Guidelines for the Doctor of Psychology (PsyD)
&
Doctor of Philosophy (PhD)

July 2018

For the Doctoral Project and Dissertation Candidates

Step 1. The candidate should discuss with the Dean or Associate Dean, the potential subject(s). The student should then prepare a one or two page outline. Approval by the Dean or Associate Dean of the subject and general content is necessary.

Step 2. The candidate must obtain a mentor. The mentor must possess a relevant doctoral degree. The mentor is to assist the candidate in reaching the successful completion of the project or dissertation. The mentor must submit his or her vitae for the Dean or Associate Dean's approval and the mentor approval form must be sent by the student to the Dean or Associate Dean for approval. Included in the approval form is a statement that the mentor has read all appropriate content on the website that is relevant to the beginning, middle and the end of the writing process. If the candidate does not have an appropriate mentor, the Dean or Associate Dean will provide one. The importance of the mentor cannot be overemphasized. The mentor's relationship to the candidate, the subject and the research are vital in expeditiously producing quality research. The mentor is to be the primary contact with the Dean or Associate Dean as the project or dissertation progresses. The candidate and the mentor should develop a realistic timetable for completion for the outline and sections of the project or dissertation.

Step 3. Upon approval of the topic by the Dean or Associate Dean, the candidate will submit an annotated, integrated outline and bibliography of four to five pages for the PsyD, project or PhD, dissertation. It is to be approved by the candidate and mentor, and signed and submitted to the Dean or Associate Dean for approval. This completes Research I.

Step 4. The doctoral project and the dissertation final annotated, integrated outline and bibliography are typically between ten to eighteen double-spaced pages.

The longer and more detailed the outline, the greater the opportunity for a completed quality project or dissertation. The written annotated, integrated outline and bibliography should represent fifty to eighty-five percent of the total time of the undertaking. The annotation is a critical component of this outline. The project or dissertation is not primarily a writing endeavor, but rather one of research and structure. This completes Research II.

Step 5. After the Dean or Associate Dean's approval of the preliminary outline, the primary interactions will be between the candidate and the mentor. The Dean or Associate Dean is to be contacted only if major problems or questions arise. The mentor will provide quarterly updates on the candidate's progress.

Annotated, integrated Outline, Bibliography Development and Citations

To reiterate, the final detailed annotated, integrated doctoral outline is typically between ten to eighteen double-spaced pages. It should constitute fifty to eighty-five percent of the total project or dissertation time.

1. It is recommended, but not required, that the "Harvard Outline" format be used.

2. The candidate's research should stimulate interaction between the growth of the bibliography and the growth and structure of the annotated, integrated outline and bibliography.

3. An initial one or two page outline will expand as the research develops, thus increasing the emphasis on chapters and chapter subsets.

4. **An identifying bibliography number for the dissertation is to be listed in the Annotated, Integrated Outline and Bibliography.**

5. **Every citation taken from the bibliography should have a page number identifying it on the Annotated, integrated Outline and Bibliography. It should be listed in brackets next to the bibliography reference number, which will facilitate the research undertaking. e.g. 1[143], 3[11], 14 [492].**

6. **The candidate's research should stimulate interaction between the growth of the bibliography and the growth of the structured detailed, annotated, integrated outline. The outlines will be developed as the research progresses. The final outline will complete Research II.**

7. Candidates will be required to have their project or dissertation screened by turnitin.com to affirm the independence of their work.

8. The submitted project or dissertation is expected to have been submitted through grammar and spell-checking.

9. The submitted final annotated, integrated outline and bibliography may differ somewhat from the original outline and bibliography. Any major changes, however, must be submitted to the Dean or Associate Dean for approval.

10. Some projects or dissertations do not lend themselves to the traditional project or dissertation. For these projects or dissertations, the candidate, the mentor, the Dean and Associate Dean will determine a suitable format.

11. The candidate and the mentor are to approve all outlines and subject matter, as well as the final project or dissertation, before the Dean or the Associate Dean reviews it.

The Doctoral Project or Dissertation, Presentation and Requirements

1. The format style used may be Turabian, APA (Publication Manual of the American Psychological Association, Sixth Edition; American Psychological Association; http://owl.english.purdue.edu/owl/resource/560/01/) or any other appropriate format style determined by the Dean or Associate Dean after consultation with the mentor and candidate.
   For all those questions concerning the form and layout not addressed, the candidate should consult "A Manual for Writers of Term Papers, Capstone and Dissertations" by K.L.Turabian latest edition; Publisher: University Of Chicago Press or any other comparable manual may be used.

2. Every page must be typed perfectly with no visible mistakes.

3. Endnotes may be used instead of footnotes. Endnotes are placed at the end of each chapter on a separate page entitled "Endnotes". Each chapter begins with endnote #1.

4. All work is to be double-spaced unless indicated otherwise; i.e. quoted paragraphs. Use the type size utilized in this manual.

5. Doctoral projects or dissertations are typically 150 to 200 double-spaced pages in length. Length has varied between 117 and 380 double-spaced pages in length for the project or dissertation. The length will depend on the subject matter and the project or dissertation structure.

6. The mentor is to approve the project or dissertation and sign the *Final Approval of the project or dissertation Form* and send it to the Dean or Associate Dean. Upon the Dean's or Associate Dean's approval of the project or dissertation and signing of the form, the candidate should follow the project and dissertation binding procedure.

One hard covered stitched bound copy and a CD-ROM of your Project or Dissertation is to be sent to International University for Graduate Studies.

To maintain high quality copies of your hard covered stitched bound project or dissertation, we have chosen the printing firm of Tyco. Tyco does many of the bindings for the doctoral candidates at Yale University.) 562-9723 for pricing.

The University requires one bound copy for the IUGS library in Dominica and a CD-ROM, which Tyco will bill and ship to the University. The University will also pay for one bound copy to be shipped to you. If you want additional copies for your personal or professional use please contact Mike Iannuzzi at mike@tycocopy.com or call Mike at (203) 562-9723 for the pricing. Please note that request in your email and include a shipping address for the additional copies.

Upon the final approval of your project or dissertation by the Dean or Associate Dean please proceed with the following instructions from Tyco regarding the format of your document as well as how to electronically submit your document to Tyco for printing and binding. If you have any questions on this process or any of the information provided below your contact at Tyco will be Mike Iannuzzi at mike@tycocopy.com or (203) 562-9723.

Printing and binding take approximately 3-4 weeks to complete although rush service is available for an additional fee.

For more information on Tyco Copy Center and the other services that it provides, including various other soft cover binding options, please visit: www.tycoprint.com.

If you are unable to email your document in PDF format, please email it to Tyco in MS-Word format and Tyco will then email back a PDF document for you to review and approve.

After submitting your request for additional copies via email someone from Tyco will contact you to arrange for payment via credit card.

Project or Dissertation Format

Your document should use Times New Roman font and have 1-inch margins for the top, bottom, left and right margins.

Electronic Submission

Email your document in PDF format to iugsbinding@tycocopy.com and please include the following information in the body of the email:
- Name
- Telephone Number
- Information to be printed onto the front cover
- Information to be printed onto the spine

Example: Annotated, integrated Outline and Bibliography

CHAPTER II

Outline	Bibliography & Citation Reference Numbers
II. Diagnosing Organisational Culture	
A. Organisational Assessment	4 [140],10 [10-11[,15 [236-237], 2 [151]
1. Capacity for Innovation	1 [143],3[11],14 [492]
2. Organisational Learning	1 [147],3 [11],5 [18],8 [34,10 [10]
3. Leadership Styles and Management Roles	7 [11],8 [7],9 [234]
4. Rules and Boundaries	6 [15] ,12 [777]
B. The Orientation of Organisations	6 [16],14
1. Productivity, Quality and Motivation	6 [16-17],14 [492-493]
2. Autonomy and Decision Making	4 [140], 12 [770-773]
3. Access to Information	3 [11],4 [140] ,6
4. Communication Patterns	6 [15],11[15-18]
5. Power Distribution and Empowerment	2 [138-141],4 [140]
6. Response to Challenge	3 [12],7 [9-10],14 [492-493]3 [12],7 [9-10],14 [492-493]3,7,14
C. Changing Organisational Performance	1 [148-150],8 [31-35],10 [10-11],11 [9-12],13 [37-41]
1. Formal and Informal Rules	1 [146-151],4 [140],7 [7-9]
2. Jobs and Job Design	1 [153-155] ,2 [147-149],7 [9-10]

Example: Bibliography

Bereby-Meyer, Yoella, Moran, Simone, & Unger-Aviram, Esther. (2004). When performance goals deter performance: Transfer of skills in integrative negotiations. *Organizational Behavior and Human Decision Processes, Vol. 93*, 142-154.

Bouwen, Rene ,& Taillieu, Tharsi.(2004). Multi-party collaboration as social learning for interdependence: Developing relational knowing for sustainable natural resource management. *Journal of Community & Applied Social Psychology, Vol. 14*, 137-153.

Dowling, Michael.(2004). Adapting to Change: Creating a Learning Organization. *Public Relations Strategist. Vol. 10,* 10-13.

Fandt, Patricia M., & Ferris, Gerald R.(1990). The management of information and impressions: When employees behave opportunistically. *Organizational Behavior and Human Decision Processes, Vol. 45*, 140.

Forman, David C. (2004) Changing perspectives from individual to organizational learning. *Performance Improvement*, *Vol. 43,* 16-21.

Grates, Gary F.(2004). Why don't I know? The strategic role of today's internal communications. *Public Relations Strategist, Vol.10,* 14-17.

Hyde, Cheyl A. (2004). Multicultural development in human service agencies: Challenges and solutions. *Social Work, Vol. 49,* 7-16.

Kantambu Latting, Jean; Beck, Mary H.; Slack, Kelley J., Tetrick; Lois E., et al.(2004). Promoting service quality and client adherence to the service plan: The role of top management's support for innovation and learning. *Administration in Social Work*, *Vol. 28*, 29-48.

Kirk, Philip, Shuttle, Anna Marie. (2004). Community Leadership Development. *Community Development Journal, Vol.39,* 234.

Light, David. (2004). When learning stops. *MIT Sloan Management Review, Vol.45*, 10-11.

Mausolff, Christopher. (2004). Learning from feedback in performance measurement systems. *Public Performance & Management Review*, Vol.28, 9-29.

Phillips, Fred. (2003). The distortion of criteria after decision-making. *Organizational Behavior and Human Decision Processes*, *Vol. 88*, 769-784.

Rowland, Gordon. (2004). Shall we dance? A design epistemology for organizational learning and performance. *Educational Technology, Research and Development*, Vol. *52*, 33-48.

Ryan, Allan. (2004). Organizational learning from performance feedback: A behavioral perspective on innovation and change. *Administrative Science Quarterly*, *Vol.49*, 490-494 .

Vera, Dusya, Crossan, Mary. (2004). Strategic leadership and organizational learning. *Academy of Management. The Academy of Management Review: Vol. 29*, 222-240.

Assembly of the Project or Dissertation

The material of the bound and stitched copies must be assembled in the following order:

1. Blank flyleaf (not numbered or counted as a page).

2. Title Page (counted as page "i" in lower case Roman Numerals, but the numeral is not typed on the page).

3. Table of contents (enter page "ii" at the bottom of the first page and continue consecutively numbering subsequent pages in lower case Roman Numerals up to the beginning of the text in Chapter I).

4. List of Illustrations and Charts (if any).

5. List of Tables (if any).

6. List of Cases (if any).

7. Preface

8. Text of the report begins with Chapter I. Begin numbering pages with Arabic numerals throughout the entire report, including the last page of the Index. The page number is entered at the bottom of the first page of each new chapter, in the upper right-hand corner of all other pages.

9. Margins: after the first page of each new chapter, there should be a one inch margin (from the body of the work) on the top, right, and bottom of the page…one and one-half inches for the left-hand margin.

10. At this point, enter the separate title pages with APPENDIX, BIBLIOGRAPHY, and INDEX in capitals.

11. APPENDIX (if any).

12. BIBLIOGRAPHY

13. Additional reference material (i.e. Glossary or List of Abbreviations)

14. INDEX (if any)

15. Blank flyleaf

Example: Title Page

DIAGNOSING ORGANISATIONAL CULTURE

BY

JANE DOE

A DOCTORAL PROJECT OR DISSERTATION SUBMITTED
TO INTERNATIONAL UNIVERSITY FOR GRADUATE
STUDIES
THE DEAN, FACULTY OF

_____

Name of Faculty

IN PARTIAL FUFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF

DOCTOR OF PSYCHOLOGY OR DOCTOR OF PHILOSOPHY

_____

(dates the degree is to be conferred)

CERTIFIED BY: SPONSORING COMMITTEE:

_____   _____
Dean   Mentor

_____   _____
Date   Date

Example: Table of Contents

TABLE OF CONTENTS

CHAPTER I

CHAPTER II

Preface Format

PREFACE

The preface should be rather brief, consisting of a page or so, probably not more than two. It should contain a succinct statement indicating the reason for the choice of the topic, the purpose of the study, the author's self-determined limits and the methods of the research employed. This section may include acknowledgements of those who have assisted the author in his/her work. It is requested that the author affix the date and his/her signature at the conclusion of the Preface.

(Signature)

Date

Example: Expansion From Outline To Project or Dissertation

(for each new chapter, leave 2" top margin)

CHAPTER II (centered)

DIAGNOSING ORGANISATIONAL CULTURE

Organisational culture is the atmosphere of an organisation that includes the beliefs, values, rituals, rules and influences shared by the organization's members. It influences how persons will behave within the organisation. It includes formal rules, such as written policies, procedures, standards and guidelines. Organisational culture also includes informal rules such as communication patterns and spheres of influence.

The culture of the organisation impacts most aspects of organisational life, such as decision-making processes; freedom to act and how work is shared. Personal motivation, internal relationships, and movement into leadership positions will all be affected by an organization's culture as will methods for conflict resolution, inclusion or exclusion in planning processes, and how the organisation responds to external threats. An organization's ability to maintain cooperation, productivity and morale during times of rapid change will also be largely determined by its culture. Finally, the value placed on organisational learning will be highly dependent upon the climate or culture within that organisation. While external forces including political influences, economic factors, technological advances and social changes in the "macro-system" will most certainly help to shape the organization's climate, it is the *culture* of the organisation itself that determines general workplace attitudes and response to these macro-influences.

. . . .