



APU

Style and Format Handbook

for

Dissertation and Thesis Publications

(Dissertation, Doctoral Capstone Project, Doctoral Project, DNP Project, and Thesis)

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Fourth Edition, May 2024

Online access to the handbook:

- a. Through the APU Canvas course; or <https://canvas.apu.edu/courses/21252>
- b. Links to the Handbook and Canvas course both on the Graduate Student Publications website:
<https://www.apu.edu/researchandgrants/graduate-student-publications/>

DEDICATION

This handbook is dedicated to Lillian Wehmeyer, PhD (1934-2005), who was the Doctoral Dissertation Librarian at Azusa Pacific University. Dr. Wehmeyer was an educator, librarian, mentor, and author who believed in excellence and practiced it consistently. She is missed by those who knew and loved her.

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The APU Dissertation¹ and Thesis² Publishing Process

All doctoral and thesis-writing master's students must submit an electronic sample copy in a PDF version of their completed and program-approved as well as edited dissertation, thesis, or doctoral project, to the director of Graduate Student Publications. This submission is needed in order to receive final format and style approval leading to their dissertations or theses being published in the *ProQuest Dissertation and Theses Global Database*, and completing their degrees.

Students should be aware that degrees will not be posted to students' transcripts until the sample copy has been approved by the director of Graduate Student Publications and uploaded to the ProQuest database by students, even if all other degree requirements have been met. The university reserves the right to refuse any document that does not meet its format requirements or is unsuitable for uploading.

Style Manuals

Students' departments indicate which style manual is required for their disciplines. Below is a list of recognized manuals in use by APU graduate programs. When specifications in this document differ from the style manual, this document prevails.

- *Publication Manual of the American Psychological Association (APA 2019, seventh edition)*
- *The Chicago Manual of Style (Chicago, 17th edition)*
- *The MLA Handbook for Writers of Research Papers (MLA, ninth edition)*
- *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers (also referred to as Turabian, after the original author Kate L. Turabian, 9th edition)*
- *SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies (second edition)*

¹ The word dissertation in this handbook includes doctoral capstone projects, nursing practice projects, doctoral projects, and dissertations.

² It only refers to master programs that require thesis writing or make it as an option as a degree requirement. Master-level projects, portfolios, and creative writing are not reviewed by the Graduate Student Publications and are not published on ProQuest.

Copyright Permission and Academic Integrity

Creators of printed materials and non-print media should be acknowledged for their material, whether it appears in the dissertation or thesis as a quotation, paraphrase, summary, figure, table, or other type of medium to convey information. Copyright law is intended to protect intellectual property from misappropriation and loss of income to the copyright holder. Not all material falls within copyright law; its age is one factor. In addition, material that is unpublished or lacks notice of copyright may also be protected.

Fair Use Doctrine

In regard to the doctrine of “fair use,” according to the U.S. Copyright Office (www.copyright.gov/fls/fl102.html):

“One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (Title 17, U. S. Code). One of the more important limitations is the doctrine of “fair use.” The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in Section 107 of the copyright law.”

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between fair use and infringement may be unclear and not easily defined. *There is no specific number of words, lines, or notes that may be safely taken without permission.*

Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The use of any table or figure (including a photograph, chart, etc.) or of longer quotations (40 words or more) or the major portion of any work must be authorized in writing by the copyright holder. Such written authorizations must be acknowledged in the dissertation or thesis as required by the appropriate style manual and the copyright holder. Any such written authorizations also must be included in the dissertation or thesis as an appendix.

If copyright permissions are required, the doctoral or thesis-writing student is responsible for contacting the copyright holder, obtaining the necessary written releases, and paying any fees that may be required (Many copyright permissions can be obtained through the Copyright Clearance Center and be done online at www.copyright.com).

Copyright and Plagiarism

Copyright and plagiarism are not the same. Copyright is statutory, and plagiarism, while unethical, is a type of theft and governed under different rules. There may be ethical problems with academic integrity with respect to plagiarism, which are not an infringement of copyright. Scholars must recognize the communities to which they belong by tracing and acknowledging all sources, including the originator of an idea. This principle includes, where applicable, explaining that one is replicating a study or acknowledging someone who may have recommended a study like one's own. Violation of these principles constitutes academic plagiarism, even if copyright law is observed.

Students should refer to the current APU Graduate and Professional Catalog for further information about academic integrity and the consequences at Azusa Pacific University for violating these standards. Also, see ProQuest/UMI's copyright guide, *Copyright and Your Dissertation or Thesis* on the URL address at <http://www.etdadmin.com/apu>. In addition, students may consult with the University Libraries' Copyright Advisory Services: (626) 815-3847.

Additional Copyright Protection

To help protect their work, all students are required to have a copyright page as Page 3 of their dissertation or thesis. These protections are considered adequate copyright protection.

Should students desire additional protection, they may purchase copyright services through ProQuest/UMI. In addition, students may electronically record their dissertations and theses with the Library of Congress through the U.S. Copyright office (www.copyright.gov/forms) with a fee.

Steps After the Oral Defense

Following final approval of the doctoral or master's manuscript by their committee, the student will spend additional time – typically two months or more – preparing the document for publishing, including the final electronic copy that will be uploaded to the ProQuest database. Following a successful defense and the approval of final corrections and edits by the dissertation committee, the student must take the following steps (see Page 46 for APU Dissertation/Thesis Review Chart for Publications).

1. The department, school, or committee chair sends to the director of Graduate Student Publications a confirmation that the final draft of the manuscript is ready for the publication review process (this can be done through email).
2. There are three options for certification of committee approval of the final manuscript:
 - a) The signed approval/signature page
 - b) Departmental or program approval form
 - c) APU Dissertation/Thesis Committee Approval form (Complete the paper form on Page 45, or use [the Google form linked here.](#))

The program's coordinator/assistant/manager is responsible to send the certification to the director of Graduate Student Publications, unless the Google form is utilized, in which case the certification is automatically forwarded when the form is submitted. Accordingly, use of the Google form is preferred over that of the paper form on Page 45.

3. Following that confirmation, have the dissertation or thesis reviewed by an APU-approved reader in accordance with the appropriate style manual. Students may obtain a list of approved external readers on the Canvas course: ***Publishing APU Dissertations and Theses: Processes, Guidelines and Resources.*** (<https://canvas.apu.edu/courses/21252>) or from the director of Graduate Student Publications or their program coordinator, manager, and administrative assistant.
4. Proofread the manuscript with the utmost care to eliminate all errors in spelling and grammar.
5. Provide an electronic sample copy in a PDF version to the director of Graduate Student Publications (swang@apu.edu) for pre-submission review. Please double check the format accuracy of the sample copy by using APU Dissertation/Thesis Submission Checklist (Page 48).
6. Once the reviewed sample copy receives approval from the director of Graduate Student Publications, the student will receive the final and approved PDF version of the dissertation or thesis.

7. After approving the electronic copy for formatting, reproduction quality, and completeness, the director of Graduate Student Publications sends instructions to the student on completing the necessary forms on ProQuest and uploading the approved PDF file to the ProQuest database.
8. The dissertation or thesis is released to ProQuest as soon as it is cleared by the director of Graduate Student Publications. The student can choose to embargo its availability to be seen by the public for up to two years. Permanent embargo is used only under special circumstances. Please contact the program director and the director of Graduate Student Publications regarding a permanent embargo. The student's department or the director of Graduate Student Publications can advise the student, if desired, in decisions regarding an embargo. It is also recommended that students consult with their faculty advisors.

The traditional publishing³ is free. If students are choosing the ProQuest open access publishing⁴ option and/or the copyright service, or wish to order hard-bound copies through ProQuest, they must use a credit card to pay for these services.

Students can also choose to order hard copies through the ProQuest website any time after their document has been published on ProQuest.

Note: *The Director of Graduate Student Publications is available to assist students with their online submissions. General and step-by-step instructions on uploading dissertations or theses on ProQuest will be emailed to students along with the pre-publication approval for the manuscript.*

Finding an External Reader

Doctoral Programs. All APU doctoral programs require students to use an APU-approved external reader or their program designated editor to edit and proofread their dissertations, doctoral projects, and capstone projects.

Master's Thesis Writing Programs. Most master's thesis-writing programs require use of an APU-approved external reader. If a program does not require external reader review, it is still highly recommended for thesis-writing students to use an APU-approved external reader to edit and proofread their theses.

The list of external readers is posted on the Canvas course: *Publishing APU Dissertations and Theses: Processes, Guidelines and Resources*. The director of Graduate Student Publications or the student's department can offer guidance in choosing an appropriate external reader from the list of approved external readers. The editing can take a month or more, depending on the length and complexity of the document.

³ Choosing the traditional publishing, the author grants the rights to ProQuest to distribute and sell copies of the author's manuscript "in tangible or electronic media and/or as part of electronic database and reference products or services." The author is eligible for royalties for sales.

⁴ Under the open access publishing option, ProQuest makes the full text available online for free access. Therefore, the author is not eligible for royalties, but pays \$95 for choosing this option. This option results in the document being more readily available to the public.

The student is responsible for paying the cost of the reader service, which will depend upon the reader and the length and complexity of the document. Before contracting with a reader, the student should ask for cost and time estimates.

Contact Information for the APU Director of Graduate Student Publications

The director of Graduate Student Publications guides and assists students through the APU publication review process in order to publish dissertations and theses in the *ProQuest Dissertations and Theses* database. The student is encouraged to direct any questions or concerns about this final phase to the director who is willing to resolve any matter related to these processes. Contact information for the director follows.

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Director of Graduate Student Publications
Duke 138, 701 E Foothill Blvd, Azusa, CA 91702
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Once the director of Graduate Student Publications receives an electronic sample copy of the program-approved and external reader-edited dissertation or thesis, the copy will be reviewed within two weeks to verify that it conforms to the style and format outlined in this handbook. However, students have final responsibility for accuracy of content, neatness of appearance, compliance to their department's or discipline's style manuals, spelling, grammar, and acceptable writing style.

Format of the Document

A sample template for APU dissertations and theses is posted separately, concurrently with the APU Style and Format Handbook for Dissertations and Theses (4th Edition, May 2024). *The APU Dissertation/Thesis Submission Checklist* is attached to this handbook (Page 48). These documents will assist in formatting the manuscript. Additionally, each doctoral and master's thesis-writing program has its own template, which is posted in the Canvas course: *Publishing APU Dissertations and Theses: Processes, Guidelines and Resources*. For further information, please contact the director of Graduate Student Publications or the program directors, coordinators, and administrative assistants/managers.

Margins

All documents must observe the following uniform margins throughout, including pages with tables, figures, photographs, graphs, diagrams, illustrations, and end matter (material in appendices):

1. Top: 2 inches only for the title page
2. Top: 1 inch throughout the rest of the whole document, apart from the title page
3. Left: 1 inch
4. Right: 1 inch
5. Bottom: 1 inch

Pagination

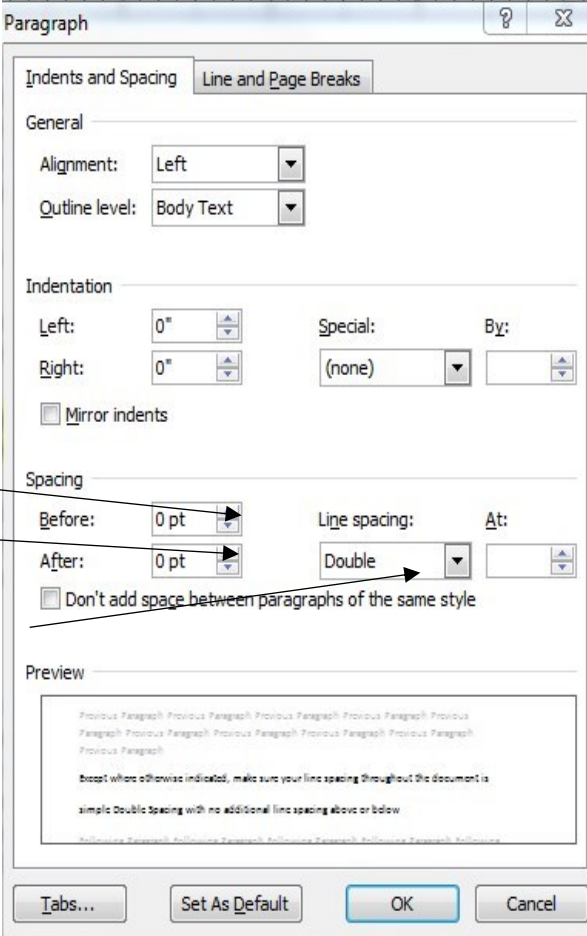
Page numbers are placed in the top right corner, ½ inch from the top edge of the paper, in 12-point Times New Roman, Arabic numerals, single-spaced with no additional spacing above or below. In addition:

1. The title page is counted as Page 1, but the page number is not shown since the title page will be used as cover page for bound copies.
2. Starting with the approval page as Page 2, the pages use Arabic numerals (2, 3, 4, etc.) that continue to the end of the whole document/manuscript.
3. All appendix material **MUST** show a page number.

Please Note: *It is highly recommended to check the pagination of the document to be sure it is properly sequential (1, 2, 3, 4, 5, 6, etc.) from beginning to end, but the title page's page number is hidden (Page 1 not shown, but only counted as Page 1).*

Line Spacing

Double spacing with NO additional spacing before or after a line or paragraph will be used throughout the document, with the exceptions of the front matter and original material reproduced in the appendices. In addition, there is NO additional spacing before or after any notes in the footer. However, it is acceptable to reduce the line spacing in the content area of a table ONLY if this will keep the entire table on a single page.



Make sure that Spacing Before and After a line is 0 pt.

Except where it is otherwise indicated, the line spacing throughout must be set at simple Double Spacing with no additional line spacing above or below.

The image shows the 'Paragraph' dialog box in Microsoft Word, specifically the 'Line and Page Breaks' tab. The 'Spacing' section is highlighted in yellow. The 'Before' and 'After' spacing are both set to '0 pt'. The 'Line spacing' is set to 'Double'. The 'At' field is empty. The 'Don't add space between paragraphs of the same style' checkbox is checked. The 'Preview' section shows a sample of text with double spacing and no additional spacing before or after paragraphs. The 'OK' button is highlighted in blue.

Heading and Subheading Levels

Heading and subheading levels for APU dissertations and theses are taken from the seventh edition of the APA manual.

Chapter or Section Heading

The rest, in descending order of organizational importance, are as follows:

Level 1

Centered, Boldface, Title Case

Text begins as a new paragraph.

Level 2

Flush Left, Boldface, Title Case

Text begins as a new paragraph.

Level 3

Flush Left, Boldface, Italic, Title Case

Text begins as a new paragraph.

Level 4

Indented, Boldface, Title Case, Ending with a Period. Then the text starts immediately after the period.

Level 5

Indented, Boldface, Italic, Title Case, Ending with a Period. Then the text starts immediately after the period.

Please note: *Head levels MUST be sequential. Level 1 must be the first level used, followed by Level 2; you cannot skip from Level 1 to Level 3.*

Tables and Figures

The formatting of tables, table titles, figures, and figure captions follows the APA seventh edition guidelines. However, students may landscape their tables and may reduce slightly the point size (to no less than 10 point) and line spacing within the table contents if that will prevent a table from breaking over to a second page. However, the point size reduction from 12 point should **ONLY BE DONE IF** it is needed to keep the table on one page. In addition:

1. When a table is continued, the column headings must be repeated at the top of each succeeding page, and only the last page of the table has a line at the bottom.

2. All tables and figures **MUST** be within the margins and must be large enough to be legible, including any text within the figure or table.
3. Figures or diagrams can be in color. However, if hard copies are ordered, any pages with color **MUST** be printed in color in these copies.
4. Tables and figures can have text above or below on a page.
5. All table lines must be of the same thickness throughout.
6. Figure captions and table titles are italic, in 12-point Times New Roman and double-spaced.
7. Leave an additional double space between the end of a table or figure and the manuscript text.

Order of Required and Optional Components

The title page is always the first page, followed by the approval page, or signature page, and then the copyright page. Following the copyright page, the elements should be in the following order:

<i>Element</i>	<i>Optional/Required</i>
Title Page	Required
Approval Page	Required
Copyright Page	Required
Dedication	Optional
Acknowledgements	Optional
Abstract	Required
Table of Contents	Required
List of Tables	Optional
List of Figures	Optional
Preface	Optional
Manuscript	Required
References/Bibliography/Works Cited	Required
Appendices	Optional
Curriculum Vitae	Varies by department

Dates Used in the Document

There are two pages that show dates: the title page and the copyright page. The date on the title page **must be** the student's degree-posting date (Please consult degree posting dates on Page 17). The copyright date is the year the document was actually created and can be earlier than the dates on the title page.

Copy Flow

Manuscript texts must fill each page as best as possible, and without awkward gaps. To help this process, figures and tables should be as close as possible to their in-text references but do not need immediately to follow the in-text reference. They may be positioned as is convenient within the next two pages.

General Format Requirements

General requirements include:

1. The entire document is to be justified left (also known as “alignment: left”).
2. Type size and font throughout the manuscript is 12-point Times New Roman, with the exception of original materials reproduced in the appendices and text within figures. (It is also acceptable to reduce the point size in the content area ONLY of a table to no less than 10 points in order to keep the table on a single page.)
3. Major divisions of the document (introduction, review of literature, methodology, etc.) should be given Arabic chapter numbers (1, 2, 3, etc.) and titles.
4. All materials in the manuscript itself MUST fall under a chapter number.
5. Spacing, typeface, headings, layout, and any other aspects of format must follow the requirements specified in this handbook, which supersedes the style manual required by departments.
6. However, the formatting for the bibliography or references or any other element not addressed in this handbook should follow the style manual required by the department.

Corrections

Each page is to be error-free. It is the responsibility of the students to adequately proofread their documents for errors.

When making corrections and edits, students should check the flow from the preceding page and to the following page to avoid widows and orphans⁵, split tables or figures, and the occurrence of a head or subhead with no text beneath it to ensure an attractive, readable, and professional document.

Submission of the Sample Copy

All dissertations and theses are subject to a review and approval by the director of Graduate Student Publications before the document is uploaded to the ProQuest database. Once this review

⁵ A **widow** is the last line of a paragraph left by itself at the top of a page; an **orphan** is the first line of a paragraph left by itself at the bottom of a page.

is completed, the electronic copy is approved, and the document has been submitted to the *ProQuest Dissertations and Theses Global* database, the director of Graduate Student Publications will notify the APU registrar and the student's program by email. If all other degree requirements have been met, the student's degree will be posted to their transcript.

Please note: *Students must submit their sample copies at least 20 working days prior to a degree-posting date. Doctoral degree posting dates are the first and 15th of each month. Master's degrees are posted four times a year. Posting dates are illustrated in the following two tables.*

Doctoral Degree Posting Dates (examples)

Sample Copy Submission Date	Approximate Degree-Posting Dates
January 15	February 15
April 1	May 1
July 15	August 15
October 1	November 1

Master's Degree Posting Dates

1. First Saturday of May
2. Last Saturday of July
3. First Saturday of September
4. The Day after the Last Day of the Fall Term in December

For the publication review, students submit a complete FINAL electronic copy of the manuscript that has been approved by the student's committee and respective department, edited by an external reader when required, and carefully proofread. All figures, graphs, pictures, illustrations, captions, and appendices are to be included in this final document.

During the review process, all parts of the document (the preliminary pages, figures, and tables, if any, and the text) are examined for compliance with the requirements of this handbook. Except for the margin requirements, original material reproduced in the appendices are not required to follow APU formatting. However, all appendix material must be legible and of professional quality.

Following the review, the director of Graduate Student Publications will email the student the required corrections, and the student will then make all required changes until approval is given. Then the student is given instructions for completing the ProQuest online forms and uploading to the ProQuest database. Options for obtaining bound copies will also be given.

In order to allow reviewing for publication, the student will submit a PDF version of their manuscript. When approval is given, the student will be emailed back the approved document as PDF file. This is done to preserve the formatting. The ProQuest database accepts only PDF files.

Dissertations and theses are processed on a first-come, first-served basis. Students also should be aware and consider that holidays, semester breaks, summer, and their committee members' professional commitments all impact the timing and completion of the review process.

Need Bound Copies?

APU does **NOT** require bound copies of dissertations and theses. Students need to contact their program or department to see if bound copies are required.

A few doctoral programs and no master's programs require bound copies. Students may, if they desire, order regular hard-bound copies of their dissertation or thesis at their own cost.

There are **three options for making bound copies**.

1. Order bound copies through ProQuest while uploading the PDF file on ProQuest. ProQuest makes bound copies and delivers them to the requested address. Bound copies can be ordered from ProQuest at any future date as well.
2. Use any bindery of the student's own preference.
3. Use J and K Bookbind (jkbookbindsales@gmail.com) if both a signed approval page and APU logo are preferred. For this option, students will need to follow the [J and K Bookbind Instructions](#) and fill out [J and K Bookbind Binding Order Form](#) linked here and found in the *Publishing APU Dissertations and Theses: Processes, Guidelines and Resources* Canvas course.

Note: Please notice the difference in bound copies made by ProQuest and J and K Bookbind. ProQuest uses black covers with no options for a signed approval page or APU logo on the cover. J and K Bookbind uses red hard covers with options for both a signed approval page and APU logo on the cover.

Summary of Fees

(Ordering Services and Bound Copies Through ProQuest)

Submitting electronically to ProQuest/UMI is **free** for the basic service called Traditional Publishing, but requires a credit card if purchasing other ProQuest/UMI services such as open access publishing, copyright registration with the U.S. Copyright Office, or ordering bound copies. To purchase these services, students must make the ProQuest submission themselves and use a credit card to pay for these services. See the following list of services provided by ProQuest.

The following table summarizes prices of services provided by ProQuest:

Fee	Purpose of Fee	Payable to	Delivered to	Required/ Optional
Free	Traditional Publishing	FREE	ProQuest/UMI ETD Administrator (online)	Required
\$95*	Open Access Publishing	ProQuest/UMI (credit card)	ProQuest/UMI ETD Administrator (online)	Optional
\$75*	Copyright Fee	ProQuest/UMI (credit card)	ProQuest/UMI Administrator (online)	Optional
1-2: \$62.00 3-4: \$56.00 5 or more: 50.00**	Hardcover 8 ½ x 11 black* linen cover; embossed gold title; 24-lb acid-free archival-grade paper; double-sided color printing.	ProQuest/UMI (credit card)	ProQuest/UMI Administrator (online)	Optional
1-2: \$45.00 3-4: \$41.00 5 or more: \$37.00**	Softcover 8 ½ x 11 8 ½ x 11 Softcover blue cover; stamped black title; 24-lb acid-free archival-grade paper; double-sided color printing.	ProQuest/UMI (credit card)	ProQuest/UMI Administrator (online)	Optional

*Students must make online submission in order to use a credit card to pay for ProQuest services. The listed prices may change, please check ProQuest website.

** Go to the link for the prices of making bound copies through ProQuest (<https://about.proquest.com/en/dissertations/dissertation-copy-options/>).

ProQuest/UMI Links for Online Submissions

For online submission, students will need to create their own account in order to upload their publication-approved PDF document on ProQuest.

Along with the pre-publication approval from the director of Graduate Student Publications, a publication-approved ProQuest-compatible PDF file will be emailed back to the students.

Students will be uploading the PDF file. They should go to the following URL to electronically complete their forms and upload their theses or dissertations:

<http://www.etsadmin.com/apu>

This will take one to the log-in screen for the ProQuest/UMI ETD Administrator. The ETD Administrator lets graduate students electronically submit their completed dissertations/theses to ProQuest/UMI Dissertation/Thesis Publishing.

There are several steps in the submission process, which ETD Administrator will walk students through. After the document is uploaded, the submission will be reviewed by the director of Graduate Student Publications for approval before releasing it to the ProQuest/UMI Dissertation/Thesis Publishing. General and step-by-step instructions for uploading PDF files will be provided along with the pre-publication approval.

If at any time, assistance is needed, students are encouraged to contact the director of Graduate Student Publications. In addition, there are also the following guidelines on the ProQuest website: <https://www.etdadmin.com/main/resources?siteId=849>

- Preparing your manuscript for submission (including supplemental files)
- Subject categories
- Open access compared to traditional publishing
- Embargoes and restrictions
- Copyright guide and sample permission letter (for use of previously copyrighted material)

Appendix A
Sample Pages⁶

⁶ The idea of labeling margins and spaces was borrowed from Thesis, Dissertation, or Project Guide (2013) of George Mason University.

Instructions for the Title Page

(See sample on the following page)

1. ALL type is to be 12-point, Times New Roman.
2. No lines or borders are to be placed on the page.
3. Type and center Azusa Pacific University in title case (not in italics and not in bold), two inches from the top edge of the page.
4. Enter four single line spaces down after Azusa Pacific University.
5. On this fourth single space line, type the title in title case, bold type, double-spaced. Please note that only the title is in bold type.
6. Arrange the lines of the title, using single line spacing, in pyramid (shortest line on top) or inverted pyramid (shortest line on bottom) format, and using four lines or less. To achieve this easily, first type the title flush left, creating a step down or step up effect on the right margin. Then select and center the title.
7. Enter two single line spaces down after the last line of the title. On the second line, type and center the word “by,” using lower case only, no italics.
8. Enter two single line spaces, then on this second line, type and center the author’s name. For more than one author, add on the next single line following the first author. DO NOT put degree designations after the name(s).
9. Enter four single line spaces after the author’s name, then on the fourth line, type and center the information about the dissertation/thesis, line for line as shown on the sample page, using double spacing. Indicate your type of project (dissertation, doctoral project, or doctoral capstone project, thesis, etc.), as well as your specific school and degree title.
10. The city and date are placed to maintain a balanced effect and must be at least eight single line spaces from the last line of information about the dissertation /thesis. This is required.
11. For the date, use only the month and year. This date MUST be the same as the month and year when all degree requirements have been met and the degree can post to the student’s transcript.
12. The title page is counted as Page 1, but not numbered or shown.
13. NOTE: DO NOT bracket the actual text.

“Azusa Pacific University” is 2 inches from the top of the page.



Azusa Pacific University

{Space}
{Space}
{Space}

} 3 single spaces

Title Is Typed in Boldface Title Case

{Space}

1 single space

in An Ascending or Descending Pyramid Form

{Space}

by

{Space}

} 1 single space

Preferred Name of Student

{Space}

{Space}

{Space}

} 3 single spaces

A dissertation submitted to the

{Space}

School /College of [Official Name of School or College

{Space}

1 single space

in partial fulfillment of the requirements

{Space}

SAMPLE

for the degree Doctor of [Official Name of Discipline

{Space}

{Space}

{Space}

{Space}

{Space}

{Space}

{Space}

{Space}

} 8 single spaces

Azusa, California

{Space}

1 single space

May, 2024

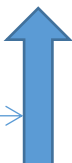


Left margin is 1 inch.



Right margin is 1 inch.

Bottom margin is 1 inch.



Instructions for the Approval Page

(See sample on the following page)

The approval page must be completed, regardless of whether the student is ordering bound copies. Please refer to your department to determine what actual names and degrees need to be included on your approval page.

1. Type and center Azusa Pacific University in title case (not in italics and not in bold), one inch from the top edge of the page.
2. Repeat Step 4-9 from the title page.
3. Enter four single line spaces, on the fourth single line space type “Committee Members” in title cases.
4. Enter three single line spaces. On the third single space line, type the name of the committee chair and the highest degree.
5. Enter three single line spaces, then on the third line type the name of the committee member and the highest degree; repeat for up to three or four committee members.
6. Note the format for abbreviation of degrees and titles (PhD, EdD, PsyD, DPT, MA, MS, etc.).
7. Enter three single line spaces, and then on the third line type “Accepted By” in title cases.
8. Enter three single spaces, and on the third line type dean’s name, degree, title and college/school.
9. The approval page is numbered as Page 2.
10. Use Arabic numerals, 12 font, Times New Roman for page numbers, which are at top right upper corner, and continue until the end of the document.
11. NOTE: DO NOT bracket the actual text.

“Azusa Pacific University” is 1 inch from the top of the page.

Azusa Pacific University

{Space}
{Space}
{Space} } 3 single spaces

Title Is Typed in Boldface Title Case

{Space} → 1 single space

in An Ascending or Descending Pyramid Form

{Space} →
by → 1 single space

Preferred Name of Student

{Space}
{Space}
{Space} } 3 single spaces

has been approved by the

{Space} → 1 single space

College / School of [Official Name of School or College]

{Space} → 1 single space

in partial fulfillment of the requirements

{Space} → 1 single space

for the degree Doctor of [Official Name of Discipline]

{Space}
{Space}
{Space} } 3 single spaces

Committee Members

{Space}
{Space} } 2 single spaces

[Preferred Name], [degree], Committee Chair

{Space}
{Space} } 2 single spaces

[Preferred Name], [degree], Committee Member

{Space}
{Space} } 2 single spaces

[Preferred Name], [degree], Committee Member

{Space}
{Space} } 2 single spaces

[Preferred Name], [degree], Committee Member

{Space}
{Space} } 2 single spaces

Accepted By

{Space}
{Space} } 2 single spaces

[Preferred Name], [degree], Dean, [Official Name of College/School]

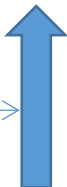


Left margin is 1 inch.



Right margin is 1 inch.

Bottom margin is 1 inch.



SAMPLE

Instructions for the Copyright Page

(See sample on the following page)

1. Use Times New Roman and 12-point type for the entire page.
2. Insert the copyright page immediately after the approval page.
3. The date is the year the document was actually created and can be earlier than the date shown on the title page.
4. Center the following information, and place it 8.2 inches from the top or about three-fourths down the page:

© Copyright by [Full Name of Student] 2022

All Rights Reserved

5. The name must be the same as shown on the Title Page and Approval Page.
6. The copyright page is numbered Page 3 placed at the top right corner.
7. DO NOT put degree designations after the name(s).
8. NOTE: DO NOT bracket the actual text.

SAMPLE

Text is 8.2 inches from the top of the page.

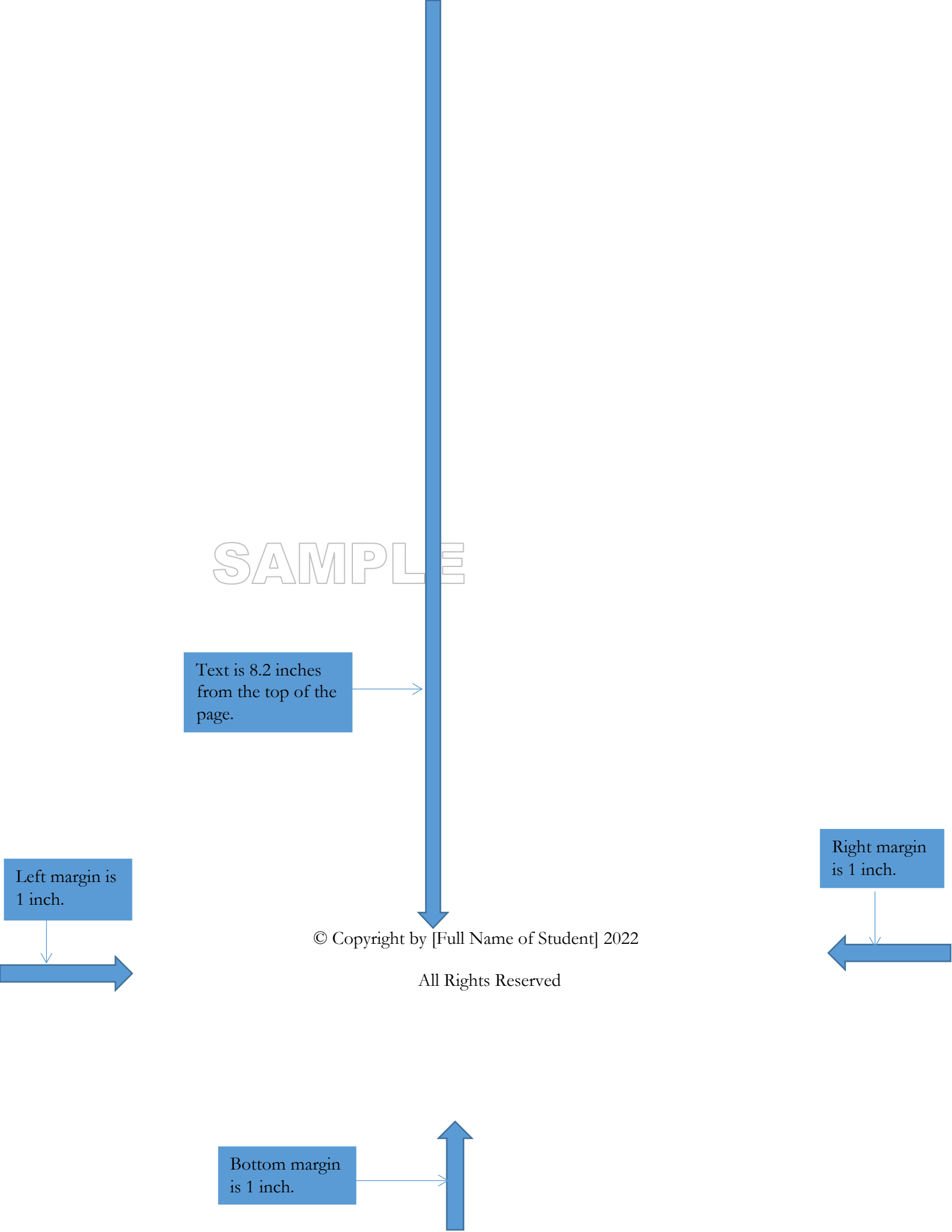
Left margin is 1 inch.

Right margin is 1 inch.

© Copyright by [Full Name of Student] 2022

All Rights Reserved

Bottom margin is 1 inch.



Instructions for the Dedication Page

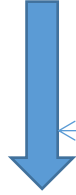
(See sample on the following page)

1. This page is optional. It can be as long as the student determines if needed.
2. Use Times New Roman and 12-point type for the entire page.
3. Type and center the word Dedication in title case, boldface, one inch from the top of the paper. Do not use italics.
4. Enter two single line spaces after the word Dedication.
5. On the second line, indent the first line of the dedication text by ½ inch.
6. Double space the text.
7. This page is numbered Page 4 at the top right corner.
8. If dedication is included, it would be the first entry of table of contents.

Left margin is 1 inch.



brother, Jason.



Dedication

{Space}

“Dedication” is 1 inch from the top of the page.

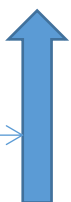
1 single space

I wish to dedicate this dissertation to my parents, May and Eugene Martindale, and to my



Right margin is 1 inch.

Bottom margin is 1 inch.



Instructions for the Acknowledgements Page

(See sample on the following page)

1. The Acknowledgements page is the student's expression of recognition and appreciation, and, if applicable, it includes a note about permission received to use copyrighted material or disclosure of conflict of interest. It can be as long as the student determines it to be needed.
2. This page is optional.
3. Use Times New Roman and 12-point type for the entire page.
4. Type and center the word Acknowledgements in title case, boldface, one inch from the top of the paper. Do not use italics.
5. Enter two single line spaces after the word Acknowledgements.
6. On the second single line space, indent the first line of the acknowledgements text by $\frac{1}{2}$ inch.
7. Double space the text.
8. This page should follow the copyright page or, if used, the dedication page.
9. It is numbered Page 5 at the top right corner, if dedication is included. If not, the acknowledgement page is numbered Page 4.
10. Include Acknowledgements in table of contents.

“Acknowledgements” is 1 inch from the top of the page.

Acknowledgements

{Space}

1 single space

No one can write a dissertation in a social vacuum. The discipline required came to me

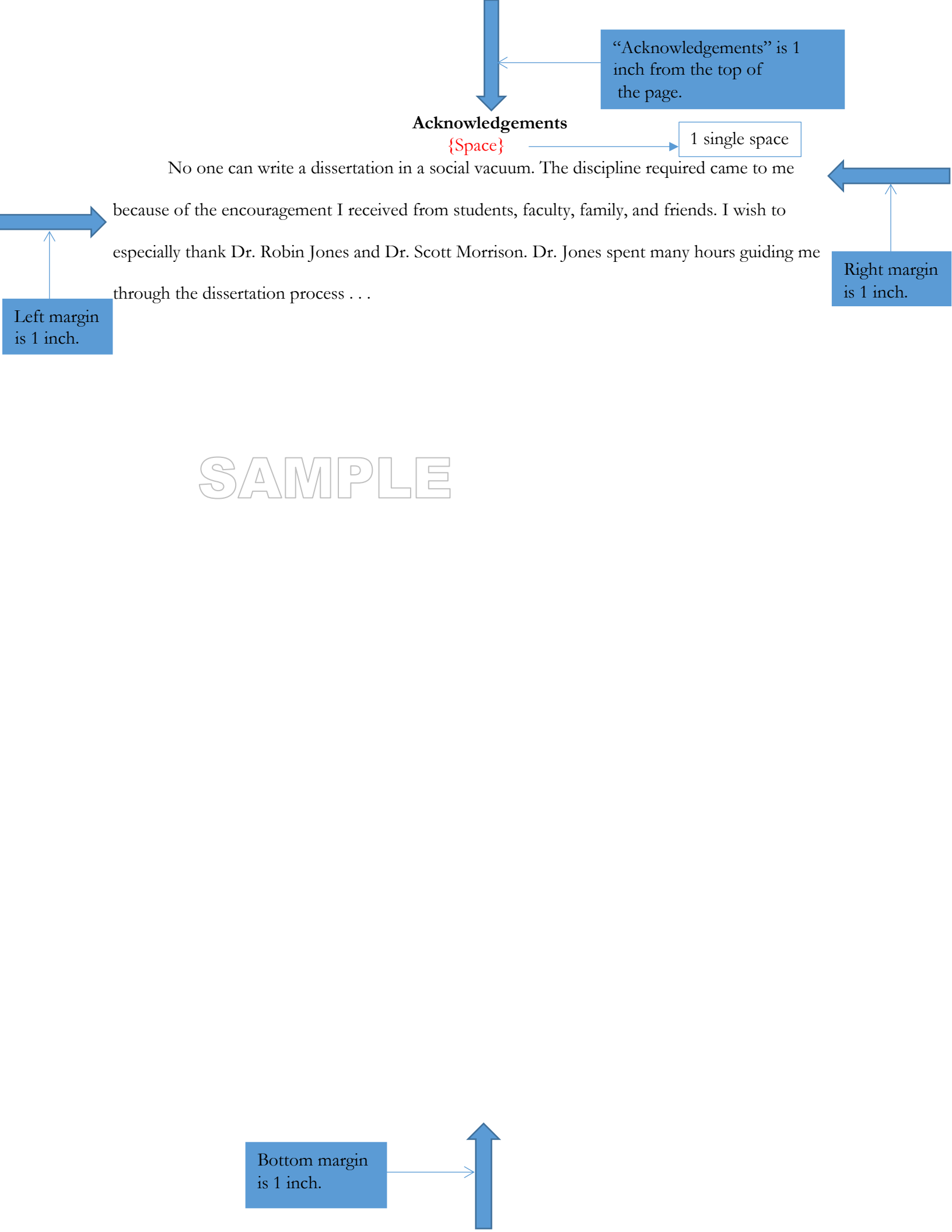
because of the encouragement I received from students, faculty, family, and friends. I wish to especially thank Dr. Robin Jones and Dr. Scott Morrison. Dr. Jones spent many hours guiding me through the dissertation process . . .

Right margin is 1 inch.

Left margin is 1 inch.

SAMPLE

Bottom margin is 1 inch.



Instructions for the Abstract Page

(See sample on the following page)

1. Use Times New Roman and 12-point type for the entire page.
2. Type and center the word Abstract in title case, bold one inch from the top edge of the page.
3. Enter two single line spaces. Text begins on the second line.
4. Do not indent the first paragraph. If more than one paragraph is used, indent the following paragraph.
5. The maximum words of an abstract suggested by ProQuest are 800, but students have to check their programs' requirements for the number of words for the abstract.
6. The word "*Keywords:*" is indented, italicized, not bold, and followed by a colon. List at least six keywords or phrases with a comma after each keyword except for the last one, in lowercase, neither italic nor bold.
7. NOTE: DO NOT bracket the actual text.

Left margin is 1 inch.

“Abstract” is 1 inch from the top of the page.

Abstract

{Space}

1 single space

Right margin is 1 inch.

This study presents the results of positively perceived professional mentoring, or behaviors exhibiting encouragement by administrators or supervisors toward kindergarten to eighth grade teachers in their second to fourth year of teaching and to determine how these encouraging behaviors influenced the teachers to remain in the profession. Over 1,000 teachers, all members of the American Teachers Association (ATA), were asked to complete a questionnaire developed by the ATA. Responses were received by 890 teachers.

The K-8 participants rated ten positive factors. In ranking the factors, teachers valued mentoring, feedback on instructional strategies, and applying classroom management techniques. In addition, interest and participation by parents played a role in the professional life and choices of teachers. (The abstract could run to the next page or two pages.)

Keywords: mentoring, 8th grade teacher, encouraging behavior, instructional strategies, classroom management, educator encouragement

Bottom margin is 1 inch.

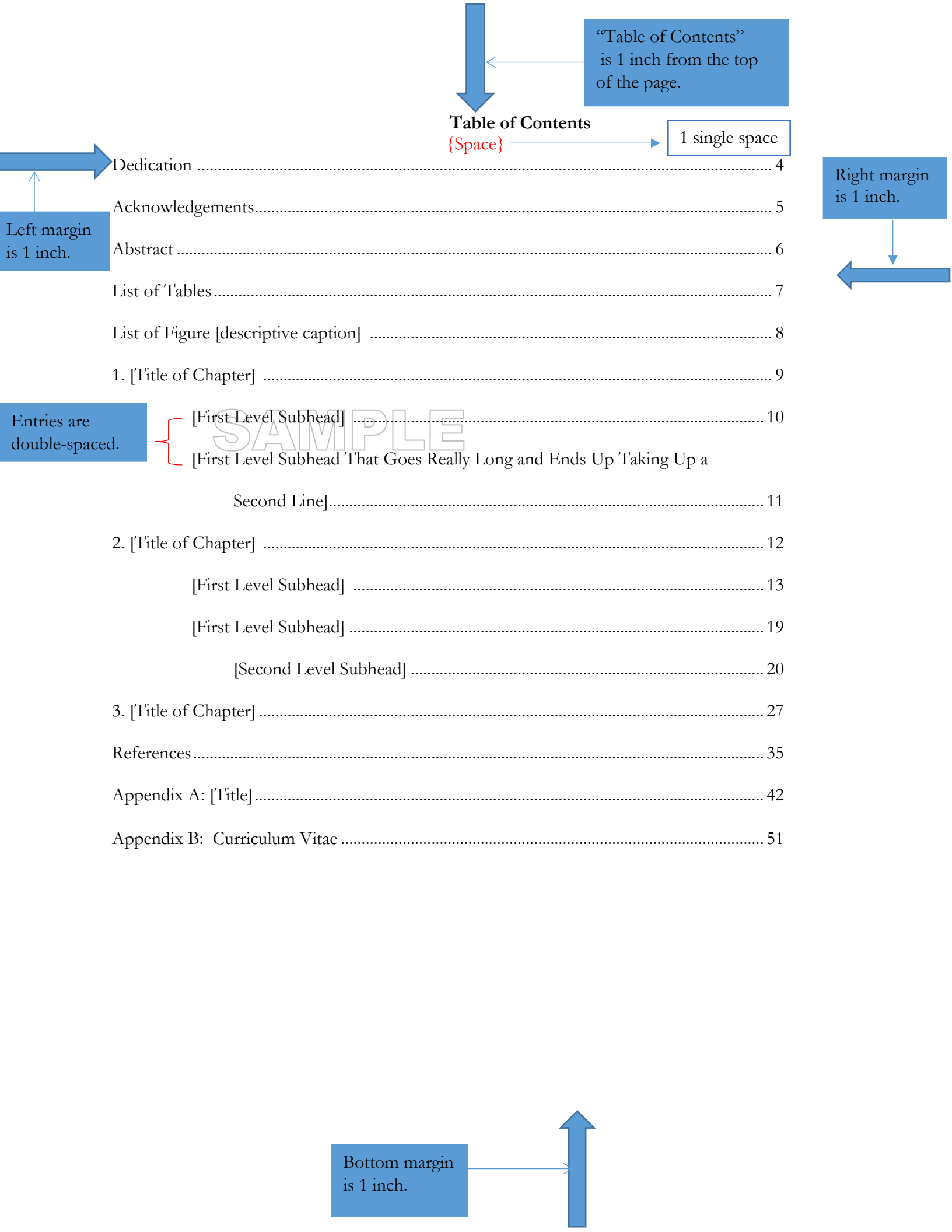
Instructions for the Table of Contents

(See sample on the following page)

Please refer to your department guidelines for creating your Table of Contents (TOC). If your department does not have guidelines, then please follow these instructions.

1. Use Times New Roman and 12-point type for the entire page, using double spacing.
2. Type and center the words Table of Contents in title cases, boldface, and one inch from the top edge of the page.
3. Enter two single line spaces after the words Table of Contents. Begin the first entry of TOC on the second single line.
4. Some elements are optional (for example, dedication and acknowledgements), so please refer to Page 15 of this handbook to determine which elements will pertain to these instructions.
5. It is NOT recommended to use the TOC feature in Word. Instead, utilize tabs. There are three areas where tabs are set differently for the TOC.
 - a. For front matter, make flush right tab at 6.5 inches with a dotted leader. From Home, select Paragraph, then select Tabs. Enter “6.5” above the Tab stop box, selecting “Right” under Alignment and “2.....” under Leader, then click on “OK”. Proceed to fill in the TOC for the front matter (see steps six and seven, as well as the sample)
 - b. For Chapters and Appendices, make a flush right tab at 6.5 inches with a dotted leader. From Home, select Paragraph, and select Tabs. Enter “6.5” above the Tab stop box, select “Right” under Alignment and “2
 - c. For the chapter and appendices contents, make flush left tabs at .5 inch and 1 inch, as well as a flush right tab at 6.5 inches with a dotted leader. From Home, select Paragraph, and select Tabs. In the Tab box that appears, enter “.5” at the Tab stop area and select “Left” under Alignment, then click on “Set.” Do the same for 1 inch. Then enter “6.5” the Tab stop box, select “Right” under Alignment “2
6. Beginning at the left margin (no indent), list the elements of the front matter starting with the Dedication, if there is one, and follow the order shown on Page 15 of this handbook, but DO NOT list the pages for the Table of Contents.
7. If you have more than one figure or one table, create a List of Tables and/or List of Figures on a separate page following the last page of the Table of Contents. If you have only one of either, simply make it a stand-alone line entry in your Table of Contents (see sample, next page).

8. To list the pages of the manuscript, enter one double space line return down from TOC, and then enter the number and title of the chapter/section.
9. Use Title Case (first letter of each word is capitalized, except prepositions such as “in” or “by”).
10. Hit Tab. The dot leader may not appear until you enter the page number. If it does not show, you have to re-select the dot leader.
11. Show only the first page number of the chapter or other section. DO NOT give a page range.
12. Show only THREE levels of heads (Chapter or Section, Level 1, and Level 2), indenting each level one additional half inch.
13. If a heading is longer than one line, indent any succeeding lines an additional half inch and double space.
14. After listing all the chapters with subheads, enter a line for the References, Bibliography, or Works Cited.
15. If there is more than one appendix, make a heading on the left, “Appendix A: Table,” use the dot header, and then type the page number.
16. If including curriculum vitae, list it as an appendix.
17. NOTE: DO NOT bracket the actual text.



“Table of Contents”
is 1 inch from the top
of the page.

Table of Contents
{Space}

1 single space

Left margin
is 1 inch.

Right margin
is 1 inch.

Entries are
double-spaced.

Dedication 4

Acknowledgements..... 5

Abstract 6

List of Tables 7

List of Figure [descriptive caption] 8

1. [Title of Chapter] 9

 [First Level Subhead] 10

 [First Level Subhead That Goes Really Long and Ends Up Taking Up a
 Second Line]..... 11

2. [Title of Chapter] 12

 [First Level Subhead] 13

 [First Level Subhead] 19

 [Second Level Subhead] 20

3. [Title of Chapter] 27

References 35

Appendix A: [Title] 42

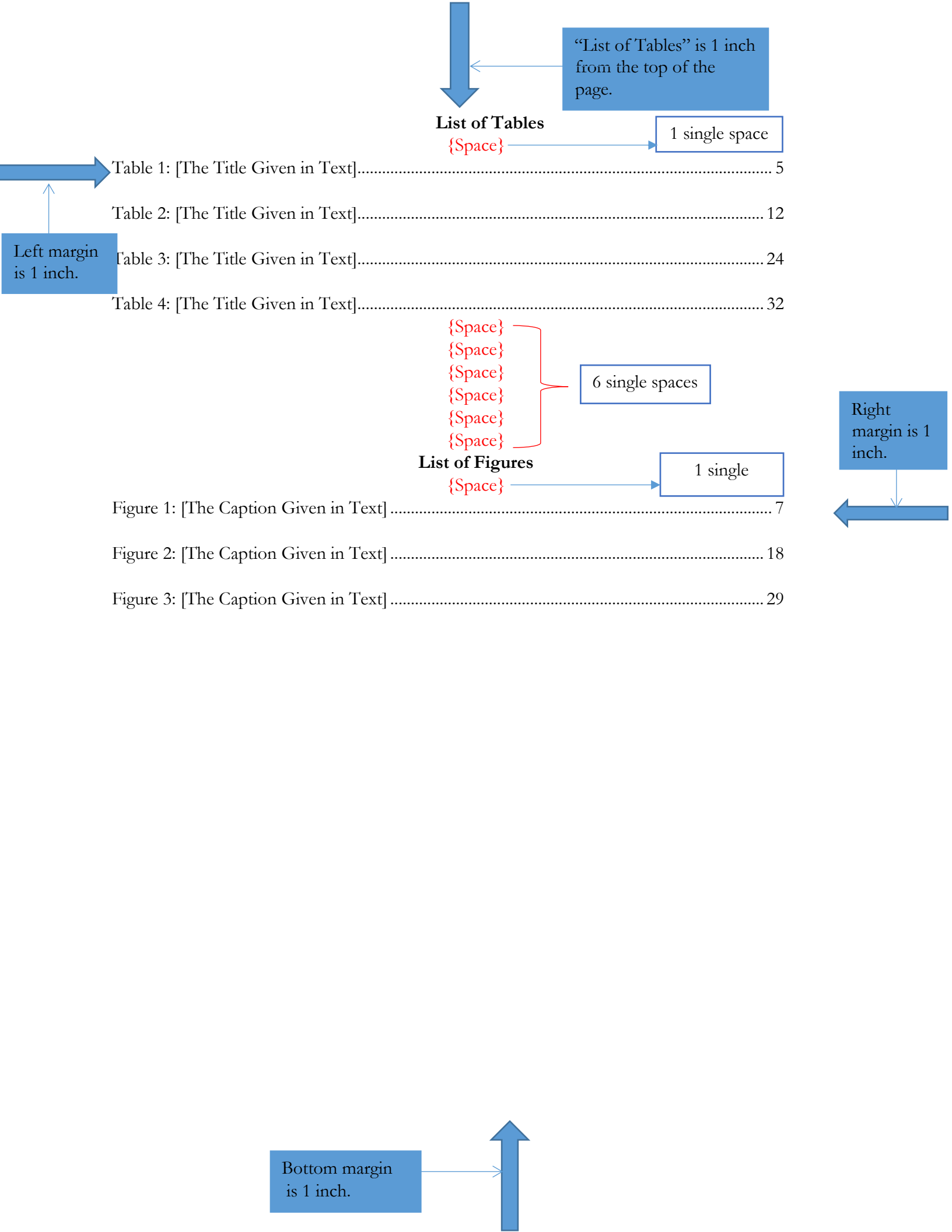
Appendix B: Curriculum Vitae 51

Bottom margin
is 1 inch.

Instructions for the List of Tables and/or List of Figures

(See sample on the following page)

1. If you have more than one table or one figure, create a List of Tables and/or List of Figures on a separate page following the last page of the Table of Contents. If your lists are short, put both lists on one page, separated by six single line spaces. If you have only one of either, simply make it a stand-alone line entry in your Table of Contents. Otherwise, make a line entry for each list in your Table of Contents (see sample, previous page).
2. Use Times New Roman and 12-point type for the entire page, double spacing.
3. Type and center the words List of Tables (or List of Figures) in title cases, boldface, and one inch from the top edge of the page.
4. Enter two single line spaces after those words.
5. Make a flush right tab at 6.5 inches, using a dot leader. In Word, under Home, select Paragraph, and then select Tabs. Enter "6.5" in the Tab stop box, and select "Right" under "Alignment." Under Leader, select "....."
6. Beginning at the left margin (no indent), number and list each table or figure, using exactly the same title as shown in the manuscript.
7. After the number of the table or figure, use a colon.
8. Type the title or caption using Title Case (first letter of each word is capitalized, except prepositions such as "in" or "by").
9. Table titles and figure captions must be identical to the titles and captions given in the manuscript.
10. For figure captions that are several sentences long, use only the first sentence for the List of Figures entry.
11. NOTE: DO NOT bracket the actual text.



Instructions for the Chapter or Section Title Page

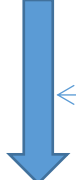
(See sample on the following page)

1. Use Times New Roman and 12-point type for the entire page, using double spacing.
2. Type and center the words of the heading (e.g., Chapter 1, Chapter 2, etc.) in title case, boldface, one inch from the top edge of the page.
3. For a chapter head, double space, then type the chapter title in title case, boldface, centered:

Chapter 1

Introduction

4. On the second single line space under the chapter title, text. begins



“Chapter 1” is 1 inch from the top of the page.

Chapter 1

{Space}

1 single space

Introduction

{Space}

1 single space

Creators of printed materials and non-print media should be acknowledged for their



material, whether it appears in the dissertation as a quotation, paraphrase, summary, figure, or table.

Right margin is 1 inch.

Copyright law is intended to protect intellectual property from misrepresentation and to guard

potential income of authors. Not all material falls within copyright law; its age is one factor. In

addition, material that is unpublished or lacks notice of copyright may nevertheless be protected.

Under the doctrine of “Fair Use,” a writer may quote no more than 200 words from a

source without permission, and then only if full credit is given to the source in citations, notes, and references, as required by the applicable style manual. The use of any table or figure (including a

photograph, chart, etc.) or of longer quotations or the major portion of any work must be authorized in writing by the copyright holder.

If copyright permissions are required, the doctoral student is responsible for contacting the copyright holder, obtaining the necessary written releases, and paying any fees that may be required.

Such permissions must be acknowledged in the dissertation as required by the appropriate style manual and the copyright holder. The demands of scholarship include, but often exceed, the requirements of copyright law. Scholars must recognize the community...

Left margin is 1 inch.

Text is double-spaced throughout.

Bottom margin is 1 inch.



Instructions for the Appendix Title Page

(See sample on the following page)

1. Use Times New Roman and 12-point type for the entire page, and use double spacing.
2. Type and center the word Appendix and its alphabetic designation (e.g., Appendix A, Appendix B, etc.) in title case, boldface, one inch from the top edge of the page.
3. Immediately after Appendix A: type the appendix title in title case, boldface, centered. See the sample below.
4. Begin the first actual appendix material under the appendix title on the same page.

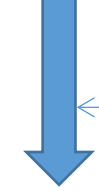
Left margin is 1 inch.



Table 1

Correlation Table

Insert the table here.



“Appendix A” is 1 inch from the top of the page.

Appendix A: Tables

{Space}

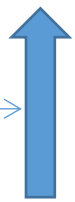
1 single space

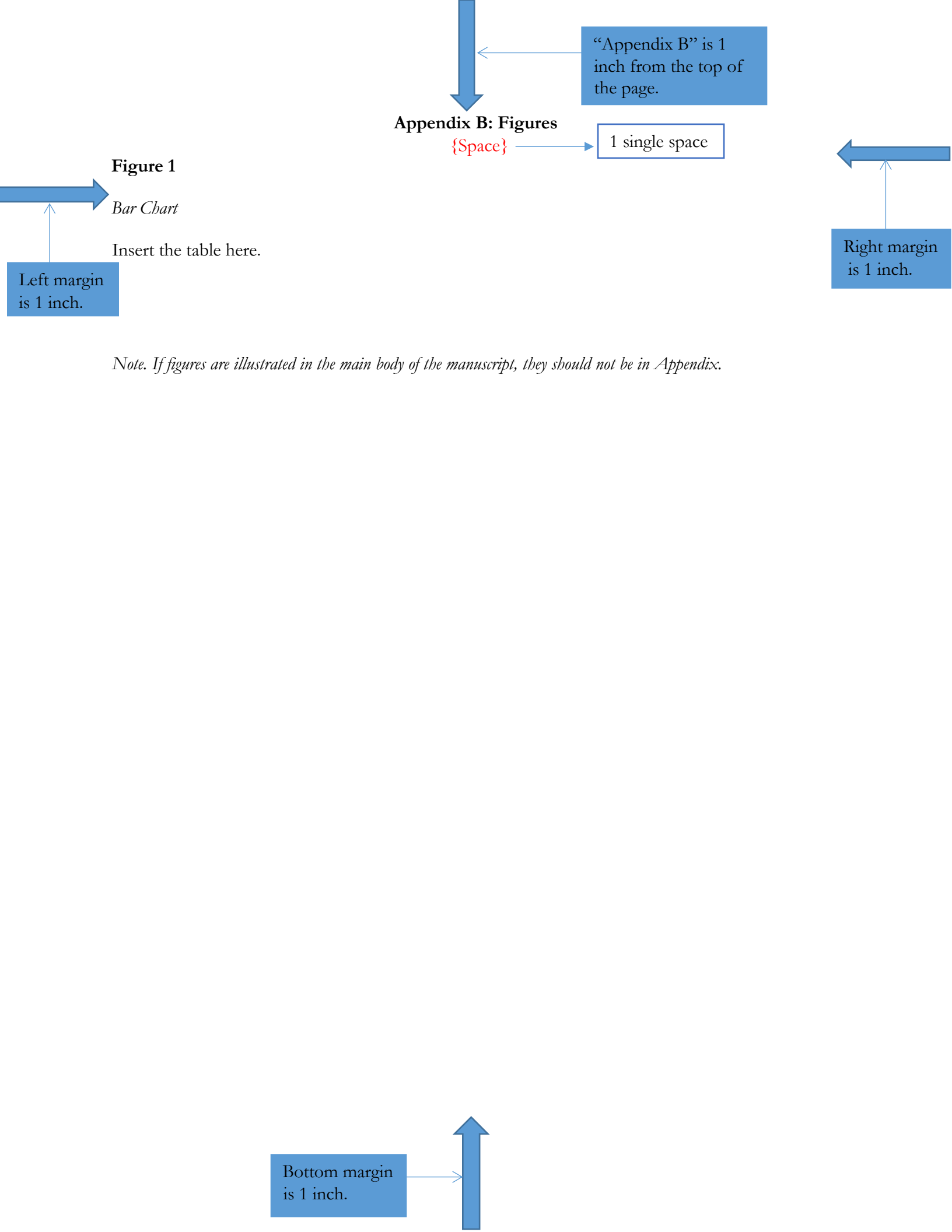


Right margin is 1 inch.

Note. If tables are placed in the main body of the manuscript, they are not included in Appendix.

Bottom margin is 1 inch.





Note. If figures are illustrated in the main body of the manuscript, they should not be in Appendix.

Appendix B

Approval Form, Process Chart, and Checklist

APU Dissertation/Thesis Committee Approval

Both ProQuest publication and Registrar's degree posting require certification of committee approval of the final dissertation or thesis. Each program is to choose ONE of the following documents to meet this requirement.

- A. A copy of wet-signed approval/signature pages for bound copies, or
- B. A completed departmental or program or committee approval form for the final dissertation or thesis, or
- C. Completed and signed APU Dissertation/Thesis Committee Approval, i.e., this form. (See **Note** at bottom for an online option if C is the chosen approval mechanism.)

The program coordinator/manager/administrative assistant should email a completed copy of the chosen approval document from the above to the director of Graduate Student Publications (swang@apu.edu), before or after students submit manuscripts for publication review. If the online option to C is chosen, it is sufficient for the approver to complete the form and submit it online.

Student Name: _____

Dissertation Title: _____

Degree: _____ **Department/School:** _____

DISSERTATION/THESIS APPROVAL

As committee chair, I accept and approve the attached final dissertation or thesis for quality and content.

Committee Chair Name (Please Print)

Committee Chair Signature and Date

Optional Signature (If required by a program or when the committee chair is not available.)

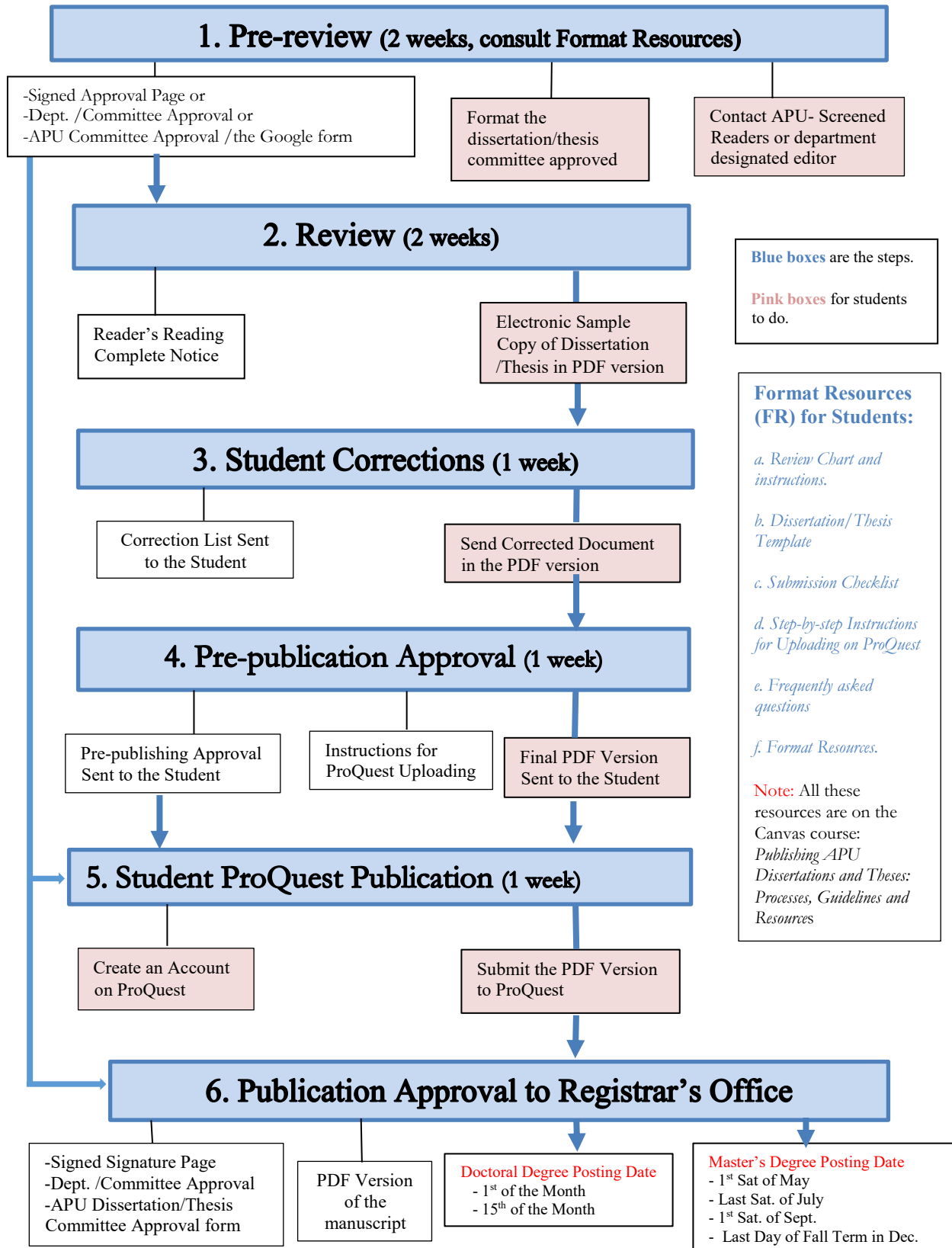
As department chair or program director or associate dean, I acknowledge the attached final version of this dissertation or thesis has been approved by the committee for quality and content.

Department Chair/Program Director/Associate Dean Name _____ (Please Print)

Signature (wet/electronic) _____ Date _____

Note: There are two options to sign this form. 1) Fill in the form in Word, using either a wet or electronic signature, and then return this completed form to the APU Director of Graduate Student Publications. 2) [APU Dissertation/Thesis Committee Approval](#) is also available via a Google form, which will be sent to the committee chair or department chair or program director. This form, once completed, is automatically saved.

APU Dissertation/Thesis Review Chart for Publications



Explanations for the Review Chart

From Graduate Student Publications (GSP)

1. Pre-Review

- a. The student formats the manuscript.
 - After getting the final approval from the dissertation /thesis committee, the student thoroughly proofreads and copy edits, formats it according to the latest edition of the *APU Style and Format Handbook for Dissertations and Theses*, May 2024 See also: <https://canvas.apu.edu/courses/21252>
 - The student selects one reader from the List of External Readers, which appears on the Canvas course or can be obtained from GSP or the department, and submits the committee-approved manuscript to an External reader for editing. Or use a department designated reader for editing.
- b. Any student who do not use editors/readers, must complete the form below and submit it to GSP (swang@apu.edu) by email.
 - APU Student Submission Checklist
- c. The program administrative assistant /coordinator /manager emails ONE of the following documents to GSP, unless the Google form of APU Dissertation/Thesis Committee Approval is used.
 - 1) A copy of the signed Approval/Signature Page
 - 2) Departmental or program approval of the manuscript
 - 3) APU Dissertation/Thesis Committee Approval Form

2. Review

- a. An External reader sends a reading complete notice to GSP, and then GSP sends review instructions to the student.
- b. The student emails an electronic copy of the final, committee-approved, and copyedited manuscript in a PDF version to swang@apu.edu.

3. Corrections

- a. GSP reviews the electronic version of the manuscript within two weeks and sends a correction list to the student. The student is requested to make format correction.
- b. The student resubmits electronically a corrected PDF version of the manuscript to swang@apu.edu.

4. Pre-Publication Approval

GSP sends the pre-publication approval to the student along with the following documents:

- Final and approved version of the dissertation/thesis in the PDF format.
- ProQuest Publishing Agreement Forms and instructions for uploading on ProQuest

5. ProQuest Publication

- a. The student creates an account on ProQuest, using the guideline and instructions sent to the student in the pre-approval email, which includes the following:
 - ProQuest Publishing Agreement Forms (Reference only)
 - Instructions for Uploading to ProQuest
- b. The student uploads only the GSP approved PDF file on ProQuest.
 - Traditional publishing is free.
 - Services for open access publishing, copyright services, or hard-bound copies are paid services by using credit cards.

6. Publication Approval

- a. GSP sends the Publication Approval for degree posting with two required documents to the registrar, the student, the advisor, the program director, and the administrative assistant /coordinator/manager.
 - A copy of the completed PDF version of the dissertation/thesis
 - One of the following documents:
 - A copy of the signed Approval/Signature Page in the dissertation/thesis
 - Dissertation/thesis committee or departmental approval of the manuscript.
 - APU Dissertation/ Thesis Committee Approval form
 - The link of the Google form

Note that for doctoral degrees, posting dates are the first of the next month if approved on 16th -31st of the month or the fifteenth of the month if approved on 1st-15th of the month.

For masters' degrees, there are four posting dates: the first Saturday of May, the last Saturday of July, the first Saturday of September, and the last day of the fall term in December.

APU Dissertation/Thesis Submission Checklist⁷

*(This form must be submitted along with your sample dissertation/thesis for APU publication review, if the student did **NOT** use APU screened external readers or departmental designated editors.)*

Last Name _____ First Name _____ Date _____

Manuscript Topic: _____

Please complete the following checklist before submitting your dissertation/thesis.

Margins and Justification

- Left margins are one inch.
- Top, right, and bottom margins are one inch, EXCEPT for the title pages, which should be at two inches from the top of the page.
- Left margins are justified.
- Right margins are ragged.
- Figures, pictures, tables, and other such materials must conform to the margins set.

Typing

- Use Times New Roman and 12-point font throughout the document.
- Use black text except for figures or tables if needed.
- No page begins or ends with a single line of a paragraph.
- No word is divided with a hyphen by the end of a line.

Spacing

- Use double spacing throughout the document.
- Single spacing is used only for:
 - Certain places in the preliminary pages.
 - Keeping an entire table on a single page.
 - Original materials reproduced in appendices.

Pagination

- Each page, except for the title page, is assigned a typed number.
- Page numbers are at 0.5 inches from the top upright edge of the page or at 0.5" Vertical Page Position.
 - The title is counted as Page 1, but not numbered.
 - Arabic numerals are used throughout the manuscript, including preliminary pages, beginning the approval page with Page "2" as the second page of the whole document.

Citations

- APA citations or individual disciplines' standards.

⁷ The submission checklist borrowed some elements from that of Pepperdine University.

Organization of Dissertation / Thesis (see *APU Dissertation/Thesis Templates on the Canvas course*)

- Title Page** (No page number shown, but counted as Page 1)
- Approval/Signature Page** (Page 2, Arabic numerals continue to the end of the manuscript.)
- Copyright Page** (Page 3)
- Dedication Page (Optional, Page 4)
- Acknowledgements (Optional)
- Abstract** (As for the number of words for abstract, check the department requirement.)
- Table of Contents**
- List of Tables (Optional)
- List of Figures (Optional)
- Manuscript**
- References/Bibliography/Works Cited**
- Appendix (Optional)
- Curriculum Vitae (Optional, varies by department)

Title Page

- The title page starts at two inches from the top edge of the page.
- Center Azusa Pacific University in title case.
- On the fourth single spacing line under Azusa Pacific University, center the full title of the manuscript in title case, bold, and double space.
- Arrange the title in a pyramid or upside-down pyramid shape.
- Center the word “by” in lowercase on the second single spacing line under the last line of the title.
- Center your full name as it appears in your Registrar’s records on the second single spacing line under “by”.
- On the fourth single spacing line under your name, center your type of project in double space (“A thesis /dissertation /doctoral capstone, project...”), your school or college, and degree title.
- Center the city and state “Azusa, California,” to be on the ninth single spacing line from the last line of the text “A thesis/dissertation /doctoral capstone, project...”.
- For the date, use only month, year (of degree posting date).

Approval Page

- Follow the steps from Title Page.
- Top margin is one inch from the top edge of the page
- Page 2 starts at top right corner.
- The title must match exactly with that on the title page.
- On the fourth single spacing line under your name, type and enter the text “has been approved by...” in double space.
- Include only the **highest degree** of the committee chair and members as well as dean or associate dean of your school or college.

Copyright page

- Use double space for the copyright text.
- Center the copyright text at 8.2 inches from the top of the page.

© Copyright by [Preferred Name of Student] Year

All Rights Reserved

Dedication Page (Optional)

- Top margin should be one inch.
- Center “Dedication” in title case, bold.
- On the second single spacing line after “Dedication”, indent the first line of the dedication text by ½ inch.
- Use double line spacing for the text.

Acknowledgements (Optional)

- Top margin should be one inch.
- Center “Acknowledgements” in title case, bold.
- On the second single line space after the word “Acknowledgements”, indent the first line of the acknowledgements text by ½ inch.
- Use double space for the text.

Abstract

- Top margin should be one inch.
- Center “Abstract” in title case, bold.
- On the second single spacing line, begin the text in double space, but do NOT indent.
- Keywords:* (The word “Keywords” is indented, italic, **NOT** bold.)
- List SIX key words or phrases in lowercase, not italic, using a comma after each term or phrase except the last one.

Table of Contents

- The top margin should be one inch.
- Center “Table of Contents” in title case, bold.
- Use double space for subheadings.
- Use a dot leader between a subheading and page number entry.
- If a heading is longer than one line, indent any succeeding lines by an additional half inch.
- All levels of subheadings are aligned flush left.
- Show only three levels of subheadings (Chapter/Section, Level 1, and Level 2).
- Indent each level one additional half inch. See examples below:

1. Introduction	1
Level 1 Heading	2
Level 2 Subheading	3

- References go on a separate page after the last chapter.
- Appendix #, Title, if appendices are used.
- List of Tables is included, if used.
- List of Figures is included, if used.

List of Tables/List of Figures

- Each table or figure has a number and title as they appear in the manuscript.
- When a table or figure appears in the manuscript, the full table or figure should be either on the very top or at the bottom of the page. If a table or figure is short, it can have text above or below on a page. When a long table lasts more than one page, copy the header row of the table to the top of the continuous page.
- If a figure or table needs to be landscaped, the page number should be on the lower, right margin of the landscaped page.
- Table # or Figure # is on its own line, bold.
- A table or figure title should be italic and use Title Case.

Manuscript

- “Chapter #” is bold, title case, one inch down from the top edge of the page.
- Chapter title is under “Chapter #”, double line spaced, bold, and title case.
- If the chapter title runs two lines, use title case, boldface, but double space for the title.
- Begin the text on the second single line space down from the chapter title.
- Use double space throughout the manuscript.
- All subheadings in the manuscript must be the same as those in TOC.
- When a heading is at the last line of the page, move the heading to the next page.

References/Bibliography/Works Cited

- Center the word “References/Bibliography/Works Cited” at one inch from the top of the page, title case and bold.
- References /Bibliography/Works Cited start on a new page after the last page of the last chapter.
- Start the first entry of references on the second single line space down from References.
- Use double line spacing between entries.
- References /Bibliography/Works Cited should be in alphabetical order by surnames of first authors.
- Do not split one entry of a reference /Bibliography/Works Cited into two pages when it is at the end of the page.

Appendix

- Appendix follows References.
- Center the word “Appendix #: Title”.
- Appendix and the title are at one inch from the top of the page, bold
- The first appendix is two single-line space down from Appendix and the title on the same page.