

Applied Doctoral Project Handbook

University of the Rockies

1201 16th Street, Suite 200

Denver, Colorado 80202



(866) 621-0124

www.rockies.edu

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QUICK GUIDE

SYMBOLS AND ABBREVIATIONS

	This symbol is used throughout this document to draw attention to important or critical reminders.
	This symbol is used to point out tips and tricks to help you throughout the ADP process.
ADP	Applied Doctoral Project
DSEM	Dissertation Scholarship Editorial Manager
IRB	Institutional Review Board

WHERE DO I FIND OUT . . .

To find out . . .	Look in . . .
Who does what?	Section 2.2 and Section 3.0
The steps in the ADP process	Section 2.3
What is a Transition Point?	Section 2.4
How to choose a Committee	Section 3.0
How the ADP Proposal and Report will be evaluated	Appendix C
How to do an Oral Defense	Appendix D
How to write the ADP Proposal and Report	Section 4.0 and Appendices E, F, G

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1.0 INTRODUCTION

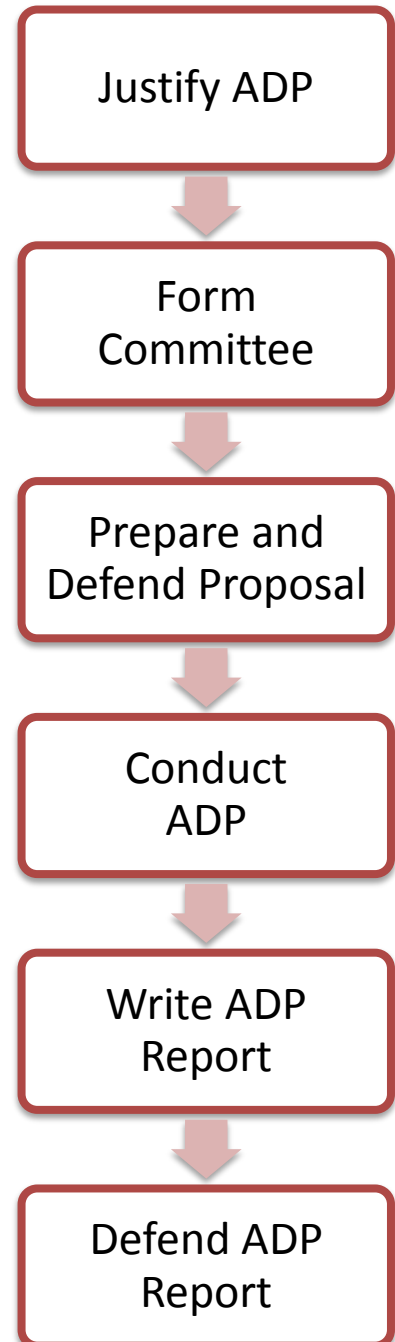
As a doctoral student, it is critically important for you to demonstrate your ability to conduct systematic investigations and examine significant issues or problems in your field of research. The Applied Doctoral Project (ADP) is a culminating task in your degree program that allows you to demonstrate pertinent knowledge, skills, research expertise, and practical applications in your discipline. As a requirement for graduation from University of the Rockies (UoR) with a degree of Doctor of Psychology (Psy.D.), each student must complete and successfully defend either an ADP or a dissertation.

Use this Handbook to help guide you through the ADP process, including:

- Expectations of doctoral students;
- Descriptions of who's who;
- Steps in the ADP process; and
- Required forms.

Since the Handbook outlines an important part of your doctoral journey, we suggest reading it, and all accompanying documents, at the beginning of your program; then, reference them as necessary throughout your studies. If you have any questions, please email them to doctoral.project@rockies.edu.

ADP PROCESS OVERVIEW



1.1 THE PURPOSE OF THE ADP

The ADP Report is a formal, comprehensive document that details the purpose, background, project approach, project implementation, and conclusions of an applied practitioner-oriented project. Completion and defense of the ADP (or a dissertation) is a requirement for graduation from University of the Rockies with a Doctor of Psychology (Psy.D.). Although preliminary work on a student's ADP may begin while the student is still completing coursework, formal work on the ADP is undertaken after all academic coursework is completed.

The ADP is intended to:

- Enhance your understanding of your field of study;
- Provide experience conducting research in your field of study;
- Develop your ability to analyze, synthesize, and evaluate data and conclusions in your field of study;
- Make a significant contribution to your field of study;
- Include a thorough review of associated professional literature;
- Demonstrate your ability to design and carry out an individual research project;
- Demonstrate a clear understanding of basic research principles, techniques, and ethics;
- Demonstrate evidence of your ability to analyze and synthesize data, as well as draw and evaluate conclusions;
- Develop skills in project planning, time management, organization, and implementation; and
- Show evidence of a high level of professional competence.

It is important to keep in mind that the ADP is not simply another graduate school assignment. The ADP is intended to help the student develop both personally and professionally. It must be scholarly, succinct, and of sufficiently high quality to be published, in part, in a peer-reviewed journal. ADP Reports may be cataloged and available to other researchers—seasoned professionals and academics, as well as future students—all over the world.

1.2 ACCEPTABLE TYPES OF RESEARCH

The following examples are types of projects that could be carried out in alignment with ADP standards at University of the Rockies. This list is intended to be illustrative and not exhaustive; students are permitted to propose creative ideas for research that adheres to quality standards:

- An experimental or correlational study that involves traditional research design, data collection, and statistical analysis;
- A field study that examines theoretical predictions;
- A survey study examining opinions, attitudes, or practices within a field or discipline;
- A program evaluation;
- The development of a novel intervention, training program, instructional manual, or other programmatic guide that is grounded in solid research literature, accompanied by an implementation and evaluation plan;
- An Action Research or Participatory Action Research project;
- A review and integrated analysis of the literature within a topic area of the profession (articles published in *Psychological Bulletin* may be used as a guide);
- A theoretical paper that presents a new or novel perspective for understanding a relevant issue in the profession (examples can be found in *Psychological Review*);
- A case study that exemplifies a particular theoretical prediction, or a novel or rare phenomenon;
- A single subject study that evaluates a new or innovative intervention; or
- A meta-analysis of an intervention within the field.

As these examples indicate, all project topics require an extensive knowledge of the literature pertaining to the particular subject areas, a synthesis and application of this knowledge, and sophistication on how a project is

developed and presented. Conducting these projects provides students with experiences that create expertise in their focused areas and prepare them to be effective practitioner-scholars.

The following types of research are NOT acceptable:

- Animal research
- Medical research

All proposals must be reviewed and approved by your ADP Committee, the Psy.D. Program Lead(s), the Institutional Review Board (IRB), and the Dean of Doctoral Programs. The ADP Committee, Lead(s), and Dean will evaluate each project for appropriateness, while the IRB will guarantee that the study is ethically sound.



Remember, you **may not begin** data collection prior to approval of your proposal by:

- Your Committee via the Proposal Oral Defense;
- The Psy.D. Program Lead(s);
- The Institutional Review Board (IRB); AND
- The Dean of Doctoral Programs.

Additional information on acceptable types of research is outlined in the *University of the Rockies Academic Catalog* policy (see the Student Rights and Responsibilities section: Academic Integrity Violations and Unapproved Research).

1.3 ADP COMPARED TO DISSERTATION

The ADP is an optional culminating research project for students enrolled in the University of the Rockies Psy.D. program. It is equivalent in research rigor to a traditional dissertation, but allows students more flexibility in designing and conducting a research project with an applied focus, which is more in line with the practitioner-scholar philosophy of Psy.D. degrees. The differences between an ADP and a dissertation are detailed in the table below.

	Applied Doctoral Project	Dissertation
Intent	Demonstrates expert knowledge of the literature in a focused area of practice and an ability to conduct independent research	Demonstrates expert knowledge of the literature in a specific area of interest and an ability to conduct independent research
Research Focus	Typically investigates an aspect of applied practice	Examines a gap in the research literature on a topic within the field of study
Format	Varies according to specific type of study and focus	Traditional five-chapter format: Introduction, Review of Literature, Methods, Results, and Discussion
Standards	Outlined in the ADP Criteria Rubric Appendix of the ADP Handbook	Described in the Dissertation Checklist Appendix of the Dissertation Handbook
Length of Time to Complete	Varies according to many student and study variables	Varies according to many student and study variables
Types of Studies	Studies with an applied focus (see Section 1.2)	Can vary from applied studies to more basic science
Intended Audience	Applied practitioners	Academic scholars in the field
Process	Works with a project chair and committee to develop and carry out the project	Works with a project chair and committee to develop and carry out the project
Number of Credits	Two terms (one credit each) of Applied Doctoral Project Planning, and a minimum of five terms (one credit each) of ADP courses	Two terms (one credit each) of Dissertation Planning, and a minimum of five terms (one credit each) of Dissertation courses

2.0 THE ADP PROCESS

This chapter includes an overview of the people and processes involved in completing your ADP. It is important to familiarize yourself with this information from the beginning of your doctoral program. This chapter covers the following:

- Six phases of the ADP process;
- Required courses, forms, and documents (student completes);
- Roles and responsibilities of individuals and boards involved in the ADP process; and
- Step-by-step process to develop an ADP.

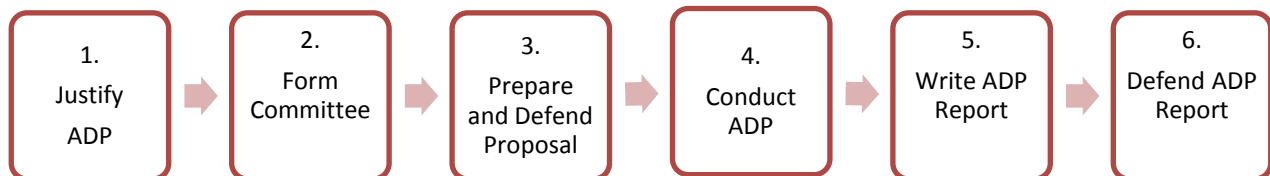
2.1 OVERVIEW OF THE ADP PROCESS

The ADP process is comprised of six phases, during which there are various “Transition Points” to complete and forms to submit. The graphic in *Appendix B* provides an overview of these elements and how they relate to each other.

2.1.1 SIX PHASES OF THE ADP PROCESS

The six main phases of the ADP process are:

1. Justify the ADP
2. Form a Committee
3. Prepare and Defend the Proposal
4. Conduct the ADP
5. Write the ADP Report
6. Defend the ADP Report



2.1.2 COURSES, FORMS, AND DOCUMENTS

As part of the ADP process, you will enroll in specific ADP-related courses and submit specific forms and documents. A list of these is provided below. More detailed information about when each activity takes place can be found in Sections 2.3 and 2.4.

ADP COURSES

- Applied Doctoral Project Planning I (1 credit)
- Applied Doctoral Project Planning II (1 credit)
- Applied Doctoral Project (1 credit per term, 5 terms)
- Applied Doctoral Project Extension (as needed)

DOCUMENTS TO PREPARE

- ADP Project Justification Form (PJF)
- ADP Proposal
- IRB Research Summary
- ADP Report



Note that throughout this document, forms that you need to fill out are listed in **green**. Forms can be found in the **Course Materials** section in the ADP Course Shell.

FORMS TO SUBMIT

- **Request for Committee Candidates (as needed)**
- **ADP Committee Chair Request**
- **ADP Committee Change Request (as needed)**
- **Approval for Non-Faculty Committee Member Participation (as needed)**
- **Request for Proposal Oral Defense**
- **Proposal Oral Defense Evaluation**
- **IRB Request for Review**
- **IRB Research Summary**
- **Certificate of Completion of the Online Collaborative Institutional Training Initiative (CITI) Human Subjects Research Tutorial**
- **IRB Report of Change (as needed)**
- **IRB End of Project Closeout**
- **Request for Final Oral Defense**
- **Final Oral Defense Evaluation**

ONLINE SUBMISSION AND REVIEW SYSTEM (DSEM)

The following documents and forms must be reviewed, approved, and submitted through University of the Rockies' online dissertation management system, Dissertation Scholarship Editorial Manager (DSEM), in addition to any required (or necessary) forms from the list above:

- ADP Project Justification Form
- ADP Proposal, for review by Psy.D. Program Lead(s)
- Completed ADP Report, for review by Psy.D. Program Lead(s) and Dean of Doctoral Programs
- Final ADP Report Manuscript with Certification of APA Style Compliance

For each of these submissions, there are four possible outcomes: Halted; Approved; Approved with Changes; or Resubmission Required

Note: Detailed instructions for using the DSEM are not outlined in this Handbook. Instructions can be accessed at: <http://www.editorialmanager.com/uords/>.

2.2 ROLES AND RESPONSIBILITIES

As you work on your ADP, you will interact with various people and review boards. Major responsibilities for the following individuals/groups are described in the table below:

- | | |
|--|---|
| <ul style="list-style-type: none"> • You (the student) • ADP Chair • ADP Committee • ADP Specialist • Dean of Doctoral Programs • Institutional Review Board (IRB) • Psy.D. Program Lead(s) | <ul style="list-style-type: none"> • Registrar • • APA Style Editor • Dissertation Scholarship Editorial Manager (DSEM) |
|--|---|

Role	Responsibilities
You (the student)	<ul style="list-style-type: none"> • Complete all: <ul style="list-style-type: none"> ○ Steps in the ADP process, in order ○ “Transition Points,” in order ○ Required courses, including ADP Planning Courses and ADP credits ○ Required forms, properly signed and submitted, either by yourself or your Chair, in a timely fashion to an ADP Specialist or via the DSEM • Work closely with your ADP Chair and Committee
ADP Chair*	<ul style="list-style-type: none"> • Guides the student in: <ul style="list-style-type: none"> ○ Preparing for ADP research ○ Defining and finalizing a project topic ○ Developing a timeline to complete the ADP ○ Choosing committee member(s) ○ Developing the ADP Project Justification Form, Proposal, and Report ○ Conducting the project and analyzing data • Reviews and approves the student’s: <ul style="list-style-type: none"> ○ ADP Project Justification Form ○ ADP Proposal (in conjunction with the Committee) ○ IRB Research Summary ○ ADP Report (in conjunction with the Committee) ○ Final ADP Report submission • Oversees and evaluates the student’s: <ul style="list-style-type: none"> ○ Proposal Oral Defense ○ Final Oral Defense ○ ADP Report • Signs the: <ul style="list-style-type: none"> ○ ADP Committee Chair Request ○ Request for Proposal Oral Defense ○ Proposal Oral Defense Evaluation ○ IRB Request for Review ○ Request for Final Oral Defense ○ Final Oral Defense Evaluation
ADP Committee*	<ul style="list-style-type: none"> • Guides the student in: <ul style="list-style-type: none"> ○ Developing the ADP Proposal and Report ○ Conducting research and analyzing data • Reviews and approves the student’s:

	<ul style="list-style-type: none"> ○ ADP Proposal ○ ADP Report ○ Final ADP Report submission • Evaluates the student's: <ul style="list-style-type: none"> ○ Proposal Oral Defense ○ Final Oral Defense ○ ADP Report • Signs the: <ul style="list-style-type: none"> ○ Proposal Oral Defense Evaluation ○ Final Oral Defense Evaluation
ADP Specialist	<ul style="list-style-type: none"> • Communicates: <ul style="list-style-type: none"> ○ With the student via the doctoral.project@rockies.edu email account ○ With the Psy.D. Program Lead(s), IRB, Dean of Doctoral Programs, and Registrar on the student's behalf regarding ADP-related issues and forms ○ Feedback and status updates from the Psy.D. Program Lead(s), IRB, Dean of Doctoral Programs, and Registrar to the student • Receives and registers: <ul style="list-style-type: none"> ○ All forms ○ ADP process questions ○ Questions about the DSEM ○ The ADP Project Justification Form ○ The ADP Proposal ○ The IRB Research Summary ○ The ADP Report
Psy.D. Program Lead(s)	<p>The role of the Psy.D. Program Lead is to ensure the academic rigor, quality, and appropriateness of a proposed project, evaluating particularly the alignment of the problem and questions with the methodology and design. The Lead reviews the ADP at various stages of its development to provide approval and feedback on project issues. The Lead does not act as a subject matter expert on the content of the ADP itself, which is the responsibility of the ADP chair and committee members. The ADP Criteria Rubric is used by the Lead to evaluate the project at its various stages.</p> <ul style="list-style-type: none"> • Reviews and approves the student's: <ul style="list-style-type: none"> ○ ADP Project Justification Form ○ ADP Proposal ○ ADP Report
Institutional Review Board (IRB)	<p>The purpose of the IRB is to ensure ethical research practices among students and faculty. Anyone affiliated with University of the Rockies who is pursuing a research project must receive approval from the IRB before commencing the study.</p> <ul style="list-style-type: none"> • Reviews and approves the: <ul style="list-style-type: none"> ○ IRB Request for Review ○ IRB Research Summary • Receives the: <ul style="list-style-type: none"> ○ Certificate of Completion of the Online Collaborative Institutional Training Initiative (CITI) Human Subjects Research Tutorial

Dean of Doctoral Programs	<ul style="list-style-type: none"> • Reviews and approves the: <ul style="list-style-type: none"> ○ Final ADP Report • Signs the: <ul style="list-style-type: none"> ○ Request for Committee Change ○ Approval for Non-Faculty ADP Committee Participation
Registrar	<ul style="list-style-type: none"> • Reviews and approves the: <ul style="list-style-type: none"> ○ Petition to Graduate • Communicates with the student about: <ul style="list-style-type: none"> ○ Graduation requirements • Conducts the: <ul style="list-style-type: none"> ○ Final graduation audit
APA Style Editor	<ul style="list-style-type: none"> • Reviews and edits the: <ul style="list-style-type: none"> ○ ADP Report for adherence to APA style • Signs the: <ul style="list-style-type: none"> ○ Certification of APA Style Compliance
Dissertation Scholarship Editorial Manager (DSEM)	<p>The DSEM is an online document management system where students submit their ADP Project Justification Form, Proposal, and Report to the Psy.D. Program Lead(s), as well as their ADP Report for both the Dean and APA format review. Documents submitted to DSEM will require review and approval by your Chair and Committee members within the system before they are sent on to the Psy.D. Program Lead(s). Information about registering with DSEM and submitting documents can be found at: http://www.editorialmanager.com/uords/.</p> <ul style="list-style-type: none"> • Documents submitted via DSEM: <ul style="list-style-type: none"> ○ ADP Project Justification Form ○ ADP Proposal ○ ADP Report ○ Certification of APA Style Compliance ○ Final ADP Report submission

**See Section 3.0 for more information on ADP Chair and Committee responsibilities.*

2.3 ADP PROCESS AND CHECKLIST

A list of the steps in each phase of the ADP process is provided below. More information on *how* to complete each step is provided in subsequent chapters. See Section 2.4 for more details on steps labeled as “Transition Points,” and *Appendix B* for an overview of and checklist for this process.

PREREQUISITES AND COURSEWORK

- ___1. Complete all academic coursework and attend the required In-Residence Workshops.
While you should be doing preliminary work for your project as you move through your coursework, to ensure that you are fully prepared to undertake your ADP, you must complete all academic coursework outlined for your degree program before enrolling in ADP credits. However, you may apply for an exception to this rule. Exceptions are reviewed on a case-by-case basis by the Dean of Doctoral Programs.

- ___2. Enroll in ADP Planning courses.
In order to complete the ADP process and be eligible for graduation, you must register for and complete the two ADP planning courses and at least five ADP credits, in addition to all of your other coursework. The ADP Planning courses are designed to guide you through many of the steps in Phases 1 and 2 of the ADP Process.
 - **ADP Planning I**
In this course, you will:
 - Develop the advanced skills and competencies you’ll need to draft and refine your ADP Project Justification Form (PJF);
 - Search the literature to identify a topic and to justify the relationship of the topic to the discipline or field of study that supports the need for, or opportunity to, conduct the proposed project;
 - Frame a feasible research purpose and scope for your ADP (under the supervision of the instructor); and
 - Begin working on your ADP Project Justification Form.


 - **ADP Planning II**
In this course, you will:
 - Continue refining your ADP Project Justification Form (including the over-arching justification and purpose statements, the proposed project approach, and the over-arching study question(s) or statement of project intent), and write a summary of how results may contribute to theory, knowledge and/or practice in the discipline, and the implications of the study to scholars and practitioners.
 - Consider ethical issues in conducting research with human subjects, and complete the **Certificate of Completion of the Online Collaborative Institutional Training Initiative (CITI) Human Subjects Research Tutorial**;
 - Begin the selection of an ADP Chair;
 - Begin working on your ADP Proposal; and
 - Create a tentative ADP completion plan/schedule.

By the end of the course, you should have a working draft of the ADP Project Justification Form.

- ___3. Enroll in ADP courses.
 After completing ADP Planning II, you must enroll in each of the five ADP credit courses, one at a time (one credit per term over five terms). The ADP courses, which are each 9 weeks long, are designed to provide easy access to information and resources to use throughout the ADP Process (Phases 2-6), and to provide you with a forum for ongoing dialogue with and feedback from your ADP committee as you progress on your ADP. The online ADP courses may be used to exchange ADP Proposal or Report drafts between you and your committee.

- **ADP**
 - You must enroll in at least five ADP courses (one credit per term over five terms); and
 - You must be enrolled in an ADP course (or ADP Extension course) at the time you submit your final manuscript.


- **ADP Extension**
 If you do not complete your ADP during the five ADP courses, you will need to enroll in ADP Extension courses until you submit your final manuscript.



You must have **ADP Committee Chair Request** on file before enrolling in **ADP**. Start searching for an ADP Committee Chair during ADP Planning I, and finalize your Chair before or at the beginning of ADP Planning II.

PHASE 1: JUSTIFY THE ADP

- ___1. Explore topics for your ADP while completing your coursework.
- ___2. Enroll in and complete **ADP Planning I**, which includes the selection of an ADP focus.
- ___3. Enroll in and complete **ADP Planning II**.
- ___4. Select an ADP Committee Chair before or at the beginning of **ADP Planning II**.
- If necessary, complete the **Request for Committee Candidates** to find suitable committee or committee chair candidates.
 - Complete and send the **ADP Committee Chair Request** to the person in whom you are interested. The Chair submits the completed and signed form to the ADP Specialist.
 - Work with your ADP Chair to establish a preliminary timeline to complete the remaining stages in the ADP process.



Work closely with your Chair. Adhere to weekly attendance requirements to remain active and avoid being dismissed from course and withdrawn from the University. *For more information regarding the attendance policies, please see the University of the Rockies Academic Catalog.*

- ___5. Enroll in **ADP** course.
- ___6. Discuss and finalize your ADP focus, and work on the ADP Project Justification Form, with your ADP Committee Chair.
- ___7. **TRANSITION POINT I:**
- a. Review the **ADP Criteria Rubric**, which will be used to evaluate the merits of the ADP Project Justification Form and the ADP Report (See *Appendix C*). A score of 3 or 4 is needed on all aspects of the rubric before approval will be granted. It is expected that the ADP Project Justification Form be a 7- to 10-page paper outlining how the project meets each of the ADP criteria.
 - b. Complete and submit the ADP Project Justification Form to DSEM. Have your Chair approve this document through DSEM.

- c. The form will then be sent automatically to an ADP Specialist through DSEM, who will pass it on to the Psy.D. Program Lead(s) for approval of the ADP topic. (Read more about Transition Point I in Section 2.4.) *Note that your ADP Project Justification Form will not be sent to the Psy.D. Program Lead(s) for review until the Chair approves it via DSEM.*

PHASE 2: FORM A COMMITTEE

- ___1. Send the ADP Project Justification Form to prospective committee member(s) when discussing the project with them.
- ___2. Work closely with your Chair to select the other member(s) of the ADP Committee. (A non-faculty member may be approved to serve as a committee member by the Dean of Doctoral Programs.)
 - Only one member is required for the Committee in addition to the Chair. However, the student may choose to have two members on the Committee in addition to the Chair, if necessary. This request must be approved by the Dean of Doctoral Programs.
 - If your intended committee member(s) is not a faculty member of University of the Rockies, you must also submit the [Approval for Non-Faculty Committee Member Participation](#).
 - It is highly recommended that at least one of your committee members be a faculty member at University of the Rockies. It is required that the Chair be a faculty member.
 - If you want to change a committee member(s) at any point in the process, you must submit the [ADP Committee Change Request](#).

PHASE 3: PREPARE AND DEFEND ADP PROPOSAL

- ___1. Write the full ADP Proposal (also referred to as the “Proposal”).
- ___2. See *Appendices E, F, and G* of this Handbook for more details on writing and formatting the Proposal.
- ___3. Read the *IRB Handbook* to ensure that the proposed research methods and procedures adhere to IRB requirements for protecting human participants, and that all required forms and steps are completed.
- ___4. Review the Proposal with your Chair to ensure the appropriateness of content and length.
- ___5. Submit the Proposal to the other ADP Committee member(s) for review.
- ___6. Revise the Proposal, as needed, until your ADP Committee gives preliminary approval.
- ___7. **TRANSITION POINT II:**
 - a. Submit the Proposal, along with a Turnitin report, to DSEM. Your Chair and committee members must then approve the Proposal submission via DSEM.
 - b. An ADP Specialist reviews the submission for completeness and sends the completed submission to the Psy.D. Program Lead(s). (Read more about Transition Point II in Section 2.4.) *Note that the Proposal will not be sent to the Psy.D. Program Lead(s) until the Chair has approved it via DSEM.*
- ___8. Revise the Proposal, as suggested by the Psy.D. Program Lead(s). Resubmit it to the Lead(s) for approval, taking into consideration the standards and scoring returned to you via the ADP Criteria Rubric.
- ___9. Submit the [Request for Proposal Oral Defense](#) to an ADP Specialist and schedule the Proposal Oral Defense with your Committee. (See *Appendix D* for tips on the Oral Defense.)

- ___10. **TRANSITION POINT III:** Pass the Proposal Oral Defense to establish final approval of the Proposal by the ADP Committee. (Read more about Transition Point III in Section 2.4.)
- ___11. Ensure that your Chair has submitted the **Proposal Oral Defense Evaluation** to an ADP Specialist.
- ___12. Review the *IRB Handbook* in preparation for submission of your Proposal to the Institutional Review Board (IRB).
- ___13. **TRANSITION POINT IV:** If a “Pass, No Revisions” or “Pass, Minor Revisions” was received on the Proposal Oral Defense, you may proceed with obtaining IRB approval. Submit the following to the IRB via IRB@rockies.edu by the 15th of the month for the most efficient consideration:
 - a. IRB **Request for Review** (*Appendix B, C, or D* in the *IRB Handbook*)
 - b. IRB **Research Summary** (*Appendix E* in the *IRB Handbook*)
 - c. **Certificate of Completion of the Online Human Subjects Research Tutorial** (see the CITI Completion Report in the *IRB Handbook*)

Note that full reviews may require a presentation to the IRB. (Read more about Transition Point IV in Section 2.4.)
- ___14. Revise the Proposal, as suggested, and resubmit it for IRB approval, if necessary.
- ___15. Receive the *IRB Letter of Approval*, which should be recorded with an ADP Specialist.
- ___16. If working with an outside agency that also has an IRB (or similar process), obtain approval from the outside agency **after** you have obtained (conditional) approval from the University of the Rockies IRB.

Note: Detailed information on the IRB process, including IRB forms, is available in the *IRB Handbook*.

PHASE 4: CONDUCT THE ADP

Note: You **must** have IRB approval (Transition Point IV) before proceeding with the ADP.

- ___1. Implement the ADP according to the plan described in your Proposal. Work with your Committee, as needed.
- ___2. Analyze any data collected. Work with your Committee, as needed.



If you revise your plan for data collection, you must inform your Chair immediately; and, you may need to revise and resubmit your Proposal for approval by the IRB.

PHASE 5: WRITE THE ADP REPORT

- ___1. Complete all sections of the ADP Report (also referred to as the “Report”). Work closely with your Chair throughout the process.
- ___2. Present a draft of the completed Report to all committee members. The draft should be in Microsoft Word and in current APA format. (Refer to *Appendices E, F, and G.*)
- ___3. Revise the Report based on the feedback from your Committee.
- ___4. Secure preliminary approval of the Report from your Committee.
- ___5. **TRANSITION POINT V:**
 - a. Review the **ADP Criteria Rubric**, which is used to evaluate the merits of the Report. (See *Appendix C.*) A score of 3 or 4 is needed on all aspects of the rubric before standards are deemed to have been met.

- b. Submit your Report to DSEM for your ADP Committee to review and approve online.
 - c. Once the Report is approved by your Chair, it will automatically be passed along to an ADP Specialist through DSEM. The ADP Specialist will submit the Report to the Psy.D. Program Lead(s) for approval. *Note that the Report will not be sent to the Psy.D. Program Lead(s) until it has been approved by the Chair through DSEM.*
 - d. Revise the Report as suggested by the Psy.D. Program Lead(s) and resubmit it for approval, if necessary. (Read more about Transition Point V in Section 2.4.)
- ___6. Submit the **Request for Final Oral Defense** to an ADP Specialist to schedule a Final Oral Defense date. Coordinate this date with your ADP Committee.

PHASE 6: PRESENT AND DEFEND THE ADP REPORT

- ___1. **TRANSITION POINT VI:** Pass the Final Oral Defense. Ensure that your Chair has completed and submitted the **Final Oral Defense Evaluation** to an ADP Specialist. (Read more about Transition Point VI in Section 2.4, and refer to *Appendix D* for tips on the Oral Defense.)
- ___2. Submit an electronic copy of the completed Report to your Chair for final review.
- ___3. At the same time, submit the Report to an approved APA Style Editor for final style compliance review. Have the APA editor sign the **Certification of APA Style Compliance**.
- ___4. Make any necessary revisions, maintaining APA style.
- ___5. **TRANSITION POINT VII:**
 - a. Submit the final version of the Report to DSEM, and secure final approval from your Committee through DSEM.
 - b. Submit the **Certification of APA Style Compliance** to an ADP Specialist through DSEM.
 - c. An ADP Specialist will send the final manuscript to the Dean of Doctoral Programs and an internal APA format reviewer via DSEM only after it has been approved by the entire Committee via DSEM. This document must include a cover page, following the University of the Rockies template, after it has been signed by the ADP Chair. Following an internal format review, you will be contacted regarding the uploading of your ADP Report to UMI Dissertation Publishing.

Note that you must be enrolled in a term of ADP or ADP Extension when first submitting the final manuscript.

GRADUATE

- ___1. **TRANSITION POINT VIII:** Have the ADP Committee Chair sign the **Petition to Graduate**, and submit this form to the Registrar before the deadline in order to participate in graduation. *Note that you will **not** be able to participate in the commencement ceremony if this form is not signed and submitted.* (Read more about Transition Point VIII in Section 2.4.)
- ___2. Confirm with an ADP Specialist that the Registrar's Office has received notification of approval and submission of the final ADP manuscript (**Final ADP Report Submission**).
- ___3. Follow instructions from the Registrar's Office for final graduation preparations.

2.4 ADP “TRANSITION POINTS”

As outlined in Section 2.3, there are numerous steps in the ADP process. A number of these steps have been designated as “Transition Points.” You must pass through all of the transition points in order to graduate. You must have approval to pass through each point, and you must pass through them in order. The following table provides more information about each Transition Point.

Transition Point	Description	When	Must be Approved by
I. ADP Project Justification Form <i>Notes:</i>	A preliminary Proposal for justifying the ADP <ul style="list-style-type: none"> The ADP Project Justification Form should be uploaded to DSEM by the student and approved online by the ADP Chair. The ADP Project Justification Form will not be sent to the Psy.D. Program Lead(s) until the ADP Chair has approved it through DSEM. If approval is not obtained, reasons will be provided to the student: <ul style="list-style-type: none"> The revised ADP Project Justification Form should be uploaded to DSEM by the student and approved online by the ADP Chair. Again, note that the ADP Project Justification Form will not be sent to the Psy.D. Program Lead(s) until the ADP Chair has approved it online via DSEM. The ADP Project Justification Form will be returned with one of the following results: Halted; Approved; Approved with Changes; or Resubmission Required. If the ADP Project Justification Form is Halted, or returned with Resubmission Required, then resubmittal is required before continuing on with writing the Proposal. 	After working with the Chair; usually developed during ADP Planning II, but may be later	<ul style="list-style-type: none"> ADP Chair Psy.D. Program Lead(s)
II. Proposal Review <i>Notes:</i>	Review of the ADP Proposal for internal consistency, appropriateness of project design, and compliance with research standards <ul style="list-style-type: none"> The Proposal should be uploaded to DSEM by the student, where all committee members will review it. The Chair and all committee members are required to approve the Proposal through DSEM. A Turnitin report must be uploaded to DSEM with the Proposal. (Access to Turnitin can be found in the online classroom.) The ADP Chair and all committee members must provide approval of the Proposal via DSEM before submitting it to the Psy.D. Program Lead(s). Note that the Proposal will not be sent to the Psy.D. Program Lead(s) for online approval via DSEM until the Chair has approved the submission via DSEM. If the Proposal is not Approved (or Approved with Changes), a “kickback” occurs. The student is expected to address reviewer comments and have the ADP Chair sign off on the new submission (with approval from the Committee). The resubmission will then go to the Psy.D. Program Lead(s), who will pass the Proposal or “kickback” again. If the Proposal is kicked back for a third time, the Dean of Doctoral Programs will intervene to provide further guidance. The resubmission follows the same process as the initial submission. 	Upon completion of the ADP Proposal	<ul style="list-style-type: none"> ADP Chair and Committee Psy.D. Program Lead(s)

III. Proposal Oral Defense	<p>An oral presentation by the student to the ADP Committee for additional feedback on the Proposal and on possible areas of improvement to successfully complete the ADP</p>	<p>After preliminary approval of the Proposal by the ADP Committee and the Psy.D. Program Lead(s)</p>	<ul style="list-style-type: none"> ADP Chair and Committee
<i>Notes:</i>	<ul style="list-style-type: none"> You must submit the Request for Proposal Oral Defense, and it is recommended that you schedule the Defense at least two weeks in advance. The full ADP Committee must attend. You will be asked to give a brief (i.e., 20- to 30-minute) summary of the proposed study. The ADP Chair serves as the moderator. Following the presentation, you will be expected to respond to questions from the Committee about any aspect of the project. (Refer to <i>Appendix D</i> for tips on conducting an Oral Defense.) The full ADP Committee must approve passage through this transition point via their evaluation of the Defense. Approval may require additional Proposal drafts following the Proposal Oral Defense. You should consider this process consultative and collegial in nature, as the goal is to provide constructive criticism that will ultimately aid in the successful completion of the ADP. Although the Proposal is written with the help of the ADP Chair, the student must be able to present his or her own work. The formal presentation of the Proposal is a tangible milestone for the student, as he or she is becoming a scholar with a voice of his or her own. The ADP Committee references <i>Appendix C</i> to ascertain that the Proposal is complete and meets minimum standards. 		
IV. IRB Review	<p>Review of the Proposal by the IRB: a federal requirement to ensure that research participants are protected under the Proposal’s design and processes</p>	<p>After passing the Proposal Oral Defense</p>	<ul style="list-style-type: none"> Institutional Review Board (IRB)
<i>Notes:</i>	<ul style="list-style-type: none"> There are three types of IRB review: Exempt, Expedited, and Full. See the <i>IRB Handbook</i> for a full description of each of these and the criteria for approval. You must submit your request for review by the 15th of the month for the most efficient consideration. You must include the following as part of the IRB submittal: <ul style="list-style-type: none"> IRB Research Summary IRB Request for Review CITI Completion Report (Certificate of Completion of the Online Human Subjects Research Tutorial) The IRB reviews the submission and either approves it, approves it with specific conditions, or rejects the application with suggestions for major changes required for the protection of human subjects. Full reviews may require the student to present to the IRB. If the application is not approved by the IRB, the student is expected to address IRB comments, complete a Change Matrix, and have the ADP Chair sign off on a new submission. Once IRB approval is obtained, you will be given an IRB Letter of Approval. Once IRB approval is obtained, you may begin to implement the ADP and collect data. If you revise your research design or make changes to the ADP Committee, you may need to submit an IRB Report of Change form. 		

V. Final ADP Report	<p>A review of the full ADP Report to assess consistency and accuracy of research questions, methods, analyses, reported results, and compliance with research standards</p>	<p>Upon completion of the full ADP Report</p>	<ul style="list-style-type: none"> • ADP Chair and Committee • Psy.D. Program Lead(s)
<i>Notes:</i>	<ul style="list-style-type: none"> • The ADP Report should be uploaded to DSEM by the student, where the ADP Committee will review and approve it. • A Turnitin report must be uploaded to DSEM with the ADP Report. (Access to Turnitin is through the online classroom.) • The ADP Report will not be sent to the Psy.D. Program Lead(s) until it has been approved by the full ADP Committee through DSEM. • If the Psy.D. Program Lead(s) approve the ADP Report, it is ready for the Final Oral Defense. • If the ADP Report is not Approved (or Approved with Changes), a “kickback” occurs. The student is expected to address reviewer comments and have the ADP Chair sign off on the new submission (with approval from the Committee). The resubmission will then go to the Psy.D. Program Lead(s), who will pass the Report or “kickback” again. If the Report is kicked back for a third time, the Dean of Doctoral Programs will intervene to provide further guidance. The resubmission follows the same process as the initial submission. 		
VI. Final Oral Defense	<p>An oral presentation to the ADP Committee for the purpose of ensuring that you have conducted an academically acceptable ADP</p>	<p>After preliminary approval of the final ADP Report by the ADP Committee, and final approval by the Psy.D. Program Lead(s)</p>	<ul style="list-style-type: none"> • ADP Chair and Committee
<i>Notes:</i>	<ul style="list-style-type: none"> • The Final Oral Defense serves as a definitive demonstration of your knowledge, skills, research abilities, and sense of practical applicability, as well as your contribution to the field of study, and it will be evaluated as such. Through an oral presentation, you show yourself as a practitioner-scholar, ready to take your place as a contributing part of the professional community in your field. • The Psy.D. Program Lead(s) must provide approval of the final ADP Report before scheduling the Final Oral Defense. • You must submit the Request for Final Oral Defense to schedule a conference call at least two weeks in advance (recommended) of the Final Oral Defense. • The full ADP Committee must attend. You will be asked to give a 30-minute presentation summarizing the project. Your Chair will serve as the moderator. Following the presentation, you will be expected to respond to questions from the Committee about any aspect of the project. Other attendees may also ask questions. (Refer to <i>Appendix D</i> for tips on conducting an Oral Defense.) • Approval may require additional ADP Report drafts following the Final Oral Defense. • The full ADP Committee must approve passage through this transition point. The Final Oral Defense Evaluation must be submitted with a Pass (either “Pass, No Revisions” or “Pass, Minor Revisions”). 		
VII. Final Manuscript Review	<p>Review of the final manuscript to ensure that it meets University requirements</p>	<p>After passing the Final Oral Defense, approval of the ADP Committee, and review of the ADP Report by an APA Editor</p>	<ul style="list-style-type: none"> • ADP Chair • An ADP Specialist • APA Editor • Dean of Doctoral Programs

<i>Notes:</i>	<ul style="list-style-type: none"> • You must have an APA Editor’s signed Certification of APA Style Compliance to submit to an ADP Specialist when the final manuscript is sent for review: <ul style="list-style-type: none"> ○ Form must be reviewed and signed by the APA Editor through DSEM. ○ The final manuscript must be uploaded to DSEM for online approval by the ADP Chair and Committee. • You will turn in an electronic copy of the full ADP Report to an ADP Specialist, including a University-approved title page signed by the ADP Chair. • Upon approval, an ADP Specialist will perform a final check, send the electronic manuscript, and also notify the appropriate Registrar to start the graduation audit, if appropriate. • An ADP Specialist completes the paperwork for submission to UMI Dissertation Publishing and requests printing/binding of the manuscript. The ADP Specialist may contact you for additional information or payments. • You must be enrolled in a term of ADP or ADP Extension when the final manuscript is submitted for review. 		
VIII. Submit Petition to Graduate	Form required to trigger graduation preparations	May be submitted any time after submission of the Final Manuscript Review	<ul style="list-style-type: none"> • Registrar • ADP Chair
<i>Notes:</i>	<ul style="list-style-type: none"> • A Petition to Graduate triggers an audit. The Registrar starts an audit to make sure all forms have been received and credits recorded. • The petition also triggers preparations for participation in the commencement ceremony. • The Registrar will notify you as to which steps must be taken to officially graduate and walk in the next commencement ceremony. • Preparations for graduation may take up to two months. • In order to walk in the next commencement ceremony, you must have all the paperwork in by the date specified by the Registrar. 		

3.0 CHOOSING AN ADP COMMITTEE

The ADP Committee is composed of a Chair and one additional committee member. The Chair must be a member of the University of the Rockies faculty. The additional committee member should be a faculty member as well, unless there is a significant reason to have a committee member from outside the University. (See Section 3.4 for more details on this option.) It is important for you to have a committee with which you work well. Any changes to committee members must be approved by the Dean of Doctoral Programs using an **ADP Committee Change Request**. Requests to have more than one additional committee member must be approved by the Dean of Doctoral Programs.

It is recommended that you work with an ADP Specialist in choosing an ADP Committee. You may submit a **Request for Committee Candidates** to an ADP Specialist to find out who might be suitable committee candidates. This partnership with an ADP Specialist will help ensure that the following criteria are met:

- The ADP Committee Chair should have expertise in the main topic area of the ADP.
- The Chair should be someone with whom you work well.
- You *must* have a Chair who is a member of the faculty.
- The Committee member must be a member of the faculty, unless approved by the Dean of Doctoral Programs.
- At least one committee member should be knowledgeable and experienced in the type of research techniques you plan to apply.

3.1 RESPONSIBILITIES OF THE ADP CHAIR

The ADP Chair will:

- Assess your capability to undertake the study and defend the ADP Proposal and Report. If necessary, the Chair may require you to address any deficiencies by taking courses, studying independently, or reading additional material.
- Determine that the Proposal meets ADP standards. The Chair should consult with the Committee to provide scholarly and professional guidance for the ADP. The Chair is responsible for the initial review and approval of the Proposal; he or she will then direct you to cycle it through the other committee member(s) for additional feedback and approval, to move toward submitting to the Psy.D. Program Lead(s) and scheduling the Proposal Oral Defense.
- Advise you on the selection of the other committee member(s).
- Act as a liaison between you and the other Committee member(s), as well as the University of the Rockies administration.
- Ensure that you have done all that is necessary to develop, conduct, and write a quality applied project.
- Be aware of and follow all University of the Rockies procedures, as well as ensure that you stay on track. The Chair is expected to reinforce deadlines and discourage postponements.
- Sign off on required forms to help you move from one step to the next in the ADP process.



Remember: Your Chair is there to guide you through the ADP process. This Handbook may not answer all of your questions, so consult your Chair, as needed.

3.2 RESPONSIBILITIES OF THE ADP COMMITTEE (NON-CHAIR)

The ADP Committee will:

- Review and provide feedback and comments on the ADP Proposal.
- Attend, participate in, and evaluate the Proposal Oral Defense.
- Review the final draft of the ADP Report and provide feedback and comments.

- Attend, participate in, and evaluate the Final Oral Defense.

The ADP Committee Chair may direct the Committee, as subject matter experts, to engage in additional steps of the process. The Committee may be asked to:

- Mentor and advise the student on the ADP to ensure scholarly work;
- Encourage and guide the student in solving ADP issues and problems;
- Advise and guide the student regarding possible funding sources for the research;
- Advise and guide the student in the data collection and analysis process;
- Advise and provide guidance regarding suitability for publication and promotion of collaborative writing of publication(s) based on the ADP Report; or
- Sign off on required forms, either by hand or online via DSEM, to help the student move from one step to the next in the ADP process.

The ADP Committee may also rely on additional subject matter experts as consulting members of the Committee for research support.

3.3 CHOOSING THE ADP COMMITTEE

Once you have chosen a topic for your ADP, you will select an ADP Chair and committee member(s). Keep the following in mind:

1. You will be working closely with the Chair. It is important that you get along and work efficiently with the Chair, and that you trust that he or she will be able to guide you well in your particular project. Choosing a Chair is one of the most important decisions you will make.
2. While the Chair is the head of the Committee and the person with whom you will work most closely, the other member(s) are also important in the process and should be consulted for their expertise.
3. The additional committee member(s) should be faculty; however, non-faculty may be chosen for their expertise in your topic area, if approved by the Dean of Doctoral Programs. This committee member must have an earned doctorate (or the equivalent) and be recognized as an expert on the topic of study. (See Section 3.4 for more details on this option.)
4. An additional committee member may be added beyond the two required (Chair and one committee member), if necessary, and if approved by the Dean of Doctoral Programs.
5. Provide the ADP Project Justification Form to prospective committee member(s) when approaching them to serve on the Committee. This information gives potential committee member(s) an idea of whether the proposed project is within their area of interest and expertise.
6. Keep in mind that students are required to have a full committee in place before they can submit for Proposal Review.

3.4 CHOOSING COMMITTEE MEMBERS FROM OUTSIDE THE UNIVERSITY

A student may choose an ADP committee member who is not a University of the Rockies faculty member. Such an individual must:

- Have appropriate professional qualifications;
- Be recognized for his or her professional accomplishments in the field, or specialization in which you are conducting your research;
- Not be personally related to you; and
- Be approved by the Dean of Doctoral Programs.

You must submit a copy of the [Approval for Non-Faculty ADP Committee Participation](#) and a copy of the proposed member's curriculum vitae to the Dean of Doctoral Programs at least two months prior to the Proposal Review, to give adequate time for approval. Any personal or professional relationship with the individual must be disclosed when obtaining approval of this committee member. The full Committee should be in place at least four weeks prior to the Proposal Review.

4.0 WRITING THE ADP PROPOSAL AND REPORT

WRITING SUGGESTIONS

As you write, keep in mind that your work will be judged not only by the quality and rigor of your project, but also according to your writing style. Regardless of the merit of the project and conclusions, readers tend to have a favorable impression of a professional, well-written report and an unfavorable impression of a sloppy or casually written report. (See *Appendices E, F, and G* for writing and formatting advice for the ADP Proposal and Report.)

Here are a few ideas to keep in mind throughout the writing process:

- Use Microsoft Word tools to organize and format the ADP Proposal and Report.
- Save the documents in at least two places (e.g., thumb/flash drive, hard drive, or paper copy). This will prevent data loss in the event of technical difficulties. Consider saving the documents in the Cloud, an internet-accessible site, as well.
- Stay organized; have all materials and references in an easily accessible location. Keep track of your work through a user-friendly filing system, such as separating reference materials by subtopic or the chapter in which they are used.
- Choose a logical file naming and folder system. Create a system that allows you to keep old versions of files, but minimizes version control problems.
- Read and follow the *Publication Manual of the American Psychological Association* (6th ed.).
- Prepare an outline; it is easier to construct sentences and paragraphs when following a detailed outline.
- Aim for a concise and continuous flow of ideas. Use headings to organize and clarify the structure of the document.
- Update the References list as you write, instead of completing the entire list at one time.
- Read everything you write and revise more than once before sending it to anyone to review. Your reviewers should be making constructive comments, not commenting on careless mistakes.
- Expect to write several drafts. Most students revise the ADP Report several times before it is approved by the ADP Chair and ready to submit to the committee members for review.
- Ask a qualified outside person to read the document and make editing suggestions regarding grammar, spelling, and syntax. It is acceptable to use a professional editing service for this purpose, but you are responsible for all related fees.
- Give the ADP Chair a draft of each chapter as it is completed. This helps the Chair review the work efficiently and allows you to receive faster feedback.
- You must have the final draft of the ADP Report reviewed, edited, and certified by an approved professional APA Style Editor prior to its submission. You are responsible for all related fees.



It is your responsibility to obtain letters of permission from copyright holders to reproduce copyrighted material (e.g., published tables, graphs, or measurements) in your ADP Report, and to submit copies of these approvals to UMI/ProQuest when submitting your ADP Report for publication. In addition, reproduced (or adapted) tables or figures must be accompanied by a note at the bottom of the reprinted table, or in the figure caption, giving credit to the original author and to the copyright holder.

5.0 RESOURCES AND REFERENCES

The following resources and references may be helpful as you prepare your ADP Project Justification Form, Proposal, and Report.

5.1 UNIVERSITY OF THE ROCKIES RESOURCES

LIBRARY

The Library will be a necessary resource as you conduct a literature search for previously published articles on your topic and chosen methodology. University of the Rockies Librarians can provide help if you are having difficulty finding a particular article or locating research on a particular topic. In addition, you may access former students' (from Rockies or other universities) dissertations and reports via the ProQuest "Interdisciplinary Dissertations and Theses" database. Access the Library via the Student Portal.

ROCKIES RESEARCH CENTER

The Rockies Research Center (RRC) is an online resource to assist Doctoral students with applied research, which includes links to additional outside resources, an open forum for discussions and sharing information related to research, and a place to ask questions about the research process. The RRC also provides information on research methodologies, including qualitative, quantitative, and mixed methods, and has a link to SAGE Research Methods Online. The forms required for the ADP Process can also be found on the RRC site, which can be accessed via the Student Portal.

SAGE RESEARCH METHODS

SAGE Research Methods is a collection of resources to help with understanding and utilizing various research designs and methodologies, including ethics, implementation, data collection, and data analysis. SAGE resources are available to faculty and students, and include the following:

- Books (e.g., textbooks, "Little Green Book" and "Little Blue Book" series)
- Dictionaries, encyclopedias, and handbooks
- Journal articles
- Videos
- Methodspace (discussion forum)

To access SAGE Research Methods, go to the University of the Rockies Library. Click on the **Find Articles & More** link on the main menu. Click on **Databases A-Z**. Jump to the **S** listings by clicking on the letter. Then click on **SAGE Research Methods**.

SMARTLAB STATISTICS PRIMER

SMARTLab is designed to give students a review of basic statistics. It includes straightforward explanations and practice exercises of statistical methods in a real-world context. This may serve as a refresher before embarking on the statistical analyses for your study. Access SMARTLab via the Student Portal.

WRITING CENTER

The University of the Rockies Writing Center may be a useful resource to improve your writing skills, as you work on the literature review or other sections of the ADP Proposal or Report. The Writing Center may be used to review and provide feedback on drafts of your ADP Proposal or Report, as long as you submit a section at a time. You may also submit previous assignments or writing samples to receive general guidance from a Writing Coach, which you can use to improve your overall writing skills. Access The Writing Center via the Student Portal.

APPENDIX A: ADP FORMS CHECKLIST

Form	When to Submit	Who Signs	Date Submitted	Notes
Request for Committee Candidates (as needed)	As needed to find a Chair	You		
ADP Committee Chair Request	After you choose a Chair	You and Chair		
ADP Committee Change Request (as needed)	As needed to change a committee member	You		
Approval for Non-Faculty Committee Member Participation (as needed)	As needed to include a non-faculty member on the committee	You and Chair		
ADP Project Justification Form	When you finalize your focus and complete your ADP Project Justification Form	You and Chair via DSEM		
Request for Proposal Oral Defense	When you are ready to schedule your Proposal Oral Defense	Chair		
Proposal Oral Defense Evaluation (to be submitted by the ADP Chair)	After you defend your Proposal	Chair and Committee Member(s)		
IRB Request for Review*	After you pass your Proposal Oral Defense	You and Chair		
IRB Research Summary*	With the IRB Request for Review	N/A		
Certificate of Completion of the Online Collaborative Institutional Training Initiative (CITI) Human Subjects Research Tutorial*	With the IRB Request for Review	N/A		
Request for Final Oral Defense	After your full ADP Report is approved by the Psy.D. Program Lead(s)	Chair		
Final Oral Defense Evaluation (to be submitted by the ADP Chair)	After your Final Oral Defense	Chair and Committee Member(s)		
Certification of APA Style Compliance	When your Committee approves the full ADP Report	APA Style Editor		
Petition to Graduate	When you complete the ADP Report and all graduation requirements	You and Chair		

*Forms available in the *IRB Handbook*.

APPENDIX B: ADP PROCESS CHART

Pre-ADP	Academic Course Work Explore possible ADP focus	Read ADP Handbook
PHASE I: Justify the ADP	ADP Planning I Select and expand on a focus	Begin developing ADP Project Justification Form
	ADP Planning II <ul style="list-style-type: none"> Finalize Project Justification Form Choose a Committee Chair Complete CITI training Create schedule for completion of ADP 	Request for Committee Candidates ADP Committee Chair Request
	ADP Course Finalize the ADP focus	Complete ADP Project Justification Form
	Transition Point I: ADP Project Justification Form Submit ADP Project Justification Form through DSEM	ADP Project Justification Form
PHASE 2: Form Committee	<ul style="list-style-type: none"> Send ADP Project Justification Form to potential Committee Member(s) Select other Committee Member(s) 	<ul style="list-style-type: none"> Start working on ADP Proposal
PHASE 3: Prepare and Defend Proposal	Write and revise Proposal	Secure Committee approval
	Transition Point II: Proposal Review Submit Proposal for Psy.D. review through DSEM	ADP Proposal Certification of Preparedness and Request for Proposal Review
	Schedule Proposal Oral Defense	Request for Proposal Oral Defense
	Transition Point III: Proposal Oral Defense Pass Defense	Proposal Oral Defense Evaluation
	Transition Point IV: IRB Review <ul style="list-style-type: none"> Submit research summary and other documents to the IRB Revise Proposal, as needed 	IRB Request for Review IRB Research Summary CITI Certificate
PHASE 4: Conduct the ADP	<ul style="list-style-type: none"> Conduct the ADP Summarize findings and project outcomes 	
PHASE 5: Write ADP Report	<ul style="list-style-type: none"> Write the ADP Report Revise based on Committee feedback 	<ul style="list-style-type: none"> Secure Committee approval
	Transition Point V: Final Review <ul style="list-style-type: none"> Submit for review by Psy.D. Program Lead(s) Revise Report, as needed 	ADP Report Certification of Preparedness and Request for Final Research Review
PHASE 6:	Schedule Final Oral Defense	Request for Final Oral Defense
	Transition Point VI: Final Oral Defense	Final Oral Defense Evaluation

Defend ADP Report	Pass Defense	
	Have Committee review final ADP Report	Have ADP Report reviewed by APA Style Editor
	Transition Point VII: Final Manuscript Review	Final ADP Report Submission Certification of APA Style Compliance
	Submit ADP Report for final review through DSEM	
	Submit ADP Report to UMI Publishing	
Transition Point VIII: Petition to Graduate	Petition to Graduate	
	Work with the Registrar to prepare for graduation	

APPENDIX C: ADP CRITERIA RUBRIC

Learning Objective	Project Justification or Final Approval	4=Exceptional	3=Strong	2=Developing	1=Unacceptable	Score
1. ADP demonstrates mastery of research literature on a specific topic within the field.	Project Justification	Clearly articulates in-depth and detailed knowledge of research literature.	Articulates knowledge of research literature; research requires more clarity.	Limited research knowledge; research requires more clarity, and detail or breadth.	Insufficient depth, breadth, clarity, and detail for developing research.	
	Final Approval	Clear and comprehensive presentation of research literature.	Solid presentation and synthesis of research literature.	Research literature is reviewed, but it lacks sufficient depth and integration.	Inadequate quantity and quality of literature review.	
Comments/suggestions for improvement in this area:						
2. ADP documents ability to critically evaluate the meaning, value, and contribution of the scholarly literature.	Project Plan Justification	Project outlines an exceptionally clear and detailed plan for critically evaluating the literature.	Project presents a mostly clear and detailed plan for critically evaluating the literature.	Project Plan for critically evaluating the research literature lacks sufficient detail.	Project Plan has insufficient details and lacks clarity regarding how the literature will be critically evaluated.	
	Final Approval	ADP demonstrates exceptional skills in evaluating and contextualizing the research literature.	ADP demonstrates the ability to evaluate and present research.	Research literature is presented, but critical thinking is of insufficient depth.	Insufficient demonstration of critical thinking in the ADP.	
Comments/suggestions for improvement in this area:						

Learning Objective	Project Justification or Final Approval	4=Exceptional	3=Strong	2=Developing	1=Unacceptable	Score
3. ADP documents the need for research on the topic and contributes to the research literature.	Project Justification	Clear gap in research is well-articulated and importance of topic is emphasized.	Gap in research is evident and topic is important.	Need for research may be present, but requires better justification.	Insufficient need for research is presented.	
	Final Approval	How the project addresses the gap in the research is thoroughly discussed and findings are integrated with the literature.	The project results are interpreted within the current literature.	Requires more emphasis on how the results of the project are integrated with the current literature.	Insufficient integration of findings with the literature.	
Comments/suggestions for improvement in this area:						
4. ADP includes relevance of the topic to practice within the field.	Project Justification	A clear connection is made between the project and its applied relevance to the field.	The connection between the project and professional practice is evident.	May have practical applications, but the connection is not clearly articulated.	Little to no relevance to professional practice.	
	Final Approval	Results are thoroughly discussed in reference to their application to applied practice.	The application of the results to practice is discussed.	Some practical applications of the results are discussed, but they need more development.	No relevance to professional practice is discussed.	
Comments/suggestions for improvement in this area:						

Learning Objective	Project Justification or Final Approval	4=Exceptional	3=Strong	2=Developing	1=Unacceptable	Score
5. ADP provides clear knowledge of appropriate research methodology and justifies the application of the chosen methodology to the topic.	Project Justification	Methodology is clearly aligned with the research topic and problem to be addressed.	Methodology is appropriately aligned with the topic and research problem, but may require more detail or clarity.	Methodology is mostly aligned with the topic, but not with the research problem, or details/clarity in the alignment with the topic may be needed.	Methodology is either inappropriately aligned with the topic and research problem, or is poorly described.	
	Final Approval	Results from the application of the methodology are fully and accurately described and interpreted.	Results are presented and interpreted sufficiently.	Results are presented, but more explanation is needed for complete interpretation.	Results are incomplete or not presented with enough detail.	
Comments/suggestions for improvement in this area:						
6. ADP includes a project execution plan and evaluation of implementation of this plan.	Project Plan Justification	A well-designed and reasonable plan for conducting and evaluating the project is presented.	A plan for implementing and evaluating the project is presented.	Plan is presented, but either with unreasonable expectations or inadequate detail.	No plan for conducting project is presented.	
	Final Approval	Plan is executed and evaluated well, and reflection on project is insightful.	Plan is conducted with few modifications, and deviations from plan are documented.	Poor execution of plan and no justification for lack of plan effectiveness.	Plan is not carried out and no evaluation of effectiveness is presented.	
Comments/suggestions for improvement in this area:						

Learning Objective	Project Justification or Final Approval	4=Exceptional	3=Strong	2=Marginal	1=Unacceptable	Score
7. ADP is well-written and conforms to appropriate style guidelines.	Project Justification	Explanation of project is well-written, clear, and concise. All style guidelines are followed.	Explanation of project is mostly clear, with few writing issues. Most style guidelines are followed.	Presentation of project is unclear and confusing in areas; flow or writing may be fractured. Many style guideline irregularities.	Presentation of project is poorly written, with minimal consideration of structural and stylistic guidelines.	
	Final Approval	ADP is well-written, clear, and concise. All style guidelines were followed.	ADP is clear, with few writing issues. Most style guidelines are followed.	ADP is unclear and confusing in areas; fractured flow of writing. Many style guideline irregularities.	Poorly written and presented project.	
Comments/suggestions for improvement in this area:						

APPENDIX D: ORAL DEFENSE TIPS

Format and Length

- The Defense takes about 60 minutes and is conducted virtually with your entire Committee.
- Your presentation should be 20-30 minutes and formatted as follows:
 - Proposal Defense:
 - Includes introduction, background literature, purpose statement, relevance of project, and implementation plan.
 - Spend most of the time (10-15 minutes) on the proposed plan or methods.
 - Report Defense:
 - Includes introduction, background literature, purpose statement, relevance of project, implementation process, results or findings, and implications and conclusions.
 - Spend most of the time (10-15 minutes) on your findings or results.
- During the last 30 minutes of the Defense, you will answer questions from the Committee.
- Your Chair will moderate the Defense.

Preparation

- Schedule the date of your Defense at least two weeks in advance.
- Obtain a phone-in number and URL/password for the presentation to send to your Committee, along with a copy of your PowerPoint presentation, at least two days prior to the Defense.
- Consider inviting others to your Defense, with your Chair's permission.
- Know your Proposal or Report thoroughly.
- Rehearse the presentation multiple times, possibly with an audience to get feedback.
- Make sure your presentation rehearsal fits within the time available (20-30 minutes).
- Consider which questions the Committee might ask and prepare responses for them.
- Use a PowerPoint presentation to keep the Defense organized and to stay on task.
- Be sure to:
 - Not read directly from your slides. Keep your presentation conversational, but still scholarly.
 - Avoid putting entire sentences or too much material on the slides. These should contain an outline of what you are covering.
 - Check for glaring errors on the slides (e.g., writing, spelling, and formatting).
 - Consider using graphs or other visual displays to communicate your project plan or findings.

Additional Considerations

- You are providing a brief overview of the proposed project (Proposal) or findings (Report), so don't read lines from your paper or presentation slides.
- The Committee is on your side and wants you to succeed, so don't be afraid of them. However, do be sure to listen carefully to their questions and answer them directly. Don't hesitate to ask them to repeat a question if you don't understand what they are asking.
- Defending your project doesn't mean you can't be open to suggestions or recognize the weaknesses in your work. In fact, doing these things makes your Defense well-rounded and demonstrates your critical thinking skills.
- It is acceptable to say, "I don't know," when answering a question from the Committee, but consider expanding on this response to show how you might find out or speculate on the answer to the question.

With this being said, know when to stop talking. Avoid rambling when you are not prepared to discuss a topic.

- Slow down if you have a tendency to go fast when you are nervous. Take a few breaths before you get started, and plan slight pauses to remind you to slow down as you are presenting. The more rehearsal you do, the easier this will be.
- Have fun and enjoy the process. You've made it this far for a reason, and you know your project better than anyone else.

Summary

- Be fully prepared (rehearse multiple times).
- Log on and call in early in order to take care of any technological issues.
- Stay within the time limit.
- Keep it simple.
- Focus on the proposed methods (Proposal) or findings (Report).
- Speak clearly and DON'T read.
- Have fun!

APPENDIX E: ADP REPORT FORMATTING GUIDELINES

The ADP Report is a scholarly document, creating a permanent record of original research. The number of chapters or sections in the ADP Report and their content will vary depending on the project. The student and the ADP Chair and Committee should collaborate on the best format for the main body of the ADP Report.

Both the content and the style of the document reflect on the student, the ADP Committee, and University of the Rockies. In order for your Report to appear as a scholarly publication and to have some uniformity with other reports and dissertations from the University, please follow the formatting specifications presented here.

While the *Publication Manual of the American Psychological Association* provides a style guide for submitting manuscripts, University of the Rockies has its own style guide for publication, as described in this Appendix. University of the Rockies uses the *Publication Manual of the American Psychological Association* (6th ed.) as the basic style guide for all papers, as well as reports and dissertations, and it should be used as a guide for all style and formatting issues not addressed in the following pages.

Recommendation: Begin using the required specifications on drafts of your ADP Report as early as possible in order to become familiar with proper formatting and style.

GENERAL FORMATTING GUIDELINES

ELEMENT	SPECIFICATIONS
Font – main text	Times New Roman, 12-point
Font – footnotes	Times New Roman, 10-point
Margins (all pages, including those with tables and figures)	<ul style="list-style-type: none"> • Left: 1 ¼ inches (to allow for binding) • Top, right, bottom: 1 inch
Justification	<ul style="list-style-type: none"> • Left: justified • Right: ragged (not justified) • No hyphenation at the right margin
Spacing (lines)	<ul style="list-style-type: none"> • Double-space all pages, including the Abstract, except for the following (which should be single-spaced): <ul style="list-style-type: none"> ○ Headings, subheadings, and table or figure captions exceeding one line in length ○ Table of contents entries exceeding one line in length (double-space between entries) ○ Footnotes (although individual footnotes are single-spaced, double-space between each separate footnote if more than one appears on a page) ○ Long, block-indented quotes or narratives ○ List entries (double-space between numbers) ○ Individual entries of more than one line in the References section (although individual reference entries are single-spaced, double-space between each separate reference) ○ Table titles, table column and row headings, table text (double-space between rows), table notes ○ Lengthy material in tables and appendices
Spacing (sentences)	Single-space after all punctuation except internal periods in abbreviations (e.g., i.e., U.S.). However, insert two spaces between sentences. See section 4.01 in the <i>Publication Manual of the American Psychological Association</i> (6 th ed.) for more detail.

Spacing (headings, tables)	<ul style="list-style-type: none"> Headings may have an extra space above to enhance readability. Be consistent throughout the manuscript in spacing around headings. Add an extra space above and below a table or figure to separate it from paragraphs or other tables/figures on the page. 																
Paragraphs	<ul style="list-style-type: none"> Each paragraph should be indented one-half inch. Leave no extra spaces between paragraphs. 																
Headings	<ul style="list-style-type: none"> See Headings 																
Footnotes	<ul style="list-style-type: none"> List consecutively at the bottom of the page where they first appear; or Place footnotes in consecutive order on a separate page titled, <i>End Notes</i>, following the References section. 																
Pagination	<p>All pages (except the title/cover pages) bear a page number. The preliminary pages are arranged and numbered as follows:</p> <table border="1"> <thead> <tr> <th>Preliminary Pages</th> <th>Page Numbers</th> </tr> </thead> <tbody> <tr> <td>Title/signature page (not numbered)</td> <td>(understood as page i, but not numbered)</td> </tr> <tr> <td>Copyright notice</td> <td>ii</td> </tr> <tr> <td>Abstract</td> <td>iii</td> </tr> <tr> <td>Acknowledgements (dedication optional)</td> <td>iv</td> </tr> <tr> <td>Table of Contents</td> <td>v</td> </tr> <tr> <td>Lists of Figures and Tables (if applicable)</td> <td>vi</td> </tr> <tr> <td>List of Appendices (if applicable)</td> <td>vii</td> </tr> </tbody> </table> <ul style="list-style-type: none"> If any of the preliminary pages exceed one page, advance the page numbers consecutively. Preliminary page numbers are shown in Roman numerals at the bottom center of each page. Chapter 1 begins on page 1. Number pages sequentially from Chapter 1 through the end of the manuscript, in Arabic numerals centered in the footer at the bottom center of each page, in Times New Roman, 12-point font. 	Preliminary Pages	Page Numbers	Title/signature page (not numbered)	(understood as page i, but not numbered)	Copyright notice	ii	Abstract	iii	Acknowledgements (dedication optional)	iv	Table of Contents	v	Lists of Figures and Tables (if applicable)	vi	List of Appendices (if applicable)	vii
Preliminary Pages	Page Numbers																
Title/signature page (not numbered)	(understood as page i, but not numbered)																
Copyright notice	ii																
Abstract	iii																
Acknowledgements (dedication optional)	iv																
Table of Contents	v																
Lists of Figures and Tables (if applicable)	vi																
List of Appendices (if applicable)	vii																
Headers and Footers	<ul style="list-style-type: none"> No text or page numbers in the header Page number at the center of the footer 																
Tables and Figures	<ul style="list-style-type: none"> See Tables and Figures 																

ARRANGEMENT

In its final form, the ADP Report should be arranged in the following order: *preliminary pages* (title/signature page, abstract, copyright page, acknowledgements/dedication, table of contents, list of tables and figures, list of appendices), *text* (introduction, main body of text, summary or conclusion), and *references and supplemental sections* (footnotes and appendices).

TITLE (SIGNATURE) PAGE

Each copy of the ADP Report must include a title page (signature page) prepared in accordance with the example shown in *Appendix F*. The title page does not bear a page number (although it is understood to be page i). Include the student's full legal name as it appears in University of the Rockies records. Only the Committee Chair signs the final document, which includes an appropriate signature line. List the ADP committee member(s) below the Chair's signature line, along with their credentials.

COPYRIGHT PAGE

This page consists of the following information centered on the page:

<p>Copyright by</p> <p>FULL LEGAL NAME OF STUDENT</p> <p>Year the degree will be conferred</p>
--

ABSTRACT AND KEY WORDS

An Abstract (preliminary p. iii) must be included in each ADP Report. It should contain the title of the ADP Report and the student's name in full, as follows:

<p>Full Title of the ADP Report</p> <p>by</p> <p>Full Name of Student</p> <p>Abstract</p> <p>Text of the abstract</p> <p>Key Words:</p>

- The Abstract should be no longer than 350 words.
- Use the same paragraph formatting as used in the full manuscript.
- Include *key words* at the bottom of the Abstract. The key words are used by other researchers to search for and identify information in various subject areas. The best way to determine this is to think about your own ADP and what key words you would want to search for to find it.

ACKNOWLEDGEMENTS/DEDICATION

The Acknowledgements and Dedication pages should follow the Abstract (as preliminary pages iv, v). Center the heading at the top of the page.

TABLE OF CONTENTS

A Table of Contents is required and must reflect the outline and organization of the ADP Report. If your ADP Report includes tables, figures, and appendices, these must be noted on separate pages as List of Tables and Figures and List of Appendices (identified by number and title). Lists should include page numbers. The heading should be centered at the top of the page. List your chapter headings flush to the left margin and indent subheadings beneath them. Corresponding page numbers should be inserted in a column on the right side of the page.

TEXT OF THE ADP REPORT

The text of the ADP Report follows the Table of Contents. The first page of the text is page 1, followed by page 2, and so on, through the end of the manuscript. Page numbers should be in 12-point Arabic numerals, at the **bottom center** of each page.

HEADINGS

Chapter headings should be in all capital letters (CHAPTER I: INTRODUCTION), with chapter numbers in capital Roman numerals (CHAPTER II, CHAPTER III). Subsequent headers in each chapter should follow APA style requirements for subsequent levels of headings/subheadings, with the first heading in a chapter being a Level 1 heading. See Section 3.03, “Levels of Headings,” in the *Publication Manual of the American Psychological Association* (6th ed.):

- The first heading used should be a Level 1 heading: centered, boldface, and capitalizing the first letter of each non-trivial word.
- A second-level heading is formatted the same as a first-level heading, except it is positioned flush left.
- A third-level heading is indented, boldface, and lowercase, except for the first letter of the first word. End the third-level heading with a period and start the first sentence of the section on the same line.
- While each chapter should include introductory text, do not include a heading called “Introduction,” which is understood.
- Do not include a level of heading unless there is more than one section with that level.

CREDITING SOURCES

In-text citations, using an author-date citation system, must be included for all ideas that are not the student’s own, or are not common knowledge:

- In-text citations should conform to APA style (generally, author and date for paraphrased information and author, date, and page number for direct quotations).
- If the names of the authors and/or the date are included in the text, only the remaining required information is included in parentheses.
- Indirect sources (sources referenced in a secondary source) are indicated in the in-text citation, and the secondary source is listed in the References list at the end of the paper (See Section 6.17 of the *Publication Manual of the American Psychological Association*, 6th ed.)
- Use secondary sources sparingly.

- All citations in the text have a corresponding reference in the References section at the end of the ADP Report (with the exception of personal interviews, personal email, or other online postings that are not retrievable).

REFERENCES AND SUPPLEMENTAL SECTIONS

REFERENCES SECTION

- Start the References list on a new page following the body of the manuscript.
- The word “References” should appear centered at the top of the page.
- Do not bold, italicize, or underline the label. References should be arranged alphabetically by the last name of the first author.
- Arrange multiple entries by the same author(s) by year of publication, with the earliest first.
- *Note that the References section contains only those references directly cited in the text; it is not a bibliography.*
- Individual references should be single-spaced, with double-spacing between each reference entry.
- Each reference entry should be formatted with a hanging indent, meaning that the first line of each entry is set flush left and subsequent lines are indented .5 inches from the left. Use the Microsoft Word paragraph formatting pane to set “Spacing” to “Hanging.”

Consult the *Publication Manual of the American Psychological Association* (6th ed.) for specific examples of proper formatting of reference entries for each type of document or electronic material.

APPENDIX MATERIAL

If your paper has more than one appendix, label each one with a capital letter (Appendix A, Appendix B) in the order in which it is mentioned:

- Each appendix must have a title.
- Note that you must have permission from the copyright holder to include previously copyrighted materials, such as tests and measures.

TABLES AND FIGURES

- Place tables and figures as close as possible to the first mention within the text. If small enough, place below the first mention, or begin on the page immediately following the first mention by number. (**Note:** Tables and figures provide the means by example for developing the text argument, but they do not constitute the argument; thus, they must be interpreted in your written text.)
- Separate tables and figures from text by triple-spacing at the top and bottom.
- Number tables and figures sequentially throughout the manuscript (e.g., Table 1, Table 2; or Figure 1, Figure 2). Do not use chapter numbers or letters to identify tables (e.g., Table 4-1, Table 4-A), except in the Appendix (e.g., Appendix A might contain one or more tables titled Table A-1, Table A-2, Table A-3).
- Use ADP Report margin requirements for tables and figures. If necessary, print tables or figures that exceed the margins using landscape format.
- Do not break a table or figure between two pages unless it is impossible to include the entire table or figure on one page. If a table or figure is too large to fit on one page, use an abbreviated heading on the following page (e.g., Table 1 - Cont'd.).
- Tables and figures may be reduced, but titles and captions should remain in 12-point.

- Limit lines in a table to those that are necessary for clarity (usually only that separating headings from columnar data), and do not use vertical lines. Use generous spacing between columns and rows, as well as strict alignment to clarify relationships within a table. Individual entries in rows and columns should be single-spaced, with double-spacing between each separate entry.
- Note that authors must obtain permission to reproduce or adapt all or part of a table (or figure) from a copyrighted source (see "Inclusion of Previously Published Material" below). If you plan to use copyrighted material in your ADP Report, you must include letters of permission when you submit your final manuscript to UMI/Proquest.

Note: Tables consist of material contained in a tabular format of columns and rows. Table titles should be brief, but clear and explanatory. Table numbers and titles are placed **above the actual table**.

Example of Table Heading Format:

Table 1

Errors for Younger and Older Groups by Level of Difficulty

Note: Figures commonly consist of pictorial elements, including charts, graphs, drawings, maps, and photographs. Figure numbers and titles are placed **below the actual figure**.

Example of Figure Caption Format:

ACTUAL FIGURE HERE

Figure 1. Title of figure here.

REFERENCES AND CITATIONS

EXAMPLES OF CITATIONS WITHIN THE TEXT

- 1) At the end of quoted material in text (closing punctuation outside parentheses):

hard territory. "I feel strengthened by it, like a ship that's been through hard winds, torrents, and then finally comes to a harbor" (Marshall, 1992, p. 36). Last year, on

- 2) At end of a long block quote in text (closing punctuation precedes parentheses):

After the emotion comes exhaustion. Your soul is tired. And in the calm of that exhaustion, your spirit begins to muster itself in preparation for a kind of rebirth. (Caine, 1978, p. 60)

PREVIOUSLY PUBLISHED MATERIAL

Students must gain permission from copyright holders and provide citations directly beneath copyrighted material being used. For example:

ACTUAL FIGURE OR TABLE

Note. From [or The data in column 1 are from] *Title of Book* (p. 103), by A.N. Author and C. O. Author, 1994, Place of Publication: Publisher. Copyright 1994 by the Name of Copyright Holder. Reprinted [or Adapted] with permission.

PERSONAL COMMUNICATIONS

- Cite in the text as (J. Doe, personal communication, January 1, 1998).
- Do not include in References section.

REFERENCES LIST PREFERENCES

- Single-space each reference.
- Double-space between individual references.

JOURNAL ARTICLES

- Include a doi when available. If retrieved from a library database, do not include the “Retrieved by” location or date.
- Only the first word of the article’s title and subtitle (the first word after the colon) and proper nouns are capitalized.
- Italicize the name of the journal, but not the title of the article.
- Capitalize major words in the name of the journal.
- Italicize the *volume number* (if any).

BOOKS

-
- Italicize the book title.
- Use the official 2-letter U.S. Postal Service abbreviations for publisher's state location (e.g., MA, CA,).
- Omit superfluous terms such as Publishers, Co., or Inc.; retain the words *Books* and *Press*.

Consult the *Publication Manual of the American Psychological Association* (6th ed.) for specific examples of proper formatting of references entries for each type of document or electronic material.

APPENDIX F: TITLE PAGE TEMPLATE AND EXAMPLE

TITLE OF ADP REPORT (single-space title if more than one line)

An applied doctoral project submitted

by

STUDENT'S FULL NAME (no credentials)

Month, Year

to

UNIVERSITY OF THE ROCKIES

Upon the recommendation of the Faculty and the approval of the Board of Trustees, this applied doctoral project is hereby accepted in partial fulfillment of the requirements for the degree of

DOCTOR OF PSYCHOLOGY

Approved by:

(signature of chair)

Name of Chair, degree
Committee Chair

Committee Member(s):

Name, Degree

Name, Degree

**HOW TO WRITE AN APPLIED DOCTORAL PROJECT REPORT:
A TEMPLATE PROVIDING STRUCTURE AND CLARITY**

An applied doctoral project submitted

by

ROCKIES R. RACCOON

June, 2017

to

UNIVERSITY OF THE ROCKIES

Upon the recommendation of the Faculty and the approval of the Board of Trustees, this applied doctoral project is hereby accepted in partial fulfillment of the requirements for the degree of

DOCTOR OF PSYCHOLOGY

Approved by:



Irene F. Stein, PhD
Committee Chair

Committee Member:
Allen Cornelius, PhD

APPENDIX G: WRITING TIPS

1. Avoid words that imply absolutes, such as *the research proves*. Instead, scholarly terminology such as, *the research data or findings suggest or imply*, is more appropriate.
2. Vague or colloquial expressions that one might use in normal conversations should not be used in scholarly writings. Avoid jargon and expressions that are not scholarly. Examples that are inappropriate for ADP Reports include: *nevertheless, on one hand, in other words, corner the market, otherwise, at the broadest level, ripple effects, fills the gap, as a bonus, closed the loop, large, argued* (unless the writer knows an argument did occur), and *bridging the gap*.
3. Ensure that the referents **for all pronouns are clear**. **Avoid** the use of pronouns such as *this, that, their, them, those, and its* unless the referent is clearly and specifically known.
4. Avoid the use of singular and plural in the same sentence. Subject, verb, and object should all be either singular or plural. Be consistent, even between sentences.
5. The word *data* is plural; the singular is *datum*.
6. Do not use an apostrophe when referring to events occurring within a specific decade. For example, when discussing events that occurred between 1980 and 1989, one should write “1980s” and not “1980’s.”
7. Avoid absolute phrases, such as *will contribute or will show*. It is recommended that learners use phrases such as *may or might contribute*.
8. Always use specific references to time. Vague references, such as *today, recent, currently, and this*, should be avoided, because some readers may not read the ADP Report until sometime in the future.
9. All paragraphs should contain 3–5 sentences that support a **single idea**. Many learners inappropriately construct paragraphs containing only one or two sentences. Conversely, many learners write long paragraphs that are composed of unrelated sentences.
10. Students often overuse the words, *this researcher*, when it may be more important to state what occurred in the study. Instead of, *“This researcher placed the mouse in the tub,”* say *“The mouse was placed in the tub.”* Focus on the action taken rather than on yourself as the performer of the action. The use of first person may be permitted for clarity.
11. Avoid anthropomorphisms (attributing human characteristics to an inanimate object or idea). *Research cannot demonstrate or show* (or actually, do much of anything). *Research results can indicate*.
12. Avoid stringy sentences. Stringy sentences are so long that the reader forgets the beginning of the sentence before reaching the end. Break long sentences into shorter ones. A good rule of thumb is that sentences should contain no more than 40 words. Longer sentences should be revised for succinctness and clarity. (See Sections 3.08 and 3.09 in the *Publication Manual of the American Psychological Association*, 6th ed.)
13. Use the past tense to describe previous research or when referencing quotes, as the process has already been completed. Examples of the appropriate use of past tense are: *Jones (2005) defined*, or *Smith (2004) published*.
14. ADP Proposals and Reports should be written in scholarly language. Revise all writing to scholarly tone and presentation. (See Section 3.21 in the *Publication Manual of the American Psychological Association*, 6th ed.) Non-scholarly words that are used to begin sentences may result in redundancy; examples include: *additionally, as a result, accordingly, because of, clearly, consequently, essentially, finally, furthermore, for example, however, in addition, in spite of, it was found, moreover, nevertheless, overall, therefore, and thus*.
15. Place periods and commas within closing quotation marks (U.S. rule; different in the UK). Place colons and semicolons outside closing quotation marks. Question marks and exclamation points should be placed inside quotation marks **only** if they are part of the quoted material.

Contributed by Dr. Ken Sherman, University of the Rockies