Dissertation Support at Your Fingertips

Whether you are ready to start your dissertation, or you are just looking ahead, the University Dissertation Committee wants you to know you are never alone during the dissertation process, as you have our full support throughout your journey.

Our goal is your success, and we will never stop working toward that eventuality. As an example of our commitment, in addition to the Doctoral Dissertation Handbook, the Online Center now has many tools available to make your dissertation experience easier and more enjoyable. Visit the Online Center at www.UniversityofMetaphysics.com and enter the username and password given to you at enrollment to access any of the following helpful documents and information:

**Thesis/Dissertation Webinars**

For an in-depth look at the thesis/dissertation process from the time you submit your statement of purpose for approval all the way through what we do on our end when reviewing your paper, watch Parts I and II of the Thesis/Dissertation Webinar. You will receive excellent tips on making the process easier, avoiding frequently made mistakes, and writing the best possible paper—without the frustration others might experience. Access them in the Online Center near the top of the page.

**Thesis/Dissertation Tip Page**

In the Online Center, scroll down to the Thesis/Dissertation Tip icon (shown below) to access helpful information on:

- Degree Specialty: Help choosing the best fit for you
- Statement of Purpose: Writing the ideal one
- Paraphrasing: Easy way to get it right
- Proofreading Tips
- Plagiarism: Avoiding accidental acts of
- Quoting From Your Own Book
- In-text Citations Made Easy

... and more. Remember to visit often because we frequently add new tips!

**Dissertation Templates**

Formatting your paper is now easier than ever! In the Online Center, scroll down to Member Resources and Templates. There you will find dissertation templates with and without Methods and Findings. Click to download whichever one is appropriate for the type of paper you’re writing. Be certain to also download the accompanying instructions.

**Helpful Guides**

Once in the Online Center, scroll down to Member Resources and Guides. In addition to the Doctoral Dissertation Handbook, you will find:

- It’s Time to Think About Your Dissertation
- It’s Time to Think About Your Dissertation with Methods and Findings

These documents tell you exactly what the Dissertation Committee expects to see in each chapter of your paper when they review it.
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Part I
Writing Your Dissertation
General Information

Before You Begin to Write

It is the University’s hope that the experience of writing your dissertation brings you enlightenment, joy, and much satisfaction!

If you are unsure of which degree you are registered for, please call your Dissertation Advisor at 928-203-0730 for clarification. The degree you list on your title page must match the one listed in your student record. In addition, the school you list on your title page; i.e., University of Metaphysics or University of Sedona, must coincide with the school you enrolled in, as per your student record.

Before the Dissertation Committee will review your paper, your affiliation fee must be up to date and your tuition must be paid in full.

How to Change Your Degree

If you wish to change your degree specialty, be certain your new degree choice is available at the school in which you are enrolled. Then notify your Dissertation Advisor in writing which new degree you have chosen. You can do this online by visiting the Online Center and clicking on “Doctoral Degree Specialty Change,” or you can email UOS@metaphysics.com. Once your degree has been changed in your student record, you will be sent an email confirmation.

Need Help Deciding?

To get the most out of your degree, it should reflect your goals, interests, and purpose. The University has several tools to help you make this important decision.

- **Doctoral Degree Specialties**: Visit the Online Center, scroll down to “Study Guides, Tools, and Resources, and click on “Doctoral Degree Specialties” to see a complete, detailed listing of all the degrees offered at both Universities.

- **Right-Fit Metaphysical Degree Webinar**: This comprehensive presentation not only helps you identify the degree that will best serve your needs, but it also discusses a variety of careers you can launch into once earning one of our doctoral degrees. Go to: Online Center and use “Go to Webinar Page” link.

- **Degree Specialty Assessment Questionnaire**: In the Online Center, scroll down to “Thesis/Dissertation Tip Page” and click to enter. Then click on “Degree Specialty: Help Choosing.
**Statement of Purpose**

Before you write your dissertation, your statement of purpose must be approved by your Dissertation Advisor to ensure a well-crafted statement that serves your paper well. Your Advisor will also verify whether your topic is in alignment with your degree specialty.

More information on writing a dissertation statement of purpose follows later in this handbook.

**Purpose of a Doctoral Dissertation**

Through the dissertation process, you will thoroughly study a metaphysical topic that is in alignment with your chosen doctoral degree specialty and write a paper that embodies the results of your research and substantiates your dissertation’s specific statement of purpose (more on the statement of purpose follows). Your sources may include Dr. Masters’ curriculum, books by other authors, lectures, videos, CD’s, articles, and more, as well as your own experiences.

In some countries and universities (including the United States and this University) the word *thesis* is used to signify the final research paper to qualify for a master’s degree, while *dissertation* is applied to the final research paper qualifying the student for a doctoral degree. *(Note: This differentiation is reversed in some countries.)* The dissertation in the United States represents further and more advanced research and study than that for the thesis. The advanced nature of the dissertation is important, and it is never accepted as a simple continuation of the basic work done for your thesis nor can it be on the same subject as your thesis.

**Choosing and Submitting Your Topic**

Your topic must be in alignment with your chosen doctoral degree specialty and be related to spiritual metaphysics as taught by the University of Metaphysics or the University of Sedona. In addition, your dissertation topic must be different from your thesis topic.

Once you decide on a topic, write your dissertation’s statement of purpose. However, before you begin writing your paper, you must email your statement of purpose to your Dissertation Advisor at UOS@Metaphysics.com for approval. That way you’ll know that you’re on the right track, and you might even get some pointers for your topic. Once your statement of purpose is approved, you may begin writing your paper; however, the Dissertation Committee will only review it if your affiliation fee is current and your tuition is paid in full.
Can You Include Personal Experience?

Because the dissertation is a research paper, be careful not to include too much of your life history or personal journey. Although your personal history may be the foundation for your interest in higher consciousness and metaphysics, use that platform for skillfully building your research topic by placing it in conversation with published writers.

Your personal journey or history should simply be the springboard for you to launch into the theory you are researching—not the main event. Therefore, your personal information should take up no more than a page of the Introduction, and should be limited throughout the rest of the paper to only those points that emphasize or add credence to what you are conveying through your sources.

Keep a Backup of Your Document

Be sure to back up the original file saved on your hard drive where it will not be deleted by mistake. It is also suggested that you back it up on a thumb drive (USB stick drive) each time you work on it. Be certain to remove the stick once backed up to prevent a computer virus from accessing this auxiliary drive, and keep it in a safe place where you won’t lose it. You may also consider periodically emailing a copy to yourself.

Electronic Submission of Your Dissertation

All dissertations must be submitted electronically as a Microsoft Word document (preferred) or a PDF. Email your paper to UOS@Metaphysics.com. Once it passes review, we will email your paper back to you with an evaluation.

Academic Integrity and Your Dissertation

The purpose of a research paper (the dissertation) is to explore, to understand, and to absorb new ideas and information, and then explain it within the context of the student’s own experience and judgments. Students of the IMM’s University of Metaphysics and University of Sedona are expected to pursue their own academic work—specifically, the writing of the dissertation—with honesty and integrity.

Academic integrity is the expression of intellectual virtue in human beings due to the indwelling of the Universal or God Spirit, and intentional plagiarism is not acceptable. “Plagiarism occurs when a sequence of ideas is transferred from a [any] source to a paper without the process of digestion, integration, and reordering in the writer’s mind, and without acknowledgment in the paper” (quoted with permission from: “A Note on Plagiarism” from the Mansfield University Student Handbook).
To uphold the dignity and worth of all students pursuing degrees at IMM’s University of Metaphysics and University of Sedona, the University uses computer software from Turnitin.com to detect and report on plagiarism. **All research papers will be examined by the Turnitin.com software for academic integrity.**

**Tip:** To avoid accidental plagiarism, **study near your computer** so you can type your quotes (with quotation marks) and paraphrased text into a file and immediately record your in-text citation with page number (if a printed source) at the end of the quoted or paraphrased text. You can even type your Works Cited listing for that source at this time so you don’t forget!

**Don’t worry:** Plagiarism does not encompass the title page, Works Cited, book titles, academic titles, company names, common sayings like “two peas in a pod,” and so on. In addition, the University believes in fairness and consideration. The Dissertation Committee realizes when students gather the amount of information necessary to write a research paper, that accidental plagiarism can occasionally occur. If the words of a source other than the student are not properly quoted or cited, the University will return your paper and give you the opportunity to correct the oversight with no harm done.

Should the University’s Dissertation Committee determine a student **willfully** deviated from academic integrity—even a few sentences or more than four successive words copied without quotation marks and proper citation for credit—discipline will be employed.

For further information about our Academic Integrity Policy, please see Appendix C of this Handbook. It is also available for download under “Guides” in the Online Center of the University’s website. If you have any further questions about this policy, please email your Dissertation Advisor at **UOS@Metaphysics.com** or telephone us at 928-203-0730 or 1-888-866-4685.

**Dissertation Examples**

There are several examples of approved dissertations available in our Online Center at [www.UniversityofMetaphysics.com](http://www.UniversityofMetaphysics.com). After you log on, scroll down to **Thesis and Dissertation Tools.** Locate the heading **Thesis and Dissertation Approved Examples.** Select **Doctoral Dissertation Examples** and click on the title you would like to read.
A hard-copy dissertation example can be mailed to you for $25 USD if you reside in the United States or $30 USD if you reside outside the U.S. You can order a sample dissertation through the Online Center or by calling Office Administration.

**Formatting**

**Format of Dissertation**

Your dissertation must be written in English. The format specified by MLA (Modern Language Association) and the specifics of this Handbook are required for all submissions. Using a standard “style guide” such as MLA keeps the reader focused on your ideas by not distracting them with nonstandard formatting. These specifications are explained in detail in Part III, with additional examples in the Appendices.

**Length and Presentation of Dissertation**

Your dissertation must be a **minimum of 10,000* words** (*not including the Title Page, Acknowledgements, Table of Contents, or Works Cited) and can be up to a maximum of 25,000 words in length, allowing for as complete a presentation as is necessary to communicate the theme of your dissertation. *Note: If your dissertation is for the Doctor of Theocentric Psychology, PsyThD., the minimum word count for your paper is 15,000.

- Generally speaking, a 10,000-word work averages about 40 pages, using a standard 12-point font. Select one of the following fonts only: Times New Roman, Cambria, or Arial.

- Your dissertation should be typed and double-spaced. It must be a Microsoft Word document (preferred) or PDF, and it should be sent by email to UOS@Metaphysics.com or on a CD or thumb drive (USB drive) by postal mail. CDs and thumb drives will not be returned.

**Spelling and Grammar**

It is expected that grammar, spelling, and punctuation will be correct. If you are in doubt, consult books or the Internet on spelling or word usage. We recommend using the Merriam-Webster Online Dictionary or the printed Merriam-Webster Dictionary New Edition. Upon completion of your dissertation, it’s always a good idea to have someone who is proficient in English and grammar proofread it.
• Computer Spell Check: Most computers have a feature under the Tools menu called Spelling and Grammar or Spell Check. We recommend using this feature, although computerized spell checkers are not infallible.

• Professional Proofreader: If grammar, sentence structure, spelling, and punctuation are not easy for you, consider having a professional proofread your paper before submitting it to the University.

• The Dissertation Committee realizes English is not the first language for some students enrolled in the University. Some allowances are made for spelling, grammar, sentence structure, and so on for these students.

Two Approaches to the Dissertation

There are two kinds of dissertations, and only one requires the Methods and Findings chapters—and very few students of metaphysics actually need to write this kind of dissertation. Read the following two descriptions and decide which one you want to use for your topic.

1. You do not need a Methods or Findings chapter when your dissertation is based solely on your readings and practice, so your chapter 3 will be the Discussion chapter and chapter 4 will be the Conclusion. The majority of students choose this kind of dissertation, for they are exploring ideas and practices based upon their own knowledge and those found in their research of others’ studies. This dissertation will have four chapters.

2. You would only use Methods and Findings chapters (as chapters 3 and 4, giving you a total of six chapters) because your subject depends upon one of the following studies:

   • Your subject requires the use of your own designed questionnaire or other tool from a number of participants (not including yourself);
   • Your subject includes your own review of a project that you used as a counselor or a project you are designing for this dissertation; or,
   • Your subject includes a demonstration about the specific method(s) you’ve used in the technique you have chosen to examine as your topic.

Part II of this Handbook describes what each section or chapter of your dissertation covers.
Margins and Spacing

Tip: Download the dissertation template and instructions from our Online Center. It has all the margins set for you and will automatically indent when you hit return. Be sure to type your text right into the template to retain formatting.

For those not using the dissertation template, which is not compatible with all computers, margins have already been set up by your software. If they are not the same as these below, you can go to your Format menu to change them:

- Top and bottom of page: 1”
- Left margin: 1” (Change to 1¼” to 1 ½” if you want to allow for binding)
- Right margin: 1” (Keep paper left-side justified, not right-side or centered as you see in published books.)

Always indent the first line of paragraphs one-half inch from the left margin. MLA recommends you set and use the tab key rather than pushing the space bar five times. When your own text continues following a long (block) quotation, it isn’t necessary to indent. However, do indent the paragraph following that one.

Some other common rules about spacing and punctuation include the following:

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

The title of your dissertation should be **no more than ten words** long and in all capital letters. If you use a colon in your title, the colon comes at the end of the centered first line with the second line centered underneath. See Part IV, Appendix A1 for a sample of your dissertation title page.

Chapter headings should be typed in in Title Case (explained below under Level 1 Heading). All headings in your dissertation are to be in black font.

**Level 1 Heading:** Your Chapter Title

This level is for your chapter title. Center your chapter title and use 12 or 14 pt. font, but do not underline, italicize, use bold font, or place your title in quotation marks.

Write the title in standard capitalization (Title Caps), which means you capitalize nouns, pronouns, verbs, adjectives, adverbs, but not prepositions or articles (*of, with, to, for, and, or, nor, the, a*). For example, you would type Review of Literature (*not Review Of Literature*).

Most likely, you will not need any headings (subheadings) other than the chapter headings, but if you do, use the standards below.

**Level 2 Heading: Bold, Flush Left, No Colon or Period, Written in Title Caps**

**Level 3 Heading: Bold, Centered, Title Caps, Slightly Smaller Font, No Colon or Period**

**Numbering Pages**

The preliminary pages that come *before* chapter 1, which is the Introduction; i.e., Acknowledgements, the Table of Contents, the Table of Figures (optional), but *not* the Title Page, must be numbered in lower case Roman numerals (i, ii, iii) and placed in the middle of and at the bottom of each preliminary page. Please review the samples in Part IV, Appendices A1-A5 for a visual.

Even though MLA doesn’t print the page number on the first page of chapter 1 (the Introduction), it still counts it as page 1. Therefore, the second page of your introduction should read page 2, and all pages should be consecutively numbered after that. Page numbers must be placed in the upper right-hand corner of each page. Use Arabic numerals—that is, 2, 3, 4, and so forth, for *these* pages and all that follow.
Alternative Page-Numbering System

If you are unable to use the dissertation template, and you find page numbering difficult, you may submit your dissertation in two documents:

- Put the preliminary pages (Title Page, Acknowledgements, Table of Contents page, and List of Tables, if applicable) into one single Microsoft Word document (preferred) or PDF.

- Then, put the body of your paper, which begins with the Introduction and ends with the Works Cited or Appendix (if you have one), into a separate Microsoft Word document (preferred) or PDF.

This would allow you to utilize your computer’s automatic page-numbering feature without worrying about how to change the page number position and the lower case Roman numeral numbering (i, ii, iii) to Arabic numbering (2, 3, 4) within the same document.

*Note: Do not submit more than two documents for your dissertation.*

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**Tip:** To see samples of what the page numbering looks like, visit the Online Center. After entering the username and password, scroll down to Center for Student Resources. Then, locate the heading Dissertation Examples and click a title to read.

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*HOW TO BE GOD GUIDED*

(Excerpt from Dr. Masters' newest book)

*NEGATIVITY RELEASE:* I release all stored up negative energy in my body, mind, and soul to the sublimating light of God’s healing light within me, knowing that negative energy forms an internal blockage to the positive energy of God’s guidance.

*GOD’S THINKING:* I am more open to receive God’s guidance when I think more like God, which is thinking about everyone’s needs, not just my own.

Visit [here](#) for info and purchasing options.
Part II  
Organizing the Dissertation  

Preliminary Pages

Title Page

Your dissertation must include a formatted Title Page to the specifications shown in Appendices A1 and A2. Bring the title up to the highest place you can on the page (as the words Appendix and Title Page Example will not be on your own Title Page). The title of your dissertation should be no longer than ten words (including any subtitle).

Acknowledgements

This page (sometimes known as a Dedication) is optional, but is used to express gratitude for the people and/or events that enabled or encouraged you to complete this work and phase of your life. It can be a few sentences or up to a page long. Please see the example in Appendix A3. The word Acknowledgements should be at the top of the page, with the lower case Roman numeral i placed at the bottom middle.

Table of Contents

If you do not have an Acknowledgements page, then the Table of Contents will have the lower case Roman numeral i at the bottom middle instead of ii as the example in Appendix A4 shows.

There are two examples for the Table of Contents shown in Appendix A4. Choose the one that fits your work. The only difference is whether you choose to include Methods and Findings chapters. If you have Methods and Findings chapters, choose the second example.

Either way, you organize your dissertation according to the following protocol:

- Title Page
- Acknowledgements (optional)
- Table of Contents
- Table of Figures (optional)
- Chapters, using specific titles
- Works Cited
- Appendix (optional)
Chapters of the Dissertation

Taking Notes

As you research your topic to write the following chapters, be certain to take thorough and documented notes. If you find a quotation you want to use, or you’ve written a paraphrased paragraph that supports your dissertation based upon material you read, record next to it all the information you need for your in-text citations and the Works Cited section, such as page numbers, book, study, article, journal or magazine titles, publisher, website information, and so on. See pages 18-34 of this Handbook for the type of information you will need to cite for your dissertation.

Tip: For a demonstration of this easy note-taking method and an in-depth look at the entire dissertation process from submitting your statement of purpose for approval all the way through what we do on our end when reviewing your paper, watch Parts I and II of the Thesis/Dissertation Webinar. Access them using these links:
Part One: https://vimeo.com/233608520/a42e8b7037
Part Two: https://vimeo.com/23374921/636a0a4ac1

Importance of an Outline

We recommend you prepare an outline before writing your dissertation. You’ll find that it will help you throughout your paper, even if you write a separate outline for each chapter. Having some kind of outline will help you stay on target with your statement of purpose, chapter by chapter.

Don’t worry if you don’t know how to specifically construct an outline. Just begin by finding two to four main points, and then find examples or areas within or about those points that warrant discussion, consideration, or argument. Or, instead of an outline, you might find that sketching out an idea-web or idea-wheel works better for you. Write everything down, even if you’re not sure yet if some of the ideas or examples belong. You can always replace or delete them later.

Introduction (with Statement of Purpose)

The purpose of the Introduction is to explain the claim or theory you want to prove (argue for) in regard to your topic. You want to engage the reader and establish the importance of the topic to the higher consciousness, metaphysical community. Your Introduction could possibly be your shortest chapter (from three to six pages).
For the introduction, you are required to write what is known as the statement of purpose (or dissertation statement)—a sentence that sums up your purpose and your point of view—usually by the end of the second paragraph. **Remember, this statement must be approved by your Dissertation Advisor before the paper is written.**

In addition to containing the statement of purpose, the Introduction should guide the reader through the main points of your paper with concrete and concise description—almost as if it were a map showing the reader where you will take them as they read your paper.

**Crafting Your Statement of Purpose.** How do you take your general topic and transform it into a narrowly focused statement of purpose, also known as a dissertation statement? First you narrow down your topic. Then you decide what you want to prove, or argue, about the topic. Next, put it all together to construct the statement of purpose, like this:

- Original topic: Metaphysics
- Narrowed topic: Dreams
- Narrowly focused topic: The metaphysical aspects of dream interpretation

Now decide what specific perspective, stance, or claim you want to prove or substantiate about that topic. Here are some possibilities with feedback:

- Dream interpretation is helpful because it tells us about ourselves. *(Too broad.)*

- Dream interpretation can tell us about our past lives, connect us with our Higher Self, and even give us a glimpse into the future. *(Better, but how does this help humankind?)*

- Dream interpretation can tell us about our past lives, connect us with the Higher Self, and give us a glimpse into the future, all of which can help us overcome stuck behaviors that limit us. *(Best, because it’s narrowly focused, makes a claim, and applies it to our lives.)*

Now put it all together into a dissertation sentence(s) in your paper (which is underlined here, but don’t underline yours):

Through dream interpretation, one can learn about past lives, connect with his or her Higher Self, and even get a glimpse into the future.  
* [Transitional sentence building up to dissertation sentence/statement of purpose]. This dissertation will demonstrate that information learned
from dreams can be used to help individuals overcome stuck behaviors that are preventing them from experiencing the full and rewarding life that is their birthright.

After establishing the statement of purpose in those early paragraphs, the remainder of the Introduction should be used to show how you intend to support your statement of purpose.

**Review of Literature**

The second chapter is a very important part of the dissertation. It should be the longest chapter and is titled Review of Literature. The purpose of this chapter is to provide supporting information from experts in the field for your own ideas and the main themes in your dissertation. The Review of Literature should reflect the bulk of the literature (printed and web sources) you studied to write the paper. It should also provide a summary of what each source you read or listened to had to say about your paper’s particular topic. In other words, through summary, paraphrasing, and quotations, the reader understands what others have said about your topic.

The sources that back up the viewpoint you present in your dissertation must be evident to us through your in-text citations (see Part III of this Handbook). For this reason, the citations for paraphrases and quotations that you include are very important, both in format and content.

As you write about the opinions, conclusions, and studies of experts, and you give in-text citations or specific locations for that information, you will provide the complete corresponding information in the Works Cited (a list of each work that you cited). For further instruction on taking notes, please see pages 11 and 18. Remember, almost everything listed in your Works Cited should be **summarized in essay format** in your Review of Literature. If your citations and the Works Cited section don’t match, we will send it back to you for revision. Additional requirements:

- The dissertation requires a **minimum of 15** quotations or paraphrases (with in-text citations) from various sources. **At least 10** of those quotations or paraphrases must appear in the Review of Literature and have originated from **10 different books** written by professional authors. The remaining quotations or paraphrases can come from other sources such as videos, CD’s, movies, speeches, articles, books, and so on. However, the University encourages using additional sources above the minimum required, as it usually takes more to prove your statement of purpose.

- Each source reviewed should span several paragraphs or more of writing and include mostly paraphrases, as well as quotations from the original
author (accompanied by parenthetical citations). The paraphrases and quotations are intended primarily to support the presentation of the ideas. Your summary of each work should be clearly stated before you finish with each source.

- Be sure **not to** construct your dissertation by piecing together long or numerous quotations from researched sources. The paper should be written mostly in your own words and voice with quotations of more than four lines kept to a minimum.

Generally speaking, no quotation should be longer than ten lines (not sentences). A submission with several long or multi-paragraph quotations has, unfortunately, been a common, mistaken occurrence. If such a dissertation is submitted, it will be returned to you for revision.

For specific formatting details about how to cite sources and how to blend quoted material into your own words, please see Part III of this Handbook.

**Note:** *If your Review of Literature is becoming too lengthy, it could be that you are including too much of your own opinions and discussion in the Review.*

---

**Tip:** Confused about what information should go in the Review of Literature and what should instead go in the Discussion? Then visit the Online Center, scroll down near the bottom of the page, and click to access the Thesis/Dissertation Tip Page. Once open, click on Discussion vs. Review of Literature.

---

**Methods (Optional)**

The use of a Methods chapter for chapter 3 is optional and infrequently used. When it is used, it should be a fairly short chapter. **Only use Methods and Findings chapters (your chapters 3 and 4) if your subject requires the following:**

- The use of a questionnaire or other analytical tool from a number of participants, possibly with statistical analysis; or
- An analysis of a project that you used as a counselor, or you prepared specifically for your dissertation.

The Methods chapter describes an experiment, treatment, survey, scientific study, questionnaire, or other information-gathering method used by you or another expert
in the field to gather data as it pertains to your topic. It is usually a short chapter since it only describes the mechanics of the method you used to gather data.

**Note:** If you have Methods and Findings, then you will want to discuss what you learned from Methods and Findings as well as what you learned from the Review of Literature in your Discussion chapter.

If you are *not* writing that kind of dissertation (like the majority of our students), disregard this chapter and the next chapter (Findings) as well. Your chapter 3 instead will be titled Discussion. Also, see Appendix A4 to view which of the Table of Contents examples you will need to use.

**Findings (Optional)**

**Only use Findings if you use Methods.** This chapter reviews and analyzes the data gathered by your methods or the results of your experiment or treatment. Here you explain what was found through your methodology and discuss why these findings are significant to your topic. Tell how your discovery contributes to the already existing field of knowledge on the subject you chose for your dissertation.

You can also use the information to argue the question(s) or statement(s) expressed in the statement of purpose.

**Discussion**

This section is important to your work. It gives you the opportunity to make sure your topic and purpose are thoroughly understood and appreciated by the reader.

The Discussion is one of the longer chapters. It is where you put together the authors’ ideas and testimonies in support of your statement of purpose. Here, you expand on and support your theories—mostly in your own words—telling readers how what your sources have written, said, or researched applies toward your theory or deduction. This is where you analyze the material from the Review of Literature (and Findings if this chapter is used) and show how your research supports your argument.

This chapter is an excellent place to bring in personal information that is relevant.

**Conclusion**

Your final chapter is the Conclusion. While it is usually fairly short, it is significant for bringing your research to completion. It summarizes your paper by briefly reviewing all you discussed and telling how you validated your statement of purpose.
While you are writing your dissertation, think about saving a clever thought or observation for the Conclusion, as that is often what readers will remember.

Finally, consider closing with a few suggestions regarding any research or actions on your topic that you hope to be implemented by yourself or others in the future.

**Works Cited (Formerly Known as the Bibliography)**

A Works Cited section is a list of all the sources from which you have drawn materials for your dissertation. Every source you paraphrase or quote should be listed in your Works Cited. **However, do not include sources in your Works Cited that you did not paraphrase or quote.**

- The Works Cited pages should reflect only the material you have covered for the purposes of your dissertation. Do not try to include all of the written works that have ever shaped or affected your thinking relative to your subject. Do include the specific works from which you have drawn material for your dissertation, or to which you make reference in your paper. These works should all have in-text citations.

- Understand that because a specific book is listed in your Works Cited pages, it does not indicate that you necessarily have read the entire book. You need only to have read those chapters or sections that are relevant to your specific subject.

- A minimum of 15 entries (sources) must be listed in your Works Cited pages. At least 10 of those listed must be books written by professional authors.

- For formatting style, you can either choose the *hanging indent* or the *left-margin aligned* format. Appendix B offers two Works Cited samples for you to examine. There are also detailed instructions about formatting specific kinds of references and entries in the next chapter (Part III).

- While the Works Cited pages do not count toward the total word count, they are still given page numbers with the text.

There are detailed examples of how Works Cited entries are to be formatted in Part III, “Giving Credit to Sources: Writing Parenthetical (In-Text) References and Works Cited Entries,” and in Appendix B after that.

If, after studying the material in this Handbook you are still in doubt about formatting entries for your Works Cited section, you can find help with proper MLA formatting for your Works Cited pages by accessing the web publication [http://easybib.com](http://easybib.com).
site will take the information about the book or website and correctly format it for you—and allow you to copy and paste it onto your own Microsoft Word document.

Finally, you can go to our Online Center and study the Works Cited pages of the dissertation examples posted there.

**Tip:** Looking for more sources for your dissertation? Download the **Recommended Reading List** from our **Online Center**. Scroll down to **Study Guides, Tools and Resources**, and click on **Reading List**. This lengthy, vetted list is organized by subject to make your search for books on your paper’s topic easy!

**Appendix (Optional)**

The Appendix is a section used to house supporting information for the dissertation that is too bulky to include in the text. That material can be placed in one or more appendices. Examples of Appendix material include: questionnaire samples, data sheets, charts or templates, poems, drawings, literary or research text, or figures. This handbook contains sample pages in the Appendices. **Note:** They are organized by letters first, then numbers [for example, A1, A2, A3, B1, B2].

**Expect to Edit:** Don’t get discouraged if after writing the first draft of your paper you find you must revise more than you had planned. Nor should you be discouraged if you find you have to delete or shift material around after the second or third draft. Know that this revision process is usual and common. Professional writers revise many, many times. It’s all a part of the flow of writing.

**Excerpt from Mystical Insights**

by Dr. Paul Leon Masters

Universal Consciousness or God has *already* worked out what we call human life in a much greater scheme of things. Every person has already awakened to the full soul’s potential—a Oneness with God’s Presence, God’s Expression, God’s Will and in such Oneness—God’s Love.

Visit [here](#) for info and purchasing options.
Part III

Giving Credit to Sources: Writing Parenthetical (In-Text) Citations and Works Cited Entries

General Information

Footnotes Are No Longer Used for Citations

For decades, students were plagued by footnotes and the problems inherent in typing and placing them on the page correctly. A number of years ago, all of this changed, and footnotes are no longer used in most academic departments. Instead, a format known as parenthetical citation (or in-text citation) is now used by most universities in the United States including the University of Sedona and University of Metaphysics.

Citations Are Always Needed—Even for Paraphrased Text

All paraphrased and quoted text must be given proper credit through in-text citations.

A paraphrase is a restatement of the meaning of text or speech, using different words. To paraphrase does not mean to change one or two words in the text or one or two verbs or connecting words. **When you paraphrase you must use your own words, and you must provide a citation,** just as you do for a quotation. Paraphrasing means that you have fully understood, and reflected upon the meaning of the material you are using. That is why it would be in your own words, but you would cite (give credit to) the source from which you learned the information.

---

**Tip:** Confused about Paraphrasing? Then visit the Online Center, scroll down near the bottom of the page and click to access the Thesis/Dissertation Tip Page. Once open, scroll down the alphabetical list to find several excellent tips on paraphrasing!

---

When taking notes from a source, be careful to use quotation marks around directly quoted material and record the source and page number (or location) from which the quote came. If you’re considering paraphrasing from a source, also document the page number or location since paraphrases require in-text citations. This way, when you write your chapters, it will be easy to do your in-text citations.
**Academic Integrity**

Please see the detailed description and instructions on pages 3-4 of this Handbook for information about the importance of following the Guidelines for Academic Integrity. The full Academic Integrity Policy is in Appendix C and also available for download under “Guides” in the Online Center of the University’s website.

**Citing Printed Works with Corresponding Entries for Works Cited**

*Note:* Works Cited listings are always alphabetized by author’s last name. If no author is available, alphabetize it by organization, publication, or title, whichever comes first.

**Quoting Full Sentences**

If you are using sentences, phrases, or paragraphs taken word for word from a research source, those words count as a quotation and must be in quotation marks. One way to do this smoothly is to include the title of the work and the author in your own words before the quoted material, provide the quoted material, close the quotation marks, and follow that quotation with the page number in parenthesis. The page number never goes into your sentence. It always goes into the parenthesis. *Note: The period for the entire sentence, including the parenthetical citation, goes after the parenthesis* because the parenthetical information is part of your sentence. In the updated MLA, there are no abbreviations needed for “page” in the parenthesis. It is simply understood. (See example in bold below.)

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

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


or

Another way to quote a complete sentence, so as to let the reader know from which text and what page you acquired the quotation, is as follows:

“There are some common traps that come with awakening—certain cul-de-sacs or eddies or points of fixation in which we can become caught”

(Adyashanti 81).

Note that, here again, the period for the sentence that you have quoted comes after the parenthetical citation.

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

If you are using two books by Adyashanti, then place the title of the one you are quoting from in your introductory sentence, or put that abbreviated title in the parenthetical citation like this: (Adyashanti, *End of Your World* 81). You don’t need to have it in both the text and the citation, but in one or the other.

**Quoting Partial Sentences**

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

- According to some, dreams express "profound aspects of personality"
  (Foulkes 184), although this dissertation and several other sources disagree.

- According to Foulkes' study, dreams may express "profound aspects of personality" (184).

- Is it possible that dreams may express "profound aspects of personality"
  (Foulkes 184)?

**Quoting Indirect Sources**

Most of the time you should use quotations that are taken from the direct source, that is, the author or the text in your Works Cited. There might be instances, however,
when you are using material in which the author quotes (in writing or in an interview) another author’s remarks. When what you quote or paraphrase contains what is itself a quotation, type the abbreviation “qtd. in” (“quoted in”) before the indirect source you are citing in your in-text citation. Plus, you can make explicit the actual relationship between the secondhand source and the original sources in your sentence, should you choose to. In this example from the MLA Handbook, note that Johnson is not cited because it would have been clear from the author’s text, and Johnson’s book would be in Works Cited):

Samuel Johnson admitted that Edmund Burke was an “extraordinary man” (qtd. in Boswell 2: 450).

**Leaving out Words or Sentences: Using the Ellipsis**

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

Following is an example, using the text of Deepak Chopra’s *How to Know God* and a dissertation writer’s use and citation of that text. The examples of the book, as it would appear in Works Cited follow on the next page.

**Original Wording from Page 1**

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

**Example of In-Text (Parenthetical) Citation**

In his book *How to Know God*, Deepak Chopra describes God as an “invisible source of all that exists . . .” and “the womb of creation itself” as “something . . . [that] turns the chaos of quantum soup into stars, galaxies, rain forests, human beings . . .” (1).
The Works Cited Entry


or


In the in-text citation example on the previous page, there have been words taken out of the sentences in three places, plus the dissertation writer’s sentence ends before the Chopra quotation was finished. When you write a sentence like this, be careful not to mislead the reader about the author’s words or meaning, and use the ellipsis (three dots, with a space before and between each dot and a space before the period (or fourth dot) where you have omitted words. In the three examples of ellipsis, note that the last one is finished with the end quotation mark, the parenthetical citation, and then the period for the entire sentence.

In the same example, notice the use of brackets around the word *that* [that]. This is the format used when you need to insert a word to keep the quoted parts and your sentence running smoothly or grammatically, and to let the reader know that some words were not in the original quoted text, but were added by the dissertation writer.

**Quoting Long Passages—More than Four Lines**

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

Also, *you do not place quotation marks around the long quotation* (although you would put quotation marks around a conversation [if one occurs] in the quotation).

Note that in this case, however, the parenthetical citation for the quoted material comes *after* the closing punctuation period or punctuation mark of the indented text.
For your dissertation, this indented quotation should be single-spaced. Here is an example.

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

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

No doubt this kind of behavior is essential for any kind of evolved encounter with others. However, we have also experienced how easy this is to know, but how hard it often is to call upon.

**Citing Volume and Page Numbers of a Multivolume Work**

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

- When you are quoting from any of Dr. Masters’ texts, but you don’t mention him by name in your sentence, you would write the parenthetical citation as follows: (*Masters, Ministers/Bachelor’s Curriculum* 4: 16).
- If you do mention his name in the sentence, you would write the parenthetical citation as follows: (*Ministers/Bachelor’s Curriculum* 4: 3-17).

Please see the following pages for additional examples of citations, plus a sample in Appendix B, referencing volumes and pages.
Multiple Books by the Same Author

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

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

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


Articles, Chapters, or Studies in an Anthology or Reference Work

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

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


Dr. Masters’ Curriculum

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

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

Note that you do not have to add the abbreviation “p” for page or “vol” for the volume.

If you are not using Dr. Masters’ name in the sentence or paragraph you are quoting or paraphrasing, the reference in the parenthetical citation would be in the following format:

(Masters, Master’s Degree Curriculum #: #) or (Masters, Meditation Dynamics #: ) or (Masters, Ministers/Bachelor’s Degree Curriculum #: #–##).

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

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

(Bachelor’s Curriculum 3: 22), (Master’s Curriculum 2: 17), or (Meditation 54).

The complete information for the citation would be as an entry for the Works Cited:


or


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


*or*


**Sacred Books: Citations or References**

If your paper involves the use of one or even multiple editions or translations of the Bible, the Qur’an, the Vedas, or other recognized sacred books of a religion, your first in-text citation should include the name of the specific edition of the book you are quoting from (such as *The Holy Bible: King James Version*, *The New American Bible*, or *The Aramaic English New Testament*, 5th Edition), followed by the chapter(s) and verse(s), and, in future in-text citations, an abbreviation of the edition in the parentheses. Also note that MLA in general refers a sacred book without using italics (for example, the Bible), but you do use italics when referring to specific editions or specific translations.

- *The Holy Bible: King James Version* gives us these verses:

  “Through wisdom is a house builded (sic); and by understanding is it established: and by knowledge shall the chambers be filled with all precious and pleasant riches” (Proverbs 24: 3-4).

Note that if the quoted material has an unusual spelling or grammar, as in the above paragraph, you place the Latin word *sic* in parentheses right after it to indicate that it was that way in the original.

- There is only a slight difference in *The New American Bible*, but the word *possession* rings more true to modern ears: “By wisdom is a house built, by understanding is it made firm; And by knowledge are its rooms filled with every precious and pleasing possession” (Proverbs 24: 3-4).
Each of the in-text citations shown on the previous page would be easy to find in the Works Cited entries under the alphabetized names of the book (ignore the words “A” or “The” or “An” in a title when alphabetizing).

Also in the Works Cited entry, you will give the name of the specific edition you are using, any editor(s) associated with it (if that information is given), followed by the publication information. If you are using an older edition of the holy book, you may have to search through it for a copyright date. In some of these older versions, a copyright date is not included. In that case, use the abbreviation n.d. (no date) to indicate the lack of publication date.


**Magazine, Journal, Newspaper, or Pamphlet Citations**

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

The study that Tembrackus relied upon to write her article only included high-school students from upper middle-class households in the Northeastern United States (A1). Students in the Southwest, on the other hand, responded very differently to similar interviews and questionnaires my company designed.

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


*or*

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

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

The Works Cited entry would now be as follows:


or


Books or Studies by an Organization or Agency

Sometimes an organization, a commission, committee, government agency, or other group does not identify individuals as the authors of the publication. In that case, simply list the name(s) of the government agency, commission, or the name of the publication in the place where an author’s name typically appears at the beginning of the entry.

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

The Works Cited entry would appear as follows:


or

Reference Sources (Encyclopedias, Dictionaries)

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

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


Citing Additional Common Sources

Interviews

If you have an interview that you want to use as a reference, be certain to document whether it has been published (in print or on the web) or broadcast, or whether you yourself conducted the interview. In your text, begin with the person’s name that was interviewed and continue with your point.

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

For the Works Cited entry, treat the interview as you would any other entry. Note that the entries are alphabetized under the name of the person who was interviewed.

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

Below are some interview entries from a newspaper, a television broadcast, and the web.


Spoken-Word CDs, MP3s, Films, or MP4s


**Citing Web Publications**

In General

Some writers are confused about how to correctly enter sources from the web (MLA calls them *Web Publications*) because of the absence of page numbers. The citations just need some kind of wording in the sentence itself that would refer a reader to the listing in the Works Cited pages. The in-text citation would be (n.p.) for no page. **MLA no longer requires the use of the full URL** for the following reasons:

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

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

**Basic Material Needed for Web or Electronic Reference**

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

- Author and/or editor name(s)—if available.
- Article name in quotation marks—if applicable.
- Title of the website or book in italics (include the domain names [.com, .net]).
• Any version numbers, including revisions, posting dates, volumes, or issue numbers (use n.d. if no publishing date is available).
• Publisher’s information, such as publisher’s name and publishing date. If no publishing information is available, type n.p.
• Date you accessed the material.
• Medium of publication (web, DVD, ebook, CD).
• Page references and paragraph numbers are unnecessary, as most sites do not include them. However, when citing an ebook, you would use the chapter number like this: (ch. 2) for chapter 2.

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

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

**An Article in a Web Magazine**

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

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

The reader could easily find your Works Cited entry by looking up the name provided in your sentence. *Note: The in-text citation of (n.p.) above, which stands for no page.*


*or*

Citations from Web Sources: No Known Author

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

With funds raised from the “First Annual American Dream Run” in October and the “Charity Latin Dance Competition” in December, NAHREP-AZ was able to raise $4,000 for the school in addition to purchasing 30 brand-new running shoes for the track team and seed for the athletic fields (“Healing & Recovery Starts” n.p.).

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


or


Tip: For a great visual on what both the hanging indent and left-margin aligned Works Cited listings will look when they are formatted, check out Appendix B in this handbook.
A Page on a Website

For an individual page on a website, list the author if known, followed by the information covered on the previous page for entire websites. Remember: use (n.p.) in the in-text citation if no page number is given.

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

The reader could easily find the complete information in the Works Cited entry below.


Remember: Use n.p. if no publisher’s name is available and n.d. if no publishing date is given.

Ebooks

Any work that is available on an electronic device may have different location markers. And, the numbering system they use may even differ from device to device (for example from cell phone or iPhone to computer).

The safest way to indicate the location is to use chapters, if they are included. It will not help for you to count the pages that you are viewing. Most likely you will be citing the author in your introductory text for the citation and a chapter number. Or, if no chapter number is available, just use the title and “n.p.” Of course, the full citation of the work will be in your Works Cited entries, using ebook instead of print at the end.

Deepak Chopra, in his Kindle book Overcoming Addictions, helps us understand how the modern world has produced addictions beyond substances: “Addiction to work, to destructive relationships . . . to television” and, I would add, to the computer (Ch. 2).
Graduates can join the American Metaphysical Doctors Association (AMDA)

As an esteemed graduate of the University’s doctoral program, you are eligible to participate in the prestigious American Metaphysical Doctors Association (AMDA).

A listing in the AMDA Directory makes your information available on a public membership roster that is searchable by country and available to a large international audience on the University’s four websites. Additionally, you receive an impressive AMDA certificate to display in your office or at home, legal permission to print the AMDA logo on your business-related materials, and more.

To learn more about AMDA benefits, visit www.universityofmetaphysics.com and scroll down until you see the AMDA logo on the right-hand side. Click on the logo; then click on “UOM & UOS Graduates can join by clicking here.”
Part IV – Appendices

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

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

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

Doctor of Metaphysical Science, Msc.D.

Doctor of Metaphysical Counseling, Mc.D.

Doctor of Divinity, D.D.

Doctor of Divinity in Pastoral Counseling, D.D.

Doctor of Divinity in Spiritual Healing, D.D.

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

Doctor of Ministry in Holistic Counseling, D.Min.

Doctor of Ministry in Pastoral Counseling, D.Min.

Doctor of Ministry in Holistic Ministry, D.Min.
Appendix A2 – Composing Your Title Page for the University of Sedona

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

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

Doctor of Metaphysical Science, Msc.D.
Doctor of Metaphysical Counseling, Mc.D.
Doctor of Divinity, D.D.
Doctor of Divinity in Bible Interpretation, D.D.
Doctor of Divinity in Spiritual Healing, D.D.
Doctor of Theology, D.Th.
Doctor of Holistic Ministry, Mh.D.
Doctor of Metaphysical Hypnosis, Mhyp.D.
Doctor of Metaphysical Psychology, Mpsy.D.
Doctor of Metaphysical Counseling, Mc.D.
Doctor of Philosophy, D.Phil.
Doctor of Philosophy in Pastoral Counseling Psychology, Ph.D.
Doctor of Philosophy in Holistic Life Coaching, Ph.D.
Doctor of Philosophy in Holistic Life Counseling, Ph.D.
Doctor of Philosophy in Metaphysical Counseling, Ph.D.
Doctoral of Philosophy in Transpersonal Counseling, Ph.D.
Doctor of Philosophy in Metaphysical Parapsychology, Ph.D.
Doctor of Philosophy in Mystical Research, Ph.D.
Doctor of Philosophy in Comparative Religion, Ph.D.

Continuing Education Doctoral Degrees

Doctor of Theocentric Psychology, PsyThD.
Doctoral of Philosophy in Relationship Dynamics, Ph.D.
Appendix A2 – Title Page Example for the University of Sedona

TITLE OF YOUR DISSERTATION

by

YOUR FULL NAME AS ENROLLED

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

DOCTOR OF [TITLE OF YOUR DEGREE FROM LIST ON PREVIOUS PAGE]

c specializing in

YOUR SPECIALTY TYPED HERE (if applicable; if not, leave out these two lines)

On behalf of
The Department of Graduate Studies of
The University of Sedona

This dissertation has been accepted by

__________________________________________
Dissertation Advisor

__________________________________________
IMM President

Center & Type Date of Submission Here
Appendix A3

Example for Acknowledgements

Acknowledgements

I would like to express my gratitude to XYZ and ABC, without whom this dissertation would not have been finished. These acknowledgements can continue for the remainder of the page, if appropriate. Or, they may end after only a few sentences. It is your choice.
Appendix A4

Example for Table of Contents without Methods and Findings Chapters

Table of Contents

Introduction........................................................................................................................................1
Review of Literature..........................................................................................................................8
Discussion.........................................................................................................................................25
Conclusion.........................................................................................................................................40
Works Cited.......................................................................................................................................46
Appendix..........................................................................................................................................48

Example for Table of Contents with Methods and Findings Chapters

Table of Contents

Introduction........................................................................................................................................1
Review of Literature..........................................................................................................................8
Methods.............................................................................................................................................25
Findings..............................................................................................................................................30
Discussion.........................................................................................................................................40
Conclusion.........................................................................................................................................45
Works Cited.......................................................................................................................................50
Appendix A5

Table of Figures (Optional)

If you are using illustrations, photos, tables, or any other type of image in your paper, you would use a Table of Figures page right after the Table of Contents page.

Note: This example uses A. B. C., but you may have labeled your figures 1, 2, 3. Also, the Page on the far right is the page number of your dissertation that corresponds with where the image can be found in your research paper. However, you will notice that under Figure B at the end of the listing, it also says (50) because Figure B in our example came from page 50 of the book Hidden Messages in Water.

The lower case Roman numeral at the bottom middle of the page may change, depending on whether you have an Acknowledgment page or not.

Table of Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Claude Monet, Water Lilies, about 1919-1926 (St. Louis Art Museum)</td>
<td>1</td>
</tr>
<tr>
<td>B. Emoto, Masaru M.D. Hidden Messages in Water. Frozen Water images (50)</td>
<td>47</td>
</tr>
</tbody>
</table>
Appendix B

Works Cited Examples

Example 1: Hanging Indent Format

Works Cited


Example 2: Left-Margin Aligned Format

Works Cited


Appendix C

Academic Integrity Policy

Students of the International Metaphysical Ministry’s University of Metaphysics and University of Sedona, who follow the guidelines laid out in this handbook—especially when it comes to paraphrasing, quoting, and giving credit to original sources through in-text citations and the Works Cited—and those students who earnestly and honestly do the best they possibly can to submit their own original works through their theses and dissertations, have little to worry about when it comes to violating academic integrity. The Disciplinary Actions that follow are intended for students the Thesis/Dissertation Committee determine have willfully plagiarized another’s work.

All research papers are examined by Turnitin.com software for academic integrity. If the Thesis/Dissertation Committee determines the plagiarism to be accidental, they will return the paper to the student for revisions. However, if the plagiarism is determined to be intentional, then depending on the severity of the violation, discipline may include suspension or expulsion, temporary or permanent revocation of ministerial status and rights (defrocking), and temporary or permanent revocation of all metaphysical degrees.

**Disciplinary Action**

The following information outlines applicable sanctions designed to censure such activity.

**Violations of Academic Integrity**: Most, but not all, violations of academic integrity involve one or both of the following general categories of behavior.

1. **Plagiarism**

   Plagiarism occurs when a writer copies (uses) or paraphrases another's ideas, research, writing, or wording without proper acknowledgement of the source or in-text citations.

2. **Fabrication**

   Fabrication is the falsification, or invention, of any information such as: sources, the information being attributed to sources, or erroneous in-text citations.

**Level One**

A Level One violation is likely to involve a small fraction of the total course work, namely a small number of occurrences (e.g., three or fewer) in the writing of the thesis or dissertation.
1A. Failing to cite or give proper acknowledgment in an extremely limited section (three sentences or less) of your paper.

1B. This violation includes changing some words but copying whole phrases, copying words from a source but only placing some of those words into quotation marks as a quotation, paraphrasing without attribution, copying the syntactical or organizational structure of another writer, using unique or apt phrases from another writer without attribution, or failure to use quotation marks to cite a passage.

The recommended sanctions for a Level One violation include the following:

1. Your Dissertation Advisor will have an email or telephone conversation with the student for instruction and a warning.
2. Your results of that correspondence will be summarized by your Dissertation Advisor and placed in the student’s permanent file, with a copy sent to the student.
3. This record will be expunged after the student successfully completes the assignment without further incidents of such plagiarism.

A second instance of a Level One violation after having received above instruction and email constitutes an automatic Level Two violation.

**Level Two**

Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Your Dissertation Advisor reports these violations to the University president and attorney, and the student is provided an opportunity to respond to your Dissertation Advisor. Level Two violations include (but are not limited to) the following examples:

2A. The student has used significant portions (several complete sentences, phrases, clauses, tables, or charts) from outside sources without providing citation for the sources.

2B. The student has copied directly from other sources or paraphrased several segments of the dissertation or thesis without acknowledging the sources.

2C. The student has submitted the same work or major portions thereof to satisfy the requirements of the dissertation that were previously submitted in the thesis.
2D. The student has committed a second Level One violation after having received instruction and an email from your Dissertation Advisor.

The recommended sanctions for Level Two violations are the following:

1. Placement on University and ministerial suspension for one year, such that neither ministerial status or rights (defrocking), bachelor’s degree, master’s degree, nor doctoral degree previously awarded are recognized. After one year, the student may reapply for ministerial status and degree(s) and submit a new, different dissertation or thesis.

2. All written records (emails, letters, and database files) about students who commit Level Two offenses are maintained permanently in the Administrative Office.

3. A second instance of a Level Two violation constitutes an automatic Level Three violation.

**Level Three**

Level Three violations include dishonesty that affects a major or essential portion of work done to meet the thesis or dissertation requirements or is preceded by one or more violations at Levels One and Two. All cases involving Level Three violations are reported to the president and the University’s attorney, and the student is provided an opportunity to respond and be heard. Level Three violations include (but are not limited to) the following examples:

3A. The student has submitted, without proper reference or citation, an entire paper or major sections of a work obtained from the Internet.

3B. The student has presented the work of another as his or her own.

3C. The student has committed another academic infraction (whether Level One or Level Two) after return from suspension for a previous academic integrity violation.

3D. The student has fabricated data by inventing or deliberately altering material. This includes citing "sources" that are not, in fact, sources or are not the true sources, as well as fabricating information the student attributes to a source.

3E. The student has translated work from one language into English and submitted it as his or her own work.

3F. The student has lied to University members or representatives during an investigation or hearing.
The sanctions typically sought for any Level Three violation include the following:

1. Permanent expulsion of the student from the University to include revocation of ministerial status and rights (defrocking), revocation of bachelor’s degree plus any further degrees previously awarded that are in conjunction with the International Metaphysical Ministry.

1. All records (email, letter, or database files) of students who commit Level Three offenses will be maintained permanently in the Administrative Office with the permanent notation of “Academic Disciplinary Expulsion” on the student’s record and transcript.

**Further Possible Consequences**: Students committing acts of academic dishonesty not only face University and IMM censure, but also face a serious risk of harming their future educational and employment opportunities if the University is ever asked for a reference for their academic work. The University is required to give truthful and complete information, since the reference request was sent to the University with the student’s permission.
Appendix D

Ordering a Sample Dissertation

You may either view free sample dissertations online through the Online Center, or you may order a copy of an approved dissertation from the University.

Sample Dissertation Available by Mail

Mailed within the United States ......................................................$25.00 USD
Mailed outside the United States ......................................................$30.00 USD

To order: Request a printed or emailed copy of a sample dissertation through the Online Center or by phone. If you want a hard copy of the sample dissertation, you can pay for it online, and a hard copy will be sent to you through the mail.

Should you feel the need for further clarification during the preparation of your dissertation, please feel free to call or email the University for Assistance:

1-928-203-0730 or 1-888-866-4685

or

UOM@Metaphysics.com

May the God-Mind within you see you smoothly and successfully through this endeavor!

—Founder Dr. Paul Leon Masters