Thesis Support at Your Fingertips

Whether you are ready to start your thesis, or you are just looking ahead, the University of Metaphysics Thesis Committee wants you to know you are never alone during the thesis 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 *Master’s Thesis Handbook*, the Study Material Link and Online Center now have many tools available to make your thesis experience easier and more enjoyable. Here are a few examples of helpful documents and information you can access:

**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 the review process, watch the *Thesis/Dissertation Webinar Part I and Part II* and *The Easy Way to Ace Your Thesis or Dissertation with Outlining*. You will receive excellent tips on making the processing easier, avoiding frequently made mistakes, and writing the best possible paper. Access these and other webinars by using the Study Material Link, including:

- Selecting Your Right-fit Metaphysical Degree
- Thesis and Dissertation Topics: Help for Choosing
- Plagiarism: Avoiding It Is Easy
- Writing Your Thesis or Dissertation Can Change Your Life

**IMM Virtual Writing Assistant and Thesis/Dissertation Tip Page**

Visit the Study Material Link, to access the IMM Virtual Writing Assistant and the Thesis/Dissertation Tip Page to obtain helpful information on:

- Paraphrasing easily and without missing in-text citations
- Proofreading tips
- How to quote from your own book
- Where personal experiences are permitted and where they should never go
- The difference between the Discussion and Review of Literature

... and more. Remember to visit often because we frequently add new tips! Link: [https://universityofmetaphysics.com/imm-virtual-writing-assistant/](https://universityofmetaphysics.com/imm-virtual-writing-assistant/).
Thesis Templates

Formatting is easy when you use a template, available with and without Methods and Findings. Download the appropriate one for your thesis, along with the accompanying instructions, using the Study Material Link or in the Online Center.

Helpful Guides

Once in the Online Center or Study Material Link, scroll down to find:

- Write the Ideal Statement of Purpose
- It’s Time to Think About Your Thesis
- It’s Time to Think About Your Thesis with Methods and Findings

These documents tell you exactly what the Thesis Committee expects to see in each chapter of your paper when they review it.

Thesis Examples

View graduates’ approved thesis examples using the Study Material Link or in the Online Center.

Recommended Reading List

For a list of books recommended by Dr. Masters and the University staff, as well as where you can download free books, download the Recommended Reading List from the Online Center or using the Study Material Link.

Meditation Dynamics
by Dr. Paul Leon Masters

Dr. Masters’ new and improved version of Meditation Dynamics includes an abundance of practical meditation exercises that assist you in opening to higher levels of self-realization, inner happiness, and outer success. Meditation Dynamics is a how-to book with emphasis on the actual practice of meditation, self-hypnosis, and related metaphysical disciplines.

Available at: Metaphysics.com.
# Table of Contents

**PART I—WRITING YOUR THESIS**

**General Information** ...........................................................................................................1
  - Purpose of Master’s Thesis ...............................................................................................1
  - Choosing and Submitting Your Topic and Statement of Purpose ...............................1
  - Can You Include Personal Experience? ..........................................................................1
  - Keep a Backup of Your Document .................................................................................2
  - Electronic Submission of Your Thesis ...........................................................................2
  - Academic Integrity and Your Thesis .............................................................................2
  - Thesis Examples .............................................................................................................3

**Formatting** ......................................................................................................................4
  - Format of Thesis ............................................................................................................4
  - Length and Presentation of Thesis .................................................................................4
  - Spelling and Grammar ....................................................................................................4
  - Two Approaches to the Thesis ......................................................................................5
  - Margins and Spacing ......................................................................................................5
  - Headings ........................................................................................................................6
  - Numbering Pages ...........................................................................................................7

**PART II—ORGANIZING THE THESIS** ...............................................................................8

**Preliminary Pages** .............................................................................................................8
  - Title Page ......................................................................................................................8
  - Acknowledgements ........................................................................................................8
  - Table of Contents ..........................................................................................................8

**Chapters of the Thesis** .....................................................................................................9
  - Taking notes ....................................................................................................................9
  - Importance of an Outline ..............................................................................................9
  - Introduction (with Statement of Purpose) ..................................................................10
  - Review of Literature ....................................................................................................11
  - Important Additional Requirements ...........................................................................11
  - Methods (Optional) .......................................................................................................13
  - Findings (Optional) .......................................................................................................13
  - Discussion ......................................................................................................................14
  - Conclusion .....................................................................................................................14
  - Works Cited (Formerly Known as the Bibliography) ...................................................14
  - Appendix (Optional) .....................................................................................................16

**PART III—GIVING CREDIT TO SOURCES: Parenthetical Citations and Works Cited** .....17

**General Information** ........................................................................................................17
  - Footnotes Are No Longer Used for Citations ...............................................................17
  - Citations Are *Always* Needed—Even for Paraphrased Text .....................................17
  - Academic Integrity ........................................................................................................18

**Citing Printed Works with Corresponding Entries for Works Cited** ...............................18
  - Quoting Full Sentences ...............................................................................................18
  - Quoting Partial Sentences ...........................................................................................19
Quoting Indirect Sources: Using “Quoted In” ............................................................... 19
Leaving Out Words or Sentences: Using the Ellipsis ....................................................... 20
Quoting Long Passages—More than Four Lines ................................................................ 21
Ibid Is Not Permitted and Why ....................................................................................... 22
Multiple Books by the Same Author ............................................................................... 23
Articles, Chapters, or Studies in Anthology or Reference Work ..................................... 23
Multi-Volume Works—including Dr. Masters’ Curriculum ........................................... 24
Sacred Books: Citations and References ......................................................................... 25
Magazine, Journal, Newspaper, or Pamphlet Citations .................................................. 26
Books or Studies by an Organization or Agency .............................................................. 27
Reference Sources (encyclopedias, Dictionaries) ............................................................ 28

Citing Additional Common Sources .................................................................................. 28
Interviews ......................................................................................................................... 28
Spoken Word: CDs, MP3s, Films, DVDs, or MP4s (Not Audio Books) .............................. 29

Citing Web Publications .................................................................................................. 29
In General ........................................................................................................................ 29
Basic Material Needed for Web or Electronic Reference .................................................. 29
An Article in a Web Magazine .......................................................................................... 30
Citations from Web Sources: No Known Author .............................................................. 31
A Page on a Website ........................................................................................................... 32
E-books and Audio Books ............................................................................................... 32
E-mail (Including Interviews) ............................................................................................ 33

PART IV—APPENDICES ................................................................................................ 34
Appendix A1 ...................................................................................................................... 34
Title Page Example ......................................................................................................... 34
Appendix A2 ...................................................................................................................... 35
Example for Acknowledgements ..................................................................................... 35
Appendix A3 ...................................................................................................................... 36
Table of Contents Example without Methods and Findings Chapter ................................ 36
Table of Contents Example with Methods and Findings Chapter .................................... 36
Appendix A4 ...................................................................................................................... 37
Table of Figures (Optional) ............................................................................................. 37
Appendix B ....................................................................................................................... 38
Works Cited Examples .................................................................................................... 38
Hanging Indent Format ..................................................................................................... 38
Left-Margin Aligned Format ........................................................................................... 40
Appendix C ....................................................................................................................... 42
Academic Integrity Policy ................................................................................................ 42
Disciplinary Action ........................................................................................................... 42
Appendix D ....................................................................................................................... 46
Ordering a Sample Thesis ............................................................................................... 46
Part I

WRITING YOUR THESIS

General Information

Purpose of a Master’s Thesis

For some of the University’s students, this will be the first thesis they’ve ever written. For others, it might be one of several. Regardless of which category you fall into, we hope this experience is a satisfying one that brings you closer to your spiritual goals and purpose.

Through the thesis process, you will thoroughly study a metaphysical topic based on Dr. Masters’ bachelor’s or master’s coursework and write a paper that embodies the results of your research and substantiates your thesis statement of purpose (more on the statement of purpose follows). Your sources must include Dr. Masters’ curriculum and books by other authors. It may also include lectures, videos, CDs, articles, and more.

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.)

Choosing and Submitting Your Topic and Statement of Purpose

You must choose your thesis topic from subject matter related to higher consciousness or spiritual metaphysics as covered in the Ministers/Bachelor’s Degree Study Modules or Master’s Degree Study Modules. When considering your thesis topic, remember it cannot be on the same subject you choose later for your dissertation.

Once you decide on a topic, write your thesis statement of purpose and submit it to the thesis advisor at UOS@Metaphysics.com for approval. This is a requirement. For help with your thesis statement, check out Write the Ideal Statement of Purpose in the Online Center. Once approved, you may begin writing your paper, which should be written as argument in favor of your statement. Be certain to include your approved thesis statement in the Introduction, as approved. If you wish to revise your statement, you must submit it for reapproval.

Can You Include Personal Experience?

Because the thesis is a research paper, be very 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 a 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. **Personal information should not go in the Review of Literature**, as that chapter is solely for restating the ideas, information, and research presented by your paper’s 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 e-mailing a copy to yourself.

### Electronic Submission of Your Thesis

Your thesis must be submitted electronically as a Microsoft Word document (preferred) or a PDF. E-mail it to [UOS@Metaphysics.com](mailto:UOS@Metaphysics.com). The Thesis Committee will not begin your thesis review unless your exams are received, your yearly IMM Affiliation fee is up to date and your tuition is two-thirds paid. Once your thesis passes review, it will be e-mailed back to you with an evaluation. **Note:** The Dissertation Committee expects to see the improvements suggested in your thesis evaluation’s “Areas for Growth” applied to your dissertation.

### Academic Integrity and Your Thesis

The purpose of a research paper (the thesis) is to explore, to understand, and to absorb new ideas and information, and then explain it within the context of the student’s own understanding and discernment. 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 thesis—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, watch Plagiarism: Avoiding it is easy, a brief webinar accessed by using the Study Material Link. Learn what constitutes plagiarism, what isn’t considered plagiarism, and how to easily avoid it.

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. The Thesis Committee also realizes that when students gather the amount of information necessary to write a research paper, 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 the paper for an opportunity to correct the oversight.

However, should the Thesis 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 using the Study Material Link and in the Online Center. If you have any further questions about this policy, please e-mail the thesis advisor at UOS@Metaphysics.com or telephone us at 928-203-0730.

Thesis Examples

There are several examples of approved theses available using the Study Material Link and in the Online Center at www.UniversityofMetaphysics.com. Scroll down to Thesis and Dissertation Approved Examples. Then, select Master’s Thesis Examples and click on the title you would like to read.

A hardcopy thesis 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 thesis through the Online Center or by calling Office Administration.

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.
Formatting

Format of Thesis

It is required that your thesis be written in English, following the formatting instructions in this handbook, which is basically MLA (Modern Language Association). If you cannot locate a guideline in this handbook for your writing situation, you may consult another MLA style source. Do not write your paper in AP, APA, Chicago, or any other language style. These specifications are explained in detail in Part III, with additional examples in the Appendices.

Length and Presentation of Thesis

Your thesis must be a minimum of 6,000* words (not including the Title Page, Acknowledgements, Table of Contents, Works Cited, and Appendix) and can be up to a maximum of 12,000 words in length, allowing for as complete a presentation as is necessary to communicate the theme of your thesis. *Note: If your thesis is for the Master’s in Business Administration, MBA.M., specializing in Metaphysics, the minimum word count for your paper is 10,000.

- A 6,000-word work averages about 25 pages, using a standard 12-point font. Use one of the following fonts only: Times New Roman, Cambria, or Arial.

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

Spelling and Grammar

It is expected that grammar, spelling, and punctuation will be correct. Upon completion of your thesis, 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 Thesis Committee realizes English is not the first language for some students enrolled in the University and will make allowances for them.
Two Approaches to the Thesis

There are two kinds of theses. Only one requires the Methods and Findings chapters—and very few students of metaphysics actually need to write that kind of thesis. Read the following two descriptions and decide which type you should use for your topic.

1. You do not need Methods or Findings chapters when your thesis is based solely on your readings and practice. Thus, your Chapter 3 will be the Discussion and Chapter 4 will be the Conclusion. Most students choose this kind of thesis, as they are exploring ideas and practices based upon their own knowledge and those found in their research of others’ studies. This type of thesis 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 the participation of a number of subjects (not including yourself);
   - Your subject includes your own review of a project you used as a counselor or a project you are designing for this thesis; or,
   - Your subject includes a demonstration about the specific method(s) you used and the technique(s) you chose to examine as your topic.

Part II of this handbook describes what each section or chapter of your thesis covers.

Margins and Spacing

Tip: Download the thesis 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 thesis template, which is not compatible with all computers, go to your Format menu to change your margins to the following:

   - Top and bottom of page: 1”
   - Left margin: 1” (Change to 1¼” to 1½” 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. We recommend 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.

Other 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” as well as “or” like so: pens, pencils, and paper.
- Remember: periods and commas go inside quotation marks.
  Question marks and exclamation points can 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 thesis 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 thesis Title Page.

Chapter headings should be typed in in Title Case (explained below under Level 1 Heading). All headings in your thesis 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, type Review of Literature (not Review Of Literature).

Subheadings, or subtitles, are optional. If they will help you organize your ideas, you may use them. If you include subheadings, use the following standards.
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 lowercase 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-A4 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 should 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.

To see samples of what this page numbering looks like, visit the Online Center or Study Material Link, scroll down to Master’s Thesis Examples. Then, click a title to read the document.

Alternative Page-Numbering System

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

- Put the preliminary pages (Title Page, Acknowledgements, Table of Contents, 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 lowercase 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 thesis and be sure to e-mail it as an attachment—not a link or Google.doc.
Part II
ORGANIZING THE THESIS

Preliminary Pages

Title Page

Your thesis must include a formatted Title Page to the specifications shown in Appendix A1. 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 thesis should be no longer than ten words (including any subtitle).

Acknowledgements

This optional page, sometimes known as a Dedication, can be 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 A2. The word Acknowledgements should be at the top of the page, with the lowercase 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 lowercase Roman numeral i at the bottom middle instead of ii as the example in Appendix A3 shows.

There are two examples for the Table of Contents shown in Appendix A3. 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 in Appendix A3.

Shown below are the required chapters for every thesis without optional chapters. This is also the order in which these required chapters appear in the Table of Contents:

- Title Page
- Table of Contents
- Introduction
- Review of Literature
- Discussion
- Conclusion
- Works Cited
Chapters of the Thesis

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 thesis based on 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 17-33 of this handbook for the type of information you will need to cite for your thesis.

Importance of an Outline

We recommend you prepare an outline before writing your thesis. You’ll find that it will help you throughout your paper, even if you write a separate outline for each chapter. Having an 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.

Learn more about outlining your thesis by watching The Easy Way to Ace Your Thesis or Dissertation with Outlining, available using the Study Material Link or in the Online Center.

Be certain to download the accompanying handouts including “Review vs Discussion—The ABCs of Writing Them,” too.
**Introduction (with Statement of Purpose)**

The purpose of the Introduction is to explain the theory you will argue for (prove), using mostly literary sources for support. You want to engage the reader and establish the importance of your topic to the higher consciousness, metaphysical community. Your Introduction should ideally be from three to six pages long.

For the introduction, you are required to write a thesis statement of purpose, or thesis statement. This is a sentence or two that sums up your specific and narrow claim about your thesis topic. **This statement must be approved by the thesis advisor before the paper is written, and you must include it in the Introduction.**

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

**Crafting Your Statement of Purpose.** How do you take a general topic and transform it into a narrowly focused thesis statement? First, narrow down your topic and 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 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 helps us overcome stuck behaviors that limit us. (Best, because it’s narrowly focused, makes a claim, and applies it to life on earth.)
Finally, put it all together into a thesis sentence or two and add it to your Introduction. The actual thesis statement 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 thesis sentence/statement of purpose]. This thesis 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.

Once the Introduction reveals the statement of purpose to readers, the remainder of the chapter should be used to show how you intend to support your statement.

**Review of Literature**

The second chapter, entitled Review of Literature, is the backbone of your thesis and should be the longest chapter. It provides supporting information from experts for the theories expressed in the Introduction. 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 conveyed about your paper’s topic as it pertains to your statement of purpose. In other words, through summary, paraphrasing, and quotations, the reader understands what others have said about your topic. **This is not the chapter in which you express your own opinions.**

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

As you write about the opinions, ideas, and studies of experts, provide in-text citations with specific locations for that information in the body of your paper, as well as corresponding information in the Works Cited (a list of each works you cited). Almost every source in your Works Cited should be summarized in your Review of Literature in essay format as it pertains to your topic and theory. Conversely, every source listed in your Works Cited should match up to an in-text citation in the body of your paper.

**Important Additional Requirements:**

- A minimum of **5 books from 5 different authors** must be synopsized in the Review of Literature as they pertain to your topic and statement of purpose. In addition to the paraphrased material you include from these 5 sources, you must include at least 1 quote from each of these 5 sources.
• In addition to the 5 books already mentioned, the Review of Literature must incorporate at least 1 of the following of Dr. Masters’ publications: *Ministers/Bachelor’s Degree Course Modules, Master’s Degree Course Modules,* or *Meditation Dynamics.* Supplementing the paraphrased text you provide from Dr. Masters source(s), the Review of Literature must include at least 3 quotes from the publication(s) of his that you review.

• Lastly, 4 additional sources, other than the 6 just mentioned, must be paraphrased and/or quoted in your thesis (preferably in the Review of Literature, but elsewhere is permissible, too.) These remaining sources may be videos, CDs, movies, additional books, speeches, articles, and so on. You must include at least 1 quote and/or paraphrased section of text from each of these 4 additional sources.

• **This means your Works Cited will contain a minimum of 10 sources: 5 books from 5 different professional authors, 1 of Dr. Masters’ publications, and 4 additional sources.**

• **It also means a minimum of 6 sources will be synopsized in your Review of Literature: 5 books from 5 different authors and 1 of Dr. Masters’ publications.** However, the University encourages you to review other sources in the Review of Literature, as well.

• 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, also known as in-text citations). The paraphrases and quotations are intended primarily to support the presentation of the ideas. A summary of each work should be clearly stated before you finish with each source.

• **Be sure not to** construct your thesis by piecing together long or numerous quotations from sources. The paper should be written mostly in your own words and voice as you restate the sources’ ideas, studies, and opinions. In other words, about 80 percent paraphrased. Quotations of more than 4 lines must be kept to a minimum.

• **In-text citations are required for all paraphrased and quoted text. Note: Paraphrasing tips are in the Online center. Click Thesis/Dissertation Tip Page.**

In general, no quotation should be longer than ten lines (not sentences), and these occasions are very rare and usually appear in an Appendix. A submission with several long or multi-paragraph quotations is a common mistaken occurrence. If such a thesis 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 have too many sources conveying the same information in the Review.

Tip: Confused about what information should go in the Review of Literature and what should 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. 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 thesis.

The Methods chapter describes an experiment, treatment, survey, scientific study, questionnaire, or other information-gathering tool 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 or means used to gather data, along with the number and demographics of participants; i.e., age, income level, sex, prior skill, etc.

Note: If you have Methods and Findings, then you will discuss what you learned from Methods and Findings as well as what you learned from the Review of Literature in your Discussion chapter. In other words, pull your results into your Discussion.

If you are not writing this kind of thesis (like most of our students), skip this chapter and the next chapter (Findings). Your Chapter 3 will instead be titled Discussion. Also, see Appendix A3 to view which of the Table of Contents examples you 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 analyze and 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 thesis.
You also use the information to argue the theories or statement(s) expressed in your 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. Here you analyze the material from the Review of Literature (and Findings if this chapter is included) and show how your research supports your statement of purpose. 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. Pull the Review of Literature’s sources into the Discussion through attribution to show how your theory’s argument is generously supported directly by what the Review of Literature’s sources conveyed. This is also a chapter in which your relevant personal experiences can be included.

**Conclusion**

Your final chapter is the Conclusion. While it is usually fairly brief, 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 thesis, 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 thesis. Every source you paraphrase or quote should be listed in your Works Cited. **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 covered for the purposes of your thesis. Do not include all the written works that ever shaped or affected your thinking relative to your subject.
- Do include the specific works from which you have drawn material for your thesis, or to which you reference to in your paper. These works should all have in-text citations in the body of your thesis.
• Understand that because a specific book is listed in your Works Cited, it does not indicate that you necessarily read the entire book. You need only to have read those chapters or sections that are relevant to your specific subject and to proving your statement of purpose.

• A minimum of 10 entries (sources) must be listed in your Works Cited pages. At least 5 of those listed must be books written by 5 different professional authors. A 6th source must be a publication by Dr. Masters. The remaining 4 required sources may be CDs, movies, additional books, speeches, articles, and so forth.

• 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 following 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. This site will take the information about the book or website and format it for you, allowing you to copy and paste it onto your own Microsoft Word document. However, be aware that slight discrepancies may exist, so always check easybib.com’s formatting against the thesis handbook to be sure you list sources as required.

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

Tip: Looking for more sources for your thesis? Download the Recommended Reading List, available using the Study Material Link or in the Online Center.

This lengthy, vetted list is organized by subject to make the search for books on your paper’s topic easy!
Appendix (Optional)

The Appendix is a section used to house supporting information for the thesis that is too bulky or long 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 thesis you find you must revise more than you had planned. Nor should you be discouraged if you find you need 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.

---

*Spiritual Mind Power Affirmations*
by Dr. Paul Leon Masters

Affirmations— to be used together with the Inspirational Lecture Series— are a cornerstone of Dr. Masters' teachings. The collection of affirmations within this book stand as a testament to Dr. Masters' belief in the power of positive thinking and using affirmations to advance and enlighten all areas of the human experience and to elevate human potential.

Available at: [Metaphysics.com](http://Metaphysics.com).

$15.95

*Note: Students of the University can download a three-part meditation workshop by Dr. Masters for free!*

“The Art and Practice of Mystical Meditation and Self Hypnotic Meditation” is available in video format (mp4 download) in the *Online Center.*
Part III

GIVING CREDIT TO SOURCES: Parenthetical Citations and Works Cited

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 required 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 with in-text citations.

A paraphrase is a restatement of the meaning of text or speech, using your own phrasing and expression. To paraphrase does not mean to substitute words in the text or rearrange words. **When you paraphrase you must use your own words and voice, and you must provide a citation crediting the original source**, just as you do for a quotation. Paraphrasing demonstrates you fully understood and reflected on the meaning of the material you are using. That is why it would be in your own words and voice, but you cite (give credit to) the source from which you learned the information.

Tip: Confused about paraphrasing? Then visit the Online Center, scroll down to the graphic shown at left, and click to access the Thesis/Dissertation Tip Page. Once there, 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 chapter for e-books) from which the quote came. If you’re planning to paraphrase a source, also document the page number (or chapter), since paraphrases require in-text citations. This way, when you write your thesis, it will be easy to do proper in-text citations.
Academic Integrity

Please see the detailed description and instructions on pages 2-3 of this handbook for information about the importance of following the Guidelines for Academic Integrity. The full Academic Integrity Policy is in Appendix C. You can also download it in the Online Center. Scroll down to “Thesis and Dissertation Tools.”

Citing Printed Works with Corresponding Entries for Works Cited

Note: Works Cited listings are always alphabetized by author’s last name—even articles that come from websites if the article shows an author. If no author name is available, alphabetize by title. If there isn’t an author or title, use the organization’s name 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 within the parenthesis. Notice that the period for the entire sentence, including the parenthetical citation, goes after the parenthesis because the parenthetical information is part of your sentence. There are no abbreviations needed for “page” in the parenthesis either. It is simply understood. (See the 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).

Notice the words in the beginning of the sentence smoothly introduce the source’s author and title of work. 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 to let the reader know from which text and 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).

Notice that, here again, the period for the sentence you 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 anyone reading your paper and wishing to delve more deeply into the information reported by your specific quotation can easily find it—including the Thesis Committee, who cross-references your citations to the original text.

If you are using two books by Adyashanti, for example, always 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 thesis 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: Using “Quoted In”**

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 source 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. In this example from the *MLA Handbook*, Jane Austen is the original source, and Segal is the indirect source listed in the Works Cited—the source you would have read and are citing:

In her article, Segal discusses how Jane Austen introduces many of her characters in terms of their financial situation. For instance, in the beginning of *Sense and Sensibility* Austen introduces us to the Dashwoods by saying, “The family of Dashwood had long been settled in Sussex. Their estate was large…” (qtd. in Segal 252).

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

If you choose to leave words out of the middle of a sentence or 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 thesis writer’s use and citation of that text. The examples of the book, as it would appear in Works Cited, follows 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).
In the in-text citation example on the previous page, there have been words taken out of the sentences in three places, plus the thesis 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. 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 thesis writer.

The Works Cited Entry


or


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 this occurs, place the quotation by itself, single spaced in a freestanding paragraph, fully indented 1” from the left margin. The right margin extends to the regular margin (1” from the right edge of the paper).

After the long quote, revert to double-spaced formatting—as seen in the example on the next page.

Additionally, *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 thesis, 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.

**Ibid Is Not Permitted and Why**

The University does not permit using (ibid) as an in-text citation. For those who don’t know what (ibid) means, here is an explanation.

Let's say you have three paragraphs in which you are quoting or paraphrasing Dr. Masters. Some schools would allow you to give the proper and full in-text citation for the first quote or paraphrased section, and use (ibid) for the second and third ones.

However, our University instructs you to write out the complete in-text citation for every quote or paraphrased section from the same source instead of using (ibid). So, in the case of the example, you would write the full in-text citation for Dr. Masters three times. Why?

- Too many students misuse (ibid)

- When students don’t use (ibid), it saves time for the Thesis Committee, which means they can pass more students’ papers sooner.
**Multiple Books by the Same Author**

When using more than one work by the same source in your text, always use a shortened title for each in every in-text citation for that source, so the reader knows from which book the quoted or paraphrased material originated:

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 as follows. Notice three hyphens (---) take the place of the author’s (or editor’s) name in the second, or subsequent, listing:


or,


**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 should contain all the information about the author and the chapter title, as well as for the book as a whole. Notice the inclusion of the editor.

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

Multi-Volume Works—including Dr. Masters’ Curriculum

If you are quoting or paraphrasing a multi-volume work (such as Dr. Masters’ curriculum) in a sentence or paragraph and you used his name in the body of the paper, you would use **volume and page numbers** (*not* module numbers) as shown below for your parenthetical citation:

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

Notice that in the above example, **4 is the volume number** for the Minister’s/Bachelor’s Degree curriculum and **45 is the page number**. For the Master’s degree curriculum, **2 is the volume number** and **28 is the page number**. Do not add the abbreviation “p” for page or “vol” for 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, Ministers/Bachelor’s Degree Modules 4: 45) or (Masters, Master’s Degree Modules 2: 28)

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 (in-text citation), like this:

(Bachelor’s Modules 4: 45) and (Master’s Modules 2: 28)

However, use complete information for the Works Cited entries:


**Note:** You do not include a separate listing for each volume of a multi-volume work in the Works Cited, as each set of volumes counts as only one source, or one book, toward your minimum number of sources required by this handbook.

If you received the curriculum volumes by e-mail or downloaded the PDF files, substitute “PDF” for the word “Print” in the Works Cited listings, but **still use volume and page numbers in the in-text citations**. Use page numbers and/or volume numbers in in-text citations for **any PDF book file** with volume and/or page numbers that you
download from a website or have e-mailed to you as a PDF. Although it is a PDF, it is still a book. In the absence of page numbers, use chapter numbers like this, (2: Ch. 2).

Following are the Works Cited examples for Dr. Masters’ curriculum as PDF files. This formatting should also be followed for any other PDF book file with volume and/or page numbers that you download from a website or had e-mailed to you.


or


Sacred Books: Citations or References

In-text citations for recognized sacred or religious books, such as the Bible, Qur’an, or Vedas, must include the book, chapter, and verse(s) you are quoting or paraphrasing. If your paper uses multiple editions or translations of the same religious text, each version must be listed in your Works Cited with complete information, and the name of the specific edition of the book you are quoting or paraphrasing—i.e., The Holy Bible: King James Version; The New American Bible; or The Aramaic English New Testament, 5th Edition—must appear in either the text you write or your in-text citations. Example:

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

Note: When quoting material with an unusual spelling, as shown above, place *sic* in parentheses right after it to indicate it was that way in the original text. When referring to a sacred text in general (for example, the Bible) MLA instructs writers *not* to use *italics*, but *do* use *italics* when referring to specific editions or specific translations.

• 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. **Omit the words “A” and “The” and “An” in a title when alphabetizing**.

Also, in the Works Cited entry, give the name of the specific edition you are using, any editor(s) or translators 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 the 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 on 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 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, 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, 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**. *Note: Dictionaries do not count toward your minimum number of required sources or books.*

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. Notice that the entries are alphabetized under the name of the person who was interviewed.

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

Below are some Works Cited interview entries from a newspaper, a television broadcast, and a website.


Spoken Word: CDs, MP3s, Films, DVDs, or MP4s (Not Audio Books)


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 need wording in the sentence itself or the in-text citation that refers the reader to the listing in the Works Cited pages. The in-text citation should include (n.p.) for *no page number*. 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 need to list the full website URL in order to get the reader to the original material, do so in the Works Cited entry, but **do not include URLs in the text**. In most cases, you only need to cite the author or title in the text or an in-text citation. You may include URLs in the parenthetic citation entries when the name of the site includes a domain name, like http://fox.com, https://www.wikipedia.org, 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 you have it available for your Works Cited pages.

- Author and/or editor name(s)—if available.
- Article title in quotation marks—not italicized—if applicable.
- Name of the website and/or organization that hosts the website and the website’s domain names [.com, .net] in italics.
• Any version numbers, including revisions, posting dates, volumes, or issue numbers (use n.d. if no publishing date is available).

• Date you accessed the material on the web.

• Medium of publication (Web, YouTube, Video).

• Page numbers are necessary only when they are included in the work. If there aren’t any page numbers, use n.p. for “no page.”

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 web publications or video broadcasts, you may only need to cite the author or title and n.p.

Remember 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, and you only need to mention the title the first time you cite from it, as done below.

As Dr. Matthew Hoffman points out in “The Best Non-Toxic Ways to Clean Your Home,” “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 stands for no page number.**


**Note:** In the above listing, the first date is the date of the publication. The second date is the date you accessed it on the website.
Citations from Web Sources: No Known Author

When a web source has no known author, use the title of the work first instead of an author’s name. Format the work just as you would if there was an author. 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 with Community” n.p.).

In the above example, since the reader does not know the author of the article, the article title appears in parenthesis, which corresponds to name of the article entry in the Works Cited. You may abbreviate the title in the body of your paper, as shown above. 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


Note: The Works Cited listing includes the full article title in it.

Tip: For a great visual on what both the hanging indent and left-margin aligned Works Cited listings 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:** For the Works Cited listing, use n.p. if no publisher’s name is available and n.d. if no publishing date is given.

E-books and Audio Books

Sometimes e-books do have page numbers. If this is the case, use them in the in-text citation—**but not location numbers** because works available on electronic devices may have different location markers, and the numbering system often differ from device to device (for example from cell phone or iPhone to computer).

Therefore, **to indicate the location of information for e-books and audio books use chapter numbers** if they are included. If not, use chapter titles. When you include the author and work title in the text, the in-text citation looks like this: (Ch. #) when there’s no page number. If you don’t include the author and title in the text, include it in the in-text citation. The full citation of the work must be in your Works Cited entries, using e-book or audio book 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).
E-mail (Including Interviews)

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

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

or

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

Finally, if your source came by e-mail attachment as a PDF, then you substitute the PDF for the word Print.


or


---

Mystical Insights: Knowing the Unknown
by Dr. Paul Leon Masters

Dr. Masters dedicated over five decades of full-time professional work involving the research and application of his findings to improving human lives. His soul’s fulfillment was to share how Universal Mystical Presence and psychic/mystical energy factors influence every aspect of our lives. Dr. Masters explores these concepts and shares his realizations and wisdom with Mystical Insights: Knowing the Unknown. Available at Metaphysics.com.
Part IV
APPENDICES

Appendix A1

Title Page Example (for the University of Metaphysics)

TITLE OF YOUR THESIS

by

YOUR FULL NAME AS ENROLLED

A thesis submitted in partial fulfillment of
the requirements for the degree of

MASTER OF METAPHYSICAL SCIENCE, M.Msc.
(Or: MASTER’S IN BUSINESS ADMINISTRATION, MBA.M. <Continuing Education>)

On behalf of
The Department of Graduate Studies of
The University of Metaphysics
(Or: University of Sedona <for the MBA.M. Continuing Education>)

This thesis has been accepted by

_____________________________
Thesis Advisor

_____________________________
IMM President, Dean

Type Date of Submission Here
Appendix A2

Example for Acknowledgements

Acknowledgements

I would like to express my gratitude to XYZ and ABC, without whom this thesis would not have been finished.

Note: 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 A3

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

Note: Chapters must appear in this order.
Appendix A4

Table of Figures (Optional)

If you are using illustrations, photographs, 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.

The example below uses A. B. C., but you may have labeled your figures 1, 2, 3. The Page on the far right is the page number of your thesis that corresponds with where the image can be found in your research paper. However, 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*. If you use an image from a publication that has page numbers, include the page number in the Table of Figures, as shown for Figure B.

**Note:** The lowercase 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. <em>Hidden Messages in Water</em>. Frozen Water images (50)</td>
<td>47</td>
</tr>
</tbody>
</table>
Appendix B

Works Cited Examples

Example 1: Hanging Indent Format

Works Cited


Note: As you can see by this example, website sources are alphabetized along with all the other sources. Do not separate them or put them all at the end.
Example 2: Left-Margin Aligned Format

Works Cited


**Note:** *As you can see by this example, website sources are alphabetized along with all the other sources. Do not separate them or put them all at the end.*
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.

Tip: To avoid accidental plagiarism, watch Plagiarism: Avoiding it is easy, a brief webinar accessed by using the Study Material Link. Learn what constitutes plagiarism, what isn’t considered plagiarism, and how to easily avoid it.

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 without the use of quotation marks and acknowledgement of the source.
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 thesis advisor will have an e-mail or telephone conversation with the student for instruction and a warning.
2. The results of that correspondence will be summarized by your thesis 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 e-mail 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 thesis advisor reports these violations to the University president and attorney, and the student is provided an opportunity to respond to your thesis 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 e-mail from your thesis 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 (e-mails, 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.

2. All records (e-mail, 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 Thesis

You can either view free approved sample theses online through the Online Center or Study Material Link, or you can order a copy of an approved thesis from the University.

Sample Thesis Available by Mail

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

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

Need More Assistance?

Should you feel the need for further clarification during the preparation of your thesis, please feel free to call or e-mail the thesis advisor at:

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

or e-mail

UOS@Metaphysics.com

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

—Founder Dr. Paul Leon Masters