

SOE GUIDELINES FOR APA STYLE FOR PAPERS, THESES AND DISSERTATIONS

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This document has three major sections: differences between APA and SOE styles, including how to modify APA style; recent changes in APA style; and an overview of APA format for references. The sixth edition of the *Publication Manual of the American Psychological Association* (2010) is the standard for use in papers, theses, and dissertations in the School (see also www.apastyle.org.) Thus, students should have good access to a copy of it and use it frequently as a reference when writing papers. In addition, the SOE guidelines (<http://www.soe.cahs.colostate.edu/Graduate/Forms/documents/SOE-APA-Guide.pdf>) and the Colorado State University *Thesis Manual* (<http://graduateschool.colostate.edu/documents/Thesis-and-Dissertation-Manual.pdf>) are important sources for the appropriate format of dissertations and theses. The *Thesis Manual* provides detailed specific requirements for the preliminary pages (e.g., title and signature pages) as well as suggestions for format, spacing, numbering, etc.

There are several ways in which a professional paper, thesis, or dissertation should differ from the style or format specified in the APA manual. Theses and dissertations are "final" manuscripts intended to be read and preserved in the exact format that they are prepared. The APA format produces a so-called "copy" manuscript with plenty of space for modifications by the editors, before being printed in a journal. Thus, an APA copy manuscript is intended to be read only by reviewers, editors, and printers. A thesis or dissertation is in final form and intended to be read by a broader audience. These guidelines are intended to make final manuscripts look reader friendly.

Differences Between APA Style and Theses/Dissertations

The main differences between APA style (noted in parenthesis) and that in a paper, thesis, or dissertation are:

Line Spacing (In APA style, **everything** is double spaced.)

1. *Single space* within each reference in the reference list. Double space between each reference.
2. *Single space* within large tables to improve readability and fit them on one page (if at all possible). Author discretion and judgment are required.
3. *Single space* within quotes (over 40 words.) and when using participant data in qualitative studies. Left indent, as a block, the whole quote. The page number or paragraph for online material without pagination should be included for **all** direct quotes; see pp. 170-172 in the APA Manual.
4. *Single space* in footnotes (see 12, below).
5. Use an extra blank line preceding long headings to make them stand out.
6. Use extra space judiciously after chapter titles, before and after short tables, before footnotes, etc.
7. The typical thesis or dissertation is divided into chapters (e.g., INTRODUCTION, LITERATURE REVIEW, METHOD, RESULTS, and DISCUSSION), each of which usually starts on a new page and should have a bigger (2 inch) top margin than usual.

Space Between Words

8. You may, but don't have to, use two spaces between sentences as is traditional in typing. Follow APA guidelines for spacing and punctuation (i.e., pp. 84-96).

Tables and Figures

9. *Insert* the tables and figures *into the text* (rather than at the end of the paper as in APA style). To help the reader, insert each table or figure on the **next available** page after it is first mentioned in the text. Large tables (containing only words and numbers) and figures (charts, graphs, photos, diagrams) may take a whole, single page, but short tables (2/3 of a page or less) may be inserted directly into a page of text, usually at the top or bottom of a page. **Never** split a table or figure across two pages, unless it is unavoidable. Note tables can be presented in landscape (horizontal) format.
10. Figure captions/titles should be typed on the bottom of the figure or if necessary on the facing page, if the figure is too large. The caption is not italicized, in sentence format (only first word and proper nouns capitalized), and ends with a period.
11. Table titles go at the top of the table; they are italicized, and have all words of four or more letters and other major words capitalized, no period at the end.

Footnotes

12. Use footnotes sparingly. When used, insert them *single-spaced at the bottom of the page on which the note is referenced*. (APA requires a separate page at the end for all footnotes).

Margins

13. Use a 1 1/2 inch left side margin for binding and 1 inch on the other three sides. (APA says 1" on all sides). Like APA, left justify the text; *don't right justify*. The top margin of preliminary pages, each chapter, references, and appendices should be 2 inches. Always continue the text to near the bottom margin. Do not leave a gap on the page where a table or figure was first mentioned.

Headings

14. Use as many of the now simplified five levels of APA style headings (see pp. 62-63) as necessary. Note that we and APA suggest that all except the lowest APA head be bold. However, each chapter in a thesis or dissertation should be numbered and have a centered, uppercase heading. For example:

CHAPTER 1: INTRODUCTION

(In APA format the Introduction is not labeled and the Method, Results, etc., are treated as sections, not as chapters). See the CSU *Thesis Manual* for more guidelines on headings.

15. The five levels of **revised** APA style heading are as follows, with the highest/top level first.

Centered, Bold, Upper and Lowercase Head

Flush left, Bold, Upper and Lowercase Head (not italics)

Indented, bold, lowercase paragraph heading. Continue with the first sentence of the paragraph like this...

Indented, bold, lowercase paragraph heading, italicized. Continue with the first sentence like this...

Indented, italicized, lowercase paragraph head (not bold.) Continue as shown above...

Headings within all chapters of the dissertation follow the same top down progression. Use the centered heading first, then flush left, then indented paragraph heading. Usually one to three levels of heading plus the all capitals chapter title is sufficient for most chapters in a dissertation.

16. **Do not use a running head and page headers** (as described in the APA manual). The CSU *Thesis Manual* says that no letters or numbers may be in the margins, except page numbers.

Pagination (Page Numbers)

17. Follow the Colorado State University *Thesis Manual*. In a thesis or dissertation preliminary pages such as the signature page, abstract, acknowledgements, and table of contents are numbered with lowercase Roman numerals centered at the bottom of the page. In the text of a thesis or dissertation use Arabic page numbers. The first page of each chapter and full-page tables and figures may have the page number at the bottom or have no page number. (APA requires that all pages, starting with the title page, be numbered with Arabic numbers in the upper right corner).

Title Page, Abstract, and Preliminary Pages

18. For theses and dissertations follow the format in the Colorado State University *Thesis Manual*. For course papers, follow your professor's instructions. For a thesis or dissertation, Colorado State requires a title page, signature page, abstract, and table of contents. These must be typed **exactly** as shown in the *CSU Thesis Manual*. Several other preliminary pages are common (e.g., acknowledgements, list of tables).

References

19. Follow APA format (pp. 193-224) except: single space within each reference that is more than one line and double space between references.

Boldface Type

20. You may use bold type discretely to help readability. APA now specifies that the top four levels of headings are bold, so you should do that.

Main Differences Between the 5th and 6th Edition of the APA Manual

There are two main differences and several more subtle ones:

1. Most section headings are now bold and somewhat different than in the 5th ed.
2. Reference styles are essentially the same but some additional information (e.g., the DOI, digital object identifier) is required when available and there are new expanded examples for online publications and documents.

Guidelines for References in Modified APA Style

As just mentioned theses, dissertations, and student papers should use APA style for references with the exception of single space within a reference (with double space between references). Because APA reference style is complex, we have provided examples with some of the more *frequent problems* explained in the annotation after each example. For more details and examples please study pages 193-224 of the 2010 *Publication Manual of the American Psychological Association* (6th Edition). The Manual also explains how reference lists are constructed and ordered (pp. 180-183). The APA Manual website (www.apastyle.org) provides answers to frequently asked questions about references and other topics.

References Cited in the Text

APA style also specifies how references are cited in the text (pp. 174-179). APA uses the author-date method of citation in the text. In general, the *surname* (only) of the author(s) and the *year* (only) of publication are inserted at an appropriate place in the text. If the name of the author(s) is part of the narrative, cite only the date in parentheses. For example, Smith and Jones (2005) wrote.... However, if the name(s) of the author(s) is/are not part of the narrative, include it/them in the parentheses. For example, several studies (Smith & Jones, 2005; Wallace, May, & Fink, 2008) discuss... If there are three to five authors, list them all in the text *only* the first time they are cited. After that, use et al.; for example, Wallace et al. (2008) discuss... More complex examples are discussed in the APA Manual.

The Reference List

The general format and punctuation for periodical (i.e, journals, magazines, newspapers, newsletters) references is: author(s) surname, initials. (Publication year in parenthesis). Title of article. *Title of Periodical*, in italics, and each main word capitalized, volume *number in italics*, and pages (without using "vol." or "pp.")

The general format for a *nonperiodical* (e.g. book, presentation, thesis, or document) is author's surname, initials. (Publication year in parenthesis). *Title of the nonperiodical* in italics, but only the first word capitalized. Publication city, postal abbreviation: publisher.

Sample References in Modified APA Format

Books

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

Gliner, J. A., Morgan, G. A., & Leech, N. A. (2009). *Research design and analysis in applied settings: An integrated approach*. (2nd ed.) New York, NY: Routledge/ Taylor and Francis.

Morgan, G. A., Leech, N. A., Gloeckner, G., & Barrett K. A., (2007). *SPSS for introductory statistics: Use and interpretation*. Mahwah, NJ: Erlbaum.

The first reference is a book with a "group author," APA, as publisher. The association is both author and publisher. In this case the word "Author" is listed as the name of the publisher. Note the two letter postal abbreviation, DC. The title of a book, chapter, journal article, etc., has only the first word and any proper nouns capitalized; thus, "manual" is *not* capitalized. The second and third examples show how the format in a piece of your reference list might look if it included these three

books. Note, if there is a colon in the article title, subtitle begins with a capital letter, but other words except pronouns, are not capitalized.

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The Science of subjective well-being* (pp.17-43). New York, NY: Guilford Press.

This example is a chapter in an edited book. Note the author's initials (only) are given *after* the surname. The title of the chapter *and* book titles have only the first word capitalized. The editor's initials come after an "In" and **before** their surnames. The pages of a chapter in a book are given in parentheses after pp. In the 6th edition, the APA Manual always gives the postal code for US cities e.g., (NY). See APA Manual pages 202-205 for more examples of books

Dissertations

Tungate, S. L. (2008). *Welfare and child welfare collaboration*. Available from ProQuest Dissertation and Theses data base (publication number AAT 3346472).

This is how to do the reference for a thesis or dissertation, if it appears in *Dissertation Abstracts International* (DAI) as all CSU dissertations do after a delay for processing, you should indicate the publication number and the name of the database (e.g., ProQuest) used for retrieval. See pages 207-208 of the APA Manual.

Periodicals

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. Doi:10.1037/0278-6133.24.2.225

This is a periodical (journal) article. Note that, except for the last author, there is a comma after *each* author's final initial, even before the ampersand. Note the journal title is italicized and *each* major word begins with a capital. Commas separate the journal title, volume number (both italicized), and pages (not italicized). The pages are given last without pp. See pages 198-202 of the APA Manual for more examples. The reference ends with the DOI if one is available.

Clay, R. (2008, June) Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology, 39*(6). Retrieved from <http://www.apa.org/monitor/>

This is a magazine article. In newsletters, monthly magazines, and presentations, the year and month are given in parentheses. The issue number is provided, in parenthesis, because each issue starts with page 1 in this example. This magazine was retrieved online; note that the retrieval date is no longer included in APA. See pages 200 of the APA Manual.

Technical and Research Reports

American Psychological Association, Task Force on the Sexualization of Girls. (2007). Report of the APA Task Force on the Sexualization of Girls. Retrieved from <http://www.apa.org/pi/wpo/sexualization.html>

This is a technical report for an APA Task Force filed online. The reference for the report is very much like that for books, except give the report number, if there is one, in parenthesis after the title. See the APA Manual pages 205-206 for more examples.

Meetings and Symposia

Matheson, J., Gloeckner, G. W., Rein, M., & Miller, L. (2009, April). *Correlates of success among clients in the Back on TRAC Alcohol Treatment Program: A Model of Student Drug Court*. American Educational Research Association, Education, Health, and Human Services SIG, San Diego, CA.

This is how to reference a paper presented at a professional meeting. If the paper is also available online, provide the URL. See pages 205-207 in the APA Manual.

Other Types of References

Many other examples for specific situations are provided in the APA Manual or page 208-224. These fall under the headings of **Reviews and Peer Commentary; Audiovisual Media; Data Sets, Software Measurement Instruments, and Apparatus; Archival Documents and Collections; Internet Message Boards, Electronic Mailing Lists, and Other Online Communities; and Legal Materials.**