

**APA STYLE ADDENDUM
TO THE
STUDENT HANDBOOK
FOR
DISSERTATION & THESIS PREPARATION**

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The doctoral program and many of the master's programs require that students follow APA Style when preparing their thesis or dissertation. This addendum to the *Handbook* presents key features of APA for reference, and answers many questions we in the Graduate School have encountered. We encourage you to refer to the full *Publication Manual of the American Psychological Association* (2001) or the *Concise Rules of APA Style* (2005), both of which are available through the ASU Bookstore.

Headings

Most manuscripts can be handled with three levels of heading: Chapter titles, Major Headings, and Minor Headings. APA Style requires the following formats for three-level headings.

Level 1: Centered Uppercase and Lowercase Heading on its own Line

Level 2: Flush Left, Italicized, Uppercase and Lower Case Side Heading on its own Line

Level 3: Indented, italicized, lowercase paragraph heading ending with a period, and with the paragraph starting on the same line after the period.

If you need fewer headings use Level 1 for one heading and Levels 1 and 2 for two headings. If you need more headings, refer to the APA Style Manual for further directions.

Quotations

Use “double quotes” to set off the title of a book or article when included in a sentence in the text; introduce a word that is ironic, slang, or an invented expression, e.g., the “goodness of fit” criterion; and set off a short direct quote (fewer than 40 words) in the text. Be sure to punctuate appropriately at the end: Period (.) and comma (,) fall inside the quotes.

A quotation of 40 or more words should be set off in an indented paragraph (usually ½ inch more than your usual indent) of its own without the quote symbols. If the quotation contains several paragraphs, indent the first line of each subsequent paragraph. Here is an example, where we have single spaced to save room – theses and dissertations should be double spaced.

On November 19, 1863, Abraham Lincoln gave his now-famous “Gettysburg Address,” in which he predicted incorrectly that the world would not remember his words.

Four score and seven years ago, our fathers brought forth upon this continent a new nation: conceived in liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war. . . testing whether that nation, or any nation so conceived and so dedicated. . . can long endure. We are met on a great battlefield of that war.

We have come to dedicate a portion of that field as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

Italics

Use of italics should be infrequent, and reserved primarily for titles of books and periodicals. All variables and statistical symbols should be italicized as well, except for Greek letters, which should not be italicized.

Tables

When you need to present a large amount of data, it is more efficient to use a table than typing the data in a paragraph. Here is a rule of thumb: If you can put your information in a table of two or fewer rows and columns put it in a paragraph, otherwise use a table. To format a simple table, put a header above the actual table, and

include a number for reference. Then type a title in italics either on the same line as the word “Table” or directly underneath. The title is typically not ended with a period. Single spacing is permitted for long tables; double spacing should be used for short tables.

Table 3

Infection Rate of ‘Flu Virus in Rats for the Study Years

Year	Infection Rate
1985	22.2%
1990	16.5%
1995	8.9%
2000	11.0%
2005	4.9%

The borders shown above are typical for APA Style; the Graduate School will accept other table and border formats provided the headers and the data are clearly and accurately presented. Check with your advisor on preferred table format.

Figures

When you have a chart, graph, photo, or drawing, you should set it off as a figure. Figures are similar in their format to tables, except that they have captions rather than titles, meaning that the text comes below the figure. Also, figure captions usually end in a period

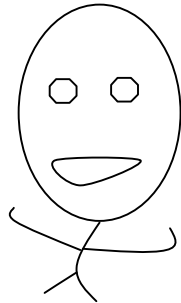


Figure 2. A drawing typical of a child in the pre-schematic stage of development.

If you are including mathematical or statistical charts or graphs in your document, be sure to fully label axes and explain symbols. Use of color can help to highlight differences or comparisons.

Numbers, Equations, and Statistics

Spell out any number that begins a sentence, title, or heading – or better still, reword it to place the number later in the text. In general, use Arabic numerals (10, 11, 12) when referring to whole numbers 10 and above, and spell out whole numbers below 10. There are some exceptions to this rule:

- If small numbers are grouped with large numbers in a comparison, use numerals, e.g., 7, 8, 10, and 13 trials; but not when numbers are used for different purposes, e.g., 10 items on each of four surveys.
- Numbers in a measurement with units, e.g., 6 cm, 5-mg dose, 2%.
- Numbers that represent time, dates, ages, sample or population size, scores, or exact sums of money.
- Numbers that represent a specific item in a numbered series, e.g., Figure 5.

When reporting statistics in the text, be sure to italicize statistical and mathematical variables, e.g., *F* test, *t* test, population size *N*, $p = .03$. Use commonly accepted abbreviations for statistical symbols. Refer to the APA Style Manual for additional lists and examples.

When including an equation in the text, space the equation as you would words in a sentence: $x + 3 = a$. Punctuate equations that are in the paragraph as you would a sentence. Remember to italicize statistical and mathematical variables, except Greek letters, and if the equation is long, set it off on its own line.

$$a = \sqrt{\frac{x-3}{2}}$$

If you are using Microsoft Word, try out the equation editor. It knows the rules about italics and can be very helpful with formatting equations. If that feature is installed in your version of MS Word, you will find the command in the Insert menu or panel – it may be entitled “Insert Object” or “Insert Equation.”

Lists and Seriation

The APA Style Manuals recommend that you list steps in a procedure or other itemized information as a numbered list. The Manual does not promote bulleted lists. If you have more than two items to list, the approved mechanism is to letter them as options within a paragraph: (a) first option, (b) second option, and (c) third option. Use commas to separate them unless they are long or include their own punctuation, in which case you should use semi-colons to separate them. The Graduate School will accept standard bulleted lists (one item per paragraph starting with a bullet dot), but you should check on this with your advisor.

If you do include a bulleted or numbered list, check for parallel construction, i.e., consistency of punctuation, style, indentation, and voice.

- Are all the entries sentences? Fragments?
- Do they all end in a period? Semi-colon? No punctuation?
- Are they all active verbs? Passive verbs? Gerunds?

MS Word has a list feature that will typeset numbered or bulleted lists with appropriate spacing and indentation.

Citations in the Text

Be sure to properly cite the work of another, even if you have paraphrased it in your own words. APA Style requires that you cite the Author and the year of the publication, and, if a direct quote, the page number(s) on which the quote appears. Below are some sentence fragments to illustrate the proper format.

Gillian Markam (1962) demonstrated how the principal was applied to...	One author discussed directly in the sentence.
In a foundational study on this principal (Markam, 1962), the outcomes...	One author referred to in the reference rather than named in the sentence. Put the date where it makes most sense.
Jurby and Clements (n.d.) have exposed the fraud...	Two authors and a reference that does not have a date, discussed directly in the sentence.
The fraud was exposed through a series of web-logs (Jurby & Clements, n.d.).	Two authors and a reference without a date referred to in the reference; notice the & symbol and that the citation comes before the period for the sentence.
The results showed that children in this situation are at a “functional disadvantage” (Wigli, Jones, Stewart, Wilson, & Samuels, 2007, p. 22).	The first reference to a work with more than two authors and less than six authors should have all the names listed. Subsequent references can use “et al.” Notice also the page number, included because of the direct quote.
The disadvantage can affect children into adulthood (Wigli et al., 2007).	The later reference to a work with more than two and less than six authors – or the first reference to a work with six or more authors. The only exception: If there are several articles with the same lead author in the same year. See the APA Style Manual for handling.

(American Medical Association [AMA], 2008a). . . . (AMA, 2008a)	Groups with established and common abbreviations should be spelled out the first time with the abbreviation noted, and then later citations can use only the abbreviation. Notice also the letter after the year, indicating that there are multiple references for AMA publications in 2008.
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References in the Bibliography

The rules for formatting a reference comprise the single largest section of the APA Style Manuals, but most people need only three or four of the formats. We have included the most common ones below as a guide to get you started. The entries should be in order according to the following rules:

- Alphabetical by first author
- Date order for references by the same author(s)
- Distinguish references with the same author(s) and the same year by appending letters to the dates: 1999a, 1999b, etc.

Reference for a journal article: Author(s) with initial(s). (year). Article title in sentence case. *The Name of the Journal in Title Case and Italics, the volume in italics* (and the issue if there is one), the page number or range.

Collins, A. P., & Harlow, W. (2001). Does active learning really matter? *Journal of the Scholarship of Teaching, 10* (3), 11-22.

Reference for a book: Author(s) with initial(s). (year). *The Book Title in Title Case and Italics*. the city of publication: the publisher.

Collins, A. P., Bishop, K., & Harlow, W. (2001). *Techniques for Active Learning* (2nd ed.). New York: McGraw Hill.

Reference for a chapter or section in a book: Author(s) with initial(s). (year). The chapter title in sentence case. the authors of the book, *The Book Title in Title Case and Italics* (page numbers). the city of publication: the publisher.

Bishop, K. (1988a). Dealing with a disruptive student. In B. W. Johnson, K. Felts, & R. K. Newton (Eds.), *Classroom Management Techniques* (pp. 37-52). New York: McGraw Hill.

Reference for a website that is not an official internet journal or book: Author(s) with initial(s). (year) *The web page title in sentence case and italics*. Retrieval info (no period at the end)

Shiffington Industries, Inc. (n.d.). *Reference manual for Shiffington accelerators*. Retrieved September 20, 2008, from <http://www.shiffingtoninc.com/manual.html>

Reference for a website that is an official internet journal or book: The citation as it would be for an equivalent print reference, with the page number information replaced by the “retrieved” information.

Collins, A. P. (2003). Active learning techniques in reading education. *Preparing Children to Read, 3*. Retrieved September 20, 2008, from <http://www.era.org/preparingchildren/>

References for APA Manuals

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

American Psychological Association. (2005). *Concise Rules of APA Style*. Washington, DC: Author.