

FOR MASTER'S DEGREE CANDIDATES OF THE

University of Metaphysics



MASTER'S THESIS HANDBOOK

REVISED EDITION

Table of Contents

Part I—Writing the Thesis	1
General Information	1
Purpose of Master’s Thesis	1
Choosing a Topic	1
Can You Include Personal Experience	2
Two Approaches to the Thesis	2
Keep a Backup of Your Document	3
Electronic Submission of Your Thesis	3
Formatting	3
Format of Thesis	3
Length and Presentation of Thesis	4
Spelling and Grammar	4
Margins and Spacing	5
Headings	5
Numbering Pages	6
<i>Page-Numbering Feature in Word</i>	7
<i>Alternative Page-Numbering System</i>	7
Part II—Organizing the Thesis	8
Preliminary Pages	8
Title Page	8
Acknowledgements	8
Table of Contents	8
Chapters of Thesis	8
Introduction (Statement of Purpose)	8
Review of Literature	10
Methods (Optional)	11
Findings (Optional)	11
Discussion	12
Conclusion	12
Works Cited (formerly known as the Bibliography)	13
Appendix (Optional)	14
Part III—Giving Credit to Sources: Writing Parenthetical Citations and Works Cited Entries	15
General Information	15
Footnotes Are No Longer Used for Citations	15
When a Citation (for paraphrased ideas) is Not Needed	15
Help from Online Sources	15
Academic Integrity	16
Examples for Parenthetical Citations with Corresponding Works Cited Entries	17
Quoting Full Sentences	18
Quoting Partial Sentences	18
Leaving Out Words or Sentences: Using the Ellipsis	18
Quoting Passages Longer than Four Lines of Text	19
Citing Volume and Page Numbers of a Multivolume Work	20

Dr. Masters' Curriculum	20
Bible Citations	21
Magazine, Journal, Newspaper, or Pamphlet Citations	22
Books or Studies by a Corporate Author or Organization	23
Reference Sources (Encyclopedia, Dictionaries)	24
Citing Additional Common Sources	24
Interviews	24
Spoken Word Albums and Films (or DVDs)	25
Citing Web Publications	25
In General	25
Basic Material Needed for Web or Electronic Reference	26
An Article in a Web Magazine	26
Citations from Web Sources: No Known Author	27
A Page on a Web Site	28
Email (Including Interviews)	28
Appendix A1	29
Title Page Example	29
Appendix A2	30
Acknowledgements Example	30
Appendix A3	31
Table of Contents Examples	31
Appendix B	32
Works Cited Formatting and Examples	32
Hanging Indent or Left-Margin Aligned?	32
<i>Hanging Indent Format Example</i>	32
<i>Aligned Format Example</i>	34
Appendix C	36
Academic Integrity Guidelines	36
Appendix D	40
Ordering a Sample Thesis	40

Part I

Writing Your Thesis

General Information

Purpose of a Master's Thesis

The purpose of a thesis is to present a unique contribution of your own ideas to an already existing field of knowledge. Your thesis should embody the results of your research, and it especially should substantiate a specific view.

Some students have asked what the difference is between a dissertation and a thesis. Each is a document submitted in support of candidacy for a degree or professional qualification. In some countries and in some universities (including the United States and this University), the word *thesis* is used as part of a Master's Degree, while *dissertation* is applied to a doctorate. (*Note that this differentiation is reversed in some countries.*) The dissertation in the United States represents further and more advanced research and study than that for the thesis. The advanced nature of the dissertation is important; it is never accepted as a simple continuation of the basic work done for the thesis.

Choosing Your Topic

You may choose to write your thesis on any of the subjects covered in the *Minister's/Bachelor's Curriculum* or *Master's Curriculum*.

- Many students first think that they want to write their Master's Thesis on something that they love and have a passion for, or have worked on throughout their lives, and then continue that topic for the dissertation. However, if you choose to write about that for your thesis, keep in mind that your doctoral dissertation cannot be an expansion or extension of your thesis. It might be better for you to save that topic for your doctoral dissertation. Simply put, you need to find another topic that intrigues or engages you for your master's thesis.
- Browse in bookstores, libraries, and on the Internet for books and information that might be related to your subject (for the preparation of your thesis). Perhaps skim back through the lessons for topics.
- If you cannot come up with a topic for your Master's Thesis, take time to do whatever you would do to get answers for yourself: pray, meditate, walk out in nature or by the water, practice martial arts – whatever you have learned to do that works for you. An answer will come to you.

- When ideas do come to you, jot them down even if you are not sure you've found the right topic. You're brainstorming, and you are free to put together any ideas, examples, suggestions, and/or beliefs that come to mind, even if you doubt you'll really use them. You might even keep a notepad nearby, so that if something triggers a thought while you're taking care of other duties in your life or even watching television, you can write it down. It might just turn out to be the idea you've been waiting for when you put it together with your other jottings.

Once you do come up with a main topic, think of areas of that topic you would like to focus on or learn about. These areas can become your subheadings, or where applicable, they can provide support under the other chapter titles, as outlined in a few pages under "General Information" and "Formatting."

Can You Include Personal Experience?

Because the thesis is a research paper, be very careful about including too much of your life history or personal journey. Your personal history is your foundation for your interest in metaphysics, but now you use that foundation for skillfully building your research topic by placing it in conversation with published writers.

You may find that in your first draft you include several paragraphs – or even pages – of your personal experience, but then let that draft rest for a day or two. After that, go back, and see where you can "cut and paste" to make your story much more concise. By doing this, your personal journey or history will become simply the platform for you to launch into your concern that you wish to research – not the main event. If you still see that you have written too many pages covering your personal experience, you may want to get some feedback from the Thesis Advisor before continuing further.

Two Approaches to the Thesis

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

1. You would use a Methods and a Findings chapter (your chapters 3 and 4), giving you a total of six chapters, because your subject depends upon one of the following studies:
 - Your subject required the use of a questionnaire or other tool from a number of participants (and not including yourself);

- Your subject includes your review of a project that 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've used in the technique you have chosen to examine as your topic.
2. You would *not* need a Methods or a Findings chapter, so your chapter 3 will be the Discussion chapter and chapter 4 will be the Conclusion. The majority of students choose this kind of thesis, for they are exploring ideas and practices based upon their own knowledge and those found in their research of others' ideas and studies. This thesis will have four chapters.

Part II of this Handbook describes what each section or chapter of your thesis will cover.

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. That being said, computers do crash, so be sure your thesis file is among your important personal documents that are backed up whenever you are finished for the day.

Electronic Submission of Your Thesis

We sincerely hope that we do not inconvenience you, but we are no longer accepting thesis submissions by post. For one thing, we cannot return them to you by mail. Secondly, almost all student papers are typed on a computer, using a Word document, and all corrections necessary will be sent to you by email, with detailed instructions for revision. Thirdly, we now must submit each thesis and dissertation to our Turnitin software for Academic Integrity, and, to do so, we need either a Word document or a PDF copy.

You can, however, have your final copy printed for your own use after you have received notification that the Thesis Committee has approved your thesis. And, we will be attaching your final, electronic copy to you by email.

Formatting

Format of Thesis

Because you are writing a thesis – your written point of view about a subject, put forth and substantiated by your research in the metaphysical and other fields – the thesis format specified by MLA (Modern Language Association) and the specifics of this Handbook is required for all submissions.

Using a standard “style guide” such as MLA provides a way for readers to “speak the same languages” when reading a research paper or article. Abiding by MLA standards and specifications as a researcher and writer allows you to provide readers with the opportunity to focus on your ideas by not distracting them with complicated and foreign formatting.

These specifications are explained in detail in Part III, with additional examples in the Appendices.

Length and Presentation of Thesis

Your thesis, a research paper, must be a minimum of 6,000 words and 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.

- Generally speaking, a 6,000-word work will average approximately 25 pages, using a standard 12-point font; Times New Roman or Cambria is strongly recommended and is the preferred font for most universities.
- Your thesis must be typed and double-spaced (and in a Word document, if you are using a computer).
- If putting your paper into PDF format is easier for you, please do that; however, go over the final document once more. Sometimes the contents and page numbers can shift when the PDF is created, so be sure to do a final review.

Spelling and Grammar

It is expected that grammar, spelling, and punctuation will be correct. If you are in doubt, consult books or the Internet on spelling or word usage: we recommend you use *Merriam-Webster's Online Dictionary* or the printed edition. Another very helpful online source that our students have mentioned and which is free for the first seven days of usage (and thereafter charges a small amount by the month) is found at <http://Grammarly.com>. It will show you your spelling, punctuation, and grammar errors and offer you corrections. Upon completion of your thesis, if you are still in doubt, have someone proofread it.

- *Computer Spell Check*: Most computers have a feature under the *Tools* menu called *Spelling and Grammar*, or *Spell Check*. It is recommended that you try to work with this feature, although Spell Check is not infallible.
- *Professional Proofreader*: If grammar, sentence structure, spelling, and punctuation are not easy for you, you could look for someone to proofread

your paper before you submit it to the University. You can hire a professional proofreader to review and correct your paper for grammar, sentence structure, spelling, and punctuation errors or oversights. Your ideas and research will be left intact.

- The Thesis/Dissertation Committee is aware that many students enrolled with the University do not have English as their first language. Allowances are made for spelling, grammar, sentence structure, and so on for these students.

Margins and Spacing

The margins should be set up before you begin typing from the Format menu on your computer (or typewriter) as follows:

- Top and bottom of page: 1”
- Left margin: 1 ¼” to 1 ½ “ (to allow for binding)
- Right margin: 1” (*ragged*, not right-side justified)

Indent the first line of paragraphs one-half inch from the left margin. MLA recommends that you set and use the tab key rather than pushing the Space Bar five times. When a paragraph *continues* following a long (block) quotation, do not indent. *However*, do indent the paragraph following that one.

Some other common rules about spacing and punctuation include:

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

Headings

The primary heading is the title of your thesis, which should be no more than ten words long and in Title Case (explained below under Level 1 Heading). 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.

Level 1 Heading: Your Chapter Title

- This level is for your chapter title. Double space from the top margin of the page (1 inch) and center the title. Use 12 pt. font but do not underline, italicize, use bold font, or place your title in quotation marks.
- Write the title in standard capitalization (Title Case), which means you capitalize nouns, pronouns, verbs, adjectives, adverbs, but not prepositions or articles (*and, or, nor, the, a*). For example, you would type Review of Literature (not Review Of Literature).

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

Level 2 Heading: bold, flush left, title caps, no colon or period

Level 3 Heading: italics, flush left, title caps, no colon or period

Numbering of Pages

MLA does not number the first page of chapter 1, but the first pages of the other chapters are numbered. You must number all your pages, beginning with chapter 1, page 2.

Page numbers must be placed in the upper right-hand corner of each page. Use Arabic numerals – that is, 1, 2, 3, and so forth, for *these* pages. Directly below is a description of the computer-numbering options available.

Be sure to note, however, that the preliminary pages (but not the Title page) that come *before* chapter 1 of your text must be numbered in *lowercase Roman numerals* – *i, ii, iii*, specifically, the Acknowledgements page, the Table of Contents, the Table of Figures (optional). Lower-case Roman numerals for the preliminary pages **are placed in the middle of and at the bottom of** each preliminary page. Please review the samples (the templates) in the Appendices.

To summarize:

- The first page to be numbered is the Acknowledgements page *i*.
- If you do have an Acknowledgements page, then the Table of Contents comes next and is numbered “*ii*” at the bottom middle of your page (*without* quotation

marks or parenthesis marks or italics). If you do not have an Acknowledgements page, then the first page that is to be numbered is your Table of Contents. Number it “i” at the bottom middle of your page.

- After the Table of Contents comes any list of any tables or figures you might have included and should be numbered iii.
- Your first page is your chapter one, but don’t start the numbering until the second page. That page will be your page 2, in Arabic numbers. Continue numbering until the last page of your Works Cited, or if you have an Appendix, until the last page of that section.

Page-Numbering Feature in Word

Page numbering can be a real challenge, even for those fairly accomplished with Word. We advise, however, against numbering manually, because the number placement will move very easily if you make the slightest changes to the text. You will probably find the Alternative System much easier than the manual option.

Alternative Page-Numbering System

You can take the preliminary pages (Title Page, Acknowledgements, and the Table of Contents page) and put them into a separate Word document. This would allow you to utilize the automatic page-numbering feature—just be sure to place the numbers at the middle bottom of the page and to start with the second page (Acknowledgements) as number i.

- The first of two Word documents would include the Title Page, the Acknowledgements page (optional), and Table of Contents page.
- The second Word document would include the text of the paper, with all chapters, plus the Works Cited page(s), and finally, any appendices you might have.

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* should not be in your own title page).

Acknowledgements

This page (sometimes known as a Dedication) is optional, but is used to express gratitude for the people and/or events that enabled or encouraged you to complete this work and phase of your life. It can be a few sentences or up to a page long. Please see the example in Appendix A2. Again, your title should be at the top of the page, with the page number at the bottom middle (page i).

Table of Contents

There are two examples for the Table of Contents that will fit your work in Appendix A3. The only difference is whether you choose to include an Acknowledgements page and/or whether you include the Methods and Findings chapters. Either way, you can choose from the following:

- Title page
- Acknowledgements (optional)
- Table of Contents
- Lists of Figures or Tables (optional)
- Chapters, using specific titles
- Works Cited
- Appendix (optional)

Chapters of the Thesis

Introduction (Statement of Purpose)

The purpose of the introduction is to explain and/or discuss *why* you are writing about the subject you have chosen or what you want to show others about your topic. You want to engage the reader and establish the importance of the topic to the metaphysical

community. Keep in mind that throughout the thesis – in any of the chapters you choose – you’ll want to use approximately three - five quotations or paraphrased references from Dr. Masters’ curriculum. (*These references do not have to be long*; they serve to keep your thesis within the metaphysical context.)

In addition, the Introduction should guide the reader through the main points of your thesis, with concrete and concise description – almost as if it were a map that shows what will be found as the reader continues moving through your paper. Usually, in a thesis of this length, you will write the thesis sentence – a sentence that sums up your purpose for writing the thesis paper – *by the end of the first or second paragraph*. After that, each paragraph points out and supports, possibly with examples or illustrations, which direction you will be taking with the paper.

- Be careful to avoid making the Introduction too long, or not long enough. If you can summarize your whole idea to someone in three or four sentences, you are probably on the right track.
- To assist you in preparing an Introduction of an appropriate length, it is recommended that an outline of some form be written first. Don’t worry if you do not 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.
- Instead of an outline, maybe you would find that sketching out an idea-tree 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 them or delete them later.
- Use the outline or idea-tree/wheel as the basis of the Introduction, as well as for the basic plan for the entire thesis itself.
- If you are finding that there are parts that go on for too long and therefore detract from this point-by-point directional map (which is not uncommon in a first or second draft), your outline should be of use to you in pointing out any material that should more appropriately be included in the Findings or the Discussion chapters. The outline will assist you in placing the content where it belongs.
- Don’t get discouraged if, after writing the first draft, you find that you must revise a lot more than you had planned. Nor should you be discouraged if you find you have to delete or shift material around after the second or third draft.

- Know that this is usual and common. Professional writers revise many, many times. It's part of the flow.
- When written skillfully, the Introduction will prepare the reader for each chapter as it unfolds.

Review of Literature

The second chapter is a very important part of the thesis, and should be entitled Review of Literature, covering any respected sources related to your subject. The purpose of this chapter is to provide supporting data for your own ideas and the main themes in your thesis. You are telling us what the works that make up your research indicate relevant to the purpose of your thesis.

- You must provide a *minimum* of three quotations from five to seven different major books *beyond* source material provided by Dr. Masters' curriculum (which must also be referenced in your thesis approximately three-five times, any of which can also be in this chapter).
- These five to seven key books are included among those that form the foundation for the total key works (including sources other than books) researched for your thesis. You should think in terms of a minimum of ten total sources in addition to Dr. Master's works. Each source reviewed by you will cover approximately one to three paragraphs of your own paraphrasing or quotations, accompanied by parenthetical citations. These quotations from a minimum of ten sources do not need to be long; they just need to be pertinent to the purpose of your topic. They are intended primarily to support the presentation of your own idea and your view of each work should be clearly stated before you finish with that source.
- However, do not construct your thesis by piecing together long or numerous quotations from research sources without any explanation about their role in the construction of your thesis. This kind of submission has, unfortunately, been a common, mistaken occurrence. If such a thesis is turned in to be evaluated, *it will be turned back to you for revision*.
- If you find that your thesis is heading in that direction, we advise that, before going any further, you check with the Thesis/Dissertation Advisor for some guidance. It would be far better for you to check in before you've gone through the work of writing the entire thesis, only to find out you have to revise the entire work. Perhaps you'll want to just turn in one chapter to verify that you are proceeding correctly.

- Another possibility to consider, if your discussion or evaluation of your chosen works in your review is becoming too lengthy, is that parts of your review or evaluation of the research should be positioned more appropriately in the Findings, Discussion and/or Conclusion chapters.
- For specific formatting details about how to cite sources and how to blend quoted material into your own words, please see Part III below.

Methods (optional)

The use of the Methods chapter for chapter 3 is optional and infrequently used. *You only use a Methods and a Findings chapter (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;
- An analysis of a project that you used as a counselor, or that you prepared specifically for your thesis; or,
- A demonstration that the specific method you've used in the technique you have chosen for your project is more suited than other similar methods.

If you are writing about a form of meditation, a form of yoga, chakras, or affirmations, for example, you could use this chapter to detail how to do what your topic suggests. This chapter, however, should not be the place to include your own experiences with the methods. And, this is to be a fairly short chapter.

If you are not, like the majority of students, writing that kind of thesis, skip this chapter and the next chapter (Findings) as well. Your chapter 3 instead will be titled Discussion. Also, see Appendix A3 to view which Table of Contents template you will use, depending on which kind of thesis – with or without the Methods and Findings chapters – you are writing.

Findings (Optional)

This chapter of your thesis should be the second longest chapter. This chapter is for the results of research with others and/or from others. Here you explain what was found in the literature and/or methodology and tell us why these findings are significant for your topic. That means that your personal experiences or life history might be aligned and included with the research you found, but your focus is still on what you found in the research and *your own researched contribution* to the already existing field of knowledge

on the subject that you have chosen for your thesis.

You can also use the information to argue the question(s) or statement(s) expressed in the title or thesis sentence of your work. For example:

- Which experiments, if any, according to your research, have been conducted about your topic and what are the results of those experiments?
- What do doctors have to say about the results of meditation? What do people who attend church regularly have to say about their church experience? What do scientists who do brain-mapping have to say about those who attend church, meditate, or are atheists?

Discussion

To write the discussion properly and effectively, it is helpful for you, the author, to include:

1. A brief review of the nature and structure of the study as a whole.
2. A review and discussion of what you have discovered and learned through your research that is then thoughtfully integrated into your discussion of the meaning or significance of these findings. You can use your personal information here if relevant to the discussion.

This section is important to your work, and you have the chance to make sure that your topic or purpose is thoroughly understood and appreciated through this discussion.

Conclusion

Your final chapter should be entitled Conclusion, and while this should be a fairly short chapter, it is a significant one, for it is the last section the reader will remember.

- You are to present a brief review of all that you have introduced, your principal themes, and how they were shaped by your research. You then can summarize your conclusions, and where appropriate, what enabled you to reach your conclusions.
- Finally, consider closing with a few suggestions regarding possible research or actions on your chosen subject that you believe remain 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 references you have consulted, for this project, and from which you have drawn materials for your thesis. MLA changed the title to Works Cited because the word *biblio* means *books*, whereas now we include web publications, interviews, e-books, emails, and so forth, alphabetized by the author's last name (or, if no authors' names are available or appropriate, the editor's or organization's name).

- The Works Cited pages should reflect only the material you have covered for the purposes of your thesis. Do not try to include all of the written works that have ever shaped or affected your thinking relative to your subject; do include the specific works from which you have drawn material for your discussion, or to which you make reference in your thesis.
- Understand that because a specific book is listed in your Works Cited pages, it does not indicate that you necessarily have read the entire book. You need only to have read those chapters or sections that are relevant to your specific subject.
- There must be a minimum of ten entries (sources) listed in your Works Cited pages. As a rough guide, you might think in terms of a minimum of ten entries, five of which must be books beyond those from Dr. Masters' volumes.
- For formatting style, you can either choose the *hanging indent* or the *left-margin aligned* format. The instructions for both styles are in Appendix B, along with two lengthy Works Cited samples for you to examine. There are also detailed instructions about formatting specific kinds of references and entries in the next chapter (in Part III).
- Your pages will continue the number that you began with page 1 of chapter 1. While the Works Cited pages do not count towards your suggested word count, they are still numbered with the text.

Remember, there will be detailed examples in the next chapter, "Writing In-text Citations and Works Cited Entries," and in Appendix B below.

If, after studying the material in this Handbook you are still in doubt about formatting entries for your Works Cited section, you can also find help with proper MLA formatting for your Works Cited pages by accessing the web publication <http://easybib.com>. This site will type out the information about the book or website – all correctly formatted for you – and allow you to cut and paste it onto your own Word document.

Or, if you prefer, you can also find free examples of what you are trying to accomplish with your entries online at <https://owl.english.purdue.edu/>. And, of course, you can call the offices at either 928-203-0730 or 1-888-866-4685.

Appendix (Optional)

A section used to house supporting information for the thesis that was too bulky to include in the texts may be placed in one or more appendices. Examples of appendix material are questionnaire samples, data sheets, charts, or templates. (This handbook contains templates in the Appendices – note that they are to be organized by letters first, then numbers [e.g., A1, A2, A3]).

Part III

Giving Credit to Sources: Writing Parenthetical References and Works Cited Entries

General Information

Footnotes Are No Longer Used for Citations

For many decades, students have been plagued by footnotes and the problems inherent in writing them 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 is now used by most universities in the United States.

When a Citation (for paraphrased ideas) Is Not Needed

Common sense and ethics should determine the need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations or common knowledge. This is a choice, based on your audience. Consider also that what is common knowledge to the counseling world may not be common knowledge to the general public.

However, it is absolutely crucial that you avoid duplicating another author's or a website's words as if they were your own. Be very careful when you take notes from a source, that you use quotation marks in your notes. That way you will know later, when you are writing your chapters, which are your paraphrases or summaries and which are the words from the original source. If not, you may be guilty of plagiarizing, as is explained next.

Help from Online Sources

If, after studying the material in this Handbook, you are still in doubt about formatting references for your in-text citations, you can access the free web publication – <http://citationmachine.net>. This site will type out the information about the book or website that you type into the form they provide, and it will correctly format it for you and allow you to cut and paste it onto your own Word doc. There is a reasonable fee for using it after seven days of free usage. Or, for help formatting entries in your Works Cited section, you can access <http://easybib.com>, click on MLA format, and it will give you the correct information as well.

Also, if you prefer, you can also find free examples and instructions of what you are trying to accomplish with your entries online at <https://owl.english.purdue.edu/>. And, of

course, you can also call us with any questions you may have at 928-203-0730 or 1-888-866-4685.

Academic Integrity

As the purpose of a research paper (the thesis and the dissertation) is to explore, to understand, and to absorb new ideas and information and then explain it within the context of the student's own experience and judgments, every student of the IMM's University of Metaphysics and University of Sedona is expected to pursue his or her own academic work—specifically, the writing of the thesis and dissertation—with honesty and integrity.

Academic integrity is the expression of intellectual virtue in human beings due to the indwelling of Universal or God Spirit, and plagiarism will not be tolerated. “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 has purchased computer software from <http://turnitin.com> to detect and report on plagiarism. **All research papers will be examined by the turnitin.com software for academic integrity.** Any deviations from academic integrity, even a few sentences or even more than four successive words that have been copied without quotation marks and proper citation, will involve discipline.

For these reasons, we strongly advise all students turning in papers to first submit them (upload them) to one of the two following originality/plagiarism websites:

1. <https://en.writecheck.com>
2. <https://Grammarly.com>

For further information on our new policy, please see the full document in the Appendix of either this Handbook or in the Doctoral Dissertation Handbook. It is also available for download under “Guides” in the Online Center of the University's website.

Examples for Citing Printed Works with Corresponding Works Cited Entries

Quoting Full Sentences

If you are using sentences/phrases/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 sentence, merge your own information into the quoted material, close the quotation marks, and follow that quotation with the page number in parenthesis (see example below). The page number never goes into your sentence; it always goes into the parenthesis. Note that the period for the entire sentence goes *after* the parenthesis. In the updated MLA, there are no abbreviations needed for “page” in the parenthesis. It is simply understood.

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

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

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print

or

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print

Another way to quote a complete sentence in your double-spaced text so as to let the reader know which text and what page contained 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).

Again, the period for the sentence that you have quoted comes *after* the parenthetical citation.

In both cases, this information lets the reader know that there is a reference for this citation, namely the book by Adyashanti, found in your Works Cited pages. You are adding the

page number so that anyone reading your paper and wishing to check it out or delve more deeply into the information hinted at by your specific quotation can easily find it.

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 double-spaced text of your paper:

- According to some, dreams express "profound aspects of personality" (Foulkes 184), though 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)?

Leaving out Words or Sentences: Using the Ellipsis

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

Here 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. Below that are examples of the book, as it would appear in Works Cited.

Original Wording

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 (1).

Example of In-Text Citation

In his book *How to Know God*, Deepak Chopra describes an experience of 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).

Works Cited Entry

Chopra, Deepak. *How to Know God: The Soul's Journey into the Mystery of Mysteries*. New York: Three Rivers Press, 2000. Print.

or

Chopra, Deepak. *How to Know God: The Soul's Journey into the Mystery of Mysteries*. New York: Three Rivers Press, 2000. Print.

In the example of the above in-text citation, 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, being careful not to mislead the reader about the author's words or meaning, you will use the ellipsis (three dots, with a space before and between each dot and a space before the period (or fourth dot)). In the case above, there are three examples of ellipsis, the last one of which is finished with the end quotation mark, the parenthetical citation, and the period for the entire sentence.

Also, you'll notice the use of brackets around the word "that" [that]. This is the format used when the writer needs to insert a word to keep the sentence smoothly or grammatically flowing or to let the reader know that something in the quoted text (such as italics) was there in the original and not added by the thesis writer.

Quoting Passages Longer than Four Lines of Text

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

Also, *you do not place quotation marks around the long quotation* (although you would put quotes around a conversation, if one occurs, in the quotation). Note that the parenthetical citation for the quoted material comes *after* the closing 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.

Citing Volume and Page Numbers of a Multivolume Work

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

- When you are quoting from any of Dr. Masters’ texts, but you don’t mention him by name in your sentence, you would write the parenthetical citation as follows: (Masters, *Minister’s/Bachelor’s Curriculum* 4: 16).
- If you do mention his name in the sentence, you would write the parenthetical citation as follows: (*Minister’s/Bachelor’s Curriculum* 4:3-17). Please see the following paragraphs for examples of citations, plus a sample in Works Cited referencing volumes and pages.

Dr. Masters’ Curriculum

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

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

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

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

(Masters, *Master's Curriculum* #: #) or (Masters, *Minister's/Bachelor's Curriculum* #: # - ##) or (Masters, *Meditation Dynamics* #).

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

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

(*Minister's Curriculum* 3: 22) or (*Meditation* 54).

Type the entry for Works Cited as follows:

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, CA:
Burbank Printing, 2012. Print.

---. *Meditation Dynamics*. Burbank, CA: Burbank Printing, 2012. Print.

---. *Minister's/Bachelor's Curriculum*. 4 vols. Burbank, CA: Burbank Printing, 2012.
Print.

or

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, CA:
Burbank Printing, 2012. Print.

---. *Meditation Dynamics*. Burbank, CA.: Burbank Printing, 2012. Print.

---. *Minister's/Bachelor's Degree Curriculum*. 4 vols. Burbank, CA: Burbank Printing,
2012. Print.

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

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, CA: Burbank
Printing, 2012. Microsoft Word file.

or

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, CA: Burbank
Printing, 2012. Microsoft Word file.

Bible Citations

If your paper involves the use of one or even multiple editions or translations of the

Bible, your first in-text (quotation) should include the name of the specific edition of the Bible you are quoting from (such as *The Holy Bible: King James Version*, *The New American Bible*, or *The Aramaic English New Testament 5th Edition*), followed by the chapter(s) and verse(s), and in future in-text citations, an abbreviation of the edition in the parentheses. Also note that the word Bible is capitalized as is the word Biblical when referred to in your text.

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

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

- There is only a slight difference in *The New American Bible*, but the word *possession* rings more true to modern ears: “By wisdom is a house built, by understanding is it made firm; And by knowledge are its rooms filled with every precious and pleasing possession” (Proverbs 24: 3-4).

Each of these in-text citations would be easy to find in the Works Cited entries under the alphabetized names. Also in that Works Cited entry, you will give the name of the specific edition you are using, any editor(s) associated with it (if that information is given), followed by the publication information. If you are using an older edition of the Bible, you may have to search through it for a copyright date. In some of these older versions, a copyright date is not included. In that case, use the abbreviation n.d. (no date) to indicate the lack of publication date.

Holy Bible: King James Version. American Bible Society. June 1, 1980.

New American Bible. New York: Catholic Book Publishing Co. 1970. Print.

Magazine, Journal, Newspaper, or Pamphlet Citations

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

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

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

Tembrackus, Ann. "Fear of Religion in Today's Youth." *The New York Times* 21 May 2011 late ed.: A1. Print.
or

Tembrackus, Ann. "Fear of Religion in Today's Youth." *The New York Times* 21 May 2011 late ed.: A1. Print.

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

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

The Works Cited entry would now be as follows:

"Fear of Religion in Today's Youth." *The New Yorker* 21 May 2011 late ed.: A1. Print.

or

"Fear of Religion in Today's Youth." *The New Yorker* 21 May 2011 late ed.: A1. Print.

Books or Studies by a Corporate Author or Organization

A corporate author may include a commission, a committee, or a group that does not identify individual members on the Title Page. With some government or corporate publications, you may not find authors at all, but if you do, list the names of corporate authors or the name of the publication or the name of the government agency 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:

American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*.
Arlington, VA: American Psychiatric Association, 2012. Print.
or
American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*.
Arlington, VA: American Psychiatric Association, 2012. Print.

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 information.

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

“Metaphysics.” *The American Heritage Dictionary*. 4th ed. 2001. Print.

Citing Additional Common Sources

Interviews

If you have an interview that you want to use as a reference, you’ll want to document whether it has been published (in print or on the web) or broadcast or conducted by the author (yourself). 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:

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

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

Gordimer, Nadine. Interview. *New York Times* 10 Oct. 1991, late ed.: C25. Print

Wiesel, Elie. Interview by Ted Koppel. *Nightline*. ABC. WABC. New York. 18 Apr. 2002. Television.

Antin, David. Interview by Charles Bernstein. *Dalkey Archive Press*. Dalkey Archive P, n.d. Web. 21 Aug. 2007.

Spoken-Word Albums and Films

Smith, Jeremiah. *Leaving Self-Deception*. Shambhala Sounds. 2015. CD.

Joe Versus the Volcano. Directed by John Patrick Shanley. 1990. Burbank, CA: Warner Home Video, 2002. DVD.

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). *However, these entries usually do not require any sort of parenthetical citation at all, nor do they need the URLs (which can really break up the text and which may not be accurate after several months anyway)*. The citations just need some kind of wording in the sentence itself that would refer a reader to the listing in the Works Cited pages.

To repeat, **MLA no longer requires the use of URLs** 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 that you must list the website name in order to get the reader to the appropriate Works Cited entry, *you still do not include URLs in the text. In most cases, you only need to cite the author or title*. You may include partial URLs in the parenthetical citation, such

as when the name of the site includes a domain name, like <http://fox.com> or <http://cnn.com>.

Basic Material Needed for Web or Electronic Reference

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

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

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 (references) for quoted or paraphrased information from the web publications or e-books, you may only need to cite the author or title.

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

An Article in a Web Magazine

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

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

The reader could easily find your Works Cited entry by looking up the name provided in your sentence.

Hoffman, Matthew. “The Best Non-Toxic Ways to Clean Your Home.” *Web Healthy Home. WebMD Mag.*, 2009. Web. 11 Nov. 2011.

or

Hoffman, Matthew. “The Best Non-Toxic Ways to Clean Your Home.” *Web Healthy Home. WebMD Mag.*, 2009. Web. 11 Nov. 2011.

Citations from Web Sources: No Known Author

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

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

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

“Healing and Recovery Start with Community Service: NAHREP-AZ Helps School Hit Hard by the Foreclosure Crisis.” *NAHREP-AZ.gov*. Web. 20 Dec. 2007.

or

“Healing and Recovery Start with Community Service: NAHREP-AZ Helps School Hit Hard by the Foreclosure Crisis.” *NAHREP-AZ.gov*. Web. 20 Dec. 2007.

A Page on a Web Site

For an individual page on a Web site, list the author if known, followed by the information covered above for entire Web sites. Remember to use n.p. if no publisher's name is available and n.d. if no publishing date 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.

The reader could easily find the complete information in the following Works Cited entry:

“How to Make Vegetarian Chili.” *eHow.com*. eHow, n.d. Web. 24 Feb. 2012.

or

“How to Make Vegetarian Chili,” *eHow*. Demand Media, n.d. Web. 24 Feb. 2009.

Email (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. Email.

or

Griffin, Mark. “Re: How Do You Recognize A True Bodhisattva?” Message to the Author. 15 Nov. 2006. Email.

Finally, if your source came by email attachment, then you substitute the words *Microsoft Word file* for the word *Print*.

Masters, Paul Leon. *Master’s Degree Curriculum*. 2 vols. Burbank, CA: Burbank Printing, 2012. Microsoft Word file.

or

Masters, Paul Leon. *Master’s Degree Curriculum*. 2 vols. Burbank, CA: Burbank Printing, 2012. Microsoft Word file.

Appendix A1

{Example of Title Page}

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

Current Date

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

This thesis has been accepted for the
University of Metaphysics by

Thesis Supervisor

Dean

President

Appendix A2

{Example for Acknowledgements}

Acknowledgements

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

Appendix A3

{Example for the Table of Contents with Methods and Findings Chapters}

Table of Contents

Introduction.....	1
Review of Literature	8
Methods.....	16
Findings.....	20
Discussion	29
Conclusion	33
Works Cited	36

{Example for Table of Contents without Methods and Findings Chapters}

Table of Contents

Introduction.....	1
Review of Literature	4
Discussion	15
Conclusion	23
Works Cited	25
Appendix.....	27

Appendix B

Works Cited Formatting and Examples

Hanging Indent or Left-Margin Aligned?

The hanging indent can be almost impossible to do without the automatic formatting help from your computer or from <http://easybib.com>, or other online sources mentioned above. If you want to try it yourself, here are the point-by-point instructions:

- First, click on the Format menu at the top of the document page, then click on “Paragraph.” When that menu opens up, you click at the top on “Indents and Spacing.” You will then make sure that the “Alignment” box says “Left” and that the next boxes, under the line “Indentation” are both set for 0” (Left and Right).
- You then go to the very right of those boxes under “Special” and click on “Hanging.” The other box right of that will set how far your Works Cited entries will be indented after the first line: you click to 0.5” (one-half inch).
- One more step: make sure that under the line “Spacing,” both boxes (“before” and “after”) are set to “O” and that the box “Spacing” is set to “Single,” while the box to the right of that, labeled “at” is left blank. You may now click “OK” at the bottom right. As you type or enter each of your listings, you will manually double space between each one of them.

If you’d rather not use the hanging indent, then you simply single-space your entries with a double space in between entries (referred to as *left-margin aligned*). Both options are presented below in this section.

Example 1: Hanging Indent Format

Works Cited

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print.

---. *Falling into Grace: Insights on the End of Suffering*. Boulder: Sounds True Inc., 2011. Print.

---. “The Entry Point to Eternity.” *Café Dharma*. 12 Feb. 2014. Web. 11 Apr. 2014.

American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*. Arlington, VA: American Psychiatric Association, 2012. Print.

“Healing and Recovery Start with Community Service: NAHREP-AZ Helps School Hit Hard by the Foreclosure Crisis.” *NAHREP-AZ*. 2011. Web. 20 Dec. 2011.

Hoffman, Matthew. “The Best Non-Toxic Ways to Clean Your Home.” *Web Healthy Home. WebMD Mag.*, 2009. Web. 11 Nov. 2011.

Holy Bible: King James Version, Philadelphia: A.J. Holman Co., 1913. Print

Homer. *The Iliad*, Book 1. Trans. Samuel Butler. *The Internet Classics Archive*. 12 Oct., 2008. Web. 4 Nov. 2008.

Keyes, Jr., Ken. *Handbook to Higher Consciousness*. 5th ed. Berkeley: Living Love Center, 1975. Print.

Masters, Paul Leon. *Master’s Degree Curriculum*. 2 vols. Burbank, CA: Burbank Printing, 2012. Microsoft Word file.

---. *Meditation Dynamics*. Burbank, CA: Burbank Printing, 2012. Print.

---. *Minister’s/Bachelor’s Degree Curriculum*. 4 vols. Burbank, CA: Burbank Printing, 2012. Print.

McDonald, Janice. “Doug Johnson: L.A.’s Psychic Healer.” *Fate* 30 (July): 74-79. Print.

“Metaphysics.” *The American Heritage Dictionary*. 4th ed. 2001. Print.

Monahan, Evelyn M. *The Miracle Of Metaphysical Healing*. West Nyack, NY: Parker Publishing Company, Inc. 1975. Print.

National Aeronautic Science Administration. *NASA Science News* 5-4-2011. Print.

New American Bible. New York: Catholic Book Publishing Co. 1970. Print.

Ng, Khaiyong. “Hypnotherapy, Can it be Used to Treat Alcoholism?” *Articlecity.com*. – n.d. Web. 21 Nov. 2011.

Ostrander, Sheila, and Lynn Schroeder. *Psychic Discoveries Behind The Iron Curtain*. Englewood Cliffs, NJ: Prentice-Hall, Inc. 1970. Print.

A Place in the Sun. Dir. George Stevens. 1951. DVD. Paramount, 2001. Film.

Puthoff, Harold, and Russell Targ. “Psychic Research and Modern Physics.” Eds. Edgar D. Mitchell and John White. *Psychic Exploration*. New York: G. P. Putnam’s Sons, Inc., 1974. 524-543. Print.

Thomas, Alexander, et al. *Temperament And Behavior Disorders In Children*. New York: New York University Press, 1968. Print.

Wambach, Helen. "Life before Life." *Psychic* 7 (January/February): 8-13. Print.

Example 2: Left-Margin Aligned Format

Works Cited

Adyashanti. *The End of Your World: Uncensored Straight Talk on the Nature of Enlightenment*. Boulder: Sounds True Inc., 2008. Print.

---. Adyashanti. *Falling into Grace: Insights on the End of Suffering*. Boulder: Sounds True Inc., 2011. Print.

---. Adyashanti. "The Entry Point to Eternity." *Café Dharma*. 12 Feb. 2014. Web. 11 Apr. 2014.

American Psychiatric Association. *Health Care Reform: A Primer for Psychiatrists*. Arlington, VA: American Psychiatric Association, 2012. Print.

"Healing and Recovery Start with Community Service: NAHREP-AZ Helps School Hit Hard by the Foreclosure Crisis." *NAHREP-AZ*. 2011. Web. 20 Dec. 2011.

Hoffman, Matthew. "The Best Non-Toxic Ways to Clean Your Home." *Web Healthy Home*. *WebMD Mag*. 2009. Web. 11 Nov. 2011.

Holy Bible: King James Version. Philadelphia: A.J. Holman Co., 1913. Print.

Homer. *The Iliad*, Book 1. Trans. Samuel Butler. *The Internet Classics Archive*. 12 Oct. 2008. Web. 4 Nov. 2008.

Keyes, Jr., Ken. *Handbook to Higher Consciousness*. 5th ed. Berkeley: Living Love Center, 1975. Print.

Masters, Paul Leon. *Master's Degree Curriculum*. 2 vols. Burbank, CA: Burbank Printing, 2012. Microsoft Word file.

---. *Meditation Dynamics*. Burbank, CA: Burbank Printing, 2012. Print.

---. *Minister's/Bachelor's Degree Course Curriculum*. 4 vols. Burbank, CA: Burbank Printing, 2012. Print.

McDonald, Janice. "Doug Johnson: L.A.'s Psychic Healer." *Fate* 30 (July): Web. 20 May 2009.

"Metaphysics." *The American Heritage Dictionary*. 4th ed. 2001. Print.

Monahan, Evelyn M. *The Miracle Of Metaphysical Healing*. West Nyack, NY: Parker Publishing Company, Inc. 1975. Print.

National Aeronautic Science Administration. *NASA Science News*. 4 May 2011. Print.

New American Bible. New York: Catholic Book Publishing Co. 1970. Print.

Ng, Khaiyong. "Hypnotherapy: Can it be Used to Treat Alcoholism?" *Articlecity.com.*, n.d. Web. 21 Nov. 2011.

Ostrander, Sheila, and Lynn Schroeder. *Psychic Discoveries Behind The Iron Curtain*. Englewood Cliffs, NJ: Prentice-Hall, Inc. 1970. Print.

A Place in the Sun. Dir. George Stevens. 1951. DVD. Paramount, 2001. Film.

Puthoff, Harold, and Russell Targ. "Psychic Research and Modern Physics." Eds. Edgar D. Mitchell and John White. *Psychic Exploration*. New York: G.P. Putnam's Sons, Inc., 1974. 524-543. Print.

Thomas, Alexander, et al. *Temperament And Behavior Disorders In Children*. New York: New York University Press, 1968. Print.

Wambach, Helen. "Life before Life." *Psychic*. Vol. 7 (January/February): 8-13. Print.

Appendix C

Academic Integrity Guidelines

The purpose of a research paper (the thesis and the dissertation) is to explore, to understand, and to absorb new ideas and information and then explain it within the context of the student's own experience and judgments. Every student of the International Metaphysical Ministry's University of Metaphysics and University of Sedona is expected to pursue his or her own academic work—specifically, the writing of the thesis and dissertation—with honesty and integrity.

Academic integrity is the expression of intellectual virtue in human beings due to the indwelling of Universal or God Spirit, and plagiarism will not be tolerated. Plagiarism is defined as a word-for-word copying of groups of words or sentences from one or more sources to the student's paper “without the process of digestion, integration, and reordering in the writer's mind, and without acknowledgment in the paper” (Source: “A Note on Plagiarism” from the Mansfield University Student Handbook).

To uphold the dignity and worth of all students pursuing degrees at International Metaphysical Ministry's University of Metaphysics and University of Sedona, IMM has purchased computer software from [turnitin.com](https://www.turnitin.com) to detect and report on plagiarism, and all research papers (thesis or dissertation) will be run through the program. Any deviations from academic integrity, even a few sentences that have been copied without quotation marks and proper citation, will involve discipline.

Depending on the severity of the violation, the discipline may include suspension or expulsion, permanent or temporary revocation of ministerial status and rights (defrocking), and permanent or temporary revocation of all metaphysical degrees. **All research papers will be examined by the [turnitin.com](https://www.turnitin.com) software for academic integrity.**

To avoid plagiarism, we advise you to run your paper through websites for students, where you can check your own papers for plagiarism, then correct and revise any areas, if necessary, before turning them in to us: check with either <https://en.writecheck.com> or <https://grammarly.com>. You will have to pay approximately \$20 for a 15,000 word paper, but at least you will have peace of mind.

The following information in this document 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 two general categories of behavior.

1. Plagiarism

Plagiarism occurs when a writer copies (uses) 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.

2. Fabrication

Fabrication is the falsification or invention of information (such as sources) in the research papers or to a member of the administration or representative of the Universities.

VIOLATION LEVELS: Any violation of academic integrity is subject to an appropriate penalty and is classified into one of three levels, according to the nature of the infraction. For each level of violation, a corresponding set of sanctions is recommended.

Level One

A Level One violation, listed below, 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 footnote or give proper acknowledgment in an extremely limited section (two sentences or less) of an assignment.

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

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

1. The Thesis/Dissertation Advisor will have an email or telephone conversation with the student for instruction and a warning.
2. The results of that correspondence will be summarized by the Thesis/Dissertation Advisor and placed in the student's permanent file, with a copy sent to the student.
3. This record will be *expunged* after the student successfully completes the assignment without further incidents of such plagiarism.
4. A second instance of a Level One violation after having received above instruction and email constitutes an automatic Level Two violation.

Level Two

1A. Level Two violation is characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. The Thesis/Dissertation Advisor reports these violations to the University president and attorney, and the student is provided an opportunity respond to the Thesis/Dissertation Advisor. Level Two violations include (but are not limited to) the following examples:

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

2B. The student has copied directly or paraphrased several segments of the thesis or dissertation, without acknowledging the source.

2C. The student has submitted the same work or major portions thereof to satisfy the requirements of the dissertation that were previously submitted in the thesis.

2D. The student has committed a second Level One violation after having received instruction and an email from the Thesis/Dissertation Advisor.

The recommended sanctions for Level Two violations are the following:

1. Placement on University and ministerial suspension for one year, such that neither ministerial status or rights (defrocking), bachelor's degree, master's degree, nor doctoral degree previously awarded are recognized. After one year the student may reapply for ministerial status and degree(s) and submit a new, different thesis or dissertation.
2. All written records (emails, letters, database files) about students who commit Level Two offenses will be maintained permanently in the Administrative offices.
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 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 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).

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 (email, letter, 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 would be required to give truthful and complete information, since the reference request was sent to the University with the student's permission.

Appendix D

Sample Thesis

You may either view a sample thesis online through the Online Center or you may order a copy of an approved thesis from the University. Some students find these options a great help in writing the thesis properly, with the likelihood of its being approved with the first submission.

Sample Master's Thesis Available by Mail

To Mail within the United States\$25.00 USD
To Mail *outside* the United States\$25.00 USD

To Order: You may request a printed or emailed copy of a Sample Thesis through the Online Student Center or by phone. If you want a hard copy of the sample thesis, you can pay for it online, and a hard copy will be sent to you through the mail.

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

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

<http://universityofmetaphysics.com>

We wish you the best of luck with your thesis!

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

~Dr. Paul L. Masters, Ph. D.