

Guidelines for Thesis preparation

**Thesis preparation using American Psychological
Association (APA) Guidelines 6th edition**

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What is APA?

- *Publication Manual of the American Psychological Association*, 6th ed., contains detailed guidelines to formatting a research in the APA style.
- APA style is the most commonly used format for manuscripts, Dissertation in the Social Sciences.

Importance of Using APA Format in Research

- The American Psychological Association has created a guide that is used by academics and students in several disciplines, Social Sciences, such as Psychology, Linguistics, Sociology, Economics, and Criminology, Business, Nursing and education.

Guidelines for Thesis preparation

- In scientific writing it's almost impossible to avoid writing according to a particular style
 - APA is the most popular academic writing styles
 - APA the ones requested by most *publishers and international journal of high impact factors*.
- APA rules will ensure that you record all essential information about your sources, properly, and thereby avoid *plagiarism*
 - By following APA rules, you can write a research that conforms to standard guidelines, your research will appear *professional* and *scholarly* and readers will *easily understand* how to find your resources.

What does APA regulate?

APA regulates:

1. Basics
2. Title page & abstract page
3. Levels of headings
4. Table versus figures
5. In text citation
6. Reference list

1. Basic APA format:

- Times New Roman, 12-point font (preferred)
 - Double spaced throughout
 - One-inch margins on all sides except left side 1.5 inch
 - Left justified
 - Two spaces after a period at the end of a sentence is *recommended* for ease of reading comprehension (p. 88 in manual and APA website).
 - Beginning of each paragraph indented 5-7 characters (1/2 inch)
- Numbering—pages are numbered consecutively throughout your research starting with 1 on the title page; numbers are in the lower middle, flush centered.

Title page (Sections 2.01 & 8.03)

— Header should read “Running head:” followed by shortened title in capitals,

Running head: PRIMARY EDUCATION

- The running head must be no more than 50 characters (including spaces and punctuation)
- Full title (12 or fewer words) should be centered in the upper half of the page .
- Title is followed by candidate name, professor, and due date

2. Abstract

- Each thesis/dissertation must include abstract.

- abstract should be placed on the page immediately following the title page.
- The title of abstract should be single spaced on the first line of the abstract page center, the title of the abstract (upper & lower case) followed by candidate name.
- An abstract is a brief (approximately 150 -250 words) one-paragraph summary of the contents of the theses

Important aspects of an abstract

- The abstract, typically written last, includes an overview of the proposed project's background, aim, method, results, and conclusion and relevance to clinical practice.
- Write the abstract as a single paragraph in block format (i.e., without paragraph indentation). Abstract (no bold, formatting ,italic , quotation mark, does it contain citations.) .
- It is non-evaluative, that is, does not contain personal comments.

➤ *Keywords:* (italicized) no more than 8 words.

3. Headings

Different levels of headings (APA, 2010, p. 62)

Level Format 1 Centered, Boldface, Uppercase and Lowercase Headings 2 Left-aligned, Boldface, Uppercase and Lowercase Headings 3 Indented, boldface, lowercase heading with period. 4 Indented, boldface, italicized, lowercase heading with period. 5 indented, italicized, lowercase heading with period.

Sample Headings

Level One Heading

Level Two Heading

Level three heading . text text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text text text tet text text
text text text text text text text text text text text text text text text text tex.

level four heading. text text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text text tet text text
text text text text text text text text text text text text text text text tex text text text.

level five heading. text text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text text tet text text
text text text text text text text text text text text text text text text tex.

All tables and figures must be titled and numbered with Arabic numbers

➤A figures may be a chart, drawing, graph ,map, or photograph .The title of the graph must be placed under the graph . The description (comment) of the table or figure should be placed before the table or figure . **See the attached sample for table and figure .**

5. In-text Citations

Standard in text citation :

➤Author-date method of citation

(author's last name, date of publication).

6.Reference list

— The reference list must be double-spaced, and entries should have a hanging indent (see the *Publication Manual of the American Psychological Association (6th ed.)*, the APA Style web site found at <http://www.apastyle.org>.)

— Entries must be listed in alphabetical order

— The word “References” should be centered at the top of the page (APA, 2010, p. 178)

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* ed.). Washington, DC: Author.th(6)

APA Style Checklist – 6th Edition

Use this checklist to determine whether each report is written and typed in APA style. The checklist is comprehensive of the reports you will write in this course, but is not inclusive of all APA style requirements. Also, inclusion of tables and figures will depend on the content of each paper and your results. You should ask your instructor which will be required.

General Typing and Organization Report 1 Report 2 Project Report

Have you used 1.5" inch margins on the left and 1 in right sides, from the bottom, and from the top to the first line of TEXT? _____

Are the parts of the report in the correct order? _____

Have you double-spaced between lines throughout the report? _____

Is EACH page headed by the running head and a page number? _____

Are the pages numbered consecutively? _____

Is the main body of the report (intro, method, results, discussion) typed on continuous pages? _____

Have you used 5 to 7 space paragraph indents throughout the report? _____

Have you typed all the titles and headings in upper and lower-case letters (except the text of the running head)? _____

Did you remember to italicize ALL statistical copy? _____

Have you CAREFULLY read over your paper and corrected typos and spelling errors? _____

Title Page

Is your title no longer than 12 words? _____

Are the title, your name and affiliation:

a) centered on the page? _____

b) centered on each line? _____

c) did you include your middle initial? _____

Is the running head:

a) no longer than 50 characters? _____

b) flush left at the top of the page? _____

c) itself typed entirely in capital letters? _____

Abstract

Is the abstract head by the CENTERED word

“Abstract” in non-bold typeface? _____

Is the abstract no longer than 120-150 words? _____

Have you remembered NOT to indent the first

line of the abstract? _____

Have you remembered NOT to include any statistics? _____

Introduction

Is the introduction headed by the word “Introduction”? _____

Are reference citations complete and accurate? _____

a) have you included all authors' names in the first citation? _____

b) have you used “and” to connect authors'

names when the citation appears in the text? _____

c) Have you used an ampersand (&) to
connect authors' names in parenthetical citations? _____

d) Within a paragraph, when the name of the
author is part of the text or narrative, did
you only use the year of publication for the first citation.

e) In parenthetical citations where the

citation(s) appear within parentheses, did you always include the year? _____

Have you consistently used the past tense or present perfect tense for the literature review, and the purpose and hypotheses of your study? _____

Is the description of your study's purpose and hypotheses at the end of the introduction, AFTER the literature review? _____

Method

Have you begun typing the method immediately after the end of the introduction? _____

Is the method headed by the CENTERED word "Method" in bold? _____

Have you organized the method into subsections, using margin headings? (e.g., **Participants**, etc.) _____

Have you organized the **Procedure** subsection, using paragraph headings when needed? _____

Is the method section ENTIRELY written in the past tense? _____

Are any necessary abbreviations explained? _____

Have you used WORDS to express numbers that begin sentences and NUMBERS below 10? _____

(see APA manual for exceptions)

Results

Have you begun typing the results section immediately after the end of the method section? _____

Is the results section headed by the CENTERED word "Results" in bold?

Have you included a statement about what effect size you are reporting? _____

Have you organized the results section into
subsections using margin headings? _____

Have you used past tense throughout the results section? _____

Did you capitalize the independent variable names
Linked by “x’s” (e.g., Favor x Sex interaction)? _____

For mathematical and statistical expressions:

a) have you used numerals rather than words? _____

b) did you italicize symbols (*n*, *M*, *F*, *p*, etc.)? _____

c) did you use appropriate spacing? _____

When a result was not significant, did you remember
to report the *F* statement but not interpret the finding? _____

Did you describe/interpret ALL significant results? _____

Did you remember to interpret any significant
interactions and reference the table or figure you
made of that interaction? _____

Discussion

Have you begun typing the discussion immediately
after the end of the results? _____

Is the discussion section headed by the CENTERED
word “Discussion” in bold? _____

Are reference citations complete and accurate? _____

Have you used the past tense to redescribe results
and refer to earlier findings? _____

Have you used the present tense to discuss the
results, theories, speculations, and conclusions? _____

References

Did you begin the reference list on a new page? _____

Is the reference list page headed by the CENTERED
word “References” in non-bold typeface? _____

Are the references listed in alphabetical order by
the first author's last name? _____

Is the first line of each reference typed flush with the left margin? _____

Are subsequent lines within a reference tab-indented? _____

Did you use the correct reference type for each
citation (e.g., book, journal article, web-based)? _____

For journal articles, have you italicized the journal
name and volume number? _____

used initials only for author's first names? _____

used a single space between initials? _____

used an ampersand (&) to connect
authors' names? _____

Tables

Is each table typed on a separate page? _____

Have you used 1" margins all around? _____

Does each table have its title typed in italics? _____

Is each table numbered consecutively
according to its order in the results section? _____

Is each table identified by the heading "Table"
and number typed flush with the left margin? _____

Figures

Is each figure drawn on a separate page? _____

Is each figure numbered consecutively
according to its description in the results
section? _____

Did you place the title of the figure below the
figure itself? _____

Did you remember to italicize "Figure 1" in
the title of the figure? _____

In content of the figure.

is the IV on the horizontal axis? _____

is the DV on the vertical axis? _____

are units on the vertical and

horizontal axis spaced equally? _____

did you use a representative scale for the DV? _____

are the IV and DV labels typed parallel

to their respective axes? _____

are the plotted lines labeled, or have you

used the distinctive plot points with a legend? _____

There are several reference sources to get an answer to your specific question about APA:

➤OWL website: <http://owl.english.purdue.edu>

➤Purdue Writing Lab @ HEAV 226

➤composition textbooks

➤*Publication Manual of the American Psychological Association, 6th ed.*

➤<http://www.apastyle.org>