

Guidelines for Preparation of Theses and Dissertations

College and Graduate School of
Education, Health, and Human Services

Kent State University



Revised 2008

TABLE OF CONTENTS

PREFACE	4
SOURCES FOR FORM AND FORMAT	4
DOCUMENT PRODUCTION	
Margins	5
Spacing	5
Pagination	5
Type Styles	6
Italics	6
Seriation	6
Figure 1 Seriation	7
FRONT MATTER	
Typing of Front Matter	7
Organization of Front Matter	8
Title Page	8
Copyright Page	8
Approval Page	9
Acknowledgments	10
Table of Contents	10
Levels of Headings	10
Figure 2 Sample Heading	11
Quotations	11
Figures	12
Tables	12
Appendixes	13
References	13
Abstract	14
Defense Copy	14
PREPARATION OF FINAL COPY	
Suggestions Regarding Editing	15
Copyright of Dissertation	15
Final Copies and Binding	16
Electronic Theses and Dissertations	16

TABLE OF CONTENTS continued

APPENDIXES

Sample Title Page for a Dissertation	19
Sample Copyright Page	20
Sample Approval Page for Dissertation	21
Sample Approval Page for Thesis	22
Sample Table of Contents	23
Sample List of Figures	24
Sample list of Tables	25
Sample Abstract	26

PREFACE

Theses and dissertations are works which are representative of the academic caliber of the University as well as of the student. These guidelines are designed to assist students and typists to maintain the high degree of accuracy and consistency which are hallmarks of well-written documents. It is assumed that the guidelines will be used in conjunction with the approved style guide.

The student is responsible for the scholarly and accurate preparation of copy including expression of ideas, grammar, typing, footnote form, reference form, etc. The material should be delivered to the typist exactly as it is to be typed.

SOURCES FOR FORM AND FORMAT

The *Publication Manual of the American Psychological Association* (2001) is the required guide used by the Graduate School of Education, Health, and Human Services. The use of any other style guidelines would need prior approval from the Associate Dean for Graduate Education.

American Psychological Association (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC.

The appendixes of this document contain examples of front matter, tables, figures, etc., prepared according to APA guidelines.

There are some components of dissertations/theses that are not addressed in the above style guide or are left to the discretion of the institution. This guide offers direction for these instances.

DOCUMENT PRODUCTION

Margins

Allow 1 1/2 inches for the top and left margins. Use one inch for the bottom and right margins. Use a ragged right margin; do not justify lines.

Special care must be taken to ensure that illustrations, graphs, and tables do not extend beyond top, bottom, or side margins. Materials extending beyond the margins must be retyped or reduced by photocopy to allow for correct margins. Materials reduced in size photographically may be photocopied onto the appropriate paper for the second and third copies.

Do not divide words at the end of a line, and do not use the hyphenation function to break words at the ends of lines. Let a line run short rather than break a word at the end of a line. (APA, 2001, p. 287)

Spacing

Double-space the text throughout. Long quotations (over 40 words) may be indented five spaces from the left marginal line and should be double spaced unless single spacing improves readability of the quote. Reference list entries should be double spaced.

To obtain proper spacing for the front matter, refer to the samples presented in the Appendix of this manual.

Pagination

Please follow these pagination guidelines. APA leaves this up to the discretion of the institution.

Every page in the thesis or dissertation must be assigned a page number. However, the numbers are not typed on the title page for the document, the Abstract, on the title pages for the appendixes, or on the title page for the references. Type a number on all other pages. Use lower case Roman numerals for pages containing front matter and center page numbers one inch from the bottom.

Use Arabic numerals for the text beginning on page 1 of chapter 1. The page number should be centered one inch (on the seventh line above the edge)

from the bottom on the pages which begin the chapters, the appendixes, and the reference section. For the remainder of the text, place page numbers in the top right-hand corner one inch from the right edge of the paper and one inch (line seven; text begins on line 10) from the top.

Numbering must run consecutively throughout the text and appendixes with no missing numbers. Each number may be used only once. The use of numbers such as 12a, 12b, etc. is not allowed.

The abstract is considered to be a separate document and should not be numbered consecutively with the text.

Type Styles

Twelve point font is required. Choice of font type should be made conservatively, considering the ease of reading and should be uniform throughout the document. Smaller type may be used in tables and charts, if necessary. When photocopying a table or chart from another source, it may be necessary to reduce the data in order to meet margin requirements. The reduction must not affect the readability of the information.

Italics

Use italics for: titles of books, periodicals, and microfilm publications; genera, species, and varieties; introduction of a new, technical, or key term or label (after a term has been used once, do not italicize it); letter, word or phrase cited as a linguistic example; words that could be misread; letters used as statistical symbols or algebraic variables; some test scores and scales; periodical volume numbers in reference lists; and anchors of a scale. (APA, 2001, pp. 100-101) Underscoring is not used.

Seriation

Identify the elements in a series within a paragraph using a lowercase letter typed in parentheses. For example: The children were (a) grouped according to age, (b) instructed to write the alphabet, and (c) graded on the basis of neatness.

Use commas to separate three or more elements that do not have internal commas; use semicolons to separate three or more elements that

have internal commas.

When a series consists of a vertical list, such as itemized conclusions or steps in a procedure, identify the elements by an Arabic numeral followed by a period but not enclosed in or followed by parentheses. The periods immediately following the numerals must be aligned. The first letter of each element should be capitalized. Periods are omitted at the ends of elements unless the elements consist of whole sentences or paragraphs. *Figure 1* provides an example of the correct presentation of a vertical list.

Figure 1. Seriation

Using the learned helplessness theory, we predicted that the depressed and nondepressed participants would make the following judgments of control:

1. Individuals who . . . [paragraph continues].
2. Nondepressed persons exposed to . . . [paragraph continues].
3. Depressed persons exposed to . . . [paragraph continues].
4. Depressed and nondepressed participants in the no-noise groups . . . [paragraph continues].

In any series, with or without enumeration, any item should be syntactically and conceptually parallel to the other items in the series (APA, 2001, pp. 116-117).

Front Matter

Typing Front Matter

The format for the pages of the front matter is illustrated in the Appendix of these guidelines. The pages should be typed exactly as illustrated.

The completion date appearing on the title page, approval page, and abstract should correspond with the awarding of the degree rather than the

defense of the thesis or dissertation.

Organization of Front Matter

If a copyright registration is to be secured, the front matter must be presented in the following manner:

1. Title Page (page i, page number does not appear)
2. Copyright Page (page ii) (optional)
3. Approval Page (page iii)
4. Abstract (no page numbers)
5. Acknowledgments (page iv)
6. Preface (page v) (optional)
7. Table of Contents (page vi)
8. List of Figures (if applicable, page vii)
9. List of Tables (if applicable, page viii)

In the event that no copyright registration is sought, the approval page must be numbered 'ii' and the numbers of the acknowledgment, preface, table of contents, list of figures, list of illustrations, and list of tables will follow the sequence indicated in the list above.

Title Page

The title page must be prepared as illustrated on page 19.

Note that all material is centered and that the title of the thesis or dissertation is presented in uppercase letters.

Copyright Page

The copyright notice informs the reader of a dissertation that the material is protected by copyright laws. Although the dissertation may be placed under copyright at a later date, it is desirable to do so before submitting.

The essential information to be given is the copyright symbol ©, the full legal name of the writer, and the year in which the copyright is secured by publication. The year listed should be the same year which appears on the title page of the dissertation. See example on page 20.

The sheet with the copyright notice should be inserted in the dissertation and numbered with small Roman numeral ii.

Approval Page

The approval page should contain one signature line for each member of the thesis or dissertation committee. The names of those signing the thesis or dissertation must be typed a single space below the signature line. See sample on page 21/22. Dissertation examination committees normally include one or two individuals who are not members of the thesis or dissertation committee and who do not sign the approval page. The individuals who do not sign are the graduate faculty representative and the moderator (sometimes the same person serving both functions).

The approval page must also provide a signature line for the chairperson/director of the school in which the thesis or dissertation was completed. The name of the school director signing the thesis or dissertation must be typed a single space below the signature line. See sample on page 21/22. The signature lines for the four schools are specified below:

Director, School of Health Sciences

Director, School of Foundations, Leadership and Administration

Director, School of Lifespan Development and Educational Sciences

Director, School of Teaching, Learning and Curriculum Studies

Two approval pages with all signatures except that of the Dean must be submitted to Administrative Affairs and Graduate Education by the established deadline. The approval pages must be signed with original signatures in permanent black ink. Fountain pens or felt-tip pens may be used for the signatures. Ball point pens are not acceptable.

It is the student's responsibility to obtain the signatures of the committee members and school director. It is suggested students take the approval pages of the thesis or dissertation to the final oral defense. If no changes in the document are necessary, signatures of committee members may be obtained immediately following the defense. In the event that changes will be required, it will be necessary to circulate a revised document and obtain signatures at a later date.

The Office of Administrative Affairs and Graduate Education will obtain the Dean's signature after the final, proofed, or edited copy of the dissertation has been submitted. Dissertations must be submitted electronically at www.ohiolink.edu/etd by the established deadline.

Acknowledgments

The acknowledgment pages are used to thank individuals or institutions that have assisted the writer in carrying out a study. The generic head, ACKNOWLEDGMENTS, should be centered one inch from the top of the page. Margins for the text of this section should be the same as for the body of the thesis or dissertation.

Table of Contents

All parts of the thesis or dissertation, except the title page, approval page, Abstract, and copyright page are listed in the Table of Contents. The titles of major divisions (Acknowledgments, Preface, List of Figures, List of Tables, Chapter Titles, Appendixes, and References) should be presented with the Table of Contents in capital letters. Numbers designating chapters should be given in the Table of Contents as they are in the text.

As illustrated in the sample on page 23, page numbers should be right justified. A line of periods one space apart should be used to guide the eye of the reader from the table of contents entry to the page number, single spaced with double spacing between chapters. The title TABLE OF CONTENTS is centered between the typing margins leaving a two inch top margin.

Levels of Headings

Theses and dissertations are complex studies and may require several different levels of headings. Specifications for five levels of headings are listed below.

When a thesis or dissertation contains subheadings of several levels, the author has considerable latitude in determining the number of levels to include in the Table of Contents. However, each level of heading must appear in the Table of Contents in the order of its rank, and the capitalization and wording must agree exactly with the capitalization and wording used in the body of the document. If more than one level of heading is included in the Table of Contents,

each level must be indented three spaces to the right of the preceding higher level.

Level 5	→	CENTERED UPPERCASE HEADING
Level 1	→	Centered Uppercase and Lowercase Heading
Lever 2	→	<i>Centered, Italicized, Uppercase and Lowercase heading</i>
Level 3	→	<i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i>
Level 4	→	<i>Indented, italicized, lowercase paragraph heading with a period.</i>

Figure 2 illustrates the use of five levels of headings. The numbers written in parentheses at the right side of the figure indicate the level of the heading.

Figure 2. Sample heading.

CHAPTER IV	Chapter Heading
RESULTS	(5)
Development of Composite Measures	(1)
<i>Construct Validity</i>	(2)
<i>Coefficiencies of Congruence</i>	(3)
<i>Equivalency across student status and grade groups.</i>	(4)

Quotations

Quotations longer than 40 words must be indented five spaces from the left marginal line without the usual opening paragraph indent. No quotation marks should be used at the beginning or end of the quotation. Such quotations should be double spaced though they can be single-spaced if it improves the readability. This decision is made at the discretion of the author.

Figures

Any type of illustration other than a table (photographs, drawings, charts, or graphs) is referred to as a figure. Whenever possible, figures should be computer generated. All figures produced by hand must be neatly drawn and lettered, using India ink or other black opaque ink. Ball point pen is not acceptable. All figures must fit inside the regular margins of the paper. Oversize materials should be reduced in size to conform to the margins. Materials reduced photographically, with the exception of half-tone photographs, may be photocopied onto the appropriate paper for inclusion on the second copy of the thesis or dissertation. If such materials do not photocopy properly, other methods of reducing size should be explored.

All full-page figures must have page numbers in the upper right corner. Each figure should be labeled as "*Figure 1*," "*Figure 2*," and so on consecutively throughout the document, including the appendix. The figure number and caption should appear below the figure. Authors should follow the style guide they have chosen when preparing figure captions.

If more than three figures are used, a list of figures should follow the Table of Contents. The capitalization and wording of the entries in the List of Figures should agree exactly with the captions and the wording used in the body of the document. A sample LIST OF FIGURES is provided in the Appendix on page 24. The List of Figures page should follow the table of contents page for capitalization and top margins.

Tables

Tables are of two kinds: text tables (small tables inserted in the text) and formal tables (larger tables requiring an entire page or most of a page). Every table in the document should be mentioned in the text.

Tables must be labeled as "Table 1" and so on consecutively throughout the document, including the Appendix. Each table must also have a title set above the body of the table. Authors should follow the style guide they have chosen with respect to centering and capitalization when preparing titles for tables. It is important that the capitalization and wording of entries in the List of Tables agree exactly with the wording used in the table titles. The general instructions regarding margins of figures also apply to tables. Smaller type may be used if needed.

If more than three tables appear in the paper, a List of Tables must follow the Table of Contents and List of Figures. A List of Tables is exactly arranged on a page the same as a List of Figures (see page 25).

Appendixes

Appendixes may be used to present detailed information which, if included in the text, would obstruct clear presentation of the argument. The word APPENDIXES should be placed in the center of a blank page preceding APPENDIX A, and counted as a numbered page but no page number is placed on the page. The word APPENDIX A and the title of the appendix should be placed in the center of a blank page preceding each appendix. This page is counted as a numbered page but no page number is placed on the page. Each appendix should be independent of others. Ordinarily an appendix should not have footnotes (documentation can be inserted in the text). Materials placed in the appendixes must meet the standards of pagination, margins, etc.

References

In association with a dissertation or thesis, the term “references” implies a list of sources consulted in the preparation of the document. Scholarly ethics require that authors not list works which have not actually been consulted. All works that have been cited in the footnotes or in the text must be included in the references. The title REFERENCES should be centered and one inch from the top of the page. The word REFERENCES should be placed in the center of a blank page preceding the References. This page is counted as a numbered page, but no page number is placed on the page.

The references should have a hanging indent and can be either doubled spaced or single spaced within an entry but must be double spaced between entries. They are placed last in the document, after appendixes.

Abstract

For the master's thesis, the abstract should be a maximum of 150 words in length. Doctoral dissertation abstracts should be no longer than 350 words. The abstract should describe the problem or topic, any important or distinctive methods used in the research, and the principal conclusions reached. The doctoral dissertation abstract must conform to the requirements of *Dissertation Abstracts International* without further editing or revision. Therefore, the directions below should be followed carefully.

The title of the abstract must be stated exactly as it is in the thesis or dissertation and it must be typed in CAPITAL LETTERS. The number of pages following the title of the dissertation or thesis should conform with the number of the last page of the dissertation or thesis, including the appendix and references.

Only the thesis or dissertation director's name should appear. The title "Dr." or "Professor" should not appear before the name but the degree of the dissertation director(s) should be listed after their name. The abstract itself should begin two or three spaces below the last line of the title. A sample abstract is provided on page 26. Please note, the abstract is separate from the dissertation and is not numbered within the dissertation.

Defense Copy

The "defense" copy is a basis for the questioning of the candidate. As such, all parts (table of contents, list of figures, list of tables, all data, reference, and appendixes) of the document must be included in typewritten form. All pages must be numbered appropriately. It is permissible that the pagination be done in pencil (use a very light pencil, if possible) to allow for ease of changes.

A copy of the completed dissertation or thesis should be submitted to the oral defense examining committee at least ten (10) working days before the oral defense. Although it is assumed that changes in the final copy might result from the actions of the oral defense procedure, the defense copy should be as complete as possible. The content, grammar, style, and format of the manuscript should be in their final form at the time of the defense.

PREPARATION OF FINAL COPY

Suggestions Regarding Editing

Dissertations and theses represent the highest level of research and scholarship produced by students of a university. Because scholars throughout the country and the world may refer to these documents, it is important that the style, format, and mechanics are handled in a highly professional manner as outlined in other sections of these guidelines. Final copy should be error free!

Production of high-quality final dissertation or thesis copy is the responsibility of the degree candidate. Careful attention to details such as punctuation, vocabulary usage, coordination of headings with table of contents, format of reference, and organization of front matter, and appendixes is necessary if the document is to reflect well upon the candidate and the committee.

Many professionals make a point of asking trusted acquaintances to review their written work to assist in identifying errors or inconsistencies. This practice is highly recommended to writers of theses or dissertations. An alternative means of insuring that all guidelines have been followed is to employ a professional editor who is familiar with the style standards (APA) used by the candidate and the format requirements described by these Guidelines.

Administrative Affairs and Graduate Education will maintain a reference list of individuals who have indicated that they are available to edit dissertations and theses. However, office staff will not be in a position to make recommendations regarding the work of specific editors.

Copyright of Dissertation

Plans for copyrighting should be completed before the final copy of the dissertation is prepared because the copyright notice must be inserted in the dissertation.

If the student desires University Microfilms to act as agent in securing a copyright, an agreement form must be completed and an additional fee must be paid. This fee covers the copyright registration. The personnel in Administrative Affairs and Graduate Education will be pleased to assist with the application.

Final Copies and Binding

One copy of the thesis or dissertation may be submitted to the Office of Administrative Affairs and Graduate Education on photocopy paper or electronically. After receiving final formatting approval from the Office of Administrative Affairs and Graduate Education and in order to be officially cleared for graduation, a student must submit the dissertation or thesis electronically at <http://www.ohiolink.edu/etd> by the established deadline. Each term's deadline date for filing final copies is posted in the Office of Graduate Student Services as well as on their website. The deadline can be expected to fall approximately 3 1/2 weeks prior to the date of the graduation ceremony.

Most master's and doctoral candidates choose to prepare at least one personal copy of the thesis or dissertation and a courtesy copy for the faculty member(s) who has served as director or co-director. These copies are usually made on standard 20-pound photocopy paper.

Please note that arrangements and fees for the binding of extra copies are the responsibility of the student. Binding services are available at the special order counter at the University Bookstore. Additional bound copies may also be ordered through ProQuest.

In all cases, it is highly recommended that students employ the services of an editor to assist them in the final writing stages.

Ph.D. dissertations must be published by University Microfilms International (UMI), Ann Arbor, Michigan. Through micro publication, the dissertation manuscript becomes readily available to the research community. Once the master microform is available, it can be retrieved on demand to produce either another microform or a paper copy of the dissertation. This enables individuals and institutions to obtain copies of the manuscript any time in the future.

Electronic Theses and Dissertations (ETD)

An electronic thesis or dissertation (ETD) is a digital version of a thesis or dissertation. In general, it is the same product as a paper thesis or dissertation, simply in electronic form. The ETD provides a technologically advanced medium for expressing, disseminating, and preserving the ideas expressed in these works. Electronic dissertations have been accepted since the Fall 2004 and are now mandatory. Electronic theses have been accepted since Fall 2006, but are still optional.

The library has been responsible for processing, cataloging, and archiving theses and dissertations in the traditional print format and has assumed the same role for ETDs within the framework of the OhioLINK ETD Center. The library provides training for students submitting an electronic dissertation or thesis. For more information, see the ETD web pages at <http://www.library.kent.edu/page/10195>.

When submitting your thesis or dissertation, also include the Abstract in the body of the thesis or dissertation after the signature page. It should not be included in any page numbering within the body of the thesis or dissertation.

The format of the approval page should include the typed names as well as the titles of the people who signed the paper copy (see samples on pages 22 and 23).

APPENDIXES

COPING STRATEGIES AS PREDICTORS
OF COMPETENCE IN PARENTS OF CHILDREN
WITH ATTENTION-DEFICIT/HYPERACTIVITY DISORDER

A dissertation submitted to the
Kent State University College and Graduate School
of Education, Health, and Human Services
in partial fulfillment of the requirements
for the degree of Doctor of Philosophy

by

Jacqueline A. Walsh

August, 1998

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TABLE OF CONTENTS

	Page
ACKNOWLEDGMENTS.....	iv
LIST OF TABLES.....	ix
CHAPTER	
I INTRODUCTION.....	1
Prevalence and Chronicity of ADHD.....	2
Areas Impacted by ADHD.....	4
School.....	4
Social Impact.....	5
Home/Family.....	6
Context of the Study.....	8
Coping.....	11
Parental Coping with Their Child’s ADHD.....	13
Narrative Theory and Parental Coping.....	15
Parenting Sense of Competence.....	17
Narrative Theory and Parental Sense of Confidence.....	17
Purpose of the Study.....	18
General Hypotheses.....	18
Operational Definitions.....	19
Summary.....	20
II REVIEW OF THE LITERATURE.....	23
Context of the Study.....	23
Logical Positivist Perspective.....	24
Logical Positivist Perspective of ADHD.....	25
Illustration of a logical positivist perspective of ADHD	27
Limitations of the logical positivist perspective of ADHD.....	28
Narrative Perspective.....	31
Narrative Perspective of ADHD.....	36
Illustration of a narrative Perspective of ADHD.....	37

LIST OF FIGURES

Figure	Page
1. Kohlberg's theory of moral development.....	24
2. Gilligan's development of women's moral judgment.....	31
3. Comparison of Kohlberg's theory of moral development and Gilligan's development of women's moral judgments.....	36
4. Timeline for the study.....	39
5. Data collection (May to August 1997).....	52
6. Evidence of task commitment commonalties of eminent women.....	54
7. Julie's permanent record.....	58
8. Participants' interview responses.....	72
9. Responses to hypothetical dilemmas.....	73
10. Participants' responses to personal dilemmas.....	75
11. Leslie's permanent record.....	78
12. Ivy's permanent record.....	93
13. Catherine's permanent record.....	112
14. Participants' interview responses and Kohlberg's stages.....	128

LIST OF TABLES

Table	Page
1 . Description of Demographic Variables of All Participants – Parent Information.....	78
2 . Description of Demographic Variables for All Participants – Child Information.....	79
3 . Description of Demographic Variables of Interviewed Participants - Parent Information.....	80
4 . Description of Demographic Variables of Children Whose Parents Were Interviewed.....	81
5 . Descriptive Statistics for the WOC and PSOC for All Participants.....	88
6 . Descriptive Statistics for the WOC and the PSOC For Participants Invited for Follow-Up Interviews.....	89
7 . Pearson Correlation Coefficients for the WOC and PSOC for All Participants.....	90
8 . Multiple Regression of the Predictor Variables (WOC Escape-Avoidance Scale) and the Criterion Variable (PSOC Total Score).....	98
9 . Multiple Regression of the Predictor Variables (WOC Escape-Avoidance Scale and Accepting Responsibility) and the Criterion Variable (PSOC Satisfaction Scale).....	99

WALSH, JACQUELINE A., Ph.D., August 1998

Counseling and
Human Development
Services

COPING STRATEGIES AS PREDICTORS OF COMPETENCE IN PARENTS OF CHILDREN WITH ATTENTION-DEFICIT/HYPERACTIVITY DISORDER (185 pp.)

Co-Directors of Dissertation: John D. West, Ed.D.
Donald L. Bubenzer, Ph.D.

The purpose of this study was to examine the coping strategies that parents used in a stressful yet “successful” interaction with their child who had been diagnosed with Attention-Deficit/Hyperactivity Disorder (ADHD). These coping strategies were viewed as potential predictors of parenting sense of competence. Coping strategies were evaluated in terms of scores on the eight scales of the Ways of Coping Questionnaire (WOC), while parenting sense of competence was evaluated in terms of the three scores on the Parenting Sense of Competence Scale (PSOC).

The participants in this study were 50 parents of children 6-12 years old who had been diagnosed with ADHD. Participants completed the WOC and the PSOC. Multiple regression analyses were conducted and the results revealed that the WOC Escape-Avoidance Scale scores accounted for ...