee and personal edits have been completed, the student is required to submit the finished Dissertation manuscript to an approved copy editor who is an independent contractor approved by the DPCEs. The student is responsible for paying all copy editing costs. The student must negotiate the cost for copy editing and the timelines for completion with the copy editor. The costs may vary depending on the length of the manuscript and the number of edits made by the copy editor. Since copy editing should be completed within 8 weeks of the dissertation defense, the student should complete committee revisions as soon as possible after the defense to allow the copy editor a minimum of 4 to 6 weeks for editing and mailing the document to the student. It is important for the student to be proactive in ensuring that the arrangements are made in a timely manner to meet all the deadlines. Consult with the Student Services Coordinator regarding the individual who has contracted with the university to conduct the copy editing.

It is recommended that the student contact the copy editor months earlier—usually about the time the defense date is set in the calendar to confirm availability, and to inform the editor that the project will be submitted in the coming months.

c) Submit final manuscript to the Regent Library

After all of the edits have been completed and the Chair approves the final copy, the manuscript is submitted to the Regent University Library for processing and binding. Students are required to make five copies of their dissertation, one for the student, chairperson and program director and two for the library. The process includes:

- The edited manuscript is copied onto acid-free, archival paper by Regent University Copy Services. The student is responsible for communicating with Copy Services directly.
- The Student completes the required paperwork for registration with ProQuest-UMI Dissertation Publishing, and for the Regent University Library. Costs will be incurred for duplicating, binding, mailing, publishing and copywriting (optional).

- The manuscript copies and paperwork, are delivered to the Library for processing and binding. The Student Services Coordinator will assist online students with this process by providing instructions and delivering the manuscript and paperwork to the Library. The Library will examine the materials to confirm that all University, SPC and UMI guidelines have been followed.
- Once the Library examines and accepts the manuscript and accompanying paperwork, the Registrar is notified that the Dissertation has been completed.

Detailed instructions on formatting the manuscript and completing the paperwork can be found in Appendix D.

IV. MANUSCRIPT COMPONENTS

Unless authorized by the student's Committee Chair, the student must organize their Dissertation according to the following major chapters and sections:

A. QUANTITATIVE DISSERTATION CHAPTER HEADINGS

Prefatory Pages

Chapter I. Introduction

Statement of the Problem

Purpose of the Study

Review of Related Literature

Chapter II. Methods and Procedures

Definition of Terms

Research Question(s)

Hypotheses and Statistical Analyses

Procedures

Chapter III. Results

Reiteration of each of the hypotheses with evidence for support or rejection of the respective nulls

Chapter IV. Discussion

Limitations of the Study

Recommendations for Future Research

Conclusion

References

Appendices

B. QUALITATIVE DISSERTATION CHAPTER HEADINGS

Chapter I. Introduction

Background of the Problem

Statement of the Problem

Purpose of the Study

Importance of the Study

Scope of the Study

Review of the Literature (often reviewed after rather than before data collection in qualitative studies)

Chapter II. Research Methods

Introduction

Research Question(s)

Definition of Terms

Qualitative Methods of Analysis

The Researcher's Role

Procedures
Data Sources
Data Collection
Data Analysis Methods
Verification Methods
Management of Ethical Considerations

Chapter III: Research Findings

Themes
Examples

Chapter IV: Conclusions, Discussion, and Suggestions for Future Research

Summary
Discussion (Tie this to the literature review, i.e. how your findings are collaborate or are divergent from the professional literature)
Delimitations and Limitations
Suggestions for Future Research
Conclusions

References

Appendices

C. PREFATORY PAGES

1. Title Page

The title page includes elements enabling the rapid identification of the subject, author, date completed, and university supervising the study. The title itself should reflect concisely the main research or theoretical issues investigated. Titles must be 10 words or less. The date should reflect the month and year the manuscript was sent to the copy editor.

2. Signature Page

The Signature Page must following the exact format of the sample signature page presented in Sample Dissertation Prefatory Pages, Appendix C. The signature page should include the title of the dissertation, and signature lines and date lines for the chair, committee members, department chair and program director. Students will have five copies of the Signature Page printed on the required paper stock at the time of their dissertation defense in order to collect faculty member signatures conveniently in anticipation of successful completion of the defense.

3. Abstract

The abstract summarizes the Dissertation as a whole. Common abstract elements include a statement regarding the project's purpose, a brief description of the project's methodology, and the results of any empirical design.

Most APA journals set the maximum length at 120 words. In anticipation of later publication, students are encouraged to keep abstract word count at 120 or less.

4. Acknowledgments Page (Optional)

The acknowledgments page provides the opportunity for the student to thank those people who influenced the writing and completion of the Dissertation. Such persons can range from family to administration and faculty.

5. Table of Contents

The Table of Contents lists the various chapters and subsections of the Dissertation, along with the first page number of the section.

6. List of Tables

The List of Tables cites the various tables in the dissertation along with the first page number of the section. This list enables readers to find tables rapidly in the dissertation. Tables may be grouped at the conclusion of the dissertation, rather than placed within the main body text, if this configuration is more efficient; the student should discuss the preference of the Committee Chair.

7. List of Figures

Similar to the List of Tables, this list enables the reader to find the figures rapidly that are included in the dissertation. Figures may be grouped at the conclusion of the dissertation, rather than placed within the main body text, if this configuration is more efficient; the student should discuss the preference of the Committee Chair.

D. MAIN BODY TEXT

CHAPTER I-INTRODUCTION

Chapter I-Introduction should introduce the reader to the Dissertation topic and include the following subsections.

- a) **Statement of the Problem** explains the conditions that exist that have led the student to pursue the study, the rationale for examining the Dissertation topic and/ or why it is important to do the study.
- b) **Purpose of the Study** provides an explanation of what will be examined in the study. The majority of Chapter I consists of the
- c) **Review of Related Literature**, which is an exhaustive review, synthesis and critical analysis of the existing literature related to the Dissertation topic and important ancillary constructs or related subject matter.

CHAPTER II-METHODS AND PROCEDURES

Chapter II-Methods and Procedures is comprised of four discrete subsections.

- a) **Definition of Terms** is a critical portion of this chapter, in that all terms that are critical to the reader's understanding of the Dissertation must be defined. As an example, if the Dissertation explored a study examining the effectiveness of filial therapy, a succinct, discipline-accepted definition of filial therapy must be included in this section. Chapter II is the chapter in which the student delineates the specific design of the study, identifies the participants and their method of selection, defines the procedures carried out and describes the measures used.
- b) **Research Questions** section delineates any and all research questions probed in the dissertation.

- c) **Hypotheses and Statistical Analyses** section details each research hypothesis and the corresponding statistical analysis that the student used to carry out the purposes of the study.
- d) **Procedures** section is comprehensive and explains the process by which the student performed the study. This portion of the Dissertation must be described in sufficient detail to permit replication of the study.

The student should have completed the majority of Chapter I and Chapter II by the end of the CES 700 Proposal Development course.

CHAPTER III-RESULTS

In Chapter III-Results, results pertinent to each research hypothesis are presented; however, they are not interpreted here. The statistical treatment of data is described, citing the test of significance, the degrees of freedom, and probability levels.

CHAPTER IV-DISCUSSION

Chapter IV-Discussion represents the chapter in which the student's own ideas and interpretations are not only allowed but expected, as opposed to the previous chapters which are constructed through citations from professional literature. The student interprets the results of the dissertation study in light of the literature reviewed and the hypotheses presented in Chapter II, providing citations where appropriate. The study's findings are compared with those of other studies, and additional contributions made by the study are critically analyzed. The student also discusses **Limitations of the Study** and **Recommendations for Future Research** in this chapter. The **Conclusion** section succinctly summarizes the findings of the Dissertation study and closes the dissertation.

E. FINAL ELEMENTS

REFERENCES

Following the text of the Dissertation, a list of all the References cited in the text is given.

APPENDIX

The Dissertation Appendix may include numerous aspects of the dissertation that are important for the reader but which would be excessive detail for the main body of the text. Typical examples are the inclusion of a survey in the form given to respondents for the dissertation or more extensive verbatim transcripts of narrative material that is summarized in the main body text.

It may be necessary or desirable to include various items in an appendix, which should follow the final chapter of the Dissertation and precede the reference list. If a number of different types of items are included as appendices, they should be identified as Appendix A, Appendix B, and so forth.

ACCOMPANYING MANUSCRIPT FOR PUBLICATION

Having a PhD in Counselor Education and Supervision involves being prepared to write articles for publication in peer-reviewed counseling journals. This is a regular expectation of most counselor education positions. Accordingly, part of each student's Dissertation project involves producing a 15-20 page, APA-formatted abridgement of the student's Dissertation, for submission to an appropriate peer-reviewed journal. This abridged manuscript must be included in the student's Dissertation document as an appendix and must be submitted as a

separate document immediately after the oral defense of the Dissertation. During the entire Dissertation process, the student's committee will be reviewing this document as part of the regular dissertation process, so the student will have significant input in its development. Because of their contributions toward the creation of this document, the committee will be included as authors in the submission.

V. FORMAT AND STYLE OF THE DISSERTATION

A. STYLE REQUIREMENTS

The Dissertation must comply with SPC policies. The most recent APA publication manual, Regent University publishing guidelines, Dissertation committee requirements and the material in this handbook are the publishing authorities for DPCES Dissertations. The manuscript components of a DPCES dissertation, as well as the prescribed order of the elements, are described below. Any deviation from the standard configuration must be discussed with and approved by the student's Committee Chair; approvals for departure from the standard configuration will be rare.

Regent University's guidelines are based on the guidelines at University Microfilms International (UMI) titled "Submitting your dissertation or thesis to UMI", at http://www.umi.com/en-US/products/dissertations/submitted_authors.shtml.

B. PRINT AND WORD PROCESSING REQUIREMENTS

See sample prefatory pages in Appendix C and detailed guidelines for formatting the manuscript in Appendix D.

1. Use of the Personal Pronoun "I" in the Dissertation

It is the general policy of the DPCES that the personal pronoun "I" should not be used in the student's Dissertation. Instead, when the student refers to himself or herself in the Dissertation, the student should use the term "Principal Investigator," shortening this description to "PI" after the first use. As an example: This study's principal investigator (PI) developed the following hypotheses and used the following statistical analyses to carry out the purposes of this study. The PI replicated the protocol of a study done in 2001...

2. Year-Appropriate Format

It is important that the student not use another Dissertation as a formatting and style guide. The formatting requirements may change from year to year, and the student must follow the dissertation format effective at the time that the dissertation is defended. The student is also advised to check to be sure this document is the latest available revision of the dissertation handbook.

APPENDIX A: PROPOSAL DEFENSE COMPETENCY REVIEW FORM



PROPOSAL DEFENSE COMPETENCY REVIEW FORM Doctoral Program in Counselor Education and Supervision

Student name _____ Date _____

Title of project _____

- ☐ Yes ☐ No Clear statement of project topic
- ☐ Yes ☐ No Adequate summary of relevant literature
- ☐ Thorough
- ☐ Professional sources
- ☐ Demonstrates value/pertinence of proposal
- ☐ Reflects critical evaluation of area
- ☐ Yes ☐ No Clear formulation of task the project will accomplish
- ☐ Yes ☐ No Selection of appropriate instruments
- ☐ Yes ☐ No Appropriate methodology
- ☐ Feasible
- ☐ Sufficiently detailed to carry out
- ☐ Accomplishes task advanced by project
- ☐ Yes ☐ No Method of analysis delineated
- ☐ Yes ☐ No Importance of project commensurate with doctoral level
- ☐ Yes ☐ No Spiritual/integration issues addressed appropriately
- ☐ Yes ☐ No Competent presentation/management of proposal
- ☐ Student gave cogent oral presentation
- ☐ Student responded to committee questions/concerns in a manner commensurate with doctoral standing
- ☐ Constructive criticisms appropriately handled

Endorsements of above assessment:

Name (Printed)	Signature	Date
_____ Committee Chair	_____	_____
_____ Committee Member	_____	_____
_____ Committee Member	_____	_____

APPENDIX B: DISSERTATION DEFENSE COMPETENCY REVIEW FORM



School of Psychology & Counseling

DISSERTATION DEFENSE COMPETENCY REVIEW FORM

Doctoral Program in Counselor Education and Supervision

Student name _____ Date _____

Title of dissertation _____

- ☐ Yes ☐ No Clear statement of project topic
- ☐ Yes ☐ No Adequate summary of relevant literature
- ☐ Thorough ☐ Demonstrated value/pertinence of dissertation
- ☐ Current ☐ Reflects critical evaluation of area
- ☐ Professional sources
- ☐ Yes ☐ No Clear formulation of task(s) the project was to accomplish
- ☐ Yes ☐ No Selection of appropriate instruments
- ☐ Yes ☐ No Appropriate methodology
- ☐ Feasible
- ☐ Sufficiently detailed to replicate
- ☐ Accomplished task advanced by project
- ☐ Yes ☐ No Importance of project commensurate with doctoral level
- ☐ Yes ☐ No Spiritual/integration issues addressed appropriately
- ☐ Yes ☐ No Competent implementation of project
- ☐ Design implemented as proposed
- ☐ Deviations from design adequately justified and managed
- ☐ Student adequately recorded implementation
- ☐ Yes ☐ No Competent analysis conducted
- ☐ Appropriate analysis to answer research questions
- ☐ Appropriate post hoc analyses conducted as necessary
- ☐ Valid statistical inferences drawn from data
- ☐ Yes ☐ No Adequate discussion/integration of results
- ☐ Relevant substantive implications of study clearly presented
- ☐ Conclusions synthesized with relevant literature
- ☐ Scientific data and theological insights appropriately integrated
- ☐ Yes ☐ No Competent presentation/management of defense
- ☐ Student gave cogent oral presentation
- ☐ Student responded to committee questions/concerns in a manner commensurate with doctoral standing
- ☐ Constructive criticisms appropriately handled

Endorsements of above assessment:

_____ Committee Chair Name (Printed)	_____ Signature	_____ Date
_____ Committee Member Name (Printed)	_____ Signature	_____ Date
_____ Committee Member Name (Printed)	_____ Signature	_____ Date

TITLE PAGE:

Top margin – 2”

Left margin – 1.5”

Bottom and Right margin – 1”

Title must be 10 words or less

Integration of Counseling and Theology:

A Clinical Application

A Dissertation

Presented to the Faculty of the School of Psychology & Counseling

Regent University

In Partial Fulfillment

Of the Requirements for the Degree of

Doctor of Philosophy

Date that the manuscript was sent to the
copy editor

Use your full name, but no titles

By

Jay R. Adams

July 2007

Signature Page:

Top margin – 2"

Left margin – 1.5"

Bottom and Right margin – 1"

Do not type in the dates

Insert an extra double space
between signature lines

Use single spacing between
signature lines and title/date
listings of committee members
and program director

Integration of Counseling and Theology:

A Clinical Application

Approved by:

James Sells, Ph.D. (Chair of Committee)

Date

Lee Underwood, Psy.D. (Committee Member)

Date

Mark Yarhouse, Psy.D. (Committee Member)

Date

Linda Leitch-Alford, Ed.D. (DPCES Program Coordinator)

Date

Abstract

The abstract begins here. The abstract summarizes the Dissertation as a whole. Common abstract elements include a statement regarding the project's purpose, a brief description of the project's methodology, and the results of any empirical design. Most APA journals set the maximum length at 120 words. In anticipation of later publication, students are encouraged to keep abstract word count at 120 or less.

Abstract Page:

Top margin – 1"

Left margin – 1.5"

Bottom and Right margin – 1"

Double Spaced

This is the first page that is numbered. It should be labeled iii

Acknowledgements

The author wishes to express his gratitude to his dissertation chair, Dr. Mark Rehfuss, whose extensive feedback...

Acknowledgements Page:

Top margin – 1”

Left margin – 1.5”

Bottom and Right margin – 1”

Double Spaced

CHAPTER I
INTRODUCTION

Text begins here, double spaced.

First page of Chapter 1:

Top margin – 2”

Left margin – 1.5”

Bottom and Right margin – 1”

Double space between Chapter Number
and Title of the Chapter

Start numbering with - 1

DISSERTATION CHECKLIST

Formatting and Submission Guidelines

Regent University School of Psychology and Counseling
Doctoral Program in Counselor Education & Supervision (Ph.D.)

The final stages of completing your Dissertation include:



1

☐ Dissertation Defense scheduling

It is the student's responsibility to coordinate the time and the format of their dissertation defense with their committee members. You do not need to schedule a classroom unless you are defending in person. If you need a classroom on campus, ask the Student Services Coordinator to reserve one.

☐ Defense Announcement

When your dissertation defense has been scheduled, you should prepare an announcement. Request the template from the Student Services Coordinator. Prepare your announcement and email it back to the Student Services Coordinator for distribution to all of the SPC students and faculty.

2

□ Manuscript Formatting Checklist

See the checklist at the end of this document! It is **very** important!

□ Copy Editing [\$]

After all edits have been completed, the student is required to submit the finished Dissertation manuscript to a copy editor who is an independent contractor approved by the DPCES. Contact Rose Bethard at (757) 490-2023 or rosejubilee@yahoo.com. It is the student's responsibility to make arrangements to have the copy editing performed within 8 weeks of the dissertation defense and to pay the copy editor directly. Plan at least 4-6 weeks for the copy editing to be completed.

Rose Bethard

757-490-2023

<mailto:rosejubilee@yahoo.com>

Sister Joan Dugan

srjoanssj@yahoo.com

□ Signature Pages

While your manuscript is being edited, use the template found in the [Dissertation Handbook](#) Appendix to create your signature page and email it to the Student Services Coordinator. Request at least five copies (more if you will have additional personal copies of your Dissertation printed) of your signature page printed on white, 20 lb. acid-free archival paper. The Student Services Coordinator will collect the signatures. If you have committee members who are not Regent University faculty, the signature pages will be sent to you to obtain the additional signatures.

3

□ UMI Dissertation Agreement Form and accompanying documents

Print out and complete the [UMI application](#). These forms can have no cross-outs, folds or corrections. Submit the following pages:

- Page 4 (Publishing Options & Signature)
- Page 5 (Dissertation Submission Form)
- Page 6 (optional) Copyright Registration Form (an additional \$55)
- Also include a copy of your title page, signature page and abstract of the Dissertation.
- Do not complete page 7 (Order form)

Page 4: The most common option is **"Traditional Publishing"**. This option is accessible to search engines and provides the following: Students that want to make their work widely available for purchase as soon as it is published, and want to be eligible to receive royalties on the sale of their work. A copy of this work can be purchased via commercial retailers. Cost \$55.00

Some students also choose **"Open Access"**. This work is freely available for viewing or downloading by anyone with access to the internet. Dissertations and Theses published for Open Access with Proquest/UMI will be available at no charge for viewing or downloading by anyone with access to the internet, indefinitely. Cost \$160.00

More information about the UMI forms is available at the UMI website; the username is “dissertations” and the password is “publish”.

Page 5: IMPORTANT!! When completing page 5 note: “Year Degree Awarded” must be the same or after the year listed on your Title Page. “Year Manuscript Completed” must be the same or after as the year listed on your Title Page.

☐ Copying at Regent University Copy Services [\$]

- ☐ Before you incur the expense of copying your manuscript, show your final manuscript to your dissertation chairperson one last time.
- ☐ It is the student’s responsibility to communicate with Regent Copy Services. You can email your dissertation to them. Copy Services [Website](#). When your manuscript has been copied, ask copy services what the cost was. You will need to know when you complete the Library Charge Sheet.
- ☐ The SPC requires that you make at least five copies of your dissertation. (After binding, they will be distributed as follows: 1 Student copy, 1 for the dissertation chairperson, 1 for the program director, 2 for the library.) You may choose to have additional personal copies made. If you do not live near Regent Univ., the Library will mail your personal copies to you at your expense.
- ☐ Specify white, 20 lb. acid-free archival paper.

☐ Dissertation Charge Sheet [\$]

- ☐ Locate this form at the end of this document. There are fees for binding, mailing your personal copy/copies, UMI and copyright registration and duplicating. The charges will be applied to your student account. You can pay them through Genisys.
- ☐ The number of required copies is 4, the number of required student copies is 1 for a total of 5.
- ☐ Complete and email to Ann Marie Hohman at ahohman@regent.edu.

4

☐ Submitting the final Manuscript to the Library

The final step is to submit your manuscript copies and UMI forms to the Library. The Student Services Coordinator is available to help you by delivering your materials to the Library.

☐ Dissertation Distribution

The Library will distribute all required copies to campus offices. Allow 10-12 weeks for delivery. You may pick up your personal copy/copies or have them mailed to you.

4-1-1

Links

School of Psychology and Counseling CES PhD Dissertation Handbook: [HERE](#)

Regent University Library Dissertation Processing Checklist: [HERE](#)

Regent University Library Dissertation Primer: [HERE](#)

UMI Dissertation Agreement Form: [HERE](#)

Regent University Copy Services Website: [HERE](#)

Contacts

Ann Marie Hohman, School of Psychology and Counseling, Student Services Coordinator:
Regent University, CRB 215, 1000 Regent University Drive, Virginia Beach, VA 23464
ahohman@regent.edu, 757-352-4266

Regent University Library Circulation Supervisor: 757-352-4152 or 757-352-4156 or 757-352-4158

Approved Copy Editor: Rose Bethard, (757) 490-2023, rosejubilee@yahoo.com

MANUSCRIPT FORMATTING CHECKLIST

- ☐ **Order:** Title page, Signature page, Abstract, Dedication (optional), Acknowledgement page (optional), Table of Contents, List of Tables, List of Figures, Manuscript, References, Appendices, Abridged Manuscript
- ☐ **Format:** using the APA Publication Manual, sixth edition
- ☐ **Font:** 12 point type, Times New Roman font only
- ☐ **Justification:** Left justified format is required (except for Title Page), do not use right or full justified margins
- ☐ **Margins:** Top, Right and Bottom margins 1", Left margin 1.5" to allow room for binding
 - Title page, Signature page and first page of each Chapter: Top Margin 2"
- ☐ **Page numbers:** bottom center of each page, at least 3/4" from the edge of the paper.
 - Prefatory pages (Title page, Signature/Approvals page, Abstract, Acknowledgements Page, Table of Contents, List of Tables, List of Figures) should be numbered with lowercase Roman numerals
 - The page number should be omitted from the first two pages (the Title Page and the Signature page); the third page (Abstract) should be labeled iii.
 - Main body pages are to be numbered using Arabic numerals. The first page of the main body text should start with 1.
 - Continue page numbering through all of the references and appendices.
- ☐ **Title Page:** Use the template in the Dissertation Handbook Appendix. The Title must be 10 words or less. The Title Page is double spaced. The title begins 2" from the top of the page. Insert your name, but do not include any degrees. The date should be the month and year the manuscript was sent to the copy editor.
- ☐ **Signature page:** Must follow the template in the Dissertation Handbook Appendix and be printed on white, acid-free archival paper. List the names of your dissertation committee chairperson, committee members and program director (even if he is already listed as a committee member or chair). The Dean's signature does not need to be on the signature page. Insert two extra lines between signature lines. Do not type in the dates.
- ☐ **Abstract:** Should be 120 words or less. This will meet the length requirement for submitting your dissertation to ACA or APA journals. Double-space.
- ☐ **Acknowledgements Page:** Optional page, see the example in Appendix F, double space
- ☐ **Table of Contents, List of Tables, List of Figures:** double space
- ☐ **Chapter headings:** consult the dissertation handbook for detailed information about how to label chapters. Begin chapters on a new page. Begin 2" from the top of the page. Center the word Chapter in all CAPS followed by the Roman Numeral – "CHAPTER I". Double space and

center the chapter title in all CAPS – “INTRODUCTION”. Double space and begin the text. Do not bold or underline. Chapter subheadings should follow APA Headings guidelines.

- ☐ **Main body text:** Mostly double spaced with a few exceptions. Table headings and long quotes may be single spaced. Consult the APA Manual for details about when to use single spacing.
- ☐ **Paragraphs:** Wherever possible, avoid beginning a new paragraph at the bottom of a page or ending a paragraph at the top of a page, unless at least two lines of text can be included in each case.
- ☐ **References:** Single space references, double space between references, follow APA style. Use hanging indents (the first line begins at the margin and subsequent lines are indented).
- ☐ **Appendix:** Retain the same margins as in the rest of the Dissertation, typeface should be the same or similar to what is used in the rest of the document. The style of tables and figures should confirm to APA Manual guidelines. Include Appendices in the Table of Contents.
- ☐ **Abridged Manuscript:** a 15-20 page, APA-formatted abridgement of the student’s Dissertation for submission to an appropriate peer-reviewed journal.

DISSERTATION CHARGE SHEET

PhD CES

Name	[enter name]	Banner #	[enter number]
Phone	[enter phone]	Email	[enter email]
Mailing Address	[enter address]		
Dissertation Title	[enter title]		
Dissertation Chair	[enter chairperson]		

BINDING CHARGES

	quantity	price per copy	total
Required Copies	4	\$11 each	\$44
Personal Copies (must order at least one)	[enter #]	\$11 each	[enter total cost]

Note: price per copy is for manuscripts that are less than 1.5 inches thick. Manuscripts that are more than 1.5 inches thick are \$14.00 each.

POSTAGE CHARGES

Personal Copies (mailed to a US address)	[enter #]	\$10 each	[enter total cost]
Personal Copies (international address)	[enter #]	\$20 each	[enter total cost]

UMI CHARGES

Dissertation	\$65	\$65
Copyright (optional)	\$55	[enter cost]
Open Access Publishing (optional)	\$95	[enter cost]

DUPLICATING CHARGES

Cost of Copies from Copy Services	[enter cost]
-----------------------------------	--------------

TOTAL CHARGES TO BE PLACED ON STUDENT ACCOUNT

Add Binding, Postage, UMI and Duplicating Charges	[enter total]
---	---------------