



PACIFICA

GRADUATE INSTITUTE

MYTHOLOGICAL STUDIES DISSERTATION HANDBOOK 2023-2024

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Preface to the 2023-2024 Dissertation Handbook

The purpose of this handbook is to clarify the nature and process of the doctoral dissertation in Mythological Studies as the culminating scholarly outcome of students' education at Pacifica Graduate Institute. The handbook addresses two distinctive but related aspects of this capstone process: the *research process* and the *dissertation preparation process*. The research process refers to the way students should approach, conceive, design, conduct, and report the results of their research projects in Mythological Studies. The dissertation process refers to specific institutional requirements and procedures that Pacifica has established for students enrolled in the dissertation period of their program. Although these two basic aspects of doctoral dissertation support and coincide with one another, they still represent two different sets of demands to which students must respond: the first is of a scholarly nature, while the second set relates to institutional policy and procedure.

The faculty of the Institute encourages students to read this manual early and carefully. Familiarity with the research and dissertation processes can help make the prospect of doing doctoral dissertation research more inviting and help integrate the research process with students' entire academic experience.

All forms pertaining to the formal, procedural aspects of the dissertation process are available online on the Dissertation Handbooks & Forms page of the Pacifica website, at <http://www.pacifica.edu/student-services/dissertation-resources>. A discussion of these procedures from an institutional perspective is the subject of the third part of the Handbook, "Part III: Seven Stages of Dissertation Writing."

Pacifica also requires that all research and writing adhere to the professional standards of the academy, in accordance with our plagiarism and honesty policy described in the Student Handbook. These standards, including a discussion of plagiarism, are described in the *MLA Handbook*.

Revisions to the Dissertation Handbook

Dissertation handbooks are revised and made available at the start of each academic year. Students are required to follow the procedural guidelines and technical requirements of the dissertation handbook in force at the time that they submit the dissertation for final approval. Students are required to review revisions of the Dissertation Handbook and accommodate the most current revisions wherever possible. However, students are not required to rewrite parts of their dissertation completed under guidelines that may be subsequently revised.

Dissertation Handbook Format

The dissertation handbook is formatted as a book, not in accordance with MLA formatting requirements that students follow for completing their dissertations. Do not use the appearance of this handbook as a visual guide to format scholarly work.

Changes to the 2023–2024 Dissertation Handbook

The 2023–2024 Dissertation Handbook reflects the following changes in dissertation policy and process:

- The target length of the concept paper has been revised, from between 8 and 12 pages to between 12 and 15 pages, not including bibliography.

- The special style/formatting guidance for citing works from C.G. Jung from previous Myth Dissertation Handbooks has been removed. Please use the MLA Handbook, 9th Edition, for all citations (in-text and in the Works Cited entries).
- Pacifica requires Proquest publication of all completed dissertations as a degree requirement. While Proquest will embargo dissertations at the request of the author/copyright holder, we recommend publication, as the dissertation is a vital representation of student scholarship.
- Please note that 2023-2024 is the final year in which the Mythological Studies Program will offer the Humanistic and Social Science Dissertation option. Students enrolling in dissertation writing from Fall 2024 onwards will not be eligible to complete this type of dissertation and will have to choose between the Theoretical and Production Type options.

PART I INTRODUCTION TO RESEARCH IN MYTHOLOGICAL STUDIES

Part I presents a concise introduction to doctoral dissertation research at Pacifica Graduate Institute. It begins with a discussion of the Institute's vision for research in Mythological Studies. It then offers a brief but comprehensive description of research in Mythological Studies.

Tradition and Innovation

The research methodologies currently accepted by Pacifica Graduate Institute reflect the interdisciplinary nature of the program, as well as a balance between tradition and innovation.

Tradition

The Mythological Studies Program is designed to appreciate and integrate material from the many academic traditions that have contributed to the study of myth and mythic expression. Among those in the humanities are religious studies, classical and literary studies, philosophy, art history, dramatic art, and cultural history. The disciplines in the social sciences from which it draws include cultural anthropology, sociology, linguistics, and depth psychology.

Innovation

One way that new insights arise is by drawing across traditional disciplinary boundaries, and revealing what was obscured by those original boundaries. The object is not necessarily to negate the older disciplinary models but to reinvigorate them. The Mythological Studies Program with Emphasis in Depth Psychology is inherently an interdisciplinary one; however, dissertations may reflect any number of approaches and each will uniquely balance tradition and innovation. Strong innovative work demonstrates awareness of how each of the disciplinary approaches contributes differently to the object of knowledge. To the degree that it integrates the humanities and the social sciences, such work self-consciously bridges these “two cultures,” that is to say, ways of construing what constitutes knowledge.

In the Mythological Studies Program curriculum, special emphasis is given to depth psychological approaches to the study of mythic expression. This emphasis allows for dissertations to use theories of unconscious dynamics to suggest psychological interpretations of myths and other creative or collective forms of mythic imagination (art, literature, ritual, or forms of popular culture, for example), with the option of integrating other contemporary theoretical lenses beyond depth psychology.

The program also supports research that explores the implications, limitations, underpinnings, and symbolic representations of important “myths” of our time, such as new technologies, trends in the economy, expressions of political ideology, forms and uses of the media, and expressions of popular culture.

Imagining and Completing the Dissertation Process

Imagining the Dissertation

Before a student selects a research topic or writes the first words of the work, it is helpful to reflect upon what a dissertation is supposed to accomplish, and distinguish a realistic aim from projections of the dissertation as the culmination of a student’s intellectual worth. Some of the most common fantasies about dissertation writing, which can inhibit or even paralyze the work, include the following:

- “My dissertation will be a classic in its field, integrating profound concepts from many branches of inquiry.”
- “My dissertation will be startlingly original, opening territory that has never been explored before.”
- “My dissertation will be a culminating work of creativity for me, bringing forth hidden dimensions of my psyche into a comprehensive whole.”

- “I have absolutely no talent, skills, or preparation for producing anything as overwhelming as a dissertation.”

To counteract these extreme notions, it is important to think realistically. A good dissertation will indeed make a meaningful contribution to the field—but within a fairly circumscribed area. It will contain original thoughts and approaches—but will be built upon the work of other scholars. There is a place for personal creativity in a dissertation—but it will be encompassed by pages of careful research and review.

Few students find the writing of a dissertation easy, but anyone who has successfully completed difficult graduate coursework already possesses the ability to complete this final assignment. Looked at another way, a dissertation may be compared to the final piece of work that artisans produced before being admitted to their guilds. No one expected the work to change all of history, but it was expected to demonstrate a high degree of proficiency and serve as a well-earned passport into professional life.

Remembering the three main purposes of a dissertation can help correct an overly-inflated or pessimistic attitude towards the task ahead. A dissertation should:

- Summarize and integrate pertinent research and theory in its topic area;
- Make a modest, original contribution of knowledge to the topic. This can be accomplished in several ways such as conceptualizing an issue or problem in a novel and useful manner, collecting new research, demonstrating the applicability of a method or treatment, or synthesizing and interpreting existing research to gain new insights;
- Adopt a new perspective toward the topic area and show how it illuminates, expands, or changes understanding of the topic.

What stylistic tone should the student set in writing the dissertation? It is helpful to keep in mind who the audience will be. The first readers will be the chair, reader, and external reader. Clearly, it is important to write in a manner that is acceptable to them. Next are the professionals in the field. Future doctoral candidates in particular will be referring to the dissertation as a reference source for their own work. They will appreciate the time and effort a student has devoted to writing clearly, to providing detailed references to all material, and to developing the ideas thoroughly. How much do readers already know about the topic? It is wise to assume they know very little. Write for them as though they were intelligent but not particularly well-versed in the subject area, explaining everything, except for the most general concepts. Because of extensive research, the student eventually becomes an expert in this area. Write as though teaching others the research topic.

The general public will rarely see the work in dissertation form, although later the student may rewrite parts of the manuscript and have it published in popular form. A student should not feel obliged, therefore, to be overly “sparkling” in the writing style. Although it is legitimate to express excitement about the topic, remember that a dissertation is a research document, requiring scholarship in addition to creativity. After working through the literature and collecting data, the student will have the opportunity in the closing chapter(s) to integrate well-earned insights with those of the existing tradition.

In the experience of the Mythological Studies faculty, dissertations that prove most successful share certain characteristics:

- *The subject represents an enduring interest for the student.* Since a student has to live with the area through many months of work, it should carry some intellectual passion. Otherwise the

project can grow cold before the dissertation is completed. Ask, “Could I live comfortably with this topic for a year or two if necessary?”

- *The subject does not generate so much personal emotion that the student loses perspective during research and writing.* Being attentive to the depth psychological dimensions of research means awareness of the transference relations that always exist between a student and the topic. Hence, to research an issue that possesses much intensity, give some consideration to whether the issue has been worked through adequately on a personal level.
- *The subject has been explored to some degree in the literature, but has not been overly worked.* A student might encounter difficulties adopting areas that are so new or so unusual that no author has written about them. How is a review of the literature possible when there is no literature?
- *The subject is recognized but not greatly explored.* A preliminary survey of published articles, books, and dissertations on the proposed area that uncovers 20 to 100 references in the first run is almost ideal. Many excellent subjects will yield fewer or more references than this number. Ultimately, however, it is not what others have written but what the student writes that determines the quality of the dissertation.
- *The subject makes a difference.* The subjects with the most vigor contribute to the lives of others. How will future scholars use the work to advance their own? What insights into particular issues might the work yield? How might the research findings be used in teaching or other applied settings? If the answers to all of these questions are unclear, the area may lack theoretical or practical relevance. In order to be sustainable, an area should carry academic, personal, and community relevance.
- *The topic can be stated in the form of a clear question or a clear assertion.* At first, a student may have only a hunch or intuition about the area, but eventually it will have to be formulated into a researchable problem.

Tips to Help Students Get Through the Dissertation Process

The faculty and staff at Pacifica offer the suggestions below for managing the technical, logistical, and emotional aspects of completing a dissertation.

A. Developing a Research Subject and Question

1. When you locate a dissertation topic and question or problem related to its understanding, discuss it with classmates and faculty. Talking out loud can keep the creative process going. It can help you generate new ideas within your area of interest.
2. Review other Pacifica doctoral dissertations in your field of study when you begin the preparation of the concept paper. Some may help you to conceive how you might frame your project and best approach it.

B. Finding Research Resources and Tracking References

1. Become computer literate and proficient before you start writing. Get comfortable and familiar with the software you’ve chosen and use it for all of your drafts so that you may efficiently edit and move material. It is best to use Microsoft Word since the final draft version of the dissertation to be uploaded for proofreading must be a Word document. Put the main body of your text (including end matter) in one file, and front matter (such as title page) in another, so that you can use the automatic pagination function in both files. As you develop ideas, be sure to save your work frequently and create backup copies.

2. Sign on at the best library you can find in your geographic area. Get to know the research librarians. Tell them about your topic and solicit their advice on how to proceed. Make use of electronic catalogs and literature searches.
3. Refer to the table of contents of all books and journals that are related to your thesis topic and scan the reference list at the end of articles that you read to see if other titles are worth investigating.
4. When you find material that is useful to you, copy the copyright and title page information for your reference list (complete title and author's name, publisher, city, date of publication). Enter this information into your Endnote file or other reference database immediately.

C. Establishing a Supportive Framework

1. Use the proposal/dissertation process as another opportunity to learn something about yourself. When you hit a snag and become aware of what is happening, find out what you need in terms of information, support, or clarification and take the steps necessary to meet your needs.
2. Establish a buddy system with classmates and colleagues. A support system is a healthy addition to the dissertation process to help ensure your finishing.
3. If possible, arrange your personal workspace to be your research headquarters. Treat this space as your private domain and do nothing else in it. Soon it will become an efficient, positive environment that will help you cultivate your work.
4. Develop a reasonable work schedule and follow it.
5. Once you have completed your proposal and have completed your research, you will probably want to set aside longer work periods to do your writing. Try to free up a day, or a good part of a day, to devote to your writing.
6. Budget your time and maintain your priorities. It is easy to become "possessed" by your dissertation and ignore your own needs and those of your family and friends. It is not easy, but balance your professional, educational, and personal life.
7. If you begin to feel burned out, take a break. Doing so allows the fermenting process of ideas to proceed, and you can return to your work renewed and rejuvenated. Forcing yourself to overdose on research or writing will likely slow you up and make your work mediocre.

D. Working with your Committee and Handling Feedback

1. When you submit your work for review, be sure it is neat and accurate. No one wants to read a document containing misspelled words, incorrect grammar or syntax, or inappropriate citations and references. Proofread your work carefully.
2. When you send material to your dissertation committee, be sure to give them at least 6 weeks to review and comment on your work. When you meet with your committee, be prepared to state what you want from them and how they can best help you.
3. Working with your committee involves an exchange of ideas and opinions. Getting the most out of criticism is a skill you can develop. While you may become attached to your theoretical approach or research direction, entertain their perspectives.
4. When you disagree with one of your committee member's requests, prepare a well-argued line of reasoning that defends your point of view. This is intellectual exchange at its best and

can lead to further insights or angles of interpretation. Remember that you are an authority on your research topic.

5. When you feel discouraged, overwhelmed, or immobilized, ask for help. Let your committee and administrators remind you of your power and ability.
6. Never send your only copy of a document to anyone. Always keep a backup copy for yourself.
7. In an empirical study, if your results are not what you had expected, don't be defensive. A negative result can be just as useful as a positive one. Write it up, make an intelligent interpretation of your research, and graduate!

Make your final chapter crisp, sharp, and clear. Don't hesitate to repeat ideas discussed earlier but do so briefly and conclusively. Make every sentence in your abstract work for you. The abstract is what most other scholars will read, and keywords are what will get your work selected by computerized searches. Use commonly understood words in your title and lead paragraph. Remember: the objective is to finish your work and graduate. Your dissertation does not need to be perfect, but it does need to represent excellent academic quality in both content and expression.

PART II THREE TYPES OF DISSERTATIONS

This part of the dissertation handbook describes the three types of dissertations available to students in the Mythological Studies program: theoretical dissertations, humanistic and social science dissertations, and production-type dissertations. Each type has a distinctive organization with some variation in the content, which students should be familiar with as they begin to conceptualize their work.

Theoretical Dissertations

In a theoretical study, the data consist of already published material that the student revises and reworks in order to develop and support new ideas. The method is often called “hermeneutic,” which means the art of interpreting texts to find new meaning. The length of a theoretical dissertation is usually between 200 and 270 pages or between 70,000 and 85,000 words. Please discuss the projected length with the committee chair. The average length of the main chapters is 30-40 pages through the first chapter and a final concluding chapter are often shorter. The maximum length of a chapter should not exceed 50 pages. Consult with the chair of your committee if you have questions regarding length. The following guidelines apply in writing a theoretical dissertation.

Chapter 1

Introduction: The introduction clearly indicates the topic of the study and states the specific ways in which the study will question and expand the topic. The beginning of the introduction is usually the best place to disclose those elements of students’ professional identity or life experience that have led students to their interest in the subject. Leave out the superfluous; keep the disclosure brief and focused on the formation of ideas relative to the dissertation topic. This is usually the only place in which students speak of themselves.

While crafting the introduction students should keep in mind possible titles for the dissertation. An ideal title is a succinct and meaningful description of the content that arouses the interest of potential readers. The title should not exceed 3 or 4 lines, with each line no more than 45 characters including letters, spaces, and punctuation. To avoid creating a title that is excessively wordy, imagine the title on a book cover.

Review of the Literature: The review of the literature situates the intellectual context in which the dissertation belongs. Imagine it as giving the reader a preview or tour of the student’s personal library, explaining how each author or field of discipline relates to the dissertation subject. This selection of relevant materials should contextualize the focus of the dissertation.

For example, if a dissertation is about the *Hero Image in Contemporary Cinema*, the student might start the review of literature by mentioning that the field of classical studies offers a wealth of definitions of the hero as conceived in Ancient Greece and that a certain author in particular is useful for a number of reasons. The review of literature, however, is not the place to open the discussion in any detail. Instead, give the reader a sense of which authors of classical studies will be the student’s primary sources on the Greek notion of heroism and why or how the student will use them towards his or her own ends. In other words, the literature review is not an annotated bibliography that summarizes the work of others. Nor is the literature review an exhaustive account of *all* the resources from which one will draw. It essentially orients the reader to the critical works on which the student will build or from which the arguments will differ. In this way it also signals the main disciplinary currents informing the work, by indicating which sources are germane to the approach.

For example, if the project described above will include a discussion of the hero from Joseph Campbell’s perspective, the student should explain how Campbell’s approach will be adopted or critiqued. If a critique, then the student might consider the point of view upon which to base the critique: is the student bringing in authors who examine Campbell’s concept of heroism from a feminist perspective? (Don’t get into the detail of the argument, just announce it). Or will the student analyze and criticize the method of comparative mythology? The student should note which side will be emphasized and list the allies in that selection.

Since the student will bring up all those authors again in subsequent chapters, a review of literature should not be a summary of the dissertation but an exercise in intellectual orientation, a delineation of the territory as well as naming the intellectual allies and those who hold contrary or challenging views.

Organization of the Study: The purpose of this section is to indicate the theme of each of the chapters in the study and how it presents a progression of the arguments. Here the student explains the table of contents and how each chapter relates to the overarching argument or theme of the dissertation. Descriptions here should be brief. It should not be a repetition of the review of the literature; the student should now be centered on his or her original contribution.

Chapter 2

The second chapter of a theoretical study is *not* a method chapter because the first chapter will have already spelled out the various perspectives students are adopting and that is what is expected in terms of a description of the method or way of proceeding. The second chapter begins developing the topic from one of these chosen perspectives.

Subsequent Chapters

The chapters that develop and complete a theoretical study comprise additional perspectives initially identified in the proposal. Since the chapters will vary in number and content depending upon the specific dissertation, the student should consult with the committee to discover how best to organize them. In general, however, the structure of these chapters will be like the second chapter of the dissertation.

Summary Chapter

The summary chapter of a theoretical study delineates the principal themes of the previous chapters, specifying the new understandings and insights that the study has developed. This chapter also integrates the student's insights *into* a reasonably comprehensive statement that expands the original topic and research questions. Finally, the summary chapter should include suggestions for future lines of inquiry while noting the limitations of the student's own work.

Works Cited and Appendices

The final section of the manuscript includes a complete listing of books and articles cited in the body of the work. Only those authors that have been quoted should be listed. This is not a bibliography. Do not include works that are not quoted or paraphrased in the dissertation.

The appendices usually contain original material referred to in the text but too lengthy to be footnoted. The student should discuss with committee members what material is significant enough to be reproduced in its entirety in appendices.

Humanistic and Social Science Dissertations

Please note that 2023-2024 is the final year in which the Mythological Studies Program will offer the Humanistic and Social Science Dissertation option. Students enrolling in dissertation writing from Fall 2024 onwards will not be eligible to complete this type of dissertation and will have to choose between the Theoretical and Production Type options.

The length of a humanistic and social science dissertation is usually between 200 and 270 pages, or between 70,000 and 85,000 words. Please discuss the projected length with the committee chair. An experimental study with extensive statistical analysis may be shorter. Students should discuss the projected length of the dissertation with their committee.

There are three types of humanistic and social science dissertations: those with a qualitative approach; those with a quantitative approach; and those involving action research or participatory research.

Qualitative Approaches: Phenomenological, Case, or Field Studies

Chapter 1: Introduction, Review of Literature, Statement of Problem

Introduction: The introduction indicates that the study will be employing a qualitative research design involving the use of a specified number of participants from whom the student will obtain descriptions or answers in an interview on the topic investigated. The introduction provides an orientation to the study as well as a preface to the review of the literature. Frequently only several pages in length, it concludes with a clear definition of the issues to be addressed in the remainder of the dissertation.

Review of the Literature: The literature review leads the reader through a logical progression of both knowledge and theory, which creates a compelling argument for the study being proposed (see the more detailed description of the Review of the Literature in the section for Theoretical Dissertation).

Statement of the Problem, Research Questions, Hypotheses: The final section of this chapter restates the thesis to be addressed, the research questions to be considered, and, if applicable, any specific hypotheses to be tested.

Chapter 2: Methodology

Methodological Approach and Theoretical Issues: The second chapter describes the research method. For example, a student engaging a phenomenological study should indicate that a qualitative research design will be employed using a specified number of participants. When doing field studies, the student indicates how the data that was collected as well as the kinds of participants and the way they will be engaged (interview, observation, etc.). This section of the method chapter might also include some discussion of the theory about the research procedures used for qualitative and case study methods. In other words, it explains the rationale for the selection of the methodological approach or approaches.

Procedure: This section is a concise but thorough description of the steps taken to collect data from participants. For example, a student doing a field study will clearly describe what was observed, the interview schedule or questionnaires or, in the case of open-ended field study, the aims of the interviews or participant-observation events recorded, and how the interviews and observations were conducted. This section is written in such a way that the reader would be able to duplicate the procedures.

Participants: If not already included in the discussion of methodology and procedure, a separate section may be necessary to clearly describe the participants used in the study. It discusses why and participants were chosen, for instance, revealing what characteristics the participants possess that make them suitable for the investigation.

Data Analysis: This section indicates how the data was structured and interpreted. For example, if the study proposed to generate data through interviewing participants, this section clearly describes how the interview transcripts were analyzed. It is important to be detailed and specific here, since the underlying intention is to allow another researcher to repeat the steps in the analysis and arrive at similar results.

Limitations and Delimitation: All studies carry inherent limitations (restrictions that the research design imposes on the researcher), or delimitations (restrictions that the researcher imposes on the

design). These should be addressed and discussed candidly. For example, the relatively small number of participants in a case study dissertation might limit the findings in terms of its range of applicability. But what such a design sacrifices in its generalization of findings may be compensated for by the depth of the findings which the design reveals. Identifying these issues does not weaken the dissertation; rather, it strengthens it by building the reader's confidence in the student's judgment as a scholar and careful researcher.

Chapter 3: Results

Overview: The overview articulates the major topics included in the chapter. If the results are presented in more than one chapter, this section should provide the reader with an understanding of how the material will be divided between the chapters as well as a basic explanation of the material found in this chapter.

Findings: This section describes and discusses the results of the research. First, a student should report the findings or results without discussion, including only the amount of explanation necessary to help the reader understand the basis of the research without stating what it means. The report of findings must be complete and detailed enough for the reader to make an informed, independent judgment about the research. Students will discuss the results, offering an interpretation, in the next chapter of the dissertation.

Summary: The summary includes a condensed restatement of the findings that have been presented in this chapter. It should provide a clear and succinct means of highlighting the main points presented.

Chapter 4: Discussion

Discussion of Results: In this chapter, the student interprets the results and discusses their significance. The discussion should first situate the significance of the results in light of the theories and framework that have defined the study. For example, did the results support the research questions or did they fail to do so? Or, did the result only partially support the research question? Next, the student should contextualize the findings within the major studies identified in the literature review, indicating how the student's results add to this literature. Finally, discuss how the results contribute to the field of mythological studies.

This chapter offers researchers the opportunity to develop and express the creative contribution of the work. Although much of this creative emphasis will be revealed in the interpretation of the results and the discussion of how the results correlated with the existing literature, the researcher might also speculate on the significance of the work beyond the literature. In addition, the discussion chapter should include the following sections:

- *Summary and Conclusions:* In this brief section, highlight the major points, focusing on the contributions the student's study has made to the field. While the summary should be concise, make it detailed enough so that a reader may understand the dissertation in its broadest and most encompassing terms.
- *Recommendations:* When the investigation is complete and the study has set forth the meaning as well as the contribution of the work to the field, the student will have gained an expertise on the topic. This expertise is accompanied by a special obligation to suggest future inquiries that could expand this field of knowledge and which grow directly out of this study. It is more than a list of topics a student would have liked to research; rather, it directs other scholars to new areas for further exploration.

Quantitative Approaches

A student with a prior degree or expertise in empirical or clinical studies, correlational studies, experimental or quasi-experimental designs, action-research, or any other kind of design involving quantitative methods, can use this expertise if she or he can demonstrate a) that it would be pertinent to mythological studies; and b) that at least one member of the dissertation committee has the methodological expertise to support your progress and competently evaluate your work..

In all cases, the basic structure is similar to the structure of a dissertation in phenomenological and case or field studies; the method chapter should discuss all the details relating to the specific research design and instrumentation.

Action Research and Participatory Research

Some problems are best studied with the participation of the participants or beneficiaries of the study. Imagine for example that a high school has an unusually high rate of suicide and a researcher is invited by the authorities to discover both the causes and the remedies. Such a study would be called “action research” only if the experiment is defined by the researcher in ways that involve the input and participation of the beneficiaries of the study, in this case, the concerned students. That is why this approach is also called “participatory research.”

Students of Mythological Studies might find that “action research” is relevant to help promote cultural changes. In the above example, if discussion reveals a consensus that “there is too little communication and too much isolation,” the student has the first requisite for action research, which is a definition of the problem from the participants themselves. The next step would be to design an experiment that would promote communication and reduce the sense of isolation to test if these changes reduce the rate of suicide.

At this point, the researcher may offer various means to “reduce isolation and promote communication” by, for instance, giving the participants the tools they need to experiment with the remedies. The report of such a study would then carefully outline the degree of participation and address the following issues:

- *Problem generation:* Does the research problem/issue arise within the community itself? How so? If the idea for the research is arrived at independently from the community, to what degree will the community be consulted as to its relevance and its sensitivity to their concerns? How will this be assessed?
- *Data gathering:* To what extent will ideas regarding data gathering arise within the community, and to what extent will they be arrived at independently by the researcher?
- *Data analysis:* To what extent will the community be involved in the analysis of the data? What kind of training will be necessary to achieve their participation? If the researcher and members of the community disagree regarding the analysis of the research, how will the differing opinions be handled? Will research participants be given a chance to comment on the analysis of the data generated by them?
- *Implementation and evaluation of change:* How will the research assess whether the desired changes resulted from the created interventions? To what extent have successful interventions been made a part of the repertoire of the community so that the departure of the researcher does not mean the departure of the knowledge and methods derived from the study?

- *Procedures, research design, and ethics:* Issues of informed consent, participants, procedure, data analysis, limitations and ethical assurances should be approached at the beginning of the project and already addressed in the concept paper. Work with participants may not proceed without a review of an ethics application.

Production Type Dissertations

A dissertation in mythological studies may take the form of a “production” following the model of dissertations in communication studies, art, or creative writing. A student with a prior degree or expertise in fine arts, performance arts, creative writing, computer game design and production, or other related field, can use this expertise to produce a production type dissertation, if she or he can demonstrate (a) that it would be pertinent to mythological studies; and (b) that at least one member of the dissertation committee has the methodological expertise to support your progress on the production component and competently evaluate your work.

A production type dissertation has two parts: one is a theoretical analysis written in the traditional genre of dissertation style; the other is a creative work that supports the argument of the first part and is a necessary extension of the theoretical component.

- The first part, a theoretical analysis, must demonstrate how the production, together with the theoretical underpinning, makes a contribution to mythological studies with a special emphasis in depth psychology. This part must conform to MLA formatting specifications.
- The second part, a creative production, is the creative, original piece of the dissertation and should complement the theoretical component, either as its demonstration, fulfillment or alternative form of expression. For example, it could assume the form of a chapbook of poetry, a video file of a performance piece, or teaching content designed for a particular grade level of students and/or teachers. The creative production component should appear subsequent to the theoretical component, not within the theoretical chapters.

The completed dissertation should present, in a comprehensible form, a theoretical articulation of how the production represents the culmination of in mythological studies and how, together, they make an original contribution to the field. The content of the production is not incidental to the dissertation, but an integral part of its methodology.

Support from Faculty

In all cases, the length, structure, and content of the theoretical presentation for this type of dissertation should be discussed with (a) the instructor for the Dissertation Formulation course while working on the concept paper, (b) the student’s committee chair during the initial discussions of the concept paper, and (c) the other two members of the student’s committee when presenting the proposal for a dissertation. The point is to clarify the vision of the proposed project and its strong correlation with the theoretical component before beginning the creative work.

Special Equipment or Technical Needs

All requirements for special equipment are the responsibility of the student.

Special Expertise

Most production type dissertations will require the guidance and assessment by a person(s) with expertise outside that of any core or adjunct faculty at Pacifica. In such cases, the chair may require that the external reader have a specific credential which will ensure that the student’s production—be it fiction, memoir, film script, art work, or any of the other possibilities listed

below—meets the expectations associated with quality work in that particular genre. If the production type dissertation contains a multimedia element, please review carefully the Guide to Intellectual Property & Copyright and the Using Protected Materials.

Content of the Theoretical Analysis

The crucial element in all production type dissertations is to be able to demonstrate that the combination of the “production,” along with its theoretical underpinning, contributes to the advance of research and deepened understanding in Mythological Studies. For example, a production type dissertation must do more than simply reflect upon or retell an old myth with a modern cast of characters and content. It should represent a creative re-working of the theory, images, dynamics and patterns of phenomena studied in the field.

The theoretical analysis follows the same structure as that of a theoretical dissertation. The only difference is that in the introduction students should announce the nature of their production and how it relates to the theoretical chapters.

In the case of a dissertation that is a hypertext, the organization of the study must include a navigational map for the hypertext.

Length of the Theoretical Analysis

The minimum length for the theoretical analysis in a production type dissertation is 85 pages in MLA format, though the chair may require more. However, it is impossible to stipulate a precise number of pages for the theoretical presentation of production type dissertations since the length depends on the nature and extent of research involved in the production and on the nature of the production itself.

When laying out the proposed work, the student should consult closely with the committee members so that the exact nature and terms of the production type dissertation are clearly delineated. For example, if the student plans to write a novel or a novella, the committee members may have specific suggestions or requirements regarding the nature of narrative, plot development, point of view, time, setting, and other elements of a fictional work before the student even begins the creative project. Research in these areas may help the student determine more clearly the direction to proceed on the project.

If the production is an art installation in a gallery, documented as a video, CD, or catalogue presentation, the student may be required to write a lengthy theoretical text, perhaps as long as a traditional dissertation, to amplify fully how the artistic vision may challenge, expand, or illustrate certain assumptions in the field of Mythological Studies.

The Production Component

The part of the dissertation that is the production, can take many forms and formats. Generally, the term *mythopoiesis* means the making or reshaping of a myth through a poetic form. Poiesis literally means “production,” “formation” or “making,” in images or action. A student writing or other form of creation does not relate a chronicle as much as it invents a world that is mythic, meaningful, and deepens events into archetypal experiences.

PhD candidates have received support with dissertations that include a wide range of cultural productions. Dissertations have been and currently are being created in the following categories:

Art and Literature	Painting, sculpture, photography, novel, novella, collection of poems, biography, and memoir
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Cultural Intervention	Story-telling performance, theater as therapy, educational programs, and use of mythic themes as a therapeutic tool
Media	Video, film scripts, documentaries, and television series
Multimedia	Art installation with multimedia dimensions, an interactive web site, computer art and animation, video games, and interactive programs

The Challenges of using Multiple Media

Multimedia and interactive components can be both appropriate and stimulating additions to dissertations, but they can also be ineffective or distracting if not implemented correctly: improperly constructed materials can cause the dissertation to become completely unusable, or so confusing that no one can discern its value for the field. Therefore, a student embarking on such a project must keep in mind how uninitiated readers will access these materials and anticipate problems they might encounter.

The Dissertation Handbook certainly cannot cover all of the possible permutations of various types of dissertations outlined in this document. Students should consult with committee members for clarification on any of the topics discussed herein.

Examples of Production Type Dissertations

Writing a Novel or Film Script

Many novels, stories, plays, and films may contain mythological motifs. For example, it could be said that *West Side Story* re-tells the myth of Orpheus and Eurydice, that William Faulkner's chapter "The Bear" in *Go Down, Moses* retells a vision quest, and that Tony Hillerman's mysteries are based on Navajo myth and ritual.

These works could have been presented as the production part of a dissertation. But since the mythology program is neither a literature department nor a film school, it would not be enough to provide only the creative piece. It is the theoretical presentation that qualifies the work as a scholarship and the capstone project for the doctorate. The theoretical work may discuss the creative process itself as a mythopoetic and psychodynamic enterprise, may analyze elements of the medium, experimental or experiential engagement, or other elements of the production to demonstrate how it demonstrates the themes, issues and dynamics germane to "Mythological Studies with an emphasis in depth psychology."

For example, let's imagine writing a movie script about a modern re-interpretation of Orpheus, with an Orpheus-like character going into an Underworld of drug addicts to rescue an intoxicated Eurydice. The theoretical work may bring the alleged mythological background to the foreground. The archetypal dimension of the characters may be revealed and explored, and the structure of the story explored in relation to the mythical patterns that inspired the creative work. The chapters of the theoretical analysis might look like this:

- Chapter 2: Different versions of the myth of Orpheus and Eurydice in antiquity.
- Chapter 3: The myth in art history, theater, opera, cinema, literature, or in the still-surviving oral tradition of a particular culture.
- Chapter 4: The depth psychological interpretation of the notion of underworld.
- Chapter 5: The value of the myth for understanding a given cultural or psychological problem (e.g., drugs and addictions today)—especially the cultural patterns or events that are revealed in the myth.

- Chapter 6: The permanent life of the archetypal action as well as its mimetic quality.
- Chapter 7: Any other research into the myth that inspired the interpretation.

In other words, the background research work on the myth is the theoretical part of the dissertation. A novelist or a student in a literature program would not necessarily need to make explicit the result of these investigations into the myth. But for a dissertation in Mythological Studies, this empirical and analytical work, done before, while, or after writing the novel, differentiates our program from the fine arts or other disciplines in which the creative product alone is evaluated. In this and other ways, the Mythological Studies program is eclectic, mythic, and interdisciplinary; the dissertation will then reflect one or more of these characteristics.

Visual Art

Examples of a dissertation in this category are: a series of paintings with mythological themes, elements of Native American stories woven or embroidered in a quilt or tapestry, mythic images represented in stained glass; or it could be an installation inspired by an approach such as that of the artist Judy Chicago in *The Dinner Party*, in which she symbolically represents a series of historical characters.

In each of these examples, the student will need to investigate and discuss not only the history and hermeneutic interpretation of each symbol but also how the production itself is a representation and culmination of the engagement of the mythic imagination. It is not sufficient merely to demonstrate how the elements or the production as a whole is a work of artistic inspiration.

Multimedia Presentation

Imagine a dissertation that is an interactive multimedia program for teaching mythology to children. The theoretical development might discuss the relevant archetypal issues being explored, as well as the style and content of the stories in relation to that specific audience. However, it should also consider the ways in which story-telling itself is a mythic enterprise, and develop a scholarly theoretical argument that culminates in the production component as its ultimate expression.

Additional Possibilities

There are many possibilities for developing a worthy production component that draws on students' unique talents, skills and expertise in the arts, technology and social science. Ultimately, the production should self-consciously demonstrate mythopoesis—the meaning-making, creative capacity—while its theoretical counterpart should articulate and amplify the reflexivity of the student as its creator.

PART III

SEVEN STAGES OF DISSERTATION WRITING

This part describes the seven stages of completing a doctoral dissertation, including information about timelines, procedures, and processes that doctoral students should know thoroughly before they begin. It also offers important tips to ease the process of completing the dissertation-related degree requirements at Pacifica and suggestions for working with the dissertation committee.

This part describes how researching, writing, and publishing a doctoral dissertation at Pacifica unfolds over time. It blends an explanation of the institutional processes and requirements with reflections upon the specific milestones in the student's creative process. A student who remains mindful of both aspects, institutional and creative, and integrates them in a truly comprehensive way, will enjoy a far smoother and more satisfying research experience.

From Pacifica's perspective, completing the dissertation is a seven step sequential process. Being aware of these seven steps early in the process makes it possible to anticipate the tasks ahead, manage time well, and stay in touch with the people who can help along the way. The seven steps are listed below, outlined graphically in the flowchart on the next page, and are explained in the remainder of this part of the Dissertation Handbook. The completion of one step is a threshold necessary to move the next step in the sequence: it is a linear process. Please note that for students who initially registered for dissertation work before fall quarter of 2013, steps six and seven are in reverse order.

- Step One: Writing the Concept Paper
- Step Two: Registering for Dissertation Writing
- Step Three: Forming the Dissertation Committee
- Step Four: Writing the Proposal and Ethics Application; Complete the Intellectual Property & Copyright Infringement Form; & begin obtaining any necessary permissions
- Step Five: Completing the Dissertation Research
- Step Six: Preparing the Manuscript for Publication
- Step Seven: Completing the Oral Defense

Step One: Writing the Concept Paper

The student develops a concept paper within the context of the Dissertation Formulation course. The instructor for this course will give a preliminary assessment of the draft and offer suggestions in order to clarify the research question or assertion and its theoretical context. This response will indicate whether the direction taken by the student seems compatible with the framework of research in Mythological Studies.

The completion of a viable concept paper is considered a Capstone in the program, and a point at which the student's capacity to continue to Dissertation Writing is reviewed by the faculty. Therefore, a student must receive a Pass in the Dissertation Formulation course in order to be allowed to register for Dissertation Writing and the completion of the Ph.D. If the student receives a No Pass (NP) grade, the student must register for a Tutorial with the Dissertation Formulation instructor to bring it to acceptable form (see bold section on grade remediation below).

Definition of a Concept Paper

The intention of the concept paper is to formulate a problem statement or question for a researchable topic. The paper must situate the study in a theoretical context and demonstrate the student's capacity to perform competent doctoral level research. The length of the paper should be between 12 and 15 pages (not including the bibliography). The structure of the paper should follow the steps of the research strategy or methodological approach that the student plans to follow. Consult the Dissertation Handbook for the specific section headings and guidelines appropriate for the type of dissertation project.

Organizing Theoretical & Production Dissertations

Concept papers for theoretical and production type dissertations should include the following elements:

- Working Title.
- Brief Review of the Literature, which covers directly relevant literature on the topic while situating the specific ways of questioning or asserting the topic within this context
- Organization of the Study, which succinctly indicates the theme of each chapter in the study and the theoretical perspectives used to address them. If the student is creating a production-style dissertation, begin describing the theory then include how the production portion relates to the theory. Please note that the second chapter of a theoretical study is not a methods chapter because the first chapter already includes a description of the method or way of proceeding.
- Bibliography, which is the working list of scholarly books and articles that provide a context for the research. The exploratory bibliography may include more works than those mentioned in the literature review section of the paper. In the dissertation, however, the bibliography should cover only the works cited or paraphrased in the text.

Organizing Humanistic & Social Science Dissertations

Concept papers for dissertations written using Humanistic and Social Sciences styles should attempt to define the student's hypotheses and methodology.

Oral Consultation

The oral consultation degree requirement takes place during the dissertation formulation course. The instructor for each research group will raise questions about the proposed dissertation projects during class sessions and, if needed, subsequent to the course. Revisions to the concept paper requested by the instructor must be incorporated in order for the concept paper to receive a pass grade. Instructors for this course will consult with each other regarding concept papers that do not seem likely to receive a pass grade. Any student who does not receive a pass grade by the course work deadline is required to take a tutorial with the instructor prior to re-submitting the paper.

The research coordinator will review any concept paper that is determined by the instructor to be wanting. All students who receive a pass will receive an approval letter from the research coordinator notifying the student that they may enroll in dissertation writing.

If the concept paper does not receive a pass grade, the research coordinator and/or the dissertation formulation instructor will request a meeting with the student in person or via conference call. The purpose of the consultation is to clarify the areas of the concept paper that must be strengthened for it to be approved and to make arrangements for a tutorial.

Remediating Unsatisfactory Grades

A student has one year in which to remediate a no pass grade in the dissertation formulation course by taking up to two one-month tutorials or taking one three-month extended tutorial. If a student is not successful in obtaining a pass grade for the work submitted in tutorial(s) within one year of the completion of the dissertation formulation course, the student will be academically withdrawn and is not eligible to register for dissertation writing to complete the doctorate.

Approval of the concept paper does not guarantee acceptance of the dissertation proposal nor does its acceptance imply that the student cannot change the subject of the dissertation.

However, once the concept paper has been approved, any change of direction must conform to the policies outlined in the following section.

The Role of Research Coordinator

The role of research coordinator is to ensure that the research model as presented in the Dissertation Handbook is understood and respected by all parties involved. It includes the following responsibilities:

- Provides a letter to indicate that the student has passed the dissertation formulation course. This notification serves as official authorization for the student to register for dissertation writing.
- Reads and evaluates any concept paper produced in any of the dissertation formulation course groups for which the instructor recommends a grade of no pass. In cases where the research coordinator is also the instructor, the department chair serves as substitute. Both faculty will determine the final assessment together.
- In a case in which the instructor of the dissertation formulation course and the research coordinator (or substitute) determine that a concept paper is wanting, a no pass is issued. To remedy the grade, the student registers for a tutorial with either the instructor of the course or (if the instructor is not available) with the research coordinator. In cases where the research coordinator is also the instructor, the department chair may serve as substitute.
- Serves as arbitrator in cases where, after many efforts at resolution, the tensions in a dissertation committee become detrimental to the work of the committee. Examples of such situations include cases when students are unreceptive to the feedback of their committee members or situations where the conflict is theoretical, interpersonal, or procedural. In cases where the research coordinator is personally involved as committee chair, the department chair serves as substitute. The research coordinator reviews all use of participants projects and upon approval, signs the Ethics Application for Approval to Use Participants.
- Serves as a member of the Council of Research Coordinators. Makes revisions to the Dissertation Handbook in light of suggestions from faculty.

Prohibition of Joint Authorship

Students are expected to conceive, design, research, and write a dissertation as a sole author. Therefore, each doctoral candidate must submit his or her own dissertation concept paper and final dissertation manuscript under single authorship. No doctoral dissertation sharing joint authorship will be accepted.

Step Two: Dissertation Registration

A student is qualified to register for dissertation writing when all required coursework has been completed, the student has an approved concept paper on file, is in good academic standing with a minimum 3.0 cumulative GPA and no failing grades, passed the comprehensive exam, conferred the M.A., is in good financial standing, and the initial 9-quarter registration period is within their Program Time Limit.

Advancing to Doctoral Candidate Status

A student earns the designation of “doctoral candidate” only after successfully completing all coursework, passed written and oral comprehensive exams, and has had the dissertation concept

paper officially accepted. A student who achieves candidacy may not indicate in public announcements or advertising that she or he holds a doctorate, nor is the use of PhDc permissible.

When to Register for Dissertation Writing

Pacifica anticipates that most doctoral students will register for dissertation writing the first quarter following the completion of coursework, which usually coincides with the fall registration period. For a variety of reasons, some students may choose to delay registration whereas very few students may want to register early.

Early Registration

Only in rare circumstances may a student request to register for dissertation writing prior to the completion of all required coursework. Prior to doing so, the student must receive the approval of the program chair and research coordinator.

A student who registers for dissertation writing early must remain enrolled in coursework and is expected to participate in class and complete all remaining assignments with the cohort. This means doing both dissertation research as well as the normal course workload at the same time, which may place excessive demands on the student's personal and professional life. Pacifica advises students to think carefully before choosing this option.

Delaying Registration

A student may choose to delay registering for dissertation writing for personal or professional reasons. In fact, before registering for dissertation writing, a student should feel ready to fully engage in research. It is better to take a leave of absence than to enter the dissertation process tired, too busy, or unmotivated. Leave of absence is not permissible during any dissertation registration period.

To delay registration, a student must submit a Leave of Absence form to the Registrar to avoid administrative withdrawal, unless they are registering for any previously missed courses immediately following their last quarter of enrollment. Taking a Leave of Absence has institutional and, in some cases, financial consequences, so please bear in mind the following:

Financial Aid	Delaying registration may affect student loans for financial aid recipients. Contact Pacifica's Office of Financial Aid for more information.
PTL	Students should be mindful of the Program Time Limit, or PTL, a period of eight (8) years within which a student must complete all degree requirements. It begins at the date of first enrollment in the Program, (the first quarter of the first year of coursework) and does not pause regardless of any delays in registration (Leaves of Absence). Any student who does not complete all degree requirements by the date of the PTL is administratively withdrawn.

Leave of Absence or Reapplication to the Program

A student who is returning from a leave of absence or who is reapplying to the program and who intends to pursue work on the dissertation on the basis of a previously approved concept paper need not submit a new concept paper if the topic and approach has not changed significantly since its original approval by the research coordinator. However, if the student decides to change the dissertation topic, the rules regarding change of concept paper topic outlined below will apply.

Change of Concept Paper Topic

Sometimes a student may decide to pursue a dissertation topic completely different from that outlined in the approved concept paper. If that occurs, two policies apply:

- If the student has not yet registered for dissertation writing, they must write a new concept paper following the same guidelines as in the Dissertation Formulation Course. The student then submits the new concept paper to the prospective chair who may ask for revisions before approving it.
- If the student is already registered for dissertation writing, and the chair and reader have approved the original concept paper, approving the new research direction is left to the discretion and judgment of the chair and the dissertation committee. The chair may ask for a new concept paper or for a less extensive description of the new topic.

In neither case will further approval by the research coordinator be required.

First-Time Enrolment in Dissertation Writing

Qualified students registering for dissertation writing for the first time are enrolled for one period of nine (9) academic quarters, which is slightly more than two calendar years. Students must register for dissertation writing prior to the start of one of the four quarters of the academic year, fall, winter, spring, or summer. Submit a Dissertation Registration Form to the Office of the Registrar (registrar@pacifica.edu) at least a few weeks before the quarter starts. Dissertation Start Dates for 2023-2024 Academic Year.

The Registrar's Office will email registration reminders to students at their my.pacifica.edu student email account. Dissertation registration forms are due on or before the first day of the quarter (dates are included on the registration form) and will be accepted up to one week after the start of the quarter with a late registration fee. All eligibility requirements must be met as well as the submission of the dissertation registration form prior to this final deadline.

Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
Sep. 22, 2023	Jan. 19, 2024	April 26, 2024	Aug. 5, 2024

Fees for the Initial Registration Period

A student registering for dissertation writing the first time is enrolled for nine (9) academic quarters. Fees are based on the year the student entered the PhD program, as shown in the table below. One-ninth of the designated fee will be billed each quarter for 9 quarters. Any student whose final draft is approved prior to the end of their 9-quarter dissertation end date will automatically be billed the remainder of the 9-quarter fee. That is, students are responsible for the entire fee for this registration period, regardless whether or not they finish the work early. A student may not register for a shorter initial registration period and no leaves of absence are granted during this period once registration begins.

Date of Entry	9-Qtr. Fee	Quarterly Payment
Fall 2017	\$28,900	\$3,211.11
Fall 2018	\$28,900	\$3,211.11
Fall 2019	\$29,500	\$3,277.78

Fall 2020	29,800	3,311.11
Fall 2021	29,800	3,311.11
Fall 2022	\$30,200	\$3,355.56
Fall 2023	\$31,300	\$3,477.78

Registering for Additional Years of Dissertation Writing

Pacifica strongly encourages students to complete their scholarly research and writing within the first nine quarters of registration. However, it is possible to register for an additional year of dissertation writing. To do so, the student completes the Dissertation Registration form and sends it to the Office of the Registrar (registrar@pacifica.edu) approximately 4 to 6 weeks before the current registration period expires.

The Registrar's Office will send registration reminders in advance to my.pacifica.edu student email accounts for all students whose registration period is ending. Students may continue to enroll in extensions through the end of their program time limit. Dissertation registration forms are due on or before the first day of the quarter and will be accepted up to one week after the start of the quarter with a late registration fee. Please note: In order to work with their committee members, a student must be registered. Students who fail to maintain a valid enrollment status are subject to administrative withdrawal.

Extended One-Year Enrollment Fees

Students enrolling in an extended one-year dissertation period will be billed as follows:

Academic Year	Full Year Fee	Quarterly Payment Fee
Fall 2022 – Summer 2023	\$14,750	\$3,687.50
Fall 2023 - Summer 2024	\$14,900	\$3,725.00

- Option 1: Pay the one-year fee indicated above at the start of the enrollment period.
- Option 2: Pay one-fourth at the start of each quarter according to the amount shown above.
- Option 3: Financial Aid recipients must complete the FAFSA form each year and maintain satisfactory academic progress toward completion; may qualify for up to \$20,500 Unsubsidized Stafford Loan annually. During the extended one-year enrollment period, one-fourth (1/4) of the fee will be deducted from the Direct Stafford loan(s) each quarter. Excess loan funds will be made available to the students each quarter for educational expenses. Contact The Office of Financial Aid for complete details at financialaid@pacifica.edu or (805) 969-3626 ext. 137

Information for Financial Aid Recipients

Student enrolling in dissertation writing may be eligible for the Direct Loan program. To apply, they complete the Free Application for Federal Student Aid (FAFSA) form each year.

Dissertation writing is considered enrollment on a half-time basis. All eligible financial aid recipients entering the dissertation phase of the program will be awarded Direct Loans on a borrower-based academic year. The loans will cover four consecutive quarters each year for two years, and one last quarter for a total of nine-quarters.

Federal regulations require all financial aid recipients to maintain satisfactory academic progress toward completion of degree requirements. Near the end of the first four quarters, the chair of the dissertation committee will be required to report the student's progress.

Important

To achieve Satisfactory Academic Progress in the first four quarters, students must have demonstrated active participation in the dissertation process, defined as submission of written materials beyond the initial concept paper and ongoing consultation with students' committee, or as outlined by program.

If students do not complete the dissertation within nine quarters, they must register for an additional year. They will be eligible for Direct Loans during that year provided the dissertation committee has approved the student's proposal and submitted all approval forms.

Federal financial aid is not available beyond 13 quarters. **All pending financial aid will be canceled once the final draft is approved.**

Suggested Timetable for Completing in Two Years

Ideally, Pacifica would like students to complete the research and writing in two years, which is a reasonable goal. Not all researchers work in the same way, of course, and many discover that they are far more effective when letting the research process unfold and determine its own schedule. Other researchers, however, work best with a more predetermined prospectus. For these latter individuals, a suggested timetable for finishing a dissertation comfortably appears below.

0-2 months	During this time the student officially sets up the committee by inviting a prospective dissertation chair to serve and confirming the chair's availability. The concept paper is the basis for a dialogue about the subject, to set research goals and start to expand the literature review. This also is an ideal time to discuss possibilities for the choice of reader and external reader.
2-6 months	This is a crucial period for writing the proposal. Work with the chair to develop a clear understanding about the direction and structure of the dissertation. This may involve a number of emails, meetings and/or phone discussions. Some reworking of the concept paper may be warranted. After the student has clarified the structure of the literature review, commit to a period of intensive research and library work. Methodological issues will also form an important part of the proposal.
6-9 months	Set the "nine-month point" as an outside date for the completion of the proposal, an important milestone that gives the dissertation a clearer shape and direction. The proposal must be approved by the chair before it is sent to the reader and external reader, and remember to allow up to 6 weeks for committee members to return review comments.
9-18 months	This period is the core of the dissertation process, when it is critical to formulate a timetable with intermediate goals, rest periods, and meaningful rewards. Based on the student's experience writing term papers, it may be

helpful to imagine how long it will take to complete a chapter and set a realistic schedule accordingly—knowing, of course, that some sections will be expressed more easily than others. Staying in close contact with the dissertation chair is an effective way to work on any complications or problems as they arise.

18-24 months

It is vital to set a first-draft deadline around the 18-month point. Doing so allows time for each committee member to review the final draft and for the student to make necessary revisions. Send the final draft to the committee chair first, before sending it to the reader and external reader, and keep records of correspondence to keep track of the timeline. Because the student will also need to submit the manuscript for proofreading, finalize the manuscript for publication, and prepare and conduct the oral defense, it is not unrealistic to allow for a 3 to 6 month period after the submission of the final draft to complete these processes.

Important

It is important to regularly communicate with all three dissertation committee members so that the process will continue to move forward with a minimum of complications or setbacks.

Keeping an Eye on the Calendar

Doctoral students should pay attention to the Program Time Limit (PTL), which stipulates the length of time for the entire doctoral journey—coursework and dissertation research—which is 8 years. The 8-year PTL begins counting down in the first quarter of the first year of coursework. During that time period, Pacifica students are expected to complete all degree requirements. Assuming the coursework is completed in three years, the ordinary duration, students will have five years to complete the research, prepare and submit the dissertation for print and digital publication, and defend the dissertation. The PTL continues its countdown even if a student takes a leave of absence.

Students initially enroll in dissertation writing for 9 quarters, which is approximately 2 years. If students do not complete the dissertation within that time, they may register for an additional year of dissertation writing. To maintain student status, it is important to keep an eye on the calendar and remember when an enrollment period is about to end. Then, if necessary, students can register for an additional year of dissertation writing.

Taking a Leave of Absence Once Dissertation Writing has Commenced

Students are not permitted to take a leave of absence in the middle of a registration period, that is, during the first two-year registration period or during any subsequent one-year registration periods. They can take a leave at the end of either the two-year or additional one-year registration periods, but once they do, the dissertation committee is dissolved.

If students wish to continue after a leave of absence, they must first register for an additional one-year dissertation period and then reconvene a committee when that registration has become active. Keep in mind that new committee members are not obliged to accept work that former committee members deemed acceptable, and that previous committee members are under no obligation to rejoin the committee.

Staying in Touch with Pacifica

During dissertation writing, students will receive vital information, via their Pacifica email account and the postal service. Students should regularly check their Pacifica email or have Pacifica email automatically forwarded to a personal email account that they do check frequently.

Step Three: Forming the Dissertation Committee

A dissertation committee at Pacifica is comprised of a dissertation chair, a reader, and an external reader. Once the student has passed the Dissertation Formulation course by submitting an acceptable concept paper and has registered for dissertation writing, she or he may officially convene committee members. When the student invites prospective committee members to consider joining the committee, the concept paper serves to introduce the work. Even if a student has informally discussed the proposed research with a faculty member and received a verbal commitment to join the committee, such agreements are unofficial until both the student and the committee members have filled out and submitted the appropriate paperwork. Only then may student may request or receive formal feedback.

In order to convene the dissertation committee, the student must be in good financial standing with Pacifica. If in doubt, contact the Student Accounts Office or email mhaney@pacific.edu.

Dissertation committees members have expertise in the research topic and/or chosen approach and research methodology. Although a “good fit” with reference to compatible personality style is also important, this fit should not come at the expense of helpful knowledge and expertise. Committee members must have a doctorate in a field that is foundational for the student’s study, usually Psychology, Religious Studies, Literature or other discipline relevant to Mythological Studies (see exceptions for external reader below). When selecting members of the committee a student is expected to avoid creating any dual relationships.

Progress through the dissertation process is more easily accomplished when the student works closely with committee members from the beginning. Keep in mind that the dissertation chair, reader, and external reader are dedicated to helping their doctoral student succeed. They support the goal of producing a quality dissertation while aiding the student in completing the degree. It is essential, therefore, for the student to communicate with the committee at every important juncture in planning and writing the work. Staying in touch will reduce the chances of any unpleasant surprises later.

Important

Once committee members are convened, a contract is issued for their participation in the dissertation work and the student is not permitted to fire or replace committee members. However, in rare cases of well-documented committee dysfunction, the student may contact the program’s research coordinator to discuss the situation and seek a remedy. This sometimes results in the willing resignation of the committee member and his or her replacement.

The Dissertation Chair

One of the most important decisions a student will make in the process of considering and conducting doctoral dissertation research will be the selection of a committee chair. The chair should be someone with whom the student can work compatibly during the next year two years. Though the chair need not be an expert in the field of interest, she or he must be familiar enough with it to guide the student’s research, and writing. The chair also ensures that the student’s work

respects the integrity of the Institute's dissertation guidelines as well as the academic standards of the field. The chair is consulted when setting up the dissertation committee and oversees the activities of the committee once the dissertation period begins.

The chair must be a core faculty member of Pacifica Graduate Institute. Exceptions may be made with the approval of the research coordinator. Usually the proposed chair has served as an adjunct and has expertise in the subject matter and disciplinary approach germane to the student's planned work.

After identifying a prospective chair, the student should approach that person to describe the project and offer a copy of the concept paper. If the person agrees to serve as the dissertation committee chair, the student will complete and submit the Committee Member Appointment Form to him or her for signature. The submission of the signed form constitutes a formal contract between the faculty and student for the duration of the project. Specifically, the chair fulfills the following responsibilities:

- Reviews the student's concept paper and, if acceptable, completes the Committee Member Appointment Form and emails it to dissertation@pacific.edu.
- After discussion of the project with the student, the chair defines the direction of the dissertation and assists in the development of a promising and appropriate dissertation research proposal.
- Discusses prospective reader- and external reader with the student and approves the appointment of the external reader to the committee, emailing the appropriate forms to dissertation@pacific.edu.
- Reads the dissertation proposal and submits an evaluation to the student, requesting revisions as necessary. Signs the Approval of Dissertation Proposal form and emails it to dissertation@pacific.edu.
- Directs the student in submitting the Ethics Application. Reviews and approves the ethics application before it is forwarded to the research coordinator for further approval in the case of research involving participants.
- Discusses the proposal with the other committee members and oversees revisions, as necessary, until the proposal is approved by the full committee. Reviews the Approval of Dissertation Proposal forms sent by other committee members and ensures they are emailed to dissertation@pacific.edu.
- Reads the completed draft of the dissertation and submits an evaluation to the student, requesting revisions as necessary. When the draft meets the chair's approval, the chair signs the Approval of Dissertation Final Draft form and emails it to dissertation@pacific.edu. The chair then instructs the student to forward the chair-approved final draft to the reader and external reader.
- Discusses the final dissertation draft with the other committee members and oversees revisions, as necessary, until the final draft is approved by the full committee. Reviews the Approval of Final Draft forms sent to the chair by the reader and external reader, and ensures that the forms are emailed to dissertation@pacific.edu.
- Coordinates with the student and the other committee members to select a date for the oral defense.

- Hosts the oral defense, which includes preparing and asking questions for the student and managing the committee's question and answer period following the student presentation of the work. If the student passes the orals, the chair signs the Completion of Dissertation Defense form and emails it to dissertation@pacific.edu

The chair should alert students at least 6 months in advance of the chair's planned sabbatical or other extended leave of absence.

The Reader

In addition to the chair, two readers serve on Pacifica dissertation committees: an internal reader, who is ideally someone affiliated with Pacifica or a close associate of the chair, and an external reader who has no prior or current association with Pacifica, but who has expertise in the student's subject and research methodology. Both readers work with the chair to advise the student through the completion of the dissertation. Readers are selected because they have expertise in the dissertation topic or methodology. In some instances, both readers complement the chair's areas of expertise; in others they may have very different backgrounds but offer complementary viewpoints.

The reader is appointed by the chair with the agreement of the student. While candidates for the position of reader are typically associated with Pacifica, they are rarely core faculty in any program at Pacifica. They may have served instead as adjunct faculty or guest speakers. A reader may also have previously served as a chair, advisor, or reader on a Pacifica dissertation. Otherwise a reader is a colleague or associate of the chair, chosen because of that person's potential contribution to the student's project.

Qualified candidates must have a doctorate in a field that is foundational to the study. In rare cases, it may be acceptable to convene an internal reader who has another degree provided it is the highest degree granted in that field, for instance, an MD or an MFA, but in this case the student should confer with chair and research coordinator prior to extending an invitation to serve.

The reader works with the dissertation chair to mentor the student and ensure the quality of the research. The reader offers feedback at three critical junctures, (1) when the student submits the concept paper; (2) when the student submits the proposal; (3) when the student submits the final draft. Specifically, the reader fulfills the following responsibilities:

- Reviews the concept paper. Like the chair, the reader also may suggest that the concept paper be revised and withhold signature on the Committee Member Appointment Form until the necessary modifications are completed. After the concept paper meets the reader's approval, the reader signs and emails the Committee Member Appointment Form to the chair. This form, once signed, constitutes the formal contract between the student and the reader. Pacifica generates a contract with the reader upon receipt of this form.
- Within 6 weeks of receiving the dissertation proposal, evaluates the work and submits a report to the chair and to the student. Continues to review subsequent drafts of the proposal as needed, taking no more than 6 weeks for each review cycle. When the quality of the dissertation proposal is acceptable, completes and emails the Approval of Dissertation Proposal form to the chair.
- Within 6 weeks of receiving the complete dissertation draft, reviews the work and submits a report to the chair and the student. Continues to review subsequent drafts of the manuscript as needed, taking no more than 6 weeks for each review cycle. When the quality of the complete manuscript is acceptable, signs the Approval of Dissertation Final Draft form and emails it to the dissertation chair.

- Participates in the oral defense of the dissertation in person, via telephone or videoconference, or by emailing questions to the chair and dissertation@pacifica.edu.
- Notifies the student six months in advance of the Reader's planned extended leave or sabbatical

The External Reader

The purpose of the external reader is to provide an outside perspective on the dissertation research conducted by Pacifica students. Qualified candidates should have expertise in the student's topic or approach and research methodology and be able to evaluate the quality of the student's scholarship as well as written expression. The candidate must have a doctorate in a field that is foundational to the student's study. In rare cases, it may be acceptable to convene an external reader holding another degree provided that it is the highest degree granted in that field, for instance, an MD or an MFA, but in this case the student should confer with chair and research coordinator prior to extending an invitation to serve.

Because it is essential that the student's work be evaluated from the perspective of a faculty or other professional beyond the Pacifica community, the external reader may not be a graduate of Pacifica, may not be a current member of Pacifica's core or adjunct faculty, may not have taught at the Institute within the past five years, may not have held any administrative position at Pacifica, and may not have served as an internal reader for any Pacifica dissertation committee at any time in the past. In addition, the external reader must not have a dual relationship with the student (i.e. past or present supervisor, religious leader, or therapist).

While the selection of the reader is the chair's choice, the selection of the external reader is the student's choice. However, the student should discuss potential external readers with the dissertation chair as part of the selection process.

The external reader works with the dissertation chair to mentor the student and ensure the quality of the research. Like the reader, the external reader provides feedback at three critical junctures, as noted below:

- Within 6 weeks of receiving the dissertation proposal, evaluates the work and submits a report to the chair and to the student. Continues to review subsequent drafts of the proposal as needed, taking no more than 6 weeks for each review cycle. When the quality of the dissertation proposal is acceptable, completes and emails the Approval of Dissertation Proposal form to the dissertation chair.
- Within 6 weeks of receiving the complete dissertation draft, reviews the work and submits a report to the chair and the student. Continues to review subsequent drafts of the manuscript as needed, taking no more than 6 weeks for each review cycle. When the quality of the complete manuscript is acceptable, signs the Approval of Dissertation Final Draft form and emails it to the dissertation chair.
- Participates in the oral defense of the dissertation in person, via telephone or videoconference, or by emailing questions to the chair and dissertation@pacifica.edu.
- Notifies the student six months in advance of an extended leave or sabbatical.

Sample Letter to Prospective External Readers

When approaching a prospective reader or external reader, the student may use the following sample letter as a guide:

“I am a doctoral student at the Pacifica Graduate Institute completing my degree in the Mythological Studies Program and would like to invite you to participate on my dissertation committee as an external reader. The dissertation committee is composed of three members: the chair, reader, and external reader, with the following responsibilities:

- CHAIR: The chair is a core faculty member at Pacifica who oversees the work of the committee and guides the student’s research and writing. The chair comments on and evaluates the content and format of the dissertation.
- READER: The reader is appointed by the chair and engaged with the dissertation at three specific intervals. The reader provides constructive feedback on the concept paper, the dissertation proposal (usually comprising the first two chapters, and including the literature review and discussion of methodological approach), and the final draft of the dissertation and, when deemed acceptable, approves them.
- EXTERNAL READER: The external reader is chosen by the student and is usually a specialist in the area the dissertation covers. The external reader must not have a dual relationship with the student nor be an author widely discussed in the dissertation or a participant (in dissertations involving human participants). The external reader provides constructive feedback, and when deemed acceptable, approves the dissertation proposal (first two chapters), and the final draft of the dissertation. The external reader need not be physically present at the oral defense but may participate by telephone conference call, by videoconference, or by submitting a written question in advance.

A modest honorarium is offered for the work entailed: the first half is paid upon the Dissertation Office’s receipt of the Proposal Approval Form and the second installment is tendered within 30 days of completion of the oral defense.

If you are interested in serving as an external reader, please consult the Mythological Studies Dissertation Handbook, which outlines the procedures in detail and offers a more precise idea of what is involved.

Thank you for your consideration of this valuable service.”

Committee Dispute Procedures

On occasion, disputes will arise between a student and a committee member (or members) concerning either academic or procedural matters. All such matters should be first directed to the attention of the committee’s dissertation chair for resolution. If the dispute cannot be resolved with the help of the chair, the following provisions apply:

- Matters of policy and procedure will be directed to the chair of the Graduate Research Council.
- Academic matters will be directed to the program’s research coordinator.
- If the academic dispute is between the student and the dissertation chair and remains unresolved, the matter will be adjudicated by the research coordinator.
- If the research coordinator cannot resolve an academic dispute or is personally involved in the dispute, the matter is directed to the chair of the program, who may consult the chair of the Graduate Research Council as needed.

Most disputes are resolved directly between the student and the committee member. It is important to keep in mind that, while a student may request the withdrawal of a member from the

dissertation committee, the student cannot enforce such a move. Only the committee member may do so voluntarily.

Step Four: Writing the Proposal and Ethics Application

After a student registers for dissertation writing and convenes the committee, the process of writing the research proposal commences.

The proposal includes the four major components of the dissertation addressed in the concept paper—introduction, literature review, statement of the research problem and question, and methodology—and therefore grows organically out of that early articulation of the project. The discussion in a proposal is lengthier, more detailed, and demonstrates greater scholarly competence. The proposal should demonstrate the development of the work beyond the introduction, and therefore it usually includes Chapter 2. In other words, the proposal is an integral part of the completed dissertation manuscript and sufficiently developed to offer the committee a sense of the project's trajectory.

In addition to the chair, the reader and external reader both review and evaluate the proposal. This enables students to receive valuable feedback to the dissertation once it is well under way and receive greater direction while it is still at an early stage of its development.

Gaining Proposal Approval

Students consult primarily with the dissertation chair, but also with the internal and external readers, to develop the proposal. Once a draft is complete, the student submits it to the chair first, along with an Approval of Dissertation Proposal form, the Intellectual Property and Copyright Infringement Form, and the Ethics Application With/Without Participants Form (please ensure that you discuss with your chair the appropriate Ethics form to use in advance of submitting your draft proposal). The chair reviews the work and discusses suggested revisions with the student. When the chair approves the work, the chair completes the Approval of Dissertation Proposal form and emails it along with the Intellectual Property and Copyright Infringement Form and the Ethics Application With/Without Participants Form to dissertation@pacific.edu.

The chair then directs the student to send the revised manuscript along with a copy of the Approval of Dissertation Proposal form to the other committee members. Readers and external readers should submit their feedback and revision requests to both the chair and the student. Once the reader and external readers have signed copies of the form, they email them to the chair for his or her review. The chair then forwards the form to dissertation@pacific.edu.

Each time work is submitted, the chair and the readers are granted by contract up to 6 weeks to read the work and respond to it, although usually the turnaround time is shorter. The student may ask when they may expect feedback and may request an early response, but cannot demand that the time allotted to review the work be shortened, even to accommodate an institutional deadline. Therefore, students are advised to work out a reasonable timeline for completing the work at the outset of the dissertation project and to discuss it with the chair, who can help to pace them. Pacifica also advises the student to document when the manuscript was sent to committee members.

Characteristics of a Successful Dissertation Proposal

A successful dissertation proposal:

- Is lucid and well-written, paying attention to both organization and composition.
- Clearly articulates the dissertation and related research questions.

- Relies upon an approach and a methodology suited to the dissertation and its research questions.
- Demonstrates a critical understanding of the literature relevant to the dissertation and the research questions and indicates sufficient knowledge of the relevant concepts and vocabulary associated with the subject.
- Outlines proposed chapters in a logical sequence that coherently addresses the various aspects of the research problem.
- Adopts a scholarly approach to the topic and demonstrates an advanced level of critical thinking.
- Delineates the contribution the dissertation will make to Mythological Studies taking into account the necessary limits of the proposed research.

Managing Untranslatable Concepts

Sometimes a word is extremely important in a given text, but it is untranslatable because there might not be a suitable equivalent in our language. To take one example, the concept of *metis* is a Greek word meaning a sort of “cunning intelligence.” The word can also mean “intuition,” a sense of strategy, or a sense of humor; it can signify an intelligence that is mercurial, or refer to someone who has a special talent for communication. It also refers to the Goddess Metis, who personifies this old way of knowing things. The Hellenist Jean Pierre Vernant found the concept of *metis* so typically Greek, and so interestingly untranslatable, that he wrote a little book to explain what he believes *metis* might have meant for the Greeks and how revealing it is that we do not have such a word.

To summarize: a student is not required to be versed in any language other than English in order to earn the PhD in Mythological Studies, but when working from a non-English source in the dissertation, explore as many translations as possible and see where they differ. Don’t be afraid to point out the range of possibilities, but if choosing one translation throughout the dissertation, explain why.

Guide to Intellectual Property & Copyright

The term “intellectual property” refers to all ideas, information, creation, and knowledge that are protected by law. Intellectual property concerns everything that human minds have created as opposed to physical property. For example, the Microsoft® butterfly is not a physical object, but it is a fixed form protected by intellectual property rights.

Copyright law is designed to protect the works of authors and creators of art, music, poetry, prose, etc., from unauthorized republication, reproduction, duplication, or distribution. Original copyright law was drafted to foster creativity and inspire new, original, academic, cultural or economic contributions. Any work in a fixed, tangible form is automatically protected by copyright the moment it is completed; registration with the Copyright Office offers additional benefits to copyright holders, but it is not necessary for protection under the law. Copyright is one, more specific, type of the many intellectual property rights.

What else might be protected by intellectual property rights? Such items include patents, trademarks, registered trademarks, registered designs, company logos, cartoons, created scents, trade dresses, performances, maps, spoken recordings, and lectures. All are examples of items or ideas that can be protected from unauthorized use.

Public Domain and Fair Use

Public Domain concerns anything published/produced prior to 1923, anything published between 1923 and 1977 without copyright notice, and anything published from 1923 to 1964 with copyright notice but without copyright renewal; other exceptions exist as well. Anything that falls within Public Domain may be freely used by anyone (with proper citations, of course). For updated information about Public Domain materials, consult the U. S. Copyright Office (<https://www.copyright.gov>).

Fair use is a copyright exemption that allows greater latitude for scholars and critics engaged in non-commercial use. However, fair use is not a law, and is considered more as a doctrine. U.S. guidelines and common practices of fair use for laws relating to Intellectual property are described next.

Using Protected Materials

Knowledge in any discipline is produced through the cumulative efforts of many scholars. Dissertation students are obligated to credit the source of an idea, whether they are paraphrasing an author or directly quoting the author. Brief text citations in the dissertation do not require express written permission: correctly citing the source is sufficient.

Books, Manuscripts, and Printed Materials

According to copyright law, no more than 10% or 1,000 words of a single work may be reproduced without authorization. However, for academic purposes, “fair use” clauses relax such restrictions, if only a little. Though the boundaries of “fair use” are often unclear, anything in the 15-20% range is considered questionable, and anything greater than 15-20% of the entire work will likely be determined to be unacceptable. Proper attribution and citation are always required (anything else is plagiarism). Most students do not quote more than 10% of a book within their own papers, theses, or dissertations, so this is not often an issue.

Poetry

An entire poem may be quoted if its length is less than 250 words; if the poem is longer, a student may use up to 250 words. Additionally, a student may use no more than five poems or poem excerpts by different authors from the same anthology, and no more than three poems or poem excerpts by any one poet.

Music or Lyrics

Music reproduction is a hot topic today, and music publishers are aggressive in litigating against copyright violators. A student may not alter or change the fundamental musical structure or character of the work and are advised to include only a very small sample or excerpt if doing so without the express written permission of the rights holder. Even if an “academic” or “educational” application of copying or distributing complete songs is intended, the student is not protected under fair use. Please note: This means that the student may not submit entire songs or copied CDs/audio files to accompany papers, theses, or dissertations without expressed permission from the copyright holders (to do otherwise is considered “pirating” material). Additional copyright restrictions involving the thwarting of industry technology (for example, bypassing anti-pirating coding) also prevents the copying of entire CDs.

CD/record/album art work, designs and lyrics may also be protected by copyright law; it is best to seek permission to use these if they will be reproduced on a large scale. Website owners whose pages contain song lyrics are currently battling the RIAA for alleged copyright infringement. Fair use may offer a degree of protection, as no legal precedent has yet been set for the reproduction of lyrics. Using no more than 10% is recommended; however, if the student decides not to seek official permission to reprint lyrics, litigation is possible.

Photographs, Art Work, and other Illustrations

In nearly all cases, a student must obtain express written permission to use photographs, artwork, frames from a motion picture or television show, and other illustrations in the dissertation. This includes photographs of people and photographs of protected architecture, including any building constructed on or after Dec. 1, 1990 –even if the student is the photographer. It also includes images found in the internet which, in most cases, are subject to copyright and require express written authorization for use from the rights holder.

For paintings or other works of art, the student may be required to obtain permissions from the governing/owning body, such as the Tate, the Huntington, the Getty, the National Gallery, and so on, as well as the copyright holder. A student should not assume that because a work of art is old it is part of the public domain. Copyright permission must be granted regardless of the person photographing the artwork, this includes pictures taken by the student.

No more than five images by an artist or photographer may be used in any one work, and no more than 10%, or up to 15 images, of a collective work (periodical issue, anthology, encyclopedia, etc.).

As with music, the student may not alter the integrity of copyrighted art work or make any modifications.

Videos, Movies, and Multimedia

The 10% rule applies here as well: The student may use up to 10%, but not more than 3 minutes, of a copy protected video, movie, motion picture, etc. For copyrighted databases, data tables, and datasets, up to 10%, or 2500 fields, or cells (whichever is less) may be used.

Consequences of not Complying with Copyright Law

Failure to comply with copyright laws/intellectual property laws can result in a variety of legal consequences. In addition to cease-and-desist letters, lawsuits from copyright holders or companies, individuals may be subject to federal penalties such as injunctions, federally assessed damages and profits, seizures, forfeitures, recovery of legal costs, and criminal prosecution. For additional information on the full range of federal actions that may be taken, please review Sections 501 - 513 of U.S. Copyright Law available at <http://www.copyright.gov/title17/92chap5.html>

Failure to comply with copyright and intellectual property law and fair use guidelines also has important scholarly consequences. Without the appropriate and necessary permissions in the manuscript, Pacifica cannot publish the work. Since one of the degree requirements across all PhD-granting programs at Pacifica is a published dissertation, non-compliance means that the student will not receive an official transcript or formally earn the doctorate.

Using the Student's Own Published Articles in a Dissertation

No reprints (or offprints) of students' published articles or other publications can be substituted for the completed doctoral dissertation. However, there are two alternatives if a student wish to include such reprints in the finished dissertation: (a) the reprint may be included in its entirety, but must be confined to the appendices of the dissertation, or (b) the substance of the publication may be included if it is integrated into the main body of the text. The reprint (or offprint) would then become an integral part of the argument and evidence presented in the dissertation.

Requesting Permission to Use Copyrighted Material

When requesting permission to use copyrighted material, some copyright holders have forms available to fill out and submit online. For other copyright holders, the student must email or mail a

request to use copyrighted material. Below is a sample email that students can use when requesting permission from a copyright holder.

Dear (Name of Copyright Holder),

My name is (Insert Name) and I am a student at Pacifica Graduate Institute (249 Lambert Road, Carpinteria, CA 93013, USA) working towards a PhD in Mythological Studies. As a part of my degree requirements, I am writing a dissertation entitled, *Title of Dissertation*.

I am emailing you to respectfully request permission to reproduce the figure “Name of Figure,” found on page ___ of (Name of Author)’s book *Title of Book* in my dissertation. If granted permission, I will use the standard scholarly form of acknowledgment, including the figure title, author, book title, publisher, and year of publication, unless you specify otherwise.

My dissertation will be made available on ProQuest/UMI (online database of academic writings). I will not be making a profit from my dissertation.

I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at: (Email Address) Thank you for your thoughtful consideration.

Sincerely,

(Student Name)

Once a student has received permission to use copyrighted material, they should keep a copy in their own file and email a copy to dissertation@pacific.edu.

Submitting the Intellectual Property and Copyright Infringement form

Students are required to complete, sign, and submit an Intellectual Property and Copyright Infringement form before the dissertation proposal

A student engaging in dissertation research at Pacifica Graduate Institute owns the copyright to the finished work. At least one copy of the work is available to the public, a digital copy published by ProQuest Digital Dissertations, a password-protected database that is the industry-standard publication issued by University Microfilms International (UMI) in Ann Arbor, Michigan (see Publishing a Digital Copy under Step Seven below). As the rights-holder to the dissertation, the student is legally and ethically responsible for any infringement of copyright and intellectual property law, and may be subject to a lawsuit if not in compliance.

To ensure that the student understands the rights and responsibilities, a student is required to complete, sign, and submit an Intellectual Property and Copyright Infringement form along with the dissertation proposal.

Permission documentation from the copyright holder must be submitted to Pacifica for all copyrighted materials. A student should begin contacting copyright holders early in the dissertation process so that there is not a rush to gather copyright permission when finishing the final proofreading of the dissertation. The key points to be aware of include the following:

- The student is not permitted to make unauthorized reproductions of copyrighted materials in the dissertation and agrees not to do so. Such copyrighted material does **not** include brief

text quotations from another author's work, but such excerpts must be properly cited to avoid plagiarism.

- The student should not assume that the use of copyrighted materials will be deemed to be "fair use" because the dissertation is a scholarly work.
- The student must contact the copyright owner of each work used in the dissertation and request express written permission to use the material, whether it is published or unpublished, then document the requests by keeping copies of any letters or email correspondence.
- The student must make it clear to the copyright holder that the dissertation will be published as one electronic copy online by ProQuest.
- The student should allow ample time to get necessary permissions prior to submitting the dissertation final draft to the committee; Pacifica recommends allowing at least four months.
- The student should keep copies of every permission statement in personal files and email a full set of permission statements to dissertation@pacific.edu.

Writing the Ethics Application

A discussion of ethical issues is important in all scholarly research but is imperative when the student proposes to work with human participants. Whether the student plans on working with human participants or not, the methodology section must fully articulate the research design, including ethical issues involved in the process of undertaking research.

Students submit one of two different ethics application forms to the dissertation chair. If the study will not use participants, the form is a simple one-page document that declares this. It requires only the chair's signature for approval. If participants will be used in the research, the chair, in consultation with the program's research coordinator, must approve the entire application packet, which consists of the correct form and all the necessary information, described below. The estimated amount of time for an ethics review is four to six weeks; this includes time for students to submit revisions that may be required.

In order to comply with national standards and to understand better the Institute mandates, students planning on using human participants in research are advised to complete an online training provided free of charge by the Office for Human Research Protections (OHRP), Department of Health and Human Services (HHS). The OHRP link is as follows:

<https://www.hhs.gov/ohrp/education-and-outreach/human-research-protection-training/human-research-protection-foundational-training/index.html>

Contents of the Ethics Application

A complete ethics application for the use of human participants consists of two documents, a PDF form and a Word document.

- The Ethics Application form, a PDF file, is available on Pacifica's "Dissertation Forms & Handbooks" web page, <https://www.pacific.edu/student-services/dissertation-handbooks-forms/>. Students fill out their portion of the form, then send it to the dissertation chair for review. In the case of research involving human participants, the chair works with the program's research coordinator to review the description of research procedures. When it meets their approval, both sign the Ethics Application form.

- A separate Word document that describes, in detail, how the researcher will recruit, screen, and work with participants as well as how the gathered data will be transcribed, securely stored, analyzed, and destroyed at the end of the study. Students write this document and submit it, along with the PDF form, to the chair. The sections of this document are:

Abstract:	Describe the central question or theme of the study, methodology, and aims (one paragraph, maximum 200 words).
Participants:	Describe who will participate in the study, the number of participants, and how, specifically, you will find them. Also include any eligibility requirements and the way you intend to screen participants for inclusion in the study (approximately 1 page).
Procedures:	Describe the informed consent procedures, the collection of data, and method of data analysis (approximately 1 page).
Risks:	Describe any potential risks to participants, including breaches in confidentiality, and the likelihood and seriousness of such risks (approximately a half-page).
Safeguards:	Describe procedures for protecting and/or minimizing the risks of participating in the study, including preserving confidentiality, and assess their effectiveness (approximately 1page)
Benefits:	Describe the benefits to be gained by the participants and/or society as a result of the study you have planned (approximately a half-page).
Appendices	Three appendices to the Word document, which are 1) the one-page recruitment flyer; 2) a sample of the informed consent form that fully explains eligibility criteria, risks, safeguards, and benefits; 3) the research instruments (e.g. questionnaire, survey, or interview guide).

When complete, students send both the ethics application form (PDF file) and the ethics description (Word document) to the dissertation chair for review. The chair will seek approval from the program's Research Coordinator and supervise any revisions the student needs to make for ethics approval.

Attaining Approval of the Ethics Application

Ethics applications proceed through the following steps:

1. The dissertation committee reviews and approves the proposal, which describes the research design, including a discussion of ethical issues.
2. Once the proposal has been approved by the entire committee, the student submits the completed ethics application to the dissertation chair, who reviews it. If the study will use human participants, the chair forwards the application to the research coordinator for review.
3. The research coordinator carefully reviews the ethics application and discusses any necessary revisions with the chair. The chair works with the student on the revisions until the ethics application meets the research coordinator's approval. If the research coordinator deems it is necessary, the research coordinator may seek additional levels of ethical review from internal or external experts.
4. Once the ethics application is complete and approved, the chair and the research coordinator sign the form and email the application to dissertation@pacific.edu.

5. The student is notified of the approval of the ethics application by email.

Students who encounter irresolvable conflicts with the research coordinator may seek redress with Pacifica's Education Council.

Important

A signed ethics approval form allowing the use of human participants in the research must be on file before the student announces the study, contacts prospective participants for pre-screening, or gathers any data.

Here are some guidelines to keep in mind while completing this application:

- The ultimate responsibility for assuring the safety of all research participants rests with the student as the investigator.
- Any investigation using human participants cannot begin until the student has received written approval from the research coordinator. Once the ethics application is approved and on file, any changes in research design, population served, or conditions for the study must again be subject to the approved by the research coordinator.
- The researcher must obtain written consent from participants before they participate in the study. Minors cannot sign the Informed Consent Form—their parents or legal guardian(s) must sign it. In cases where the researcher wishes to utilize records or case notes gathered under the auspices of another institution (hospital or clinic), the researcher will need the appropriate director or officer of that institution to sign consent forms. In such cases, please consult with the chair.
- This is the student's research and should be presented to interested parties as such. Any use of the Institute's name, stationery, or other means of identifying our institution must have the approval of the chair.

Informed Consent Guidelines

If the student intends to involve human subjects in research (including interview participants), the student must have every participant sign and submit a form that provides evidence of informed consent. This form is identical to the one that has been approved by the research coordinator. The completed forms must be emailed to dissertation@pacific.edu prior to the approval of the first full draft and as a condition of the approval of the dissertation.

The "Ethics Application for Approval to use Participants" fully describes the requirements student must meet to conduct such research. The following is a checklist for the information that should be included in the informed consent form.

1. Investigator's name, phone number, and times they can be reached.
2. A brief description of the nature and purpose of the project.
3. A statement regarding the confidentiality of records.
4. An explanation of the procedures to be followed.
5. A description of any discomforts expected or risks that may be involved in participation.
6. An explanation of the benefits that may be gained through participation.
7. An offer to answer any questions regarding the procedures.

8. An instruction that participation is voluntary and that consent to participate may be withdrawn at any time, along with an indication of the means by which notice of withdrawal may be given.
9. A signature space where the participants (or their legal guardians) sign their name to indicate that they have read and understood this information and provide consent.

Participants must be given the opportunity to consent or not to consent without the intervention of any element of force, fraud, trickery, duress, coercion, or undue influence on the participant's decision.

Important

Even if no human participants are used, any reference to members of the student's family (including ex-spouses, their children and relatives), friends, or acquaintances has ethical implications. The dissertation is a public document and these people may object both on ethical and legal grounds.

Ethical Principles in Human Studies Research

While developing the research design and completing the ethics application for approval, the student must keep the following basic ethical principles in mind. They will serve as the basis for evaluation of the application by the research coordinator.

Respect for Persons

Individuals must be treated as free and autonomous. This means that participants must freely agree in writing to participate in the study with no coercion or harmful consequences should they elect not to participate. Participants must also be free to end their participation *at any stage* of the study.

Participants with diminished capacity must also be respected and protected. The ability for self-determination can become limited because of illness, mental disability, or physical circumstances. Therefore, the investigator must protect the welfare of people who participate in the research, which includes maintaining confidentiality in terms of their participation and all data collected from their participation.

Beneficence

This principle involves not harming the participant physically, emotionally, or psychologically. It relates to the Hippocratic oath: "Do no harm." The basic guideline is that the investigator should maximize the benefit and minimize any harm or risk to the participants in the study.

Justice

This principle relates to the population chosen for the study. The student should not choose a population just because it is easily available, in a compromised position, or open to manipulation. The burden for research should be fairly distributed and related to the problem being studied. In addition, participants have a right to know the purpose of the research. Thus, truthfulness, at least at the post-experiment interview, is a necessary component in the research design.

Summary Considerations

It is difficult to ensure that absolutely no harm will come to participants in a psychological or experiential study. For this reason, it is essential that the Informed Consent Form—as well as the ethics application—state honestly any possible psychological and/or physical risk. Harm may be considered in the following categories:

Physical harm: Whereas obvious physical risks may be minimized or eliminated, sometimes more subtle physical risks go undetected. For example:

- Any study involving physical activity (such as dance therapy) may create an environment for physical injury.
- Projects involving more physically demanding activity, such as a wilderness experience, present considerable risk and also difficulties if participants wish to withdraw from the study. Studies involving such strenuous activity and/or geographical isolation are not recommended.
- Activities such as painting may present subtle risks if, for example, workspace is not well ventilated. Any activity involving potentially toxic materials must be assessed for risk.

Stress: Psychological stress is a risk factor that needs to be clearly assessed. Probing questions can cause considerable discomfort; certain topics may generate embarrassment or discomfort; psychological issues and painful memories may be reactivated. The documentation that students present to the participants must accurately reflect these considerations.

Use of patients as research participants: Pacifica prohibits the use of current patients for research purposes since this situation constitutes a dual relationship—that of researcher and psychotherapist. The use of past patients for research presents less difficulty if express written consent is freely given. At all times the researcher must maintain an awareness of the potential impact on the patient, which may extend beyond termination. The researcher should consult with the chair on gaining approval for research projects that involve past patients. Case material used in a manner recognizable to patients as their own experience always requires informed consent. Quoting directly from the patient, or using dream images or narratives necessitates informed consent; furthermore the patient must be given the opportunity to appear in the research anonymously, where the researcher uses every effort to disguise identity. Other dual relationships may include healer/client, teacher/student, employer/employee. Equal care should be taken to conduct research ethically, regardless of the relationship with persons involved. Any ethical issues that arise should be discussed with the dissertation chair.

Case material that is presented with details that could allow the patient or others to be recognized, even when the identity of the patient has been concealed, always indicates the need for informed consent.

Quoting directly or paraphrasing from a patient, using a patient's dream images or narratives, necessitates the use of an Informed Consent Form. Please see the Application for the Use of Human Participants, subsequent guidelines, and sample consent forms. The use of case material should be discussed with the committee chair as a part of the ethics approval process.

Coercion: It is not ethical to mislead the participant willfully concerning the nature of the experiment or study. Thus, any form of trickery or manipulation in order to produce a particular result or response violates ethical principles. During recent decades, ethical considerations in this regard have shifted to underscore that deception about intent is an ethical violation. The new ethical sensibility, however, does not necessitate that the researcher disclose every detail of the study. When seeking to understand a particular phenomenon, the researcher can simply state what that phenomenon is and what aspects of it are under exploration.

The application for Approval for the Use of Human Participants can be found on the Dissertation Handbook & Forms web page at <https://www.pacifica.edu/student-services/dissertation-handbooks-forms/>

The following article may be of use in formulating the ethics application: Gabbard, Glen O. "Disguise or Consent: Problems and Recommendations Concerning the Publication and Presentation of Clinical Material." *International Journal of Psychoanalysis*. 81.6, Dec 2000: 1071-1086. The author details five strategies in dealing with this dilemma: (a) thick disguise, (b) patient consent, (c) the process approach, (d) the use of composites, and (e) the use of a colleague as author. The author states that all of these methods have a place and argues against a uniform approach. Each of these strategies is discussed in terms of its advantages and disadvantages, and guidelines are offered to assist analysts who wish to present or write about clinical cases.

A signed approval form allowing the student to use human participants in the research must be on file along with the dissertation proposal acceptance forms, and before any work is done with or data gathered from any human subject. As students complete the Application for Approval to Use Participants form, carefully consider the preceding issues. Additionally, researchers must take measures to protect participant confidentiality in the gathering, transcription, use, and storage of data. Data should be safely stored for seven years after which time it can be destroyed.

Step Five: Completing the Dissertation

After the proposal has been approved by all committee members, the student completes the dissertation under the supervision of the chair. That is, subsequent chapters are submitted to the chair alone until an acceptable final draft has been achieved. Once the chair approves the work, the student forwards the draft to the reader and external reader for review and approval. Remember to allow each committee member 6 weeks to review material. Also keep in mind that manuscripts might have to undergo several revisions before all three committee members approve the final draft. This consideration is particularly important if the student is working against the PTL deadline or is hoping to complete all degree requirements in time to participate in the Spring graduation ceremonies.

The Benefits of Working with an Editor During the Study

Some students have found it useful to hire a professional editor to review chapters of their dissertation. Such a professional provides expertise in the overall organization and flow of the work, the construction of effective sentences, paragraphs, and sections, as well as the ability to find and correct proofreading errors. Working with an editor is entirely optional, and not required by Pacifica Graduate Institute, but it may be worth considering.

When the manuscript is complete and approved by the dissertation committee, students will be required to submit the final manuscript to D2L for proofreading (provided by the dissertation office) prior to publication. Please note that this required final proofreading stage is *not* the same as an editing service the student may wish to use *prior* to completion of the dissertation. The proofreading process is described in Step Six, below.

Checklist for Final Draft Approval

Students must attend to the following checklist before submitting the final draft for approval. Dissertation committee members, in particular the dissertation chair, are responsible for checking that these items are correct before signing and submitting the form approving the final draft.

- The quality of the writing is acceptable, including correct grammar, spelling, punctuation, clarity and overall coherence.
- Captions, in proper format, accompany all figures.

- All intellectual property such as images and musical excerpts subject to copyright have proper attributions, student has express written permission for their use, and the dissertation includes a list of necessary permission statements.
- Students have not included more than 5 images by any single artist unless they have express written permission to do so.
- The body of the dissertation, all front matter, any appendices, and the list of works cited are properly formatted according to MLA style, including correct font style and size, page margins, page numbering, and consistent paragraph formatting.
- Headings and subheadings are clear and useful guides to the text, and are correctly and consistently formatted.
- The table of contents is correct and complete: all headings and subheadings match TOC in language, capitalization, and page numbers.
- The list of works cited is consistent, complete, and correct (i.e., all texts cited in the body appear in the reference list, and all items in the reference list appear in the body of the work).

Submission of Final Draft for Approval

When submitting the final dissertation draft to each of the three committee members, be sure to include a copy of the Approval of Dissertation Final Draft form along with the manuscript. Once the reader and external reader have signed their copies of the form, they email them to the dissertation chair who forwards them to Pacifica's dissertation administrators.

At this point, dissertation administrators will begin helping the student prepare the manuscript for publication. This may include working with the student to ensure that the work is formatted according to the *MLA Handbook* (9th edition) guidelines, to finalize the dissertation abstract and have the chair approve it, and to prepare other front matter. During the period between the submission of the final draft and the completion of the degree requirements, students will receive crucial information about the final approval process through their official Pacifica email accounts. Therefore, students must vigilantly monitor these messages until graduation.

Final approval of the dissertation by committee members must take place within a period of the student's dissertation enrollment. However, the oral defense and manuscript corrections may take place after the dissertation enrollment period has expired, but within the student's program time limit.

Guidelines for Evaluating Dissertations

The following list, excerpted from Barbara E. Lovitts' 2005 essay "How to Grade a Dissertation," offers guidelines for producing the finest scholarly work possible.¹ It distinguishes between three levels of quality: outstanding; good; and unacceptable.

Outstanding

- Is original and significant, ambitious, brilliant, clear, clever, coherent, compelling, concise, creative, elegant, engaging, exciting, interesting, insightful, persuasive, sophisticated, surprising, and thoughtful
- Is very well written and organized

¹ For the full text, see the journal *Academe* 9.6 (2005): 18-23

- Is synthetic and interdisciplinary
- Connects components in a seamless way
- Exhibits mature, independent thinking
- Has a point of view and a strong, confident, independent, and authoritative voice
- Asks new questions or addresses an important question or problem
- Clearly states the problem and why it is important
- Displays a deep understanding of a massive amount of complicated literature
- Exhibits command and authority over the material
- Argument is focused, logical, rigorous, and sustained
- Is theoretically sophisticated and shows a deep understanding of theory
- Has a brilliant research design
- Uses or develops new tools, methods, approaches, or types of analyses
- Is thoroughly researched
- Has rich data from multiple sources
- Analysis is comprehensive, complete, sophisticated, and convincing
- Conclusion ties the whole thing together
- Is publishable in top-tier journals
- Is of interest to a larger community and changes the way people think
- Pushes the discipline's boundaries and opens new areas for research

Good

- Is solid
- Is well written and organized
- Has some original ideas, insights, and observations, but is less original, significant, ambitious, interesting, and exciting than the outstanding category
- Has a good question or problem that tends to be small and traditional
- Shows understanding and mastery of the subject matter
- Has a strong, comprehensive, and coherent argument
- Includes well-executed research
- Uses appropriate theory, methods, and techniques
- Misses opportunities to completely explore interesting issues and connections
- Makes a modest contribution to the field but does not open it up

Unacceptable

- Is poorly written
- Has spelling and grammatical errors
- Has a sloppy presentation
- Contains errors or mistakes
- Plagiarizes or deliberately misreads or misuses sources
- Does not understand basic concepts, processes, or conventions of the discipline
- Lacks careful thought
- Looks at a question or problem that is trivial, weak, unoriginal, or already solved
- Does not understand or misses relevant literature

- Has a weak, inconsistent, self-contradictory, unconvincing, or invalid argument
- Does not handle theory well, or theory is missing or wrong
- Relies on inappropriate or incorrect methods
- Has data that are flawed, wrong, false, fudged, or misinterpreted
- Has wrong, inappropriate, incoherent, or confused analysis
- Includes results that are obvious, already known, unexplained, or misinterpreted
- Has unsupported or exaggerated interpretation
- Does not make a contribution

Assembling the Final Dissertation Manuscript

When assembling the dissertation into its final form, arrange the parts and pages in the order shown below. Each of these sections, along with some helpful samples, is describe in the following pages.

Title page

Copyright notice

Abstract

Dedication or Acknowledgements (optional)

Table of Contents

List of Figures

Text (with optional footnotes)

Works Cited

Appendices

Title Page

Each copy of the dissertation must include a title page prepared in accordance with the sample in this section. *This is the only page (other than the first page of text) that does not bear a page number.* The student should use his or her full legal name. Names and degrees of the student's doctoral committee will also appear, the chair first, so identified, followed by the internal reader and the external reader. See the sample below for the appropriate formatting of the title page.

Limit the length of the title to no more than three or four lines, with each line being a maximum of 45 characters including letters, spaces, and punctuation. To avoid creating a title that is excessively wordy, imagine the title on the cover of a book.

Copyright Notice

A statement of copyright must be included on a separate page directly following the approval page. It should include the student's full legal name and, at the top right, the month day, and year the final manuscript was approved. This page will be given the lower-case Roman numeral "ii." See the sample below for the appropriate formatting of the copyright page.

Abstract

The title on the abstract page must match word-for-word the title on the title page that is signed by the student's dissertation committee. The body of the abstract cannot exceed 350 words and must be included in each dissertation. The abstract should (a) give the full title of the dissertation, (b) state the student's full legal name, (c) provide a concise yet comprehensive description of the contents of the dissertation, including the problem addressed, the methods used,

the conclusions or findings, and the stated implications of the study, (d) be written in the third person, for example, “This research explores . . .” as opposed to “I explore . . .” and (e) report rather than evaluate, comment, or argue. A template displaying the format of the abstract page is shown below.

Because dissertations are now widely available via the Internet, a student may also wish to compose a list of 6 to 10 keywords that prospective readers will use to search for the work. (ProQuest/UMI Dissertation Publishing, which publishes the digital copy of dissertations, requires the student to supply up to 6 keywords.) Fill out and submit the ProQuest/UMI publishing forms as one of the final steps in dissertation preparation (described later in this section). The list of keywords, which will be counted toward the 350-word maximum, can be included at the end of the dissertation abstract.

The next three pages show samples to help the student correctly format the three pages of front matter just discussed: the Title page, the Copyright page, and the Abstract page.

Title Page Template

[Title of Dissertation]

A dissertation submitted

by

[Student's Full Legal Name]

to

Pacifica Graduate Institute

in partial fulfillment of
the requirements for the
degree of

Doctor of Philosophy
in
Mythological Studies

with emphasis in
Depth Psychology

This dissertation has been
accepted for the faculty of
Pacifica Graduate Institute by:

Dr. [name of chair], Chair

Dr. [name of reader], Reader

Dr. [name of external reader], External Reader

Copyright Page Template

MONTH DAY, YEAR
(final draft approval date, not date of oral defense)

Copyright (Year of Final Draft Approval) by
(Student's Name as Printed on Title Page)

Abstract Page Template

ABSTRACT

(Title of Dissertation as it Appears on the Title Page)

by

(Student's Name as it Appears on the Title Page)

(Begin typing the abstract here, double-spaced, with the first line of each paragraph indented as shown in these instructions. Do not exceed 350 words. The student has the option of including 6-10 keywords immediately following the body of the abstract. These keywords count toward the 350-word maximum length.)

Dedication and Acknowledgments

The student has the option to include a page with a brief note of dedication and/or an acknowledgment of assistance received from particular persons.

Table of Contents

The table of contents is an accurate presentation of the headings and subheadings used in the work, which are designed to improve the readability of long or complex manuscripts by orienting the reader to various elements of the subject. A dissertation may have up to five levels of headings. Writers usually plan them carefully, either before or during writing. Some writers, for instance, make a working outline of the sections of the entire dissertation ahead of time to establish a hierarchy of headings. Others reflect on headings and subheadings during or even after producing a first draft. Thus, creating headings in the work requires a judicious combination of imagining the overall structure of the work along with imagining what will be helpful to the reader. The only firm rule of heading levels is that writers must have more than one heading at each level in each section of a chapter—just as with standard outline format, wherein writers can't have a "I" without a "II," an "A" without a "B," a "i" without a "ii," or an "a" without a "b."

Once the student has arrived at the proper hierarchy, the headings must be properly formatted. First, determine how many levels of headings to use throughout the manuscript: two levels, three levels, four levels, or five levels. Different chapters may call for different depth of levels; this is acceptable.

Confirm accuracy of page numbers in the table of contents and match all headings in the table of contents word-for-word with the headings within the text. (Using paragraph styles in Microsoft Word will automatically generate and update page numbers.)

At the end of the table of contents, include a note about style, using the exact wording of the text below:

The style used throughout this dissertation is in accordance with the *MLA Handbook* (9th Edition), and the current edition of *Pacifica Graduate Institute's Mythological Studies Dissertation Handbook*.

List of Figures

If the dissertation includes plates, charts, diagrams, or illustrations, a separate list of figures with page numbers must follow the table of contents on a separate page. Within the manuscript itself, full-page tables and charts require the same margins as printed pages. To accomplish this, electronically reduce figures to fit the required space.

Text

The text of the dissertation follows the table of contents (or the list of figure if applicable).

- Do not number the first page of text
- **Use 12-point Times New Roman font**, aligned left (not justified)
- **Indent the beginning of paragraphs one standard tab space (0.5 inches). When a paragraph continues following a long (block) quote, do not indent.**
- **Block quotes should be one tab (0.5 inch) from the left margin.**
- Strive to be consistent in the amount of vertical space between paragraphs or before or after headings throughout
- Double-space throughout
- The page margins should be formatted as follows: top, bottom, and right margin should be 1 inch; **left margin should be 1.5 inches**. All text, figures, charts, and images must appear within these margins

- Omit running headings throughout
- Add one space between each period in ellipses or use the ellipsis symbol (...). Use three periods per ellipsis, add a fourth period if you are ending a sentence
- Use an “em dash” (—) or two hyphens (--) to indicate a strong break in the continuity of a sentence, with no spaces before or after
- In a series of three or more items, insert a comma before “and”

Captions

Include a caption below each figure with the following information:

Figure 1. Title by Author or Artist. Description that includes information such as publisher, where an art piece is housed, etc. Copyright (insert year) by Copyright Holder’s Name.
Reprinted with permission by copyright holder.

Permission from copyright holders is required for use of all copyright images. If the figure used is public domain, end the caption by stating, “Public domain” instead of “Reprinted with permission by copyright holder.”

Format of Headings within the Text

Once the dissertation has the proper hierarchy, the headings must be formatted correctly. First, determine how many levels of headings appear throughout the manuscript. Different chapters may call for different depth of levels; this is acceptable. Be sure to keep the headings with the paragraph that follows it on the same page. To ensure this, format the header so that it has Widow/Orphan control. The title of a chapter is centered, boldfaced, and depicted on two lines as in this example:

Chapter 1

Introduction

Headings in the body of the dissertation should be in descending order of prominence and follow the guidelines given in section 1.5 (page 2) of the *MLA Handbook* (9th edition) that are also conveyed below as follows:

- Font styling and size are used to signal prominence. Each level 1 heading should appear in the same style and size, as should each level 2 heading, and so on. In general, a boldface, larger font indicates prominence; a small font, italics, or lack of bold can be used to signal subordination.
- For readability, avoid using all capital letters for headings.
- No internal heading level should have only one instance. For example, if you use a level 1 heading, you should have at least one other level 1 heading.
- In the body of the dissertation, headings should be flush with the left margin, not indented or centered. For readability, include a line space above and below a heading.
- Avoid using numbers and letters to designate headings.

Examples of level 1, level 2, and level 3 headings are given below:

Heading Level 1

Heading Level 2

Heading Level 3

Footnotes

The student may use footnotes in the dissertation to add textual commentary or amplify an idea or point. Footnotes are not used to cite sources. The placement of footnotes (i.e., at the bottom of the text pages, or in a separate section following the text) is a matter of individual preference, guided by MLA standards. Once the choice is made, be consistent. Do not use endnotes.

References

A section of references follows the text and notes and is called Works Cited. Scholarship requires consistency between cited works in the text and notes and the list of Works Cited. Therefore, it is important to verify that every source cited in the text is listed in the Works Cited section. It is equally important to ensure that the Works Cited section is not padded with texts not cited in the body of the dissertation.

Format each entry as a hanging indentation, with the first line flush left and any subsequent lines indented 5 spaces (1 tab/0.5 inch). Double space the entirety of the Works Cited section; do not single space entries.

Please note that Wikipedia is not a scholarly source. Whenever possible, use peer-reviewed sources with the usual scholarly apparatus which have been approved by a respected publishing house. Whereas a passing reference to Wikipedia surrounded by more substantive sources may be acceptable, on-going reliance on Wikipedia is not.

Citing Sources

Please follow the guidance in the MLA Handbook (9th edition) for in-text citation and entries in the Works Cited list. For clear and concise information on the changes you are strongly encouraged to visit the MLA website (). At the menu at the top, select “MLA Style.” See also the link below for “MLA Style” in the website section for Scholarship, Teaching, and Service.

Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material are data sheets, questionnaire samples, informed consent forms, illustrations, charts, related writings integral to the text, production portion, and so on. Appendices should be given letters, not numbers.

Assembling Production Dissertations

Because production-type dissertations contain a theoretical portion which discusses the academic context of the work as well as an artistic portion, the final steps of assembling, duplicating, and proofreading them is unique. Upload the theoretical component of production type dissertations, along with whatever part of the artistic component is in text form, to the secure D2L site. Accompany this submission with a letter explaining the nature and organization of the creative dissertation. The text part of the creative component (any creative writing, or technical explanations) will be proofread for typographical errors and consistency so that it, too, is accurate and readable.

If there are any questions about what to submit with a production style dissertation, talk with the chair or research coordinator. In all cases, be sure to include all front matter (title page, copyright page, dedication page, acknowledgments page, abstract, table of contents, and list of figures), chapters, and end matter (the works cited section and any appendices).

Proofreading Production Type Dissertations

- The “academic context” part of the dissertation is automatically sent to the proofreader. This text must be in standard MLA form.

- If the production piece is separate from the dissertation, please make clear reference to it and its location in the table of contents and appendixes.

The Content of Production Type Dissertations

Many factors will influence decisions concerning the materials the student will include in the multimedia components. However, please note that it is a violation of copyright law to include entire songs, much less entire albums that are not of the student's own creation—"fair use" exemptions within copyright law will not protect the student in such cases. Please consult the Guide to Intellectual Property & Copyright in the previous section of this handbook for more information on what does and does not constitute copyright infringement and plagiarism.

For documents, PDF or RTF formats are recommended since they are currently multiplatform and fairly universal. For dissertations that have web-based components, the student will need to include a backup folder containing copies of the web pages.

Audio files come in various formats—e.g., CD audio, MP3, M4P, AAC. Choose a format that can be used without the need to install additional programs. MP3 files are still widely used and work with most stereos, portable music players, and music players on computers.

There are many video/movie players and subsequent file types in existence. Choose one that is platform independent (such as Quicktime). Test interactive elements on different computers to ensure they work properly, independent of their own system. Two critical and primary questions the student must ask are: Does it work on Macs *and* PCs or is it platform-dependent? and, Does it work on PCs/Macs *other than my own system*? Depending upon its significance, if the multimedia item does not work or cannot be read, the acceptance of the dissertation may be delayed or *denied entirely*.

Remember that any multimedia included is necessarily integral to the written theory and analytical component of the dissertation. It is considered poor scholarship to simply attach a multimedia element without providing detailed analysis of the content and its importance to the core proposals of the dissertation. If the item does not merit discussion within the dissertation, then it may be an unnecessary inclusion.

Gaining Final Draft Approval/End of Registration

When the chair determines that the dissertation draft is ready for consideration, the student forwards the manuscript and the Approval of Dissertation Final Draft form to the reader and external reader. Remember that each committee member is allowed 6 weeks to review a draft; dissertation manuscripts might have to undergo several revision cycles before all three committee members approve the final draft (see section Submission of Final Draft for Approval above). The chair will send all three Final Draft Approval forms to dissertation@pacific.edu. The Dissertation Office will then send the student instructions on how to upload the manuscript to D2L.

Final approval of the dissertation by committee members must take place within a period of dissertation enrollment. However, the manuscript corrections and the oral defense will take place, without necessity of further enrollment, if the student's PTL has not expired. The Dissertation Office will notify the student and Registrar's Office of the date of their final dissertation draft approval. This date determines the last day of enrollment in Dissertation Writing. The student is then placed on a type of leave of absence (unless there are other degree requirements to complete) that maintains good enrollment standing while they complete the dissertation edits and defense. The student has until the end of their program time limit or a maximum of a year to complete their edits and defense, whichever comes first. The Registrar's Office will email a letter to the student's My.Pacific.edu account to confirm the enrollment update and/or directions to complete any remaining degree requirements.

Step Six: Preparing the Manuscript for Publication

The student must prepare the manuscript for publication according to the following guidelines.

Reviewing the Final Manuscript

Once the entire manuscript is assembled, the student should carefully review it one last time to ensure that it conforms to the format and style guidelines set out in the ninth edition of the MLA Handbook. If the student chooses to solicit help from an editor, be sure the editor uses that edition and consults the current Dissertation Handbook. All manuscripts are submitted for a plagiarism check, so be sure your citations are in order.

Submitting the Dissertation for Proofreading

The student is required to submit the dissertation manuscript for proofreading electronically, using the D2L application, from a computer that has active Anti-Virus/Anti-Malware software installed. The D2L login will be the same login used for your courses. Other important requirements and guidelines for the electronic submission are as follows:

- The manuscript may only be submitted in Microsoft Word format (.doc or .docx), not Pages, PDF, or any other word processing software.
- Before inserting images into the work, the student should save them in JPEG format with a resolution of 448 x 336 to 640 x 480 to ensure that the manuscript will meet the file size requirement. Any copyrighted material must have letters of permission on file prior to submission to the proofreader
- The file sizes of the manuscript must be less than 40MB.

Once the student uploads the manuscript through D2L, it is forwarded to the Institute's professional proofreader.

Proofreading Checklist

During proofreading of Mythological Studies dissertations, the following items will be checked:

- Proper MLA formatting of the dissertation itself and the front matter, including font style and size, page margins, page numbering, consistency in paragraph style;
- Consistent and correct headings and subheadings;
- Correct and accurate table of contents in which subheadings match TOC in language, capitalization, and page numbers;
- Consistent and correct list of work cited (i.e., all texts cited in the body appear in the reference list, and all item in the reference list appear in the body of the work);
- All figures have captions;
- All images subject to copyright have proper attributions, student has express written permission for the use of the images, and the dissertation includes a list of necessary permission statements.

If the manuscript contains a significant number of errors, a dissertation administrator may inform the research coordinator and the student's dissertation chair, returning the manuscript to the student

so that they may prepare a cleaner copy. Once the student has done so, they resubmit the dissertation, via D2L, for proofreading.

Working with Pacifica during Proofreading

The proofread dissertation is returned to the student via D2L. The student's task is to review the notations indicated on the manuscript thoroughly and patiently, making all the marked corrections. This may feel like an especially arduous task at this stage, because students are often exhausted by the sheer effort of completing the research. Ideally, the student's pride in the final, published work will provide the motivation needed at this critical time. Until the manuscript is corrected and uploaded into D2L for publication and all processing forms are on file, the requirements for the fulfillment of the degree are not complete.

To correct the manuscript, follow these steps:

1. Read the proofreader's notes, which will explain what was discovered and that will point out consistent errors in the manuscript that need to be corrected.
2. Read the proofread copy to review all of the errors that the proofreader discovered.
3. Going page-by-page through the proofread copy, correct errors that are noted in the comment boxes. Once the error is corrected in the text, remove the comment box.
4. For tracked changes, choose either (a) to accept changes one at a time, or (b) after reviewing the full dissertation, accept all changes at one time.
5. Save the updated draft of the dissertation as a PDF, upload to the D2L drop box. This PDF draft will go directly to ProQuest.
6. Email a dissertation administrator to alert them that the dissertation is in the drop box.

The proofreader's fee is \$40 an hour. Students are responsible for paying this fee before they will be cleared to schedule the oral defense. Factors that affect the amount of time it will take to proofread dissertations include the length of the manuscript and the number of corrections. A poorly formatted manuscript will, naturally, take much more time to proofread than a near-perfect manuscript. It is not possible to determine the actual amount before sending the dissertation to the proofreader since it varies with each dissertation.

Publishing the Dissertation

Once a dissertation is proofed and corrected and the student's degree has been posted, the work is published digitally through ProQuest Dissertation Database where it is available to a worldwide community of scholars. In addition, students have the option to order hardbound copies for themselves and others.

Publishing a Digital Copy of the Dissertation

All Pacifica dissertations are cited in Dissertation Abstracts International and a full text version goes into ProQuest Digital Dissertations, a password-protected database that is the industry-standard publication issued by University Microfilms International (UMI) in Ann Arbor, Michigan. This makes the work available to a worldwide community of scholars and is a requirement for all Pacifica doctoral students.

Students must complete the 3-page ProQuest/UMI publishing form digitally (not hand-written) in full, which authorizes ProQuest to digitally publish the work and sell (at cost) copies of the manuscript. Students also use this to copyright the work. ProQuest charges no fee for traditional publishing and \$95 for open access publishing. There is a charge of \$75 for copyrighting.

These fees are included in the student's final dissertation bill. Please note ProQuest fees may increase at any time without notice.

Recommendations Regarding Dissertation Embargoes

Pacifica requires Proquest publication of all completed dissertations as a degree requirement. While Proquest will embargo dissertations at the request of the author/copyright holder, we recommend publication, as the dissertation is a vital representation of student scholarship. Additionally, there are ethical implications for research with human participants where study consent includes accessibility to the final publication. In this case, alumni have an ethical obligation to make the dissertation available in hard copy or electronic version to participants if it is removed from Proquest.

Ordering Bound Copies of the Dissertation

Students have the option to order printed, bound copies of the dissertation directly from ProQuest, after it is published.

Completing the Library Catalog & Methodologies Form

Students submit a Library Catalog & Methodologies Form to make basic information about the research—dissertation title and methodology used—available through the Pacifica library. Among other things, this information helps students decide whether or not to read the copy of your work because they are interested in the topic, methodology, or both.

Copyrighting of Dissertations

Because the deposit of a dissertation at Pacifica constitutes publication under the terms of the copyright law (Title 17, section 101), the student is required to copyright the dissertation in his or her name. A copyright protects the student's work and is especially important if the student intends to publish any part or any form of the dissertation at a later date. To apply for copyright, the student completes the Copyright Registration Form. ProQuest will submit the application to the United States Office of Copyright on the student's behalf. Registering the copyright via ProQuest is the fastest and most efficient method currently available.

Final Dissertation Bill

Once the proofreader has reviewed the manuscript and the student has emailed the Pacifica Library Catalog & Methodologies Form and 3-page ProQuest Form, the student is issued a dissertation bill. This bill will include fees for the proofreader hours, copyright, and digital publication fee (if any). The final dissertation bill must be paid before the oral defense can be scheduled.

Step Seven: Preparing & Completing the Oral Defense

Fulfilling Financial Obligations First

After the student has submitted the version of their dissertation into D2L that incorporates the proofreader's revisions, the student should then verify that all financial obligations to Pacifica have been met since the Oral Defense will not be scheduled until this is completed. If there is any doubt, check with either the Student Accounts Office or email mhaney@pacific.edu.

Scheduling the Oral Defense

Scheduling the oral defense is a coordinated process involving the student, committee, and the dissertation administrators. Once Step 6 is complete and defense scheduling can commence, student and chair choose a few possible days and times that are convenient for all committee members. Next, the chair works with the dissertation administrators to confirm the date, time, and location of the oral defense. Then, and only then, is the actual dissertation defense date official.

(Please do not make non-refundable travel arrangements for a residential oral defense until you receive confirmation.) when they have chosen a defense time, the chair schedules the defense with the Dissertation Office. The Dissertation Office works with the AV Department to create a meeting link. Note: Defenses are not scheduled during holidays and holiday weekends.

An announcement is emailed to the student's cohort, faculty and staff, and it is also posted on the Pacifica Dissertation Oral Defense webpage (<http://www.pacifica.edu/about-pacifica/pacifica-graduate-institute-student-services/dissertation-oral-defenses>). A Zoom link, announcement page, and instructions will be emailed to the student and committee before the defense. During the defense the chair opens the meeting, hosts the defense process, and closes the meeting.

Although students must be enrolled in dissertation writing while awaiting committee review and approval of the final draft, they may do proofreading and defend after their dissertation registration period ends (so long as it is before the expiration of the Program Time Limit).

Preparing for the Oral Defense

The oral defense can take place in one of two forums: a residential defense at the Institute or remotely, via Zoom. The student and committee discuss which option is best for all concerned: either a residential or a remote (Zoom) oral defense. In either venue, the defense may include faculty, students, staff, alumni, and invited guests. Committee members who are unavailable may participate by submitting questions that the chair will ask the student on the person's behalf.

For residential defenses, the Institute can provide a laptop connected to a projection screen, a hookup for a student's personal laptop to connect to a projection screen, and a portable CD player. It is the student's responsibility to provide any special equipment. Please email AV equipment requests or special room setup needs to dissertation@pacifica.edu at least 2 weeks in advance.

The defense is comprised of two parts. In the first part, the student presents the work orally by describing the dissertation's purpose, research methodology, findings, conclusions, and implications. Generally, presentations last from 20 to 25 minutes. The second part is a formal questioning period in which the committee may ask a student to explain or defend any aspect of the dissertation process or its outcome. Members of the audience are then invited to ask questions or make comments. Dialogue during the oral defense often deepens what the student has explored in the formal presentation. The following tips may prove helpful in preparing for this event:

- Structure the presentation from the dissertation itself. That is, begin with an overview of the question, review some of the most relevant literature; describe the methods of approach; discuss the findings; and state the implications or importance of the research.
- Outline the presentation or create speaker's notes to help organize the most salient points of the research. No one expects a student to memorize a presentation. Some students create a PowerPoint presentation for coherence or prepare other visual material to enhance the presentation of the work.
- Rehearse the dissertation presentation alone or with a friend or family member before delivering it to the audience. Be aware of time constraints. It may be necessary to condense or omit aspects of the research for the sake of a concise presentation.
- When fielding a question, pause a moment to prepare a response. No one expects a student to launch immediately into each response. Thoughtful, well-considered answers are more impressive than rambling ones.

- If a question is confusing, ask the speaker to clarify what they are asking.
- If you don't know the answer to something, say simply that you do not know, but try to field the question by developing related insights on the matter.
- Don't let yourself slip into defensiveness. Rarely do members of the audience intend to challenge you in a hostile way. Their questions are intended to probe more deeply into the study, including its limitations and implications. Willingly acknowledge limitations to the work if these are validly suggested.
- Remember that everyone wants to see you succeed. Most presenters look back fondly on the dissertation defense as a meaningful experience.

Completion of Degree Requirements

The Registrar posts the award of the degree when a student has successfully completed all academic program degree requirement. (Pacifica requests that the student allow a two to four weeks processing time for posting to occur.) This date, which is posted to the transcript, is the official date the degree is conferred. Once this occurs, the Registrar sends the student a letter of congratulations. At that time, the student's dissertation will be submitted to ProQuest.

Works Cited

Lovitts, Barbara E. "How to Grade a Dissertation." *Academe* 9.6 (2005): 18-23.
MLA Manual. 9th ed. The Modern Language Association of America. 2021.