

University of Pennsylvania
School of Social Policy & Practice
Clinical DSW Dissertation Manual
Instructions for Preparing and
Filing the Dissertation

Revised February 2010

Introduction: Writing and filing the dissertation are among the final steps leading to the award of the DSW. The student presents the dissertation publicly, defends it, and, with the approval of the dissertation committee, submits the final manuscript to Scholarly Commons.

The requirements regarding the format for the dissertation are as follows:

I. Preparing the Manuscript

a. Overall Appearance: The manuscript must be clear and legible, free of errors and attractive in appearance. All pages must be single-sided.

b. Organization of the Manuscript:

Preliminary Pages, in the following order:

Title Page

Copyright Notice (optional)

Dedication (optional)

Acknowledgment (optional)

Abstract

Table of Contents

List of Tables

List of Illustrations

Preface (optional)

Main Text

Appendices (optional)

Bibliography (optional)

Index (optional)

c. **Margins:**

Left-hand margin: 1.5 inches
 Right-hand Margin: 1 inch
 Top and bottom margins: 1 inch

All text, including footnotes and page numbers, must be inside these boundaries. Nothing may appear in the margin area.

- d. **Line Spacing:** The text of the dissertation is double spaced, except for footnotes, long quoted passages and lists of tables and figures, which are single spaced.
- e. **Font:** Any non-italic 10- or 12- point font may be used. Headings may be larger. For enhanced screen readability, use Arial (10pt), Courier New (10pt), Georgia (11pt), Times New Roman (12pt), or Verdana (10pt) font. For footnotes, figures, citations, charts and graphs, a font of 8 point or larger may be used. Italic types may be used for quotations, words in a foreign language, occasional emphasis, or book titles.
- f. **Pagination:** Every page in the dissertation has a number, except for the Title Page and the copyright notice (if desired). For the preliminary pages – dedication (optional), acknowledgements (optional), abstract, table of contents, list of tables, graphs, illustrations and preface (optional) – use small Roman numerals (*i, ii, iii, iv, v, ...*). These may be placed either at the top or the bottom of the page. The title page is counted as page *i*, and the copyright page (if there is one) as page *ii*, but do not print the page numbers on either of these two pages (e.g., in a dissertation with a copyright notice, the first numbered page is *iii*; in a dissertation without a copyright notice, the first numbered page is *ii*).

For the text, use Arabic numbers (1, 2, 3, 4, 5, ...) starting with page 1 (the first page of the text itself). These may be placed either at the top or the bottom of the page. If you use footnotes, it is recommended that you print page numbers at the page top. Do not print page numbers, footnotes, or anything else in the margins. Each page must be consecutively numbered, including tables, graphs, illustrations, and bibliography/index (if they are included); letter suffixes (such as 10a, 10b, ...) are not allowed.

Check pagination carefully. Do not include blank pages. All pages must have a page number and be accounted for.

- g. **Abstract:** The Abstract is a condensed summary of the dissertation, not to exceed 250 words. All words count towards the total. The abstract, which is normally a single paragraph, typically consists of four parts: the statement of the problem; the procedure and methods used to investigate the problem; the results of the investigation; and the conclusions.

The abstract is published online by ProQuest in “Dissertation Abstracts International,” providing information to interested readers about the general content of the dissertation. The Abstract is also published by Scholarly Commons and made available for full-text searching via the internet.

The abstract is double-spaced. Below the word "ABSTRACT" (in upper case), list the title of the dissertation (upper case), your name, and your dissertation supervisor's name.

Sample

<p>ABSTRACT</p> <p>DIALECTICAL BEHAVIOR THERAPY AS AN ANCILLARY TREATMENT FOR EATING DISORDERS</p> <p>Author's Name</p> <p>Supervisor's Name</p> <p>Dialectical Behavior Therapy (DBT), a therapeutic approach that combines cognitive behavioral techniques and mindfulness meditation, was originally developed as a treatment for Borderline Personality Disorder (BPD). Research indicates that DBT is also effective in treating individuals with mood symptoms and self injurious behaviors who do not meet the diagnostic criteria for BPD. This study explores the utility of using Dialectical Behavioral Therapy as an ancillary treatment for an inpatient population in an eating disorders clinic. From a sample of twenty patients (N=20), ten patients were treated with Dialectical Behavioral Therapy in conjunction with the treatment protocol already in use in the clinic; the other ten patients received only the clinic's standard treatment protocol. Prior to beginning treatment, two self-report instruments were administered to measure affect regulation and distress tolerance. The instruments were administered again upon discharge from the clinic. Descriptive data analysis indicated an improvement in affect regulation and distress tolerance in the DBT group and no change in affect regulation and distress tolerance in standard treatment protocol only group. Further research is needed to determine the longitudinal effects of the ancillary DBT treatment with this population and whether it improves outcomes in eating disorders symptoms and prognosis.</p>
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- h. Title Page:** The Title Page must contain the TITLE (in upper case); the author's name; the year the degree is being granted; the name, faculty title (rank and department), and signature of the dissertation advisor (or co-advisors, if there is more than one); and the name and signature of the Dean. The names and faculty titles (rank and department) of the Dissertation Committee members should be listed on the Title Page (no signatures). If you want to use a format for your name that differs from the current name in the *Penn In Touch* System (e.g., a married name, or a full middle name rather than a middle initial), contact the Registrar's Office and

provide the necessary documentation to make that change. The title page is understood to be page “i” for counting purposes, but no page number should be printed on the title page.

Sample

<p>Title</p> <p>Author’s Name</p> <p>A DISSERTATION</p> <p>in</p> <p>Social Work</p> <p>Presented to the Faculties of the University of Pennsylvania</p> <p>In</p> <p>Partial Fulfillment of the Requirements for the</p> <p>Degree of Doctor of Social Work</p> <p>2010</p> <p><u>[Signature]</u> _____</p> <p>[Typed Name] Supervisor of Dissertation</p> <p><u>[Signature]</u> _____</p> <p>[Typed Name] Dean, School of Social Policy and Practice</p> <p><u>Dissertation Committee</u></p> <p>[Typed Names, no signatures]</p>

- i. **Paper:** The dissertation is printed single-sided on acid-free white paper, 20 lb. bond (or heavier stock), 8 1/2 x 11 inches in size.
- j. **Copyright Notice:** The dissertation submitted as a part of the requirements for a degree is the property of the University. However, the author of the dissertation owns and retains the copyright in the dissertation, without further registration formalities. If you choose to include a copyright notice in your manuscript, place it on a separate page immediately following the Title Page. Display the title of the dissertation, then the word "COPYRIGHT" (or symbol ©), the year of first publication, and your name. Do not print a page number on this page; it is understood to be page "i" for counting purposes.

Submitting a Dissertation to Scholarly Commons: Repository

Create an account at: <http://www.library.upenn.edu/scholcomm/dissertations.html>.

Select My Account from the left navigation column and then select the "New User" option. After you provide your name, email address, and initial password, the system will confirm registration via email.

To log into your account

Select My Account from the left navigation column and then enter your email address and password. If you forget your password, you can enter your email address without a password, and will receive your password immediately by email. If you want to change your password, go to the "My Account" page and choose the "Edit Profile" option. If you have trouble logging in or the system will not send you your password, please send an email to repository@pobox.upenn.edu.

Submit the Dissertation materials to Scholarly Commons

Copyright considerations: Review the [copyright guidelines](#). You, and *not* Scholarly Commons, bear responsibility for certifying compliance with any applicable copyright regulations.

Submission formats: Documents in Scholarly Commons are made available in PDF format. Submissions are acceptable in full-text searchable PDF, Microsoft Word, or RTF. (The latter two formats are converted to PDF by the system after submission). Submissions can also include supplementary files in other formats (including data sets, computer programs, and so forth). Details on producing appropriate formats are available in the [File format and conversion guide](#). The Library may add or change supported format choices to reflect format choice and presentation that reflect changing technological capabilities.

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Notification: After you have deposited your material, you will be notified when it is publicly available on Scholarly Commons after your dissertation has been approved by the Director of the DSW Program. Once accepted through Scholarly Commons, the dissertation will almost immediately be available for full-text searching via the internet at no cost.

II. Checklist

1. Is every page of the dissertation correctly numbered? Are all pages included?
2. Does the author's name, in full, appear on the title page and the abstract? Is the name the same on both?
3. Does the supervisor's name (without the faculty title) appear on the abstract? Is the name typed accurately and in the proper place, so that it is clearly indicated that s/he is the supervisor and not the author?
4. Are all charts, graphs, and other special illustrative materials perfectly legible? Are they in the correct order and position? Are they paginated?
5. Have you obtained permission from the copyright owner to include any significant portion of a third person's copyrighted work which is not a fair use?
6. Have you submitted your dissertation through Scholarly Commons?