

**Department of Psychology
Ateneo de Manila University**

GUIDELINES FOR THE JOURNAL-READY THESIS AND DISSERTATION

RATIONALE

The process of creating journal-ready theses and dissertations hones the scientific competencies of students and develops the discipline of conceptualizing, conducting, and writing a research study that is acceptable for publication in a peer-reviewed journal.

DESCRIPTION OF THE JOURNAL-READY THESIS/DISSERTATION

A thesis or dissertation showcases the research competencies of the Psychology student. Through it, the student is expected to display mastery of research skills in contributing to knowledge in Psychology. Both theses and dissertations must reflect the ability to conduct research and write the research report in a scholarly manner worthy of publication. In addition, they must meet the additional criterion of theoretical innovation and/or significant contribution to the domain of study that builds on and advances current understanding and theorizing about a psychological phenomenon. Such a paper may involve, for instance:

- the presentation and defense of a new argument, new definition, or alternative interpretations of phenomena;
- an illustration, exemplar, or application of a particular theoretical perspective;
- a refutation, rebuttal, or presentation of evidence contrary to the prevailing theoretical perspective

THESIS / DISSERTATION REQUIREMENTS ACCORDING TO DEGREE

To fulfill the degree requirement, the theses and dissertations should comply with the following minimum requirements:

Undergraduate (AB/BS) Thesis

- A group-authored manuscript that meets standards for submission to a peer reviewed journal.

MA Thesis

- A first-authored manuscript submitted to and undergoing/underwent the review process in a peer-reviewed journal.

PhD Dissertation

- 1) A first-authored manuscript submitted to and undergoing/underwent the review process in an ISI/Scopus-indexed journal (must have been done while enrolled in PSYCH 399 - Dissertation); and
- 2) A co-authored manuscript submitted to and undergoing/underwent the review process in an international and indexed journal (can be done during coursework)

FORMAT OF THE JOURNAL-READY THESIS/DISSERTATION

The journal-ready format allows students to present their research in the form of a manuscript that is ready to be submitted for review by a peer-reviewed journal. Table 1 describes the journal-ready format.

Table 1.

Journal-Ready Format for the Thesis and Dissertation

Thesis	Dissertation
○ Cover page (ADGP format)*	○ Cover page (ADGP format)*
○ Front matter (ADGP format) <ul style="list-style-type: none"> ○ Signature pages ○ Notification from editor or other official evidence that the manuscript is undergoing peer review 	○ Front matter (ADGP format) <ul style="list-style-type: none"> ○ Signature pages ○ Notification from editor or other official evidence that the manuscript is undergoing peer review
○ Thesis (journal format) <ul style="list-style-type: none"> ○ Title page ○ Introduction ○ Method <ul style="list-style-type: none"> ○ for proposal, include pilot study results (reliability/validity of tools; preliminary analyses) ○ Appended instruments and other relevant materials <p>For the proposal, manuscript follows the APA (6th ed) format, but the manuscript for the final defense / final submission follows the required format of the target journal (whether APA or other)</p>	○ Dissertation (journal format) <ul style="list-style-type: none"> ○ Title page ○ Introduction ○ Method <ul style="list-style-type: none"> ○ for proposal, include pilot study results (reliability/validity of tools; preliminary analyses) ○ Appended instruments and other relevant materials <p>For the proposal, manuscript follows the APA (6th ed) format, but the manuscript for the final defense / final submission follows the required format of the target journal outlet (whether APA or other)</p>
○ Attachments to be submitted to panelists for the final thesis defense (not to be included in final thesis): <ul style="list-style-type: none"> ○ Thesis Proposal ○ Approval Sheet of Proposal ○ Proposal-panel suggestions and corresponding revisions in final thesis ○ Instruments and other analyses, materials, etc., as applicable ○ Home page of selected journal indicating index information and author guidelines (for MA) 	○ Attachments to be submitted to panelists for the final dissertation defense (not to be included in final dissertation): <ul style="list-style-type: none"> ○ Dissertation Proposal ○ Approval Sheet of Proposal ○ Proposal-panel suggestions and corresponding revisions in final dissertation ○ Instruments and other analyses, materials, etc., as applicable ○ Home page of selected journal indicating index information and author guidelines

* ADGP refers to the Loyola Schools Office of the Associate Dean for Graduate Programs

PROCEDURES

I. Assignment of the Thesis/Dissertation Adviser

For undergraduate students, the selection of their thesis adviser happens upon enrollment in Psychology 112 – Research in Psychology. For MA and PhD students, the selection of their adviser

takes place upon entry into the program. Part of the admission requirement for the MA and PhD program is that students indicate a preferred mentor. Once selected by a mentor, the student works with the faculty who eventually becomes their thesis/dissertation adviser.

The thesis adviser is a faculty member (full-time or regular part-time) who has published at least one article in a peer-reviewed journal in the 3 years prior to the student's entry into the program. The dissertation mentor is a full-time faculty member who has published at least one article in an ISI/Scopus peer-reviewed journal in the 3 years prior to the student's entry into the program.

II. Composition of Panel

For the AB/BS thesis, the panel is composed of two members; one member must have at least an MA degree in Psychology. Graduate students who have completed Research Seminar I with a grade of at least B+ may also be a panel member. The MA thesis panel is composed of 3 members. Panelists must have an MA degree in Psychology or in another field related to the thesis topic. At least one of the panelists must have published in peer-reviewed journal in the past 3 years.

The dissertation panel is composed of 4 members. Panelists must have a PhD degree in Psychology or in any field related to the dissertation topic. At least one (external) panelist should not be a part or full time faculty member of the Psychology Department. At least one panelist must have published in an ISI/Scopus peer-reviewed journal in the past 3 years.

For the MA thesis and PhD dissertation, one thesis/dissertation panelist (not the adviser) is appointed by the Chair as defense convenor whose role is to:

- facilitate the discussion
- ask student to summarize comments/revisions of panel
- summarize the individual grades given by panelists and inform the panel of the computed overall grade
- obtain signatures of panelists

III. Thesis/Dissertation Proposal and Oral Defense

The thesis/dissertation proposal contains a conceptual/theoretical argument that serves as the foundation for the research problem(s); and the proposed methodological strategy to answer the research question. For the MA thesis and PhD dissertation, the student also submits a description of the journal where the paper may be submitted, and the publication guidelines of this target journal.

Proposal Defense

The group of undergraduate students defends their proposal to a panel of two members (see Sec. II). A proposal defense is optional for an MA thesis, but generally recommended to forestall problems for the student that may arise in the conduct of his or her research. The PhD student defends his or her proposal to a dissertation panel consisting of four (4) members with PhD degrees, with at least one panelist having published in an ISI/Scopus journal in the last three years.

A form indicating the approval of the thesis/dissertation proposal and recommendations of the panel will be prepared by the student, and signed by the adviser and panelists (refer to Appendix A).

MA Thesis/PhD Dissertation Defense

When the thesis or dissertation is deemed ready to defend by the adviser and student, the student submits a copy of the paper to the Department Chair together with the Department form indicating the

composition of the panel and the proposed defense date. Once approved for oral defense, the student provides copies of the paper to each panel member and coordinates with the administrative assistant in scheduling the defense. These steps are to be taken no less than 2 weeks prior to the intended defense date.

To facilitate the process of revision, style reading, and final approval of the final MA thesis / PhD dissertation, the oral defense must be scheduled no less than 5 weeks prior to the deadline for submission of final theses/dissertations that is set by the Office of the Associate Dean for Graduate Programs (ADGP). Different ADGP submission deadlines are set for those who intend to participate in the LS graduation ceremony, and for those who intend to graduate but not participate in the LS graduation ceremony. The student must schedule his or her defense in accordance to either of these deadlines (dates are published in the LS School Year Calendar or may be obtained from the ADGP).

Criteria for Evaluation

The thesis and dissertation are to be evaluated and graded according to the current guidelines and form provided by the ADGP, the comments made by the panel during the proposal defense, and the guidelines of target journal (should be attached).

The content of the thesis/dissertation will be evaluated using the following criteria:

1. The conceptual/theoretical argument is well motivated and developed	25
2. The study's method is empirically sound	15
3. The study's results are appropriately analyzed and presented	10
4. The discussion is appropriate given the research results*	20
5. The overall writing quality and formatting meets publication standards**	10
6. The research work makes a significant contribution to the relevant literature***	20
Total (Passing grade: 70)	100

* for MA and PhD: consider the appropriateness of the discussion to the selected journal

** for MA and PhD: consider the standards of the selected journal

*** for MA and PhD: consider the journal-relevant literature and readership

As the undergraduate thesis proposal and oral defense forms part of the grade in Psy 112, the faculty advisers will confer on a grading rubric for proposals and the oral defense that is analogous to the aforementioned criteria for the MA thesis and PhD dissertation.

ETHICS OF AUTHORSHIP

Submission of a manuscript for publication requires that the research complies with ethical principles of psychology research, such as stated in the Psychological Association of the Philippines (PAP) Code of Ethics for Philippine Psychologists (2009), or the American Psychological Association (APA) Ethical Principles (1992). It is the responsibility of the student to study these principles and ensure that he or she conforms to them in the conduct of the study, analysis and reporting of the results, and publication of the paper.

Further, the PAP Code of Ethics, Section X.M, and the APA Ethical Principles, Section 6.23, state that:

- a) Psychologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
- b) Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as Department Chair, does not justify authorship credit. Minor contributions to the research or to the writing for publication are appropriately acknowledged, such as in footnotes or in an introductory statement.
- c) A student is usually listed as principal author on any multiple-authored article that is based primarily on the student's dissertation or thesis.

In line with the foregoing, the student is the primary author for published papers that emanate from his or her thesis or dissertation. The adviser will be the second author of the published work. Other faculty members who made a significant contribution in conceptualizing and writing the article can also be named as co-authors. The author must note or acknowledge that the published paper was based on a thesis or dissertation conducted in the Department of Psychology at the Ateneo de Manila University.

In cases where the nature and significance of the contribution of the student, faculty adviser, and others to the final manuscript are less clear, the parties are ethically obligated to discuss and resolve the issue and to arrive at an ethical resolution to the matter of authorship credit. To avert such issues, it is recommended that the adviser and student discuss and agree beforehand on their respective roles in the research process and corresponding authorship credit in the resulting manuscript.

APPENDIX A

Approval of Proposal for the AB/BS / MA Thesis or PhD Dissertation

Name of Student/s: _____

Program: _____

Faculty Adviser: _____

Proposal is for a: AB/BS Thesis MA Thesis Doctoral Dissertation

Date of Proposal Defense: _____

Title of Thesis/Dissertation:

1. The proposal is approved, subject to the following revisions / recommendations (please enumerate the most pertinent recommendations; if there are none, write N/A. Attach additional pages if necessary):

2. Target Journal

Name of Journal: _____

Publisher: _____

Nature: Local International
 Indexed: None ISI Scopus EBSCO Others (specify)
 Format: APA Others (pls specify)

Maximum no. of words: _____

3. ETHICS: The student has reviewed the Philippine Association of Psychologists (PAP) Code of Ethics (Section X, Research) and/or the AdMU Guidelines for Research with Human Participants and affirms that the research procedures as indicated in the proposal conform to the ethics code particularly with respect to: (student is to check every point, otherwise indicating N/A if not applicable)

- Informed consent to research (sections X.B, X.C, X.D, X.E)
- Offering inducements for research participation (section X.F)
- Deception in research (section X.G)
- Debriefing (section X.H)
- Reporting research results (section X.K)
- Plagiarism (section X.L)

4. RISK: The student, adviser, and panel members have reviewed this proposal and deem it

- Minimal Risk: research can proceed (with necessary validation obtained from the University Research Ethics Office)
- Greater Than Minimal Risk: requires approval by the University Research Ethics Committee

I certify that I will comply with the PAP / AdMU Code of Ethics regarding research with human participants in the conduct of the research presented in this proposal, as well as ethical principles regarding the eventual reporting of results and the publication and authorship of the paper.

I confirm that I will take into serious account the recommendations of my panel, and comply with such recommendations as far as reasonable constraints allow, in consultation with my thesis/dissertation adviser.

Name and signature of student

Date

NOTED AND APPROVED BY:

Name and signature of faculty adviser member

Name and signature of panel

Name and signature of panel member member

Name and signature of panel

Name and signature of panel member