**University of Management and Technology**

**Guidelines for Preparing Dissertation**

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**Prepared for the Final Submission of the Thesis**

**2021**

**Please read and consult this document regularly while preparing your Research Proposal and Dissertation**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Topics** | **Page Numbers** |
|  | **Introduction of the Document: Preamble** | **3** |
|  | **General Guidelines for the Write Up**   * Format * Font size * Spacing * Margins * Page numbers * Alignment * Level of headings * Reference citation | **4** |
|  | **Salient Contents for Preparing Research Dissertation**   * Initial pages * Table of contents * Acknowledgement * Dedication * Abstract * Chapter I: Introduction * Chapter II: Literature Review * Chapter III: Method * Chapter IV: Results * Chapter V: Discussion * References * Appendices * Plagiarism report | **9** |
|  | **Appendices**   * Appendix –A Title Page for a Research Proposal * Appendix –B Declaration * Appendix –C Certificate of Approval * Appendix –D Table of Content * Appendix –E List of Tables * Appendix –F Certificate of Approval of Dissertation |  |

1. **Preface/ Preamble**

Research has become an integral and crucial part of any discipline, particularly the social sciences. This document presents an outline for preparing and presenting research reports and dissertation. The focus of this document is on describing the major ingredients of a scientific and empirical research based on international conventions. This document is descriptive and not prescriptive and is flexible in nature which can be adapted and modified according to the needs. The research scholars are advised to use APA VII Manual on regular basis for guidance. Lastly, we are thankful to the members of this committee for their help and valuable suggestions.

1. **General Guidelines Related to the Format**

**Format**

The research synopsis/ proposal comprise the title page and a table of contents. The general guidelines for the format and the appearance of the research proposal are as follows:

**Font size**

Font size throughout the proposal should be 12, Times New Roman. Statistical symbols needs to be italicized

**Spacing**

The text should be double spaced.

**Margins**

Minimum thesis margins are 1.5 inches from the left edge and 1 inch from the other three edges.

**Page numbers**

Page numbering should start from the introduction page and page numbers are not printed on the initial pages such as title page, table of contents. Place the page numbers on the top right of the pages.

**Alignment**

Left alignment throughout the research proposal and Indent every new paragraph.

**Level of headings**

Level of headings should be according to APA VII Edition.

|  |  |
| --- | --- |
| **Heading Level** | **Correct Format** |
| 1 | **Centered, Bold, Title Case Heading**  New paragraph begins on next line |
| 2 | **Flush left, Bold, Title Case Heading**  New paragraph begins on next line |
| 3 | ***Flush left, Bold, Italic, Title Case Heading***  New paragraph begins on next line |
| 4 | **Indented, Bold, Title Case Heading, Ends with a Period**. Paragraph begins on same line as heading title. |
| 5 | ***Indented, Bold, Italic, Title Case Heading, Ends with a Period.*** Paragraph begins on the same line as heading title. |

**Reference citation**

APA VII edition should be followed for references both in-text and for reference list. All references should be placed alphabetically in the reference list (For more details please see APA VII edition).

**Basic In-Text Citation Styles**

|  |  |  |
| --- | --- | --- |
| **Author type** | **Parenthetical citation** | **Narrative citation** |
| One author | (Luna, 2020) | Luna (2020) |
| Two authors | (Salas & Dagostino, 2020) | Salas and Dagostino (2020) |
| Three or more authors | (Martin et al., 2020) | Martin et al. (2020) |
| Group author with abbreviation  First citation  Subsequent citations | (National Institute of Mental Health [NIMH], 2020)  (NIMH, 2020) | National Institute of Mental Health (NIMH, 2020)  NIMH (2020) |
| Group author without abbreviation | (Stanford University, 2020) | Stanford University (2020) |

**Sample References**

* **Journal Article**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Author** | **Date** | **Title** | **Source** | |
| **Journal Information** | **DOI or URL** |
| Author, A.A., & Author, B.B. | (2020) | Title of Article | *Title of Journal,* *Volume No* (Issue No), Page Number | https://doi.org/xxx |

**Example:**

Schwarz, B., Stutz, M., & Ledermann, T. (2012). Perceived interparental conflict and early adolescents’ friendships: The role of attachment security and emotion regulation. *Journal of Youth and Adolescence, 41*(9), 1240–1252. https://doi.org/10.1037/1045-3830.23.1.3

**Parenthetical Citation:** (Schwarz et al., 2012)

**Narrative Citation:** Schwarz et al. (2012)

* **Book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Author or Editor** | **Date** | **Title** | **Source** | |
| **Publisher Information** | **DOI or URL** |
| Author, A.A., & Author, B.B.  Editor, E.E. (Ed).  Editor, E.E., & Editor, F.F. (Eds). | (2020) | *Title of book*  *Title of book* (2nd ed., Vol. 4) | Publisher Name  First Publisher Name; Second Publisher Name | https://doi.org/xxx |

**Example:**

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000>.

**Parenthetical Citation:** (Brown, 2018)

**Narrative Citation:** Brown (2018)

* **Dissertation and Theses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** | **Date** | **Title** | **Source** |
| Author, A.A. | (2020) | *Title of dissertation* [Unpublished doctoral dissertation].  *Title of thesis* [Unpublished master’s thesis] | Name of Institution Awarding the Degree |

**Example:**

Harris, L. (2019). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

**Parenthetical Citation:** (Harris, 2019)

**Narrative Citation:** Harris (2019)

* **Web Pages and Websites**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Author** | **Date** | **Title** | **Source** | |
| **Website name** | **URL** |
| Author, A.A., & Author, B.B.  Name of Group. | (2020)  (2020, August) | *Title of work.* | Site Name | <https://xxxxxxx> Retrieved December 22, 2020, <https://xxxxxx> |

**Example:**

Martin, C.M. (2016). Be kind to yourself: How self-compassion can improve your resiliency. https://www.mayoclinic,org/healthy-lifestyle/adult-health

**Parenthetical Citation:** (Martin, 2016)

**Narrative Citation:** Martin (2016)

For further details regarding format of references see **Page 313** of APA VII Edition

1. **Salient Contents for Preparing a Dissertation**

**Initial Pages**

* Title
* Declaration (Appendix B)
* Certificate of Approval (Appendix C)
* Table of contents (Appendix D)
* List of Tables (Appendix E)
* List of Figures (If any)
* List of Abbreviations (If any)
* List of Appendices
* Acknowledgement: of immediate professionally involved and their contribution followed by people who have personally helped and supported the trainee/scholar.
* Dedication\*

**\***Optional

**Abstract**

The abstract should be a double-spaced narrative, written in past tense, between150-200 words. It should contain brief statements of the hypothesis, method, findings, and interpretations. It should not include any literature review.

**Chapter I: Introduction**

Introduce the problems under investigation including independent and dependent variable(s). Also narrate the importance and significance of the study in the particular field.

* Implications of the current research
* Aims
* Objectives
* Operational definition of the key variables

**Chapter II: Literature Review**

Literature review encompasses a detail theoretical background, relevant theories, related local and international literature, and finding out the gaps in the existing knowledge. It should give a comprehensive and critical overview of the problem to the reader. This chapter should include state of the art literature. This chapter also includes:

* **Rationale of the research:** synthesize information given in the review of literature
* **Research Question (s)**
* **Hypotheses**

**Chapter III: Method**

* **Research design**
* **Sampling strategy**
* **Participants (no of participants, age range)**
* **Inclusion/Exclusion Criteria**
* **Measures**
* **Ethical Considerations**
* **Procedure**
* **Statistical Analysis**

***For more details about writing method section see APA VII Edition***

**Chapter IV: Results**

* **Descriptive analysis**

Frequency and percentages of categorical variables, mean and standard deviation of continuous variables

* **Inferential analysis**

Correlation, Independent sample t-test, ANOVA, Regression, Mediation, Moderation

* **Summary of the Results:** a short account of main findings in bullet points

**A Table should contain**

* A legend: a brief description about the table
* Table body where all values should be 2 decimal points (e.g. 2.77) expect the p value
* All statistical symbols should be Italicized e.g. *M, SD*
* There should be a note at the end of the table describing the abbreviation
* Explanation of the table in plain language

*Please note that all the tables should be formatted according to the APA VII Manual*

**Sample Tables**

**Descriptive Analysis**

**1.Frequency and percentages**

**Table 1**

*Frequencies and Percentages of Sociodemographic Characteristics of the Participants (N = 1452)*

|  |  |  |
| --- | --- | --- |
| Variables | *n* | % |
| Gender |  |  |
| Boys | 661 | 46 |
| Girls | 791 | 54 |
| Age |  |  |
| 12-14 years | 512 | 35 |
| 15-16 years | 718 | 50 |
| 17-19 years | 222 | 15 |
| Class |  |  |
| 8th | 495 | 34 |
| 9th | 498 | 34 |
| 10th | 459 | 32 |

**2.Mean and Standard Deviation**

**Table 2**

*Means and Standard Deviations of Age and Family Size (N = 1452)*

|  |  |  |
| --- | --- | --- |
| Variables | *M* | *SD* |
| Age | 15.11 | 1.33 |
| Family size | 8.80 | 4.93 |

**Inferential Analysis**

**1.Correlation**

**Table 3**

*Inter-correlations among Family Communication, Pro-Social Behavior and Emotional Behavioral Problems of Adolescents (N = 273)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Variables | *M* | *SD* | FC | PSB | EBP |
| FC | 38.30 | 7.06 | - | .50\*\*\* | -.29\*\*\* |
| PSB | 22.16 | 5.84 | - | - | -.26\*\*\* |
| EBP | 42.75 | 14.75 | - | - | - |

*Note.* FC = family communication; PSB = pro-social behavior; EBP = emotional behavioral problems.

*\*p* < .05, *\*\*p* < .01, \*\*\**p* < .001

**2**.**Regression**

**Table 4**

*Hierarchical Multiple Regression Analysis for Emotional Behavioral Problems (N = 1452)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Variable | *B* | 95% CI for B | | *SEB* | *β* | *R2* | *∆R²* |
|  |  | LL | UL |  |  |  |  |
| Step 1 |  |  |  |  |  | .04 | .05\*\*\* |
| Age | .79 | -1.24 | 2.82 | 1.04 | .03 |  |  |
| Gender | 12.49 | 8.16 | 16.81 | 2.21 | .15\*\*\* |  |  |
| Class | 4.66 | 1.45 | 7.87 | 1.64 | .09\*\* |  |  |
| Family system | -3.18 | -8.23 | 1.87 | 2.57 | -.04 |  |  |
| Family size | .32 | -5.18 | 5.83 | 2.81 | .00 |  |  |
| Father’s qualification | -.55 | -2.32 | 1.22 | .90 | -.02 |  |  |
| Mother’s qualification | -.40 | -2.30 | 1.51 | .97 | -.01 |  |  |
| No of siblings | .62 | -.99 | 2.22 | .82 | .02 |  |  |
| Birth order | .86 | -1.28 | 2.99 | 1.09 | .02 |  |  |
| RWF | -6.66 | -10.71 | -2.62 | -6.66 | -.08\*\* |  |  |
| Step 2 |  |  |  |  |  | .21 | .17\*\*\* |
| MS | -.47 | -.96 | .03 | .25 | -.07 |  |  |
| S | -1.95 | -2.67 | -1.22 | .37 | -.20\*\*\* |  |  |
| PI | -1.96 | -2.51 | -1.41 | .28 | -.22\*\*\* |  |  |
| EB | .13 | -.38 | .64 | .26 | .02 |  |  |
| Step 3 |  |  |  |  |  | .47 | .26\*\*\* |
| NAER | 1.21 | .76 | 1.66 | .23 | .15\*\*\* |  |  |
| DEGDB | 1.55 | .98 | 2.12 | .29 | .14\*\*\* |  |  |
| ICD | 1.28 | .77 | 1.80 | .26 | .13\*\*\* |  |  |
| LEA | -1.33 | -1.77 | -.89 | .22 | .14\*\*\* |  |  |
| LAERS | .91 | .48 | 1.34 | .22 | .13\*\*\* |  |  |
| LEC | 1.02 | .53 | 1.52 | .25 | .08\*\*\* |  |  |
|  |  |  |  |  |  |  | .16\*\*\* |

*Note.* CI = confidence interval; LL = lower limit; UL = upper limit; RWF = relationship with friends; S = sharing; PI = parental involvement; NAER= non acceptance of emotional response; DEGDB = difficulty engaging in goal directed behaviors; ICD = impulse control difficulties; LEA = lack of emotional awareness; LAERS = limited access to emotion regulation strategies; LEC = lack of emotional clarity

\*\**p* < .01, \*\*\**p* <.001.

**3.Independent Sample T-Test**

**Table 5**

*Mean Differences in Family Cohesion, Interpersonal Difficulties, Difficulties in Emotion Regulation and Emotional Behavioral Problems between Boys and Girls (N = 1452)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Boys  (*n* = 661) | | Girls  (*n* = 791) | |  | Cohen’s *d* |
| Variable | *M* | *SD* | *M* | *SD* | *t* |
| FC Total | 119.98 | 16.75 | 124.45 | 16.29 | 5.14\*\*\* | .27 |
| MS | 34.53 | 6.71 | 36.35 | 6.17 | 5.35\*\*\* | .28 |
| S | 23.06 | 4.27 | 23.04 | 4.09 | .07 | .01 |
| PI | 36.89 | 4.52 | 37.49 | 4.79 | 2.45\*\* | .13 |
| EB | 25.49 | 4.70 | 27.57 | 4.50 | 8.56\*\*\* | .45 |
| ID Total | 37.30 | 19.53 | 34.33 | 16.87 | 3.11\*\* | .16 |
| LM | 11.30 | 9.66 | 9.73 | 7.55 | 3.47\*\*\* | .18 |
| SI | 14.89 | 8.52 | 12.80 | 7.80 | 4.89\*\*\* | .26 |
| SC | 11.11 | 5.73 | 11.80 | 6.11 | 2.20\* | .12 |
| DERS | 92.56 | 15.13 | 93.30 | 16.66 | .88 | .05 |
| EBPs | 80.44 | 40.68 | 92.23 | 41.56 | 5.44\*\*\* | .29 |

*Note.* FC = family cohesion; MS= mutual support; S = sharing; PI = parental involvement; EB = emotional bonding; ID = interpersonal difficulties; LM = lack of manners; SI = social isolation; LS = SC = self-centeredness; DERS = difficulties in emotion regulation scale; EBPs = emotional behavioral problems

\**p* < .05, \*\**p* < .01, \*\*\**p* < .001.

**4.ANOVA**

**Table 6**

*Mean Differences in Family Cohesion, Interpersonal Difficulties, Difficulties in Emotion Regulation and Emotional Behavioral Problems in Three Categories of Age (N = 1452)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 12-14 years  (*n* = 512) | | 15-16 years  (*n* = 718) | | 17-19 years  (*n* = 222) | |  | ƞ2 |
| Variable | *M* | *SD* | *M* | *SD* | *M* | *SD* | *F* |
| FC Total | 124.04 | 16.37 | 121.32 | 16.35 | 121.85 | 17.15 | 3.70\* | .01 |
| MS | 35.90 | 6.42 | 35.14 | 6.33 | 35.54 | 6.70 | 1.70 | .00 |
| S | 23.54 | 4.08 | 22.75 | 4.21 | 22.84 | 4.17 | 5.38\*\* | .01 |
| PI | 37.77 | 4.24 | 36.86 | 4.71 | 37.02 | 5.05 | 5.33\*\* | .01 |
| EB | 26.83 | 4.97 | 26.58 | 4.49 | 26.45 | 4.66 | .83 | .00 |
| ID Total | 33.10 | 18.12 | 37.24 | 17.50 | 36.79 | 18.71 | 7.75\*\*\* | .01 |
| LM | 8.88 | 8.17 | 11.33 | 8.26 | 11.19 | 9.20 | 12.74\*\*\* | .02 |
| SI | 13.12 | 8.55 | 14.18 | 7.95 | 13.97 | 8.04 | 2.31 | .00 |
| SC | 11.10 | 5.94 | 11.74 | 5.88 | 11.63 | 6.02 | 1.62 | .00 |
| DERS | 91.61 | 16.19 | 92.02 | 15.34 | 94.48 | 16.32 | 3.85\* | .01 |
| EBPs | 80.32 | 42.72 | 89.41 | 38.76 | 91.16 | 42.47 | 9.64\*\*\* | .01 |

*Note.* FC = family cohesion; MS= mutual support; S = sharing; PI = parental involvement; EB = emotional bonding; ID = interpersonal difficulties; LM = lack of manners; SI = social isolation; SC = self-centeredness; DERS = difficulties in emotion regulation scale; EBPs = emotional behavioral problems

\**p* < .05, \*\* *p* < .01, \*\*\* *p* < .001.

**Chapter V: Discussion**

* A comprehensive, cohesive and coherent statement to tie up all the loose ends and incorporating the findings into a theoretical framework and its ramifications for the particular area of investigation discuss the findings in terms of similarities and differences in existing literature

***For more details about writing discussion see APA VII Edition***

* Interpretation rather than repeating the results
* **Limitations of the study**
* **Future Suggestions**
* **Conclusion**
* **References**
* **Appendices**
* **Plagiarism Report**

Appendix A

**Title of the Research (14Bold)**

****

**Participant’s Name (12 Bold)**

**Participant ID (12 Bold)**

**Supervisors’ Name (12 Bold)**

**--------**

**Department of Clinical Psychology (14 Bold)**

**School of Professional Psychology** **(14 Bold)**

**University of Management and Technology**

**Lahore (16Bold)**

**2021**

Appendix B

**DECLARATION**

I, Ms. **----------**ID: **---------** Student of **MS Clinical Psychology** in the subject of **Clinical Psychology session -------,** hereby declare that the matter printed in the thesis title **----------------------------------------------------------------------**is my own work and has not been printed, published and submitted as research work thesis or publication in any form in any university, research institution etc in Pakistan or abroad.

**Dated: ------------------- Signature of deponent**

Appendix-C

# Certificate of Approval

Accepted by the Faculty of the Department of Clinical Psychology, School of Professional Psychology, University of Management and Technology, Lahore in partial fulfillment of the requirements for the degree of MS in Clinical Psychology

|  |  |
| --- | --- |
|  |  |
|  | Supervisor |

|  |  |
| --- | --- |
|  | Prof. Dr. ------------------ |
|  | External Examiner |

|  |  |
| --- | --- |
|  | Prof. Dr. ………. |
|  | Chairperson DCP, UMT |

|  |  |
| --- | --- |
|  | Prof. Dr. ………. |
|  | Dean SPP, UMT |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Deponent |
|  |

Date: \_\_\_\_\_\_\_\_\_\_\_

Appendix D

**Table of Contents**

|  |  |  |
| --- | --- | --- |
|  |  | **Page No** |
|  | **Acknowledgements**  **Abstract** |  |
|  | **List of Tables** |  |
|  | **List of Figures** |  |
|  | **List of Appendixes** |  |
| **Chapter I** | **Introduction** | 1 |
| **Chapter II** | **Review of literature** | 10 |
|  | Rational of the research |  |
| **Chapter III** | **Method** |  |
|  | Research design  Sampling strategy (Inclusion and exclusion criteria)  Participates  Measures  Procedure |  |
| **Chapter IV** | **Results** |  |
|  | Sample description |  |
|  | Hypothesis testing |  |
|  | Summary of results |  |
|  |  |  |
| **Chapter V** | **Discussion** |  |
|  | Implications |  |
|  | Limitations and Recommendations |  |
|  | Conclusion |  |
|  | **References** |  |
|  | **Appendices** |  |

Appendix-E

**List of Tables**

**Table No Page No**

**Table 1……………………………………………………………………………………. 28**

Means, Standard Deviations of Age, No of Siblings and Parental Education of the Participants (N= 500)

**Table 2……………………………………………………………………………………. 29**

Frequency and Percentage of Demographic Characteristics of Participants (N=448)

**Table 3…………………………………………………………………………………….. 32**

The factor structure of 54 items of Interpersonal Difficulties for University Students

**Table 4…………………………………………………………………………………….. 35**

Eigen Values and variance explained by six factors of Interpersonal Difficulties Scale for University Students (IDUS)

Appendix-F



**Department of Clinical Psychology**

**School of Professional Psychology**

**University of Management and Technology**

*We train Professionals*

**Certificate of Approval of Dissertation**

Name of Participant/Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Participant ID\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APA Format (7th Edition)**

|  |  |  |
| --- | --- | --- |
| * Title Page (See Appendix A for Guidelines) | * Yes | * No |
| * Table of Contents (See Appendix A for Guidelines) | * Yes | * No |
| * Font size | * Yes | * No |
| * Spacing | * Yes | * No |
| * Margins | * Yes | * No |
| * Page numbers | * Yes | * No |
| * Alignment | * Yes | * No |
| * Reference citation | * Yes | * No |
| * Grammar Check (by using software, e.g. Ginger) | * Yes | * No |
| * Quality of Expression | * Yes | * No |

***Main Dissertation***

|  |  |  |
| --- | --- | --- |
| 1. Introduction | * Yes | * No |
| * 1. Implications of the current research | * Yes | * No |
| * 1. Aims | * Yes | * No |
| * 1. Objectives | * Yes | * No |
| 1. Review of literature | * Yes | * No |
| * 1. Recent local and international literature | * Yes | * No |
| * 1. Rationale of the study | * Yes | * No |
| * 1. Research Question/s | * Yes | * No |
| * 1. Hypotheses (If any) | * Yes | * No |
| 1. Method | * Yes | * No |
| * 1. Research design | * Yes | * No |
| * 1. Setting | * Yes | * No |
| * 1. Participants (sampling strategy) | * Yes | * No |
| * 1. Measures | * Yes | * No |
| * 1. Procedure (ethical considerations) | * Yes | * No |
| 1. Analysis of the results | * Yes | * No |
| 4.1 Descriptive analysis | * Yes | * No |
| 4.2 Inferential Analysis | * Yes | * No |
| 1. Discussion | * Yes | * No |
| 1. Limitation and Recommendation | * Yes | * No |
| 1. Conclusion | * Yes | * No |
| 1. References | * Yes | * No |
| 1. Appendices | * Yes | * No |
| 1. Timetable | * Yes | * No |
| 1. Plagiarism report | * Yes | * No |

* This document is approved/ not approved for final submission.

|  |  |
| --- | --- |
| Signature of the Participant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature of the Supervisor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |