**General Format**

The *Thesis Completion Procedures*do not specify a specific style manual, however. The 6th edition of the***Publication Manual of the American Psychological Association*(APA)**is one of the most popular styles for psychology, education and other social sciences.

**Basic Page Setup**

* Margins are to be
  + 1" from top,
  + 1" from bottom
  + 1.5" from left
  + 1" from right sides
* Sentences are double-spaced in all situations.
* Acceptable typeface is Times New Roman and in 12-point size (flexible in cover page).
* Justification is only on the left side of paper. In other words, the text on the right side of the paper should have ragged edges.
* Page numbers are placed in the header in the top right corner of the page.
* All pages except the title page are numbered including references and appendices.
* The title page is not numbered. All other pages (except preliminaries) are numbered sequentially.
* Every new paragraph is indented five spaces, or one-half inch.
* no extra space between paragraphs or sections (set ‘Before’ & ‘After’ to 0 in Paragraph Format)

**Punctuations and Basic rules:**

* 2 spaces after the periods that end sentences.
* Still use 1 space after commas, colons: and semicolons; after periods separating parts of a reference citation, and after periods in a personal name ( D. B. Gurung).
* Use double quotation (“….”) marks to enclose quotations in text.
* Use Hindu Arabic numerals everywhere except established terminology.

**Basic rules: Numbers**

* Numbers below10 should be presented as words: for eg.,
* 0ther sample contained five students……..
* Numbers 10 and above are presented as numerals: The sample consisted of 25 students….
* Any number that begins a sentence should be presented in words:

Twenty‐five percent of the sample …..

**Title**

* It should be a concise statement of the main topic
* It should be fully explanatory when standing alone
* The words method and results do not normally appear in a title nor should such terms as **A study of** or **An Experimental Investigation of**…
* The recommended length for a title is no more than 12 words.

**Cover Page**

* **Running Head**: The running head is an abbreviated title, max 50 characters. It should be flush left in all uppercase letters at the top of the title page and all subsequent pages. On the title page (but ONLY on the title page) it should be preceded by the words “Running Head:” (*Publication Manual,*8.03).
* **Title**: “The recommended length for a title is no more than 12 words. The title should be typed in upper and lowercase letters, centered between the left and right margins, and positioned in the upper half of the page.” (*Publication Manual,*2.01).

**Keywords**

“Keywords are words that describe the topics covered in the thesis and make it easier for others to find the work through Pro-Quest’s database. Each student chooses keywords for categorization: one to five terms of one to three words is the range of common practice.

Keywords can be listed directly before or directly after, the abstract” (Thesis Completion).

**Page Numbers**

“Identify each manuscript page with the running head along with the page number” (*Publication Manual*, 8.03)

**Headings**

**Levels of headings in APA are as follows:**

|  |  |
| --- | --- |
| **Level of Heading** | **Format** |
| 1 | **Centered, Boldface, Uppercase and Lowercase Heading** |
|  |  |
| 2 | **Flush Left, Boldface, Uppercase and Lowercase Heading** |
| 3 | **Indented, boldface, lowercase paragraph heading ending with a period.** |
|  |  |
| 4 | **Indented, boldface*,* italicized, lowercase paragraph heading ending with a** |
|  | **period.** |
| 5 | Indented, italicized, lowercase paragraph heading ending with a period. |
|  |  |

*Publication Manual*, 3.03

**Tables and Images**

* It’s a good idea to present data visually, in a table. For humanities theses, photographs and drawings are frequently included.
* Above tables should be a brief but explanatory title and a number (Table X); an optional note may be inserted below *(Publication Manual*, 5.08). Refer to tables by their number in the text *(Publication Manual*, 5.10). See chapter 5 of the*APA Publication Manual*for more information and for examples.

Table 1  
*A Sample Table Showing Correct Formatting*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Column A | Column B | Column C | Column D |
| Row 1 |  |  |  |  |
| Row 2 |  |  |  |  |
| Row 3 |  |  |  |  |
| Row 4 |  |  |  |  |

*Note*. From “Attitudes Toward Dissertation Editors,” by W. Student, 2008, *Journal of Academic Optimism, 98*, p. 11*.* Reprinted with permission.

**Figure:**

This is an example of a figure labeled per APA style. Note that the label is placed under the figure itself. As with tables, refer to the figure by number in the narrative text preceding the placement of the figure (see Figure 1).

[Place figure here]

*Figure1.* This is a sample of a figure caption.

**Quotes**

When possible, paraphrase rather than quoting. Avoid very long quotes. Do not use quotation marks to enclose block quotations (quotes of 40 or more words). Rather, indent and single space the block quote (*Publication Manual*, 4.08).

**References**

* The purpose of using citations is to let the reader know where you obtained information so sources can easily be located and consulted.
* You must cite a reference when you:
  + Discuss, summarize, or paraphrase the ideas of an author
  + Provide a direct quotation
  + Use statistical or other data

**Types of References**

* There are two types of references in report writing/ paper writing.

1. In text citation: The **first** indicating within your thesis sources of the information you have used to write your thesis. This demonstrates support for your ideas, arguments and views.

2. References [at the end of paper]: The reference list shows the complete details of everything you cited and appears in an alphabetical list on a separate page, at the end of your thesis.

**In text Citation: Paraphrasing**

* Even though you have put someone else’s ideas or information in your own words, you still need to show where the original idea or information came from.
* Example: The folk knowledge of the indigenous people was not captured and stored in a systematic way by Eurocentric educational system (Battiste, 2002). {Parenthetical format}

**In text citation: Direct Quoting**

More than 40 words…………

In this connection Cangelosi (2003) says:

“Of course, mathematics is a powerful tool for addressing problems, explaining phenomena, discovering relationships … communicating and organizing ideas. However, mathematics was developed and continues to be developed by imperfect, fallible human beings who sometimes operated under political or religious pressures that influenced the nature of mathematics” (p.134).

**Less Than 40 words…**

“Cultural safety is based on attitudes which are difficult to measure. It needs to be considered alongside other equally important safety requirements such as clinical, ethical, legal and physical safety” (Wepa, 2005, p. 25).

**In text citation: Multiple author<6**

When a work has two authors, always cite both authors every time the reference occurs. When a work has three to five authors, cite all authors the first time the reference occurs. After that, cite only the first author’s surname followed by the abbreviation “et al.” (and others).

* *First citation: Burns, Menendez, Block, Smith, and Philips (2001) / (Burns, Menendez, Block, Smith, & Philips, 2001) found . . .*
* *Subsequent citation within the same paragraph: Burns et al. found . . .*
* *Subsequent first citation per paragraph thereafter: Burns et al. (2001) found . . .*

**In text Citation: Authors >6**

* When a paper has six or more authors, cite only the surname of the first author followed by “et al.” and the year of publication for the first and subsequent citations.

**Example:**

* (Mosimege et al., 2000) did an ethnographic study of mathematical concepts in the cultural activities at the Basotho Cultural Village, reported on the indigenous mathematical knowledge as used by the inhabitants of the village.

**References Page:**

* The references section starts on a new page [end of thesis/paper but before appendices] and provides details of the literature that was referred to in your report.
* Do not include other background material that you may have read but did not refer to specifically in your literature review.
* The references are presented in alphabetical order by author. Multiple entries by the same author are ordered according to the year of publication, with the earliest listed first.

**References: Basic Rules**

* Use “&” instead of “and” when listing multiple authors of a source.
* Do not create separate lists for each type of information source. Books, articles, web documents, brochures, etc. are **all arranged alphabetically in one list.**
* Author/s or Editor/s last name (surname) appears first, followed by initials ( Rai, R. B.).
* **Year of publication** in brackets (2010).
* **Full title of the book**. Capitalize only the first word of the title and the subtitle, if any, and proper names. Italicise the title. Use a colon (:) between the title and subtitle.
* Include the **edition number**, if applicable, in brackets after the title or subtitle (3rd ed.) or (Rev. ed.).Note: No full stop, after the title, if there is an edition.
* **Place of publication**. Always include the city and 2-letter state code when published inside the USA, and the city & country, if published outside the USA (Fort Bragg, CA or Auckland, New Zealand or Benalla, Australia or Weybridge, England). If there are two or more places included in the source, then use the first one listed.

**References: Book**

* **Publisher’s name**. Provide this as briefly as possible. Do not use terms such as Publishers, Co., or Inc. but include the words Books & Press. When the **author and the publisher are the same**, use the word Author as the name of the publisher.
* MidCentral District Health Board. (2008). *District annual plan 2008/09*. Palmerston North, New Zealand: Author.

**References: Books**

* ***Book: One Author, First Edition***

Hunt, M. (1993). *The story of psychology.* New York: Doubleday.

* ***Book: Multiple Authors, Second or Later Edition***

Bordens, K. S., & Abbott, B. B. (1999). *Research design and methods: A process approaches (4th ed.).* Mountain View, CA: Mayfield.

* ***Edited Book***

Sternberg, R. J., & Barnes, M. L. (Eds.). (1988). *The psychology of love. New* Haven, CT: Yale University Press.

* ***Chapter or Article in an Edited Book***

Massaro, D. (1992). Broadening the domain of the fuzzy logical modelof perception. In H. L. Pick, Jr., P. van den Broek, & D. C. Knill(Eds.), *Cognition: Conceptual and methodological issues (pp. 51–84).* Washington, DC: American Psychological Association.

**References: Journal Articles  
Basic Rules**

* **Author/s** last name (surname) first, followed by initials.
* **Year of publication** in brackets. (2012)
* **Title of article**. Capitalise only the first word of the title and the subtitle, if any, and proper names. Use a colon (:) between the title and subtitle.
* **Title of the serial/journal** in full in italics.
* **Volume number**, in italics. Do not use “Vol.” before the number.
* **Issue number**. This is bracketed immediately after the volume number but not italicized.
* Month, season or other designation of publication if there is no volume or issue number.
* Include all **page numbers**.
* Include (if any) **Digital Object Identifiers [DOI].**

**Journal Article: Printed**

* Pradhan, J. B. ( 2012). Psychological perspective of learning mathematics. *Mathematics Education Forum, II(32), 52-59.*
* Karau, S. J., & Williams, K. D. (1993). Social loafing: A meta-analytic review and theoretical integration. *Journal of Personality and Social Psychology, 65, 681–706.*

**Journal Article: Online**

* **DOI (Digital Object Identifiers).**

Gabbett, T., Jenkins, D., &Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport,* 13(6), 578-583. doi:10.1016/j.jsams.2010.03.007

* **Without DOI-** Consider providing the home page URL of the journal. If you are accessing the article from a database, you may need to do a quick web search to locate this URL.
* Jungic, V., Kent, D. &menz, P. (2006). Teaching large math classes: Three instructors, one experience. *International Electronic Journal of Mathematics Education.* 1(1), 1-15. Retrieved from [www.iejme.com](http://www.iejme.com/)

**References: Conference Paper**

* Williams, J., &Seary, K. (2010). Bridging the divide: Scaffolding the learning experiences of the mature age student. In J. Terrell (Ed.), *Making the links: Learning, teaching and high quality student outcomes*. Proceedings of the 9th Conference of the New Zealand Association of Bridging Educators (pp. 104-116). Wellington, New Zealand.

**References: Presented Paper**

* ***Paper Presented at a Meeting***

Roediger, H. L., (1991, August). *Remembering, knowing, and reconstructing the past.* Paper presented at the annual meeting of the American Psychological Association, San Francisco.

**References: Dissertations/Thesis**

* Pradhan, J. B. (2010). *Uncovering frozen knowledge of Chundara: An ethnomathematical perspective* (Unpublished M. Phil. Thesis). FOE, Tribhuvan University, Kathmandu.

**References: Doctoral thesis, from university outside the US**

* Mann, D. L. (2010). Vision and expertise for interceptive actions in sport (Doctoral dissertation, The University of New South Wales, Sydney, Australia). Retrieved from http://handle.unsw.edu.au/1959.4/44704

**APA Reference List Examples**

**Book with Single Author:**

Gore, A. (2006). An inconvenient truth: The planetary emergency of global warming and whatwe can do about it. Emmaus, PA: Rodale.

**In-text reference:** (Gore, 2006)

**Book with Two Authors:**

Michaels, P. J., & Balling, R. C., Jr. (2000). The satanic gases: Clearing the air about globalwarming. Washington, DC: Cato Institute.

**In-text reference:** (Michaels & Balling, 2000)

**Book with Editor as Author:**

Galley. K. E. (Ed.). (2004). Global climate change and wildlife in North America. Bethesda,MD: Wildlife Society.

**In-text reference:** (Galley, 2004)

**Brochure or Pamphlet:**

New York State Department of Health. (2002). After a sexual assault. [Brochure]. Albany, NY:Author.

**In-text reference:** (New York, 2002)

**An Anonymous Book:**

Environmental resource handbook. (2001). Millerton, NY: Grey House.

**In-text reference:** (Environmental Resource Handbook, 2001)

**Articles in Reference Books (unsigned and signed):**

Greenhouse effect. (2005). American heritage science dictionary. Boston, MA: HoughtonMifflin.

Schneider, S. H. (2000). Greenhouse effect. World book encyclopedia (Millennium ed.Vol. 8, pp. 382-383). Chicago, IL: World Book.

**In-text references**: (Greenhouse effect, 2005)

(Schneider, 2000)

**Magazine Articles:**

Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens toswamp a small island nation. Smithsonian, 35(5), 44-52.

Begley, S., &Murr, A. (2007, July 2). Which of these is not causing global warming? A. Sportutility vehicles; B. Rice fields; C. Increased solar output. Newsweek, 150(2), 48-50.

**In-text references:** (Allen, 2004)

(Begley, 2007)

**Newspaper Articles (unsigned and signed):**

College officials agree to cut greenhouse gases. (2007, June 13). Albany Times Union, p. A4.

Landler, M. (2007, June 2). Bush’s Greenhouse Gas Plan Throws Europe Off Guard.New York Times, p. A7.

**In-text references:** (“College Officials”, 2007)

(Landler, 2007)

**Journal Article with Continuous Paging:**

Miller-Rushing, A. J., Primack, R. B., Primack, D., &Mukunda, S. (2006). Photographsand herbarium specimens as tools to document phonological changes in responseto global warming. American Journal of Botany, 93, 1667-1674.

**In-text reference:** (Miller-Rushing, Primack, Primack, &Mukunda, 2006)

**Journal Article when each issue begins with p.1:**

Bogdonoff, S., & Rubin, J. (2007). The regional greenhouse gas initiative: Taking action inMaine. Environment, 49(2), 9-16.

**In-text reference:** (Bogdonoff& Rubin, 2007)

**Journal Article from a Library Subscription Service Database with a DOI (digital objectidentifier):**

Mora, C., & Maya, M. F. (2006). Effect of the rate of temperature increase of the dynamicmethod on the heat tolerance of fishes. Journal of Thermal Biology, 31, 337-341.doi: 10.101b/jtherbio.2006.01.055

**In-text reference:** (Mora & Maya, 2006)

**Website:**

United States Environmental Protection Agency. (2007, May 4). Climate Change. RetrievedFrom the Environmental Protection Agency website: http://www.epa.gov/climatechange

**In-text reference:** (United States Environmental, 2007)

Gelspan, R. (2007). The Heat Is Online. Lake Oswego, OR: Green House Network. Retrievedfrom The Heat Is Online website: http://www.heatisonline.org

**In-text reference:** (Gelspan, 2007)

**Verified by: Initiated by:**

**Dr. Kanwal Iqbal Khan Convener FYP Committee**