



GUIDELINES
FOR
MASTERS OF ARTS THESIS

Pacific Lutheran University

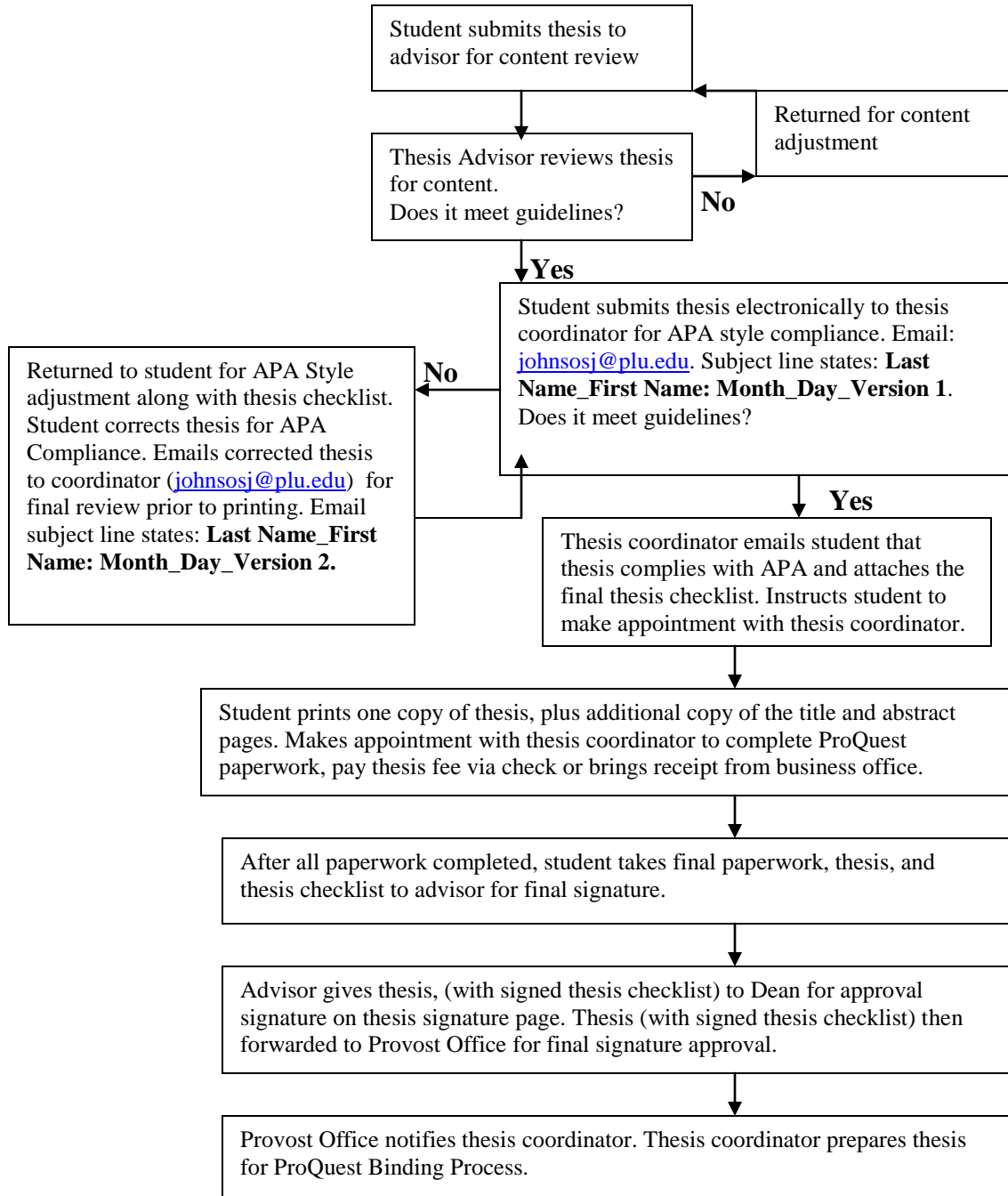
Prepared
By
Susan JF Johnson
Updated October 2010

Flowchart for Thesis Submission

May Timeline	
To	Date
Thesis Advisor	By March 18
Thesis Coordinator	By April 5
Department	By April 15
Provost	By May 3

August Timeline	
To	Date
Thesis Advisor	By June 18
Thesis Coordinator	By July 1
Department	By July 15
Provost	By August 2

December/January Timeline	
To	Date
Thesis Advisor	By Oct 18
Thesis Coordinator	By Nov 1
Department	By Nov 15
Provost	By Dec 2



The Thesis Process

1. The thesis must be delivered to the thesis advisor no later than **May 3 (May grads), June 18 (Aug grads) or October 18 (Dec/Jan grads)**. No later than **April 5 (May grads), July 1 (Aug grads), or November 1 (Dec/Jan grads)** after the thesis advisor approves the content and reviews the style of the thesis, the student emails the thesis to the thesis coordinator, Susan JF Johnson (johnsosj@plu.edu) for compliance with APA Style. Subject line of email states: **Last Name, First Name: Month_Day_Version 1**. For clarification, call Susan at 253.535.8628.
2. Thesis coordinator reviews the format of the thesis and notifies the student via email the Thesis Checklist that indicates those areas requiring correction. If more than five APA style errors are found, the thesis is returned without full style review.
3. Student returns via email the corrected thesis to the thesis coordinator. The subject line states: **Last Name, First Name:Month_Day_Version 2**.
4. The thesis coordinator performs a final review of the thesis. The student is notified via email to print the final version of the thesis (unless further errors are found). The final Thesis Checklist Form is attached to this notification email. The student is instructed to make an appointment to meet with the thesis coordinator.
5. The thesis is printed on white bond paper (min. 20lb) with minimum 25% cotton fiber content. An extra copy of the title and abstract pages are required. No watermark.
6. The student makes an appointment with Susan JF Johnson, 253.535.8628 or email johnsosj@plu.edu for processing of all forms required for thesis submission.
7. At this meeting, the student completes the **Master's Thesis Agreement Form (M Form)** that accompanies the final printed thesis throughout the signing process.
8. A fee of \$70 is due at this meeting. Payment may be by personal check or by payment receipt form from the PLU Business Office. Payment goes to account: #810020-6323-7213-61.
9. Should a personal copy of the thesis be requested by the student, the student must complete the **Author Discount Offer** section of the **M Form** must be completed. It is cheaper to order an extra copy at the time of publishing rather than at a later date. Payment by credit card or post money Order must accompany the form.
10. The printed thesis, M Form, and signature pages will not be released to the student until the \$70 for publishing and abstract fee has been paid. If payment is by check, a payment receipt will be given to the student. The check will be deposited to the PLU Business Office by Susan JF Johnson to the Thesis account: # **810020-6323-7123-61**.
11. The student will take the printed thesis, final Thesis Checklist, M Form, and payment receipt to the thesis advisor for final approval and signature by **July 15**.
12. The thesis advisor will give the thesis and the signed Thesis Checklist to Michael R. Hillis, interim co-dean for school of education and movement studies or for the Marriage and Family Therapy Program, David Ward, chair. Then the thesis advisor forwards the signed thesis and the Thesis Checklist to Susan JF Johnson by May 3 (May grads), August 1 (Aug grads), or December 1 (Dec/Jan grads) who will forward to Laura Polcyn, associate dean of graduate studies.

- 13.** The provost will be the final signer.
- 14.** The completed thesis with all required signatures will be returned to Susan JF Johnson, ADMN 104. Thesis will be kept by Susan until several are received and forwarded to ProQuest for binding.
- 15.** When the bound theses return to PLU, they are cataloged and become part of the permanent collection in Mortvedt Library. Student is notified thesis has returned.

PLU Student Thesis Guideline Quick Summary (APA Publication Manual, Fifth Edition)

Page Setup

- Margins: 2” top first pages, 1” at top on other pages, right and bottom, 1.5” on left for binding.
- Double space, No justification

Document Formatting

- Font: 12 point, Times New Roman
- Pagination: Bottom center, roman numbers for front pages; Top right, Arabic numbers for body of thesis
- No running heads
- Title page does not carry a page number
- Title page in all uppercase, centered, 2” from top of page
- Do not number the pages until all the thesis is incorporated into one document.

Table of Contents (TOC)

- Print the TOC to double-check sections and page numbers against the document
- Check page numbers against every aspect of the document
- List all headings and sub-headings in the TOC
- Front matter in correct order:
Title page, acceptances, acknowledgments, abstract, TOC,
list of tables, list of figures
- Back matter in correct order: References first, then appendixes.

Title Page, Signature and Abstract

- Title words all capitalized, centered on page, start 2” from top. More than one line double space between title lines.
- Match the title on title page to the one shown on the abstract page
- Abstract correctly formatted: No more than 150 words and spaced correctly.
- No page number on title page; lowercase roman number on signature and abstract

Acceptances

- Names and titles spelled and correctly spaced
- Page number is lowercase roman numeral, centered

Lists of Tables and Figures

- If more than five tables or five figures, must include a page listing each to follow the TOC.
- Check that tables or figures are included in the body text and reference the correct page

Body of Thesis – Check:

- Title capitalization of chapter titles.

- Chapter titles to TOC. Check page numbers.
- Each chapter begins on its own page
- Subheadings and sub-subheadings match the TOC. Check page numbers.
- Subheadings formatting: Title style, Italics. Text begins in new paragraph beneath subheading, and is indented 0.5"
- Sub-subheadings formatting: Sentence style, indented 0.5", Italics, and paragraph text immediately following the punctuation for the sub-subheading.
- Arabic numerals at top right of each page
- Quotation formatting for in-text and block style
- List/series formatting: series in paragraph: (a) (b) (c); list after a paragraph: 1. 2. 3.
- Superscript characters formatting: Change to ordinal number or fractions. Avoid superscripts.
- Ellipsis formatting and correct use. Space before . . . and after three dots; but if following the end of a sentence, use a period, space and three dots. . . . will show some missing information.
- Dashes: No spaces.
- Hyphens: Not allowed at end of lines.
- Emphasis usage. Italicize the word or words; then insert after the italicized words, but within brackets as shown here the words, [italics added].
- Widow and Orphan lines: Need to have two full lines of a paragraph at the bottom and top of any page.
- In-text citations: inside final period if in-text quotation; outside period if long block quotation.

References and Appendixes:

- References formatted to APA guidelines
- References/ Appendixes formatted correctly: Hanging indents of 0.5", single-spaced.

The Author's Responsibility

- Proofread; make corrections, and all changes suggested by the thesis advisor before submission of manuscript to thesis coordinator.
- Examine the thesis against the PLU Thesis Checklist.

General Instructions

- **Paper (5.01):**
 - One-sided, 8.5 by 11 inches (22 x 28 cm), minimum 20 lb white bond, acid free, no watermark, 90% brightness.

- **Type Face (5.02)**
 - 12 point Times New Roman
 - Ohs, els, and special characters (page 285 of APA Style, 5th Edition)
 - Multiplication sign: lowercase x (x) or multiplication symbol preceded and followed by space.
 - Minus sign: use a hyphen with space before and after.
 - Numeral 0 vs. letter o; numeral 1 versus letter l.
 - *Italics* versus underlining:
 - *Italicize*:
 - *Titles of books, periodicals, and microfilm publications*
 - *Genera, species, and varieties*
 - *Introduction of new, technical, or key term or label, first time used only.*
 - *Letter, word, or phrase cited as a linguistic example*
 - *Words that could be misread*
 - *Letters used as statistical symbols or algebraic variables*
 - *Some test scores and scales*
 - *Periodical volume numbers in reference lists*
 - *Anchors of a scale*
 - Do not italicize:
 - Foreign phrases and abbreviations common in English
 - Chemical or trigonometric terms
 - Nonstatistical subscripts to statistical symbols or mathematical expressions
 - Greek letters
 - Mere emphasis
 - Letters used as abbreviations

- **Double-Spacing (5.03)**
 - Double-space between all lines of manuscript, every line in titles, headings, footnotes, quotations, references, figure captions, and all parts of tables. May single space between lines of footnotes, long quotations, references, figure captions, and parts of tables.

- **Margins (5.04)**
 - Left side, 1.5” for binding; top of any first page is 2”, following pages have top, right, bottom margins at 1”
 - Line length and alignment:
 - No justification of lines; right margin jagged.
 - Do not divide words at end of a line.
 - Do not use hyphenation function to break words at end of lines. Allow line to run short rather than break a word at end of line.
 - Must have at least two full lines of any paragraph at bottom or top of a page.

- **Order of the Manuscript Pages (5.05)**
 - Number all pages except the artwork for figures consecutively. Arrange as:
 - title page with title, student byline and institutional affiliation (not numbered)
 - signature acceptance page
 - acknowledgment page (optional)
 - abstract (no more than 120 words)
 - table of contents
 - list of tables (only use if more than five used)
 - list of figures (only use if more than five used)
 - body of thesis text (each chapter starts on separate page; chapter 1 is begins on page 1)
 - references (start on a separate page)
 - appendixes (start each on a separate page)

- **Page Numbers and Manuscript Page Headers (5.06)**
 - Do not number pages until entire thesis body is in one document.
 - Preliminary pages are numbered with lowercase roman numerals. Title page does not carry a page number. Beginning with the thesis body text, all pages are numbered consecutively with Arabic numerals in the upper right-hand corner, at least 1 in. from the right-hand edge of the paper, in the space between the top edge of the paper and the first line of the text. If pages are inserted, renumber all pages afterwards; do not use “6a” for example.
 - Thesis does not carry running headers or manuscript page headers.

- **Paragraphs and Indentation (5.08)**
 - Indent the first line of every paragraph and first line of every footnote.
 - Tab key should be set at five to seven spaces or .5 in. Exceptions are to the abstract (5.16), block quotations (5.13), titles and headings (5.10 and 5.150, table titles and notes (5.21) and figure captions (5.22).

- **Uppercase and Lowercase Letters (5.09)**
 - Title: Centered Uppercase Heading
 - Sub-Heading: *Flush Left, Italicized, Uppercase and Lowercase*

- Sub-subheading: *Indented .5, italicized, lowercase paragraph heading ending with a period.*
 - **References (5.18):** Center word References, uppercase and lowercase letters, centered at top of page.
- **Headings (5.10)**
 - The APA manual allows for flexibility for thesis manuscript styles (pages 321 to 329) The PLU Style is as follows for the body of the thesis:
EXAMPLE:

CHAPTER ONE

TITLE OF YOUR CHAPTER

A student may use either letters or numbers for the chapter numbering. However, consistency in numbering is required. New chapters always begin on a new page. The chapter headings and titles are in UPPERCASE and centered. There is no extra space between the headings and the text. All text is double spaced.

Subheadings

Subheadings split chapters into sections. The subheading is not indented, has no end punctuation, is underlined, and not italicized. The text begins in a new paragraph beneath. The first line of the paragraph is indented .5". Subheadings are title-capitalized and have no punctuation at the end.

Sub-subheadings. Split subheadings into sections. Sub-subheadings are underlined, indented .5", sentence-capitalized, and have a period at the end. The text begins immediately after the sub-subheading.

Mark sure that all chapter headings, sub-headings and sub-subheadings correspond to those listed in the Table of Contents including page numbers.

END OF EXAMPLE

Spacing and Punctuation

- Space once after all punctuation as follows:
 - after commas, colons, and semicolons;
 - after punctuation marks at the ends of sentences;
 - after periods that separate parts of a reference citation; and
 - after the periods of initials in personal names.
- Exceptions: do not space after internal periods in abbreviations (i.e., or e.g.)

Formatting Page Numbers

Preliminary page numbers are in lower case roman numerals (ii, iii, etc) are centered at the bottom of the page. Do not number the title page.

The body of the thesis will have Arabic page numbers placed in the upper right hand corner of the page, 1 inch from the top and 1 inch from the right side of the paper.

Use the MS Word function of page breaks to help in establishing correct format for page numbering. You can place the page numbers in the header or footer of the document.

Tables and Figures (3.62 to 3.86, pages 147 to 202)

APA specifies that tables and figures appear on separate pages from the text; however, PLU will accept them incorporated into the text if they fit attractively on the page. Use gray scale for tables and figures. You may use color illustrations, but understand that only the copy bound for Mortvedt Library will be in color.

Other Helpful Sections of APA Fifth Edition

- Quotations (sections 3.34 to 3.41, pages 117 to 121)
- Examples of Reference Citations (chapter 4, pages 215 to 281)
- Thesis Preparation (chapter 6, pages 321 to 330)
Note: pages 283 to 320 cover manuscripts for publication in an APA journal.
- Numbers/formulas/statistics (pages 122 to 146)
- References (pages 215 to 281)

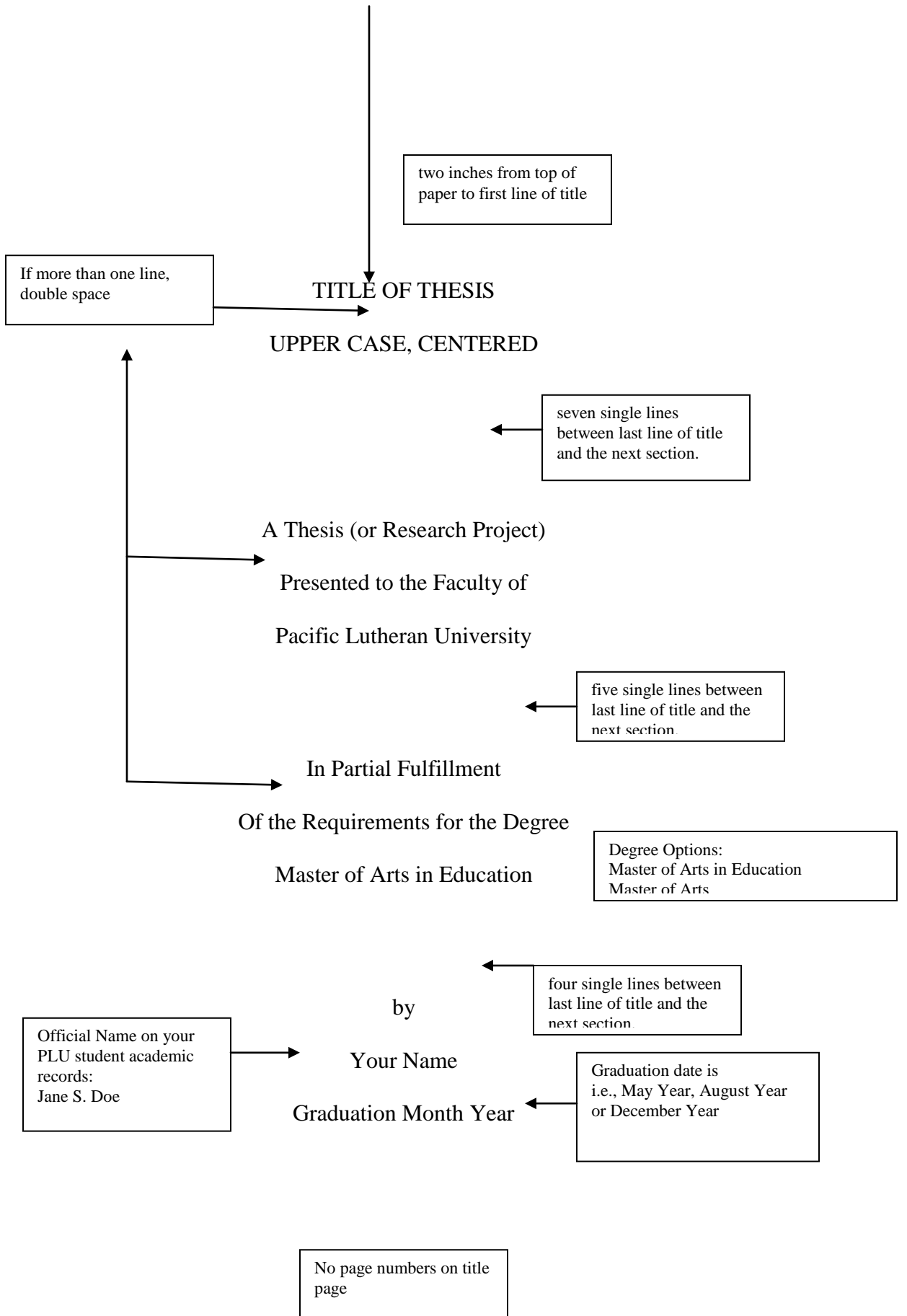
Differences between APA Manuscript Style and Student Thesis Style

(Line Spacing in APA is all double space.)

In a thesis:

- Single space within each reference in the reference list, but double space between them. However, follow the other APA guidelines noted on pages 215 to 281)
- Single space within large tables to allow fit on one page.
- Single space quotes over 40 words using indentation.
(see page 117 for citation example)
- Single space footnotes, if used.

- Thesis is divided into chapters. Each chapter begins on a new page with a bigger top margin (2" from the top of page).
- Insert short tables and figures into the text (1/2 page or less) rather than at the end of the thesis. Lengthy tables and figures should immediately follow the text on the next numbered page. Never split the table or figure between two pages, unless unavoidable. Can use landscape format when presenting a table.
- Figure captions/titles are placed at the bottom of the figure.
- Table titles go above the table.
- Footnotes should be used sparingly. When used, place them at bottom of page on which note is referenced, single-spaced lines.
- The left hand margin is 1.5" because of the binding requirement.
- Chapter headings should be centered, uppercase (APA level 5).
- Running head and page headers are not used in student thesis



two inches from top of
paper to first line of title

ACCEPTED BY THESIS ADVISOR

Thesis Advisor (Type in name of your advisor without title)

date

RECEIVED FOR THE SCHOOL OF EDUCATION AND MOVEMENT STUDIES

Michael R. Hillis, Interim Co-Dean


date

RECEIVED FOR PACIFIC LUTHERAN UNIVERSITY

Steven P. Starkovich, Provost and Dean of Graduate Studies

date

Page Number: lower case
roman numeral centered,
1" from bottom of page
ii



two inches from top of
paper to first line of title

ACKNOWLEDGMENTS

Use this section to offer “credit to others.” There is no limitation on the number of pages for acknowledgments. Begin text on the second and subsequent pages, one inch from the top of the page. Text spacing, font, and font size must be the same as used in the main body of the thesis.

For my family (centered on page)

Dedication page is optional

Page Number: lower case
roman numeral centered,
1" from bottom of page
iv

TITLE OF THESIS

AN ABSTRACT

by

Jane P. Doe, Master of Education

Pacific Lutheran University, August 2009

Thesis Advisor: John Smith

two inches from
top of paper

Double space here

The purpose of the abstract is to give the reader a concise and accurate synopsis of significant elements in your thesis. Take care in preparation of the abstract as it will be a public document that you will be unable to further edit or revised.

Thesis abstracts are published in *Masters Abstracts* and must conform to their format.

The text of the abstract must be under 150 words. It should be in block format, not indented, double-spaced, and on one page. No footnotes, references, or unexplained abbreviations may be used.

Page Number: lower case
roman numeral centered,
1" from bottom of page

v

two inches from top of paper

TABLE OF CONTENTS

tab: 6 in; right alignment; 2 type leader

	Page
ABSTRACT.....	iii
ACKNOWLEDGMENTS	iv
LIST OF TABLES	v
LIST OF FIGURES	vi

CHAPTER

Sub-heading tab: 5.5 in; right alignment; 2 type leader

1. INTRODUCTION (level 5 heading)	1
-- -- --> Problem Statement (level 1 subheading)	5
Importance of the Study	8
Summary	10
2. REVIEW OF LITERATURE	16
Subheading.....	19
Sub-subheading (level 2 subheading)	22
sub-subheading (level 3 subheading).....	23
Subheading.....	25

Sub-subheading tab: 5.3 in; right alignment; 2 type leader

3. METHODOLOGY AND REVIEW	33
Subheading.....	34
Subheading.....	40
4. FINDINGS [NARRATIVE]	45
Subheading.....	49
-- . . . ▶ Sub-subheading	53
Subheading.....	55
5. ANALYSIS AND CONCLUSIONS	60
Subheading.....	63
Sub-subheading	68
Subheading.....	70

REFERENCES	71
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APPENDIXES

A. Title of Appendix A	72
B. Title of Appendix B.....	73

Page Number: lower case roman numeral centered, 1" from bottom of page
v

Titles, Headings and Subheadings

PLU Style format

TITLE AND MAJOR SECTION	Centered	Heading Caps	b
First-Level Heading	Centered	Heading Caps	b
<i>Second Level Heading</i>	Flush Left	Heading Caps	<i>i,b</i>
<i>The third level heading.</i>	Indent	Sentence caps	<i>i,b</i>

Run-in paragraph heading, need not be a complete sentence but end with a period or other appropriate punctuation

APA headings format

Title and Major Section	Centered	Heading Caps	b
First-Level Heading	Centered	Heading Caps	b
<i>Second Level Heading</i>	Flush Left	Heading Caps	<i>i,b</i>
<i>The third level heading.</i>	Indent	Sentence caps	<i>i,b</i>

Run-in paragraph heading, need not be a complete sentence but end with a period or other appropriate punctuation

Chicago headings format

TITLE AND MAJOR SECTION	Centered	FULL CAPS	b
First-Level Heading	Centered	Heading Caps	b
<i>Second Level Heading</i>	Flush Left	Heading Caps	<i>i,b</i>
<i>The third level heading</i>	Indent	Sentence caps	<i>i,b</i>

TITLE dropped two inches from the top of the page. The third level heading ending with a period it need not be a complete sentence

MLA headings format

Title and Major Section	Centered	Heading Caps	b
First-Level Heading	Flush Left	Heading Caps	b
Second level heading	Indent	Sentence caps	b
The third level heading	Indent	none	

This run-in or paragraph heading The third level heading is just a number indented and preceding the paragraph.

PLU and APA HELPFUL GUIDE 1

Source: Mastering APA Style Student's Workbook and Training Guide and
APA Manual, 5th Edition

First Sentence of a Paragraph

always indent .5 inches from the left margin (1.5 inches)

Use double spacing in document.

Should not use triple spacing, double double spacing in a thesis. May use single spacing in long quotes, references and in tables.

Capitalization example

Trial 3 and Item 4

Trial n and item x

chapter 4

Table 2 and Figure 3

When the hermit crabs listened to classical music, they were significantly more likely to retreat back into their shells than when they listened to rock and roll music. However, there was no Music x Shell interaction effect.

Italics

All letters used as statistical symbols, except Greek letters should be italicized.

Author listing

When listing an author of a paper, do not use informal name, spell out middle initial or use a title (e.g., Ph.D.)

Correct styles of punctuation:

Only one space should follow all punctuation mark (periods, semicolons, colons, etc). Also, a space should follow the periods in the initials of personal names, and in two-part titles. In abbreviations with internal periods, do not need to add space: For example (i.e.)

Examples:

The study by Jones, Davis, and Steward (1990) concluded students do not like the APA Style.

Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillian

Theories of work motivation that emphasize the cognitive effects of information include (a) expectancy theory, (b) equity theory, and (c) goal-setting theory.

The results were significant (see Figure 5).

The GSR of rodents is unreliable (Adams & Baker, 1957).

“When sea turtles were studied, the effect was not seen” (p. 276).

Correct punctuation for quotation from a source:

According to Hebb (1949), the phase sequence for a familiar event is well organized, so “it runs its course promptly, leaving the field for less well-established sequences” (p.229).

Correct punctuation in a paragraph series:

The researchers attempted to determine the relation between the age of the mother at the child’s birth and (a) the child’s intellectual development, (b) the child’s social development, and (c) the mother’s personal adjustment.

Correct punctuation of ratios

Moving from the lowest subordinate level of the organization to the highest executive level, the ratios of men:women were 1.2:1, 2:1, 6:1, and 14:1 respectively.

Punctuation of anchor points on a rating scale:

The respondents ranked each of the 30 characteristics on a scale ranging from *most like my mother* (1) to *most like my father* (5).

Punctuation with dashes to set off an added element or to digress (use em dash or two hyphens without a space before or after

The children—none of whom had previously heard the story—listened as a master storyteller told the story.

QUOTATIONS

Use of a direct quote requires reference citation (regardless of length) which should include the page number whenever possible.

Direct quotes just follow the wording, spelling, and interior punctuation of the original source, even if incorrect. Errors in the original source are indicated with [*sic*].

Notation of written permission from copyright owner for a quote examples:

A footnote is appended with use of a superscript number to the quoted material. The footnote is placed after any punctuation following the end of the quotation. A copy of the letter of permission must be included with the final version of the manuscript (not as an appendix). The format of the footnote permission is same as used for tables or figures. (See page 175 of the APA Manual, 5th Edition).

Quotes for verbatim instructions example:

The participants were instructed to ‘complete each sentence based on your own feelings at this moment.’

Long quotations:

Indent .5 and use block format without quote marks. If second paragraph, indent 1st line, .5 more than rest of long quote.

XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX

XXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX

Citation of Quotations:

When citing a direct quotation from a source, the authors’ names, year of publication, and the page number.

Citations within quotations:

Must use any citation embedded within original material used within the thesis as a quote. The embedded citation does not need to be included in the Reference List unless you are using quotations from the embedded citation for other quotations in the thesis.

Quote within paragraph:

She stated, “The ‘placebo effect’ . . . disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

OR

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

Long quote example:

Miele (1993) found the following:

The “placebo effect” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were *never exhibited before* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

Titles of books and articles, initial letters are capitalized in:

- Major words when titles appear in regular text
- Words of four letters or more when titles appear in regular text
- Second word in a hyphenated compound when titles appear in regular text

Correct use of italics:

She published her results in the *Journal of Interpersonal Relations and Social Behavior*.

Correct use of an abbreviation:

According to Pavlov (1927), the conditioned stimulus (CS) should be delivered about 1 s before the unconditioned stimulus (US).

Citation of a reference in the body of the text using et al.

In one of the earliest studies (Anand, Chhina, & Singh, 1961), researchers presented a variety of stimuli to a yogi as he meditated. Anand et al. reported no disruption of the yogi's alpha wave--as indicated by EEG recordings--by a tuning fork or a hand clap.

Same author, multiple years' citation:

Personality changes may also occur later in life (Neugarten, 1973, 1977; Neugarten & Hagestad, 1976).

When citing a specific part of a source, be sure to give:

Authors' names
Year of publication
Page number (if a quotation is cited)

References come before Appendixes in the order of the thesis.

The first line of the reference is flush with the left margin and the following lines are .5 hanging index, as shown below:

Reference Style for Journal Article

Olds, J., & Milner, P. (1954). Positive reinforcement produced by electrical stimulation of septal areas and other regions of rat brains. *Journal of Comparative and Physiological Psychology*, 47, 491-427.

Reference Style for a Book

Hilgard, E. R., & Bower, G. H. (1975). *Theories of learning* (4th ed.). Englewood, Cliffs, NJ: Prentice Hall.

Reference list order if no author is given for a source:

Move the title to the author position and alphabetize by the first significant word of the title.

Reference list order with several works by the same first author:

Place single-author entries before multiple-author entries.

Reference Style for author in an edited book

Smith, C. (1984). The ontogeny of learning and memory in human infancy. In R. Kail & N. E. Spear (Eds.), *Comparative perspectives on the development of memory* (pp. 103-134). Hillsdale, NJ: Erlbaum.

Reference Style for electronic on a print source

VandelBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Reference Style for electronic with URL address

VandeBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>
Please note: No period at end of a web-based reference!!

Hyphenation:

12th-grade students

Latin Abbreviations

Should only be used in parenthetical material, otherwise, spell out.

Table Headings and Figure Captions

Capitalize the first word and proper nouns

Names of conditions or groups in an experiment should not be capitalized unless followed by numerals or letters.

Use Italics for introduction of key terms and labels.

Use numerical figures to express numbers that immediately precede a unit of measurement.

Expression of numbers:

Numbers 10 and above: 10th-grade students; the 30th trial; 105 stimulus words; the remaining 10%; 40 years old; 20 cm wide

Numbers below 10 groups for comparison with numbers above 10 (appearing in same paragraph):

2 of 22 analyses

Of 12 conditions . . . the 4th condition

In the 2nd and 11th grades . . . the 1st-grade student
in 5 blocks . . . in 12 blocks

pets included 14 dogs, 3 cats, and 2 rabbits

BUT: in case of traits and checklists not in compared groups, but different categories:

20 traits on each of four checklists

Numbers that immediately precede unit of measurement:

a 2-mg dose

with 10.54 cm of

Statistical or mathematical functions (fractional, decimal, percentages, ratios, percentiles, quartiles)

multiplied by 4

3 times as many

more than 5% of the sample

the 5th percentile

Numbers that represent times; dates; ages; sample, subsample, or populations size; specific numbers of subjects/participants in experiment; scores/points on a scale; exact sums of money; and numerals as numerals:

in about 4 years

3 days ago

3 hr 20 min

at 1:00 p.m.

January 1, 2010

2-year-olds

4 participants

But: (three reviewers, eight participants)

paid \$10 each

the numerals on the card were 0-8

8 rats

Numbers denoting specific place in numbered series, part of book or table, and each number in a list of four or more numbers:

Grade 9 (but in ordinal numbers use – the ninth grade)

Trial 10

Table 2

page 80

chapter 6

row 6

1, 3, 4, and 7 words, respectively

Numbers expressed in words:

Numbers below 10 not representing precise measurements but are grouped for comparison groups with numbers below 10.

the only one who

three words meaning

six trials ... the remaining eight trials were

two conditions
eight lists
one-tailed t test
three-dimensional figures
six sessions
three-way interaction
the third of four situations

numbers zero and one for easier comprehension or when not used with numbers above 10:

zero-based budgeting
one-line sentence
one response was valid
BUT: 1 of 15 responses was valid

Numbers that begin sentences are represented by words:

Five participants responded to the test.
Forty-eight percent of the sample showed an increase; 2% showed no change
Five patients improved, and 4 patients did not improve.

Common fractions

two-thirds majority
one fifth of the class
reduced by three fourths

Universally accepted language: the Fourth of July; the Ten Commandments

To Combine Figures and Words to Express Numbers:

Rounded large numbers (millions): a budget of \$2.5 billion; almost 3 million people.

Back to back modifiers:

3 three-way interaction
ten 7-point scales
twenty 5-year-olds
the first 10 items

BUT: if clarity is not achieved, spell out both numbers: first two items (not first 2 items)

Ordinal Numbers and Cardinal Base

Expression of ordinal numbers

The critical stimuli were placed in the 2nd and 10th positions in each block of trails.

Ordinal
second-order trait

Cardinal base
two traits

the fourth graders	four grades
the fifth list for the 12-grade students	five lists, 12 grades
the third column	three columns
of 3rd-year students	3 years
4th and 5th years	4 years, 5 years

Decimal Fractions:

Use zero before decimal point for numbers less than 1: 0.23 cm
 Do not use zero when number is greater than 1: $r(24) = -.43, p < .05$

Roman Numerals: If roman numeral is part of the established terminology, do not change to arabic (Type II error). Routine seriation should be in arabic (Step 1).

Common Numbers: Place comma between groups of three digits in most figures above 1,000, except:

page 1030
 binary: 00110010
 serial numbers: 293948586938
 degrees of temperature: 3071 °F
 numbers to right of decimal point: 5,300.0844

Plurals of Numbers:

Do not add apostrophe: fours of sevens 1950s 10s and 20s

Metrics: APA prefers physical measurements in metric units. If instruments record non-metric units, these may be reported but followed by the established SI equivalent in parenthesis.

The rod was 3 ft (0.91 m) long.

Presentation of Formulas:

The relationship between premarital sexual experience and incidence of divorce was evaluated using a chi-square test.

In the group therapy condition, 16% of the clients did not return for the second session and another 8% did not return for the third.

Symbol for number of cases or observations in a total sample: N

When using decimal numbers less than one, a zero is used before the decimal point (0.05) except when the number cannot be greater than one (e.g., correlations, proportions, and levels of statistical significance; $r = -.96, p < .05$).

It would be wrong to estimate absentees for the week by taking the number of absentees on Monday and multiplying by 5.

Days 1 and 4 were baseline days, and Days 2 and 3 were treatment days.

The authors identify seven different groups of personality theories.

“Large” financial responsibility was defined as responsibility for an annual budget in excess of \$5 million.

The trainees were all in at least their 3rd year of unemployment.

Statistics presentation:

When statistics are presented, cite the reference for common statistics, for statistics used in a controversial way, and when a statistic itself is the focus on an article.

The children were divided into two groups on the basis of which hand they used to hold the pen. The mean scores for the left-handed and right-handed groups were 34 and 142, respectively.

Presentation of statistical symbols:

Respondents who received feedback after each response hit more targets ($M = 74.4$, $SD = 9.7$) than did those who received feedback after each block of 24 responses ($M = 44.7$, $SD = 2.3$), $t(30) = 3.42$, $p < .01$.

Tables and Figures

Tables are numbered in the order they are first mentioned in the text and consecutively throughout the text. Table 1, Table 2, Table 3.

Tables and figures should not be used for data that can be easily presented in a few lines of text.

Figures should be placed at the end of the manuscript.

Before constructing a table, round off values display patterns more clearly than precise values, readers can compare numbers down a column easier than across rows, and add space between columns or rows to make table easier to read.

The left-hand column of a table (the stub) has a heading (the stubheading) that usually lists the elements in that column, and independent variables.

Table titles and headings are double spaced; in thesis, table may be single spaced. Figures are halftones, graphs and charts, or illustrations. To refer to a figure in the body of the text, (see Figure 2).

Example of a Table

APA Style Final Manuscripts	5																								
<p>There is a limit to how much numerical information a reader can interpret when presented in the text. The following passage is from the original article:</p> <p>Respondents cited references ($M = 3.23$, $SD = 1.07$), tables and figures ($M = 3.00$, $SD = 0.98$), and mathematics and statistics ($M = 2.81$, $SD = 0.99$) as the categories in which they most frequently observed deviations from APA style. Similarly, deviations from APA style in mathematics and statistics ($M = 2.31$, $SD = 1.32$), reference ($M = 2.27$, $SD = 1.39$), and tables and figures ($M = 2.23$, $SD = 1.27$) were identified as having the strongest impact on editorial decisions. (Brewer et al., 2001, p. 266)</p> <p>The same information is presented in Table 1.</p> <p>Table 1 <i>APA Style Problems Areas Identified by Journal Editors</i></p> <table border="1"> <thead> <tr> <th rowspan="2">Problem Area</th> <th colspan="2">Frequency</th> <th colspan="2">Influence</th> </tr> <tr> <th>Mean</th> <th>SD</th> <th>Mean</th> <th>SD</th> </tr> </thead> <tbody> <tr> <td>References</td> <td>3.23</td> <td>1.07</td> <td>2.27</td> <td>1.39</td> </tr> <tr> <td>Tables and figures</td> <td>3.00</td> <td>0.98</td> <td>2.23</td> <td>1.27</td> </tr> <tr> <td>Math and statistics</td> <td>2.81</td> <td>0.99</td> <td>2.31</td> <td>1.32</td> </tr> </tbody> </table> <p><i>Note.</i> Values are mean scores on a 5-point scale (1 = none, 5 = a lot); $N = 210$. Adapted from "The Elements of (APA) Style: A Survey of Psychology Journal Editors," by B. W. Brewer et al., 2001, <i>American Psychologist</i>, 56, p. 266.</p>		Problem Area	Frequency		Influence		Mean	SD	Mean	SD	References	3.23	1.07	2.27	1.39	Tables and figures	3.00	0.98	2.23	1.27	Math and statistics	2.81	0.99	2.31	1.32
Problem Area	Frequency		Influence																						
	Mean	SD	Mean	SD																					
References	3.23	1.07	2.27	1.39																					
Tables and figures	3.00	0.98	2.23	1.27																					
Math and statistics	2.81	0.99	2.31	1.32																					

Example of a Figure

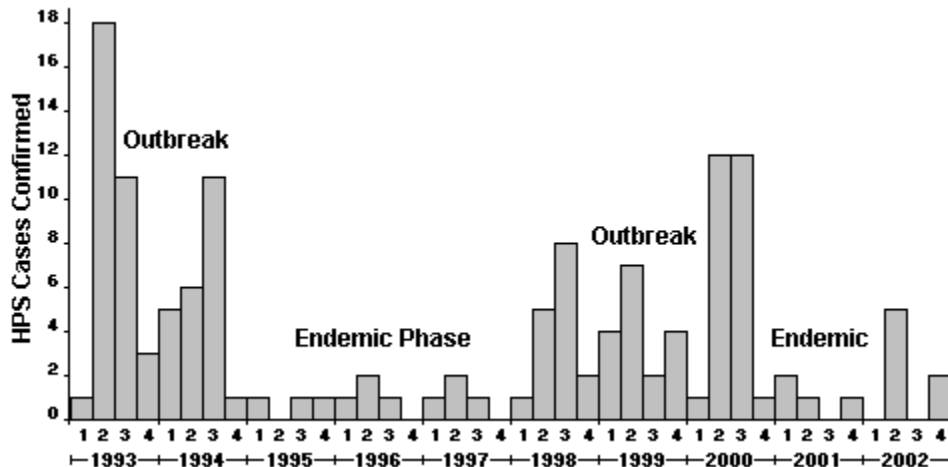


Figure 7. Cases of Hantavirus Pulmonary Syndrome (HPS) confirmed in the Four Corners states (Arizona, Colorado, New Mexico, Utah) from 1993 through 2002 by quarter of onset of symptoms. From "Hantavirus in Indian Country: The First Decade in Review," by R. Pottinger, 2005, *American Indian Culture and Research Journal*, 29(2), p. 42. Used with permission of the author.

REFERENCES EXAMPLES

Examples of References (Be sure and review pages 215 to 281 for others)

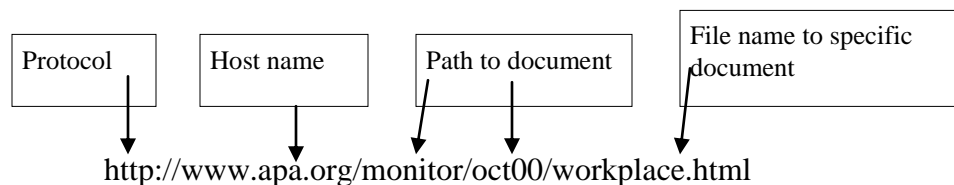
Pages 232 to 238 provide a listing of the type of work referenced examples in the APA manual.

Alphabetize: arrange entries in alpha order by surname of the first author, using following special rules:

1. alphabetize letter by letter; nothing precedes something rule: ie, Brown, J.R. precedes Browning, A. R.
2. alphabetize prefixes M', Mc, and Mac literally, not as if spelled Mac. disregard the apostrophe. MacArthur before McAllister; MacNeil before M'Carthy.
3. Alphabetize surnames with articles/prepositions (de, la, du, von) according to rule of language origin. DeBase precedes De Vries.
4. alphabetize entries with numerals as if the numerals were spelled out.

Electronic Media

Any references derived from the internet must show the internet address:



Internet article based on a print source

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic research*, *v*, 117 – 123

Article in an Internet-only journal (make sure no period follows the web citation)

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment* 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Stand-alone document, no author identified, no date

GVU's 8th www user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

Message posted to a newsgroup

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to <news://sci.psychology.consciousness>

Daily newspaper article, electronic version available by search

Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

Raw data file, available from government agency

National Health Interview Survey—Current health topics: 1991—Longitudinal study of aging (version 4) [Data file]. Hyattsville, MD: National Center for Health Statistics.

Books

Book, third edition, Jr. in name

Mitchell, T. R., & Larson, J.R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

Book group author (government agency) as publisher

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australia Capital Territory: Author

Book, no author or editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Encyclopedia or dictionary

Sadie, S. (Ed.). (2980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

Newsletter article

Brown, L.S. (1993, Spring). Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87.

Newsletter article, no author:

The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2

Daily newspaper article, no author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Abstract as original source

Wolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. *Society for Neuroscience Abstracts*, 17, 480.

Unpublished manuscript with a university cited

Dèpret, E. F., & Fiske, S.T. (1993). *Perceiving the powerful: Intriguing individuals versus threatening groups*. Unpublished manuscript, University of Massachusetts at Amherst.

One author entries by same author are arranged by year of publication, earliest first
Hewett, L. S. (1996).
Hewlett, L.S. (1999).

One author entries precede multiple author entries beginning with same surname:
Alleyne, R. L. (2001).
Alleyne, R. L., & Evans, A. J. (1999).

Same first author and different second or third authors arrange alpha by surname of the second author, or if the second author is the same, the surname of the third and so on
Gosling, J. R., Jerald, K., & Belfar, S. F. (2000).
Gosling, J. R., Tevlin, D. F. (1996).
Hayward, D., Firsching, A., & Brown, J. (1999).
Hayward, D., firsching, A., & Smigel, J. (1999).

Same authors in same order arranged by year of publication, earliest first
Cabading, J. R., & Wright, K. (2000).
Cabading, J. R., & Wright, K. (2001).

References by same author (or by same two or more in same order) with same publication date arranged alpha by title (excluding the “A” or “The” that follows the date.

Exception: references with same authors published in same year are identified as articles in a series (e.g., part I and Part 2), order references in series order, not alpha by title.
Baheti, J. R. (2001a). Control...
Baheti, J. R. (2001b). Roles of...

Order of different first authors with same surname
Mathur, A. L., & Wallston, J. (1999).
Mathur, S. E., & Ahlers, R. J. (1998).

Order of works with group authors or with no authors

Alphabetize group authors (assn, govt, by first significant word of the name (full official name, no abbreviations. Parent body precedes a subdivision (Univ before dept). Only if it is anonymously written, the word Anonymous spelled out and entry is alpha as a surname.

References included in Meta-Analysis

do not list studies in a meta analysis in a separate appendix. integrate study alphabetically within References section, identify each preceding with an asterisk. Aff the first reference entry add: References marked with an asterisk indicate studies included in the meta-analysis.

In text citations to studies selected for meta analysis are not preceded by asterisks.

Bandura, A. J. (1977). *Social learning theory*. Englewood Cliffs, NJ: Prentice Hall.

*Bretschneider, J. G., & McCoy, N. L. (1968). Sexual interest and behavior in healthy 80- to 102-year-olds. *Archives of Sexual Behavior*, 14, 343350.

General Forms

Periodical (journals, magazines, scholarly newsletters)

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx, xxxxxx.

Nonperiodical (Items published separately (books, reports, brochures, some monographs, manuals, audiovisual media.)

Author, A. A. (1994). *Title of work*. Location: Publisher.

Part of nonperiodical (book chapter)

Author, A. A., & Author, B. B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxxxxx). Location: Publisher.

Online periodical

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Periodical*, xx, xxxxxx. Retrieved month, day, year, from source.

Online document

Author, A. (2000). *Title of work*. Retrieved month, day, year, from source.

When more than seven authors, use et al. with a period of al.

Author's name hyphenated, retain hyphen and put period at end of each initial.

If authors are listed with the word "with", include them: Bulatao, E. (with Winford, C. A.).

To an edited book, add the abbreviation (Ed) or (Eds) after last name.

If no author, move title to author position before the date of publication. Finish the element with a period.

Publication dates

Give year work was copyrighted. If unpublished, give year work was produced. Mags, newsletters, newspapers; give year followed by exact date of publication (month or month and day.

Use (*in press*) for articles not yet published; no date. If no date, use (n.d.)

Title of Article or Chapter

Capitalize only the first word of title and of subtitle. do not italicize or use quotes.

Give periodical title in full, in upper case and lower case letters.

Use brackets for nonroutine information: ie. [Letter to the editor], [Special issue], [Monograph], [Abstract]

Give volume number of journals, mags, and newsletters. Do not use Vol. before number.

If no volume number, include month, season or a year designation, i.e., (1994, April).

Italicize the name of the periodical and volume numbers, if any.

Give inclusive page numbers. With newspapers, use **pp.** before the page number.

Use comma after the title and volume number. Finish element with a period.

Periodical:

Deutsch, F. M., Lussier, J. B., & Servis, L. J. (1993). Husbands at home: Predictors of paternal participation in childcare and housework. *Journal of Personality and Social Psychology*, 65, 1154-1166.

Nonperiodical

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing. In B. R. Wainrib (Ed.). *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Title of Work: Periodicals

Give periodical title in full, in uppercase and lower case

Give vol number of journals, mags and newsletters. Do not use Vol.

Italicize the name of the periodical and the volume number.

Give inclusive page numbers. Use "**pp**" for newspapers.

Use comma after title and volume number.

Do not use a period between the title and the parenthetical info; do not italicize the info.

Journal:

Buss, D.M., & Schmitt, D. P. (1993). Sexual strategies theory: An evolutionary perspective on human mating. *Psychological Review*, 100, 200-232.

Magazine

Henry, W. A., III. (1990, April 9). Beyond the melting pot. *Time*, 135, 2831.

Title of Work: Nonperiodicals

Capitalize only the first word of the title and of the subtitle, any proper nouns, italicize.

Bracket description if info is necessary for identification and retrieval:

[Brochure], [Motion picture], [Videotape], [CD], [Computer software], [Data file]. Finish element with a period.

Saxe, G. B. (1991). *Cultural and cognitive development: Studies in mathematical understanding*. Hillsdale, NJ: Erlbaum.

**Title of Work: Part of Nonperiodical (Book chapter)
for Editor:**

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.). *Culture, ethnicity, and mental illness* (pp. 517512). Washington, DC: American Psychiatric Press.

For Book title with parenthetical information:

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.). *Culture, ethnicity, and mental illness* (pp 517522). Washington, DC: American Psychiatric Press.



Pacific Lutheran University

Thesis Checklist

Date:

Table with 3 columns: May Timeline, August Timeline, December/January Timeline. Each column has sub-columns for 'To' and 'Date' with corresponding roles and deadlines.

Student:

Thesis Advisor:

This checklist form must be submitted to Susan JF Johnson, thesis coordinator, ADMN 104 at the time of final proofing and payment of thesis publication. The thesis advisor and the student should review the thesis and place an "x" next to each style component below. This form will be sent to the student via email after the initial proof review by the thesis coordinator. If the thesis coordinator finds more than five discrepancies in formatting, the thesis is returned to the student and the five errors are noted below with "NO". The APA section number is references after each formatting item.

This checklist is a summary of APA Style requirements for thesis and must not be used as the sole source. The PLU Guidelines for Masters Thesis should be used for formatting purposes, along with the Fifth Edition, Publication Manual of the American Psychological Association. Some specific thesis style requirements of PLU differ from the APA Publication Manual, Fifth Edition, and thus take precedence.

MARGINS (5.04) 1: 1.5" left, 2" top on first pages; 1" top on right and bottom margins, and for other pages other than the first of each section. Left alignment, unjustified, jagged right-side margin. Header, .05"; Footer, .05".

PAGE NUMBERS: Preliminary page numbers are centered, lower case roman (i, ii, iii), 1" from the bottom. Body text pages are 1", from top, right hand corner, and in Arabic format (1, 2, 3).

FONT SIZE (5.02): 12" font, Times New Roman

PAPER (5.01): One-sided, 8.5" by 11" (22 x 28 cm), minimum 20 lb white bond, 100% acid free, no watermark.

SPACING (5.07): Double spaced lines. Only one space allowed after any punctuation mark. May single space tables, long quotes, footnotes, and reference listings, but double-space between reference entries.

THESIS ORGANIZATION:

- Title Page (no page number)
Signature Page (roman ii)
Copyright Page (Optional, lower roman numeral)
Dedication Page (Optional, lower roman numeral)
Acknowledgments (Optional, lower roman numeral)
Abstract (150 words or less, lower roman numeral)
Preface (Optional, lower roman numeral)
Table of Contents (lower roman numeral)
List of Tables (only used for 5 or more tables in thesis), with lower roman page numbers
List of Figures (only used for 5 or more), with lower roman page numbers

1 Section in APA Style Manual

- _____ List of Plates (only if needed), with lower roman page numbers
- _____ List of Symbols and/or Abbreviations (only if needed), with lower roman page numbers
- _____ Body of Thesis (divided into chapters or sections), with Arabic page numbers
- _____ References, with Arabic page numbers
- _____ Separation Page: titled APPENDIX or APPENDIXES (when applicable, page unnumbered)
- _____ Appendix(es) is used when more than one appendix
- _____ Permission letter(s) for any copyrighted materials used in text
- _____ IRB or IACUC approval or waiver (if human or animals subjects used)

HEADINGS AND TITLES:

- _____ Chapter headings and titles are in UPPERCASE and centered. May use letters or numbers, be consistent though.
- _____ New chapters begin on a new page.
- _____ Subheadings are not indented, have no end punctuation, and are in italics; are title-capitalized. Text begins as new paragraph under the subheading.
- _____ Sub-subheadings are indented .5", sentence-capitalized, italics, and have a period at end. The text begins immediately after the sub-subheading.

FOOTNOTES:

- _____ If footnotes used, they must begin on page they are cited. Use sparingly.
- _____ Font size may be one size smaller than the actual text.
- _____ Indent the footnote number and the first line of the footnote text, then flush each subsequent line with the left margin.
- _____ May single-space individual footnotes, but double space between footnote entries.
- _____ Footnotes should be numbered beginning in Arabic style, beginning with "1" for each chapter.

PAGINATION (5.06):

- _____ Preliminary pages use lower-case roman numbers, centered at 1" from bottom of page
- _____ Text body pages use Arabic numbers, 1" from top, right-hand corner.
- _____ Pages not numbered: Title page, separation pages, signature approval page, abstract page

SPACING:

- _____ Text must be doubled-spaced. (NOTE: Tables, long quotes, footnotes, and reference listings may be single-spaced, with double-spaces between separate entries)
- _____ If using chapters, double space after chapter number and chapter title.
- _____ Double space before and after centered headings within text.
- _____ Double space before and after subheadings flushed with the left margin.
- _____ Triple space before and after titles/figures inserted within the text.

TABLES/FIGURES:

- _____ Format all tables/figures as per APA Style. Do not use gridlines in formatting the tables
- _____ Tables/figures may follow page on which they are first referenced or included in a separate appendix.
- _____ Table/figures must be identified in the text by a single number. For example, Table 1, Table 2, etc.
- _____ Tables/figures must be numbered consecutively throughout the document.
- _____ Table numbers and titles must be upper-lower case typed above the table.
- _____ Figure numbers and captions must be upper-lower case typed below the figure.
- _____ Repeat table number and column headings when a table is continued on another page.
- _____ If using a table/figure directly from another source, cite the complete source below the table/figure.

REFERENCES:

- _____ To cite two or more authors within the text, use the word "and" not the "&"
- _____ To reference two or more authors in the text and within parentheses, use the "&".
(e.g., Jones, Anderson & Riley, 1989)
- _____ Insert a comma after citing an author name(s) and year of publication within parentheses
(e.g., Jamison, 1992)
- _____ To cite multiple authors and year of publication within parentheses, the authors must be listed in order alphabetically, not in chronological order.
(e.g., Anderson, 1999; Jamison, 2000; Kelly, 2007; Masterson, 1998)
- _____ Any reference cited in the text must be included in the reference section.
- _____ All references must be in correct alphabetic order.

MISCELLANEOUS

- _____ Do not use running heads on each page.
- _____ Numbers must not be used on any subheading.
- _____ Italicize all statistical expressions within both the text and tables.
- _____ Space before and after equal signs (=), less than signs (<), or greater than signs (>).
- _____ Space before and after periods in an ellipse. (. . .) (use four periods if ellipse ends one sentence and is to cover missing words up to the next sentence.
- _____ Always use the percentage symbol (%) when preceded by a number.
- _____ If you list separate paragraphs in a series (i.e., seriations or enumerations), indent the paragraph number and flush any subsequent lines with the left margin.
- _____ Widows or orphan lines are not permitted. (i.e., when beginning a new paragraph at the bottom of a page, must have two lines. If only one line appears, move that line to the top of the next page. If one line appears on the next page, move it to the previous page by extending the bottom margin slightly.
- _____ The Table of Contents (TOC) and List of Tables and Figures page numbers must correspond with the actual page number in the text.
- _____ First line of paragraphs are indented .05", second line flush with margin.

Initial Proof review by thesis coordinator:

Thesis Coordinator's Name (please print): _____ **Susan JF Johnson** _____

Signature _____ Date _____

Number of Errors on checklist: __see email _____ Returned to Student: _____November 11,
2009 _____
Date _____

I have corrected errors and reviewed entire thesis for all style items:

Student's Name (please print): _____

Signature _____ Date _____

E-mail Address _____ Phone _____

I have checked the manuscript for all of the above items:

Thesis Advisor's Name (please print): _____

Signature _____ Date _____