

**The Title of the Thesis
Should Be Twelve Words or Less**

A Thesis

Submitted to the Faculty

of

Pacific Lutheran University

In Partial Fulfillment of the

Requirements for the Degree

of

Master of Arts in Education (M.A.E.) or

Master of Arts in Marriage and Family Therapy (M.A.) or

Master of Science in Nursing (M.S.N.)

by

First Name Middle Initial Last Name of Student

Month Year

Pacific Lutheran University
Tacoma, WA

Accepted by Faculty Advisor

First Name, Last Name of Faculty Advisor date

Accepted by Academic Department Name

First Name, Last Name of Department Chair date

Received by the School Name

First Name, Last Name of Academic Division/School date

Received for Pacific Lutheran University

Steven P. Starkovich, Provost and Dean of Graduate Studies date

Dedication page

(this page is optional, is centered on page, is brief, and has no heading. Do not list in Table of Contents. (Used usually in non-research thesis))

Acknowledgments

This page in APA style is titled “Author Note” and has a specific style. PLU uses the Acknowledgment page. This page is optional. The page gives recognition and appreciation for special assistance. Not listed in the table of contents.

Title of Thesis

An Abstract

Smith, John Q. M.A.E., Pacific Lutheran University, December 2012. Thesis Title
Format. Thesis Faculty Advisor: First Name Middle Initial Last Name.

The abstract page gives a brief summary of the thesis. 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. It should be in block format, not indented, double-spaced. No footnotes, references, or unexplained abbreviations may be used. An abstract is accurate, non-evaluative, coherent and readable, and concise. The problem is stated in one sentence. Review Section 2.04 Abstract in the APA Publication Manual, Sixth Edition for guidance on how to write an effective abstract. The word count is 150 words or less. Your late name first, the abbreviation of the degree, name of the institution awarding your degree, the month/year degree is to be awarded, the title of the thesis and the name of the advisor should be centered, single spaced, just below the title Abstract. Then follow with the statement of the thesis problem and brief statement on the research and results.

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Chapter One Title

All information is based on the APA Publication Manual, Sixth Edition. First page of the thesis begins with page Arabic 1 in the upper-right hand corner of the .5” header. A statement of the problem and the research strategy is mentioned in the introduction. It should provide a concise statement of why the study was done and how it was done.

Sub-heading, Level 2 is Title Case, Bold, and Flush to the Left Margin, No Punctuation

Sub-heading, level 3. This level is sentence case. The paragraph begins immediately after the sub-heading title and continues onto the next line. After a Level 2 sub-heading, there should be a minimum of two sub-heading, level 3 paragraphs.

Sub-heading, level 3. The second sub-heading level 3 paragraph.

Sub-heading, level 4. This sub-heading may be used to summarize the Sub-heading level 2, level 3, level 4 info.

The Mechanics of Style (section 4.01 to 4.49)

Please be sure to review the sections 4.01 to 4.49 for other mechanics of style. Also, go to www.apastyle.org for additional style information.

Spacing after punctuation marks. One space after commas, colons, and semicolons, periods that separate parts of a reference citation, or periods that separate initials in a personal name.

Example 2. Another example would be: 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).

Example 3. Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

Example direct quote from online material . Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

Example quote with inserted material (use brackets). “They are studying, from an evolutionary perspective, to what extent [children’s] play is a luxury that can be dispensed . . .” (Hening, 2008. P. 40).

Citing References in Text (sections 6.11 to 6.21)

APA style used the author-date citation system which lists the references alphabetically in the reference list at the end of the thesis. Certain kinds of material are cited only in the text (not in the reference list): classical works (Bible, Qur’an), personal communications. Table 1 below shows examples for basic citation styles

Table 1

Basic Citation Styles (Sections 6.11 to 6.16)

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al. 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (206)	Bradley et al (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al. 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al. 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburg (2005)	University of Pittsburg (2005)	(University of Pittsburg, 2005)	(University of Pittsburg, 2005)

Example of personal communications. Citations for personal communications are shown only in the thesis text, not in the reference list, by using the initials as well as the surname of the person and providing an exact date:

T. K. Utes (personal communication, April 18, 2001)

Examples of Seriation

In APA, all items within a series should match in syntax and conception.

Example 1. Use Arabic numbers for a series that has an order.

Using the learned helplessness theory, we predicted that the depressed and nondepressed participants would make the following judgments of control:

1. XX.
2. XX.
3. XX
XXX.

Example 2. Use symbols (bullets, circles, etc.) when creating a bulleted list that has no specific order. Structure the same as Example 1 above.

Example 3. For a series that is contained within the paragraph or sentence, identify the elements by lowercase letters and parenthesis.

The participant's three choices were (a) working with another participant, (b) working with a team, and (c) working alone.

Example 4. A series that is within a paragraph or sentence with more than three elements that do not have internal commas, use commas.

If the series has internal commas, use semicolons: We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scores, who scored more than 50 points.

Example 5: A bullet list may be used within a sentence. In this case, capitalize and punctuate the list as if it were a complete sentence.

In accordance with this theory, these relations should be marked by

- equity, social justice, and equal opportunity;
- sensitivity to individual differences and promotion of a goodness-of-fit between individually different people and contexts;
- efforts to recognize and celebrate diversity; and
- promotion of university participation in civic life, and hence democracy

(Lerner, Balsano, Banik, & Naudeau, 2005, p.45).

The Reference List

How to do your references (sections 7.01 – 7.07)

After the thesis body, an alphabetized reference list should be included. All references cited within the text or used in preparation of the thesis should be included in the Reference List.

Abbreviations (sections 4.22 to 4.30). Table 2 below provides acceptable abbreviations.

Table 2

Abbreviations (Section 6.22)

Abbreviation	Book or publication part
ed.	edition
Rev. ed.	Revised edition
2nd ed.	Second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	No date
p (pp.)	page (pages)
Vol.	Volume (as in Vol. 4)
Vols.	Volumes (as in Vols. (1-4)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement

Note: APA uses Arabic numbers (e.g., Vol. 3, not Vol. III) in the reference list. However, if the title uses a Roman numeral, it remains unchanged.

Order of reference list (section 6.25). References are in alphabetical order by first author's surname, double spaced, and with a hanging indent of .5". Table 3 provides examples on how to alphabetize names..

Table 3

How to alphabetize

Type	Example
Order of several works by same author	Upenieks, v. (2003) Upenieks, V. (2005)
One author with multiple author entries	Alleyne, R. L. (2001) Alleyne, R. L., & Evans, A. J. (1999)
Disregard apostrophe in names in alphabetizing	M', Mc, and Mac: MacArthur, McAllister, MacNeil, M'Carthy
Authors same surname	Arrange by same surname followed by first initial, as in: Mathur, A. L., & Wallston, J. (1999) Mathur, S. E., & Ahlers, R. J. (1998)
Group authors (associations/government agencies, etc.)	Alphabetize by first significant work in title of the group, do not use abbreviation (American Psychological Association, not APA).
No authors	Use anonymous if only the work is signed as such. Otherwise, use the first letter in the title to place the reference in the correct alpha position.

Reference components (section 6.27 to 6.31). Table 4 which follows provides examples on how to do specific type of references. For further examples refer to the APA Publication Manual, Sixth Edition. Please notice that a period does not follow a doi or an http address.

Table 4

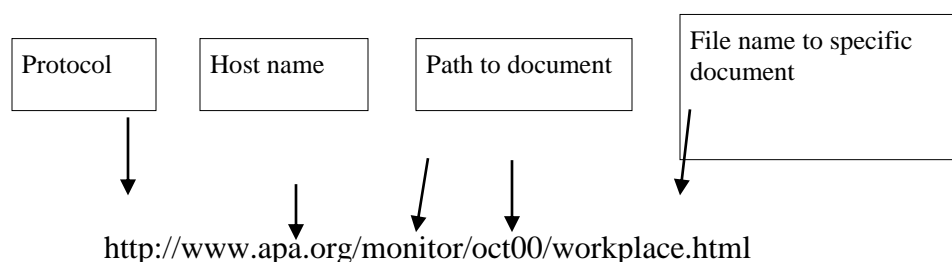
Examples of Reference Listings

Type	Example
Journal article with DOI	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology, 24</i> , 225-229. doi: 10.1037/0278-6133.24.2.225
Journal article with DOI, seven authors	Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. <i>Nicotine and Tobacco Research, 6</i> , 249-267. doi: 10.1080/1456222222222222
Journal article without DOI	Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. <i>E-Journal of Applied Psychology, 2</i> (2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap
Magazine article	Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologist convene to share their research on work stress, and health. <i>Monitor on Psychology, 39</i> (5), 26-29.
Online magazine	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology, 39</i> (6). Retrieved from http://www.apa.org/monitor/
Newsletter article, no author	Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). <i>OJJDP News @ a Glance</i> . Retrieved from http://www.ncjrs.gov/html/ojjdp/news_at_glance/2166/topstory.html

Type	Example
Newspaper article	Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i> , pp. A1, A4.
Editorial without signature	Editorial. "What is a disaster" and why does this question matter? [Editorial], (2006). <i>Journal of Contingencies and Crisis Management</i> , 14, 1-2.
Abstract as original source	Woolf, N. J., Young, S. I., 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]. <i>Society for Neuroscience Abstracts</i> , 17, 480.
Abstract as secondary source	Hare, L. R., & O'Neill, K. (2000). Effectiveness and efficiency in small academic peer groups. <i>Small Group Research</i> , 31, 24-53. Abstract retrieved from Sociological Abstracts database. (Accession No. 200010185)
Books	Author, A. A. (1967). <i>Title of work</i> . Location: Publisher Author, A. A. (1997). <i>Title of work</i> . Retrieved from http://www.xxxxx Author, A. A. (2006). <i>Title of work</i> . doi: xxxxxxxx.xxxxx Editor, A. A. (Ed.). (1986). <i>Title of work</i> . Location: Publisher
Chapter in a Book	Author, A. A., & Author, B. B. (1995) Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Location: Publisher.
Electronic version of republished book	Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.). <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 4, pp. 96-121). Retrieved from http://books.google.com/books (Original work published 1900)
Technical/research reports	Author, A. A. (1998). <i>Title of work</i> (Report No. xxx). Location: Publisher

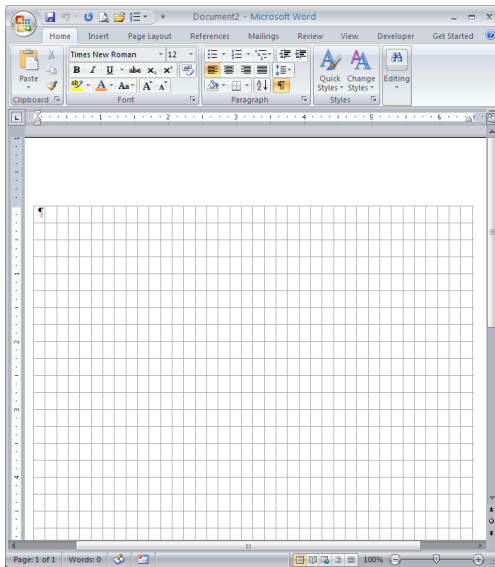
Type	Example
Reviews/peer commentary	Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book <i>The social life of information</i> , by J. S. Brown & P. Duguid]. <i>Science</i> , 290, 1304. doi: 10. 1126/science.290.5495.1304
Unpublished/informally published works	Ting, J. Y., Florsheim, P., & Huang, W. (2008). <i>Mental health help-seeking in ethnic minority populations: A theoretical perspective</i> . Manuscript submitted for publication.
Internet message boards/emails, online	Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions. [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments
Symposium contribution	Muelibauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <i>Housing and consumer behavior</i> . Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

Electronic media. Any references derived from the internet must show the internet address:

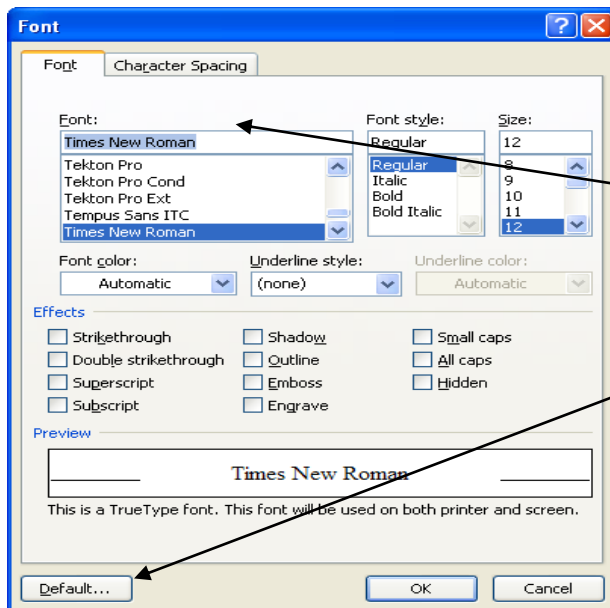


Thesis Setup in Word

Word 7 comes in the Calibri font style as the default. You must change it to PLU and APA font style which is Times News Roman, 12 point.



Set the Default font: On the home tab, click the Font Dialog box Launcher, click the FONT tab; Select the options that you want to apply the default font (font style and size); click Default and then click yes.

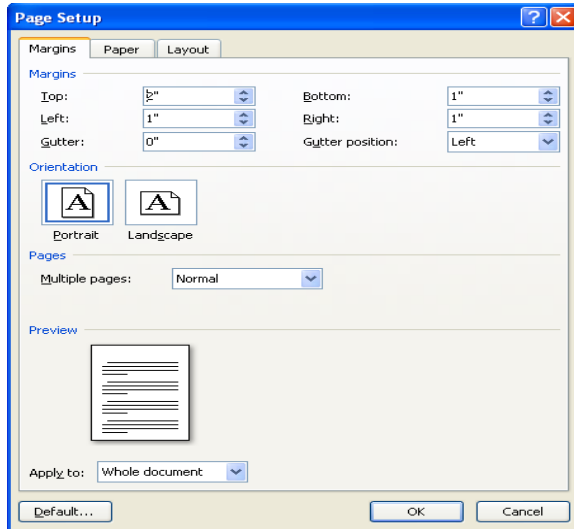


Remember do not the Quick Styles unless you adjust the font/size/color, i.e., Heading 1, Heading 2, Heading 3, and title are in cambria font, not Times New Roman. You can adjust them to match the PLU/APA font of Times New Roman, 12, and use them for convenience throughout the document.

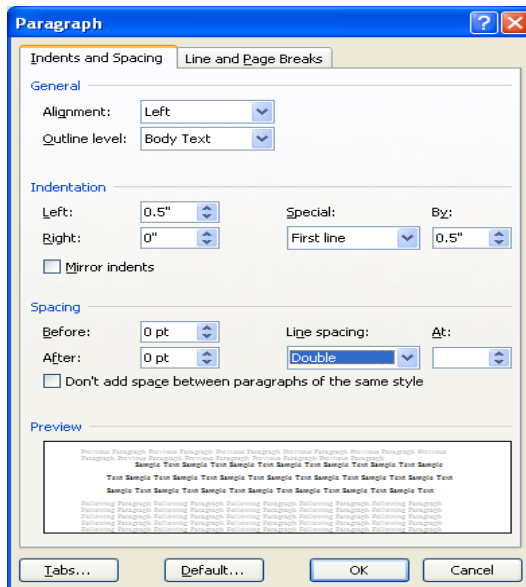
Just right click on the box, select modify, and make the adjustments.

Change Default Margins in Word:

PLU requires a 2” top on first pages, with 1.5” on left, 1” right and bottom. On second pages, a 1” top , left, right, and bottom margin is required. On the Page Layout Tab, in the Page Set up Group, Click Margins Tab. Set your margins initially as 2” top, 1” left, right, bottom. Click the default bottom.



Line Spacing: APA requires double space between text; however, single space is allowed in certain areas.

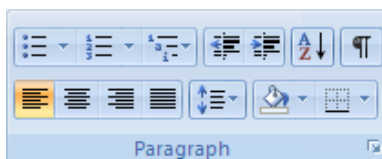


To add a page. Click where you want to insert a new page in the document. The inserted page will appear above your cursor. On the insert tab, in the Pages Group, click Blank page.

Change the quick style set. Go to Home tab, go to Styles group, and click Change Styles Point to the Style Set, and click the style

Create lists. Type a bulleted or numbered list Type * (asterisk) to start a bulleted list or type 1 to start a number list, and then press the SPACEBAR or the TAB key. Type any text that you want. Press enter to add the next list item. Word automatically inserts the next bullet or number. To finish the list, press ENTER twice or press BACKSPACE to delete the last bullet or number in the list. If Bullets and numbering do not begin automatically If bullets and numbering do not begin automatically, click the Microsoft Office button and then click Word Options. Click Proofing. Click AutoCorrect Options, then click the AutoFormat As You Type tab. Under the Apply as you type, select the Automatic bulleted lists check box and the Automatic numbered lists check box.

Add bullets or numbering to a list. Select the items that you want to add bullets or numbering to. On the Home tab, in the Paragraph group, click Bullets or Numbers. For more bullet styles and numbering formats, click the arrow next to Bullets or Numbering.



Note: You can move an entire list to the left or to the right. Click the first bullet or number in the list and drag it to a new location. The entire list moves as you drag.

Ruler as guideline. On the Home menu, Select View tab, check or uncheck the Ruler box.

Miscellaneous Information

1. Do not use superscript. Use 2nd - not 2nd
2. Do not add an apostrophe after plural numbers: 60s, 1920s, fours and sixes.
3. If U.S. is used as an adjective, use periods, otherwise write as US.
4. Avoid misplaced/dangling modifiers. Eliminate misplaced modifiers by placing an adjective or an adverb close to the word it is modifying. Write in the active voice and the dangling modifier can be avoided.

Correct: Using this procedure, I tested the participants.

Incorrect: The participants were tested using this procedure.

5. The plural of appendix is appendices.
6. Hyphenate a word that is compounded with a participle when preceding the term it modifies: role-playing technique. Hyphenate a word when an adjective-and-noun compound when it precedes the term it modifies: high-anxiety group. Hyphenate a compound with a number as the first element when the compound precedes the term it modifies: two-way analysis of variance, six-trial problem, 12th-grade students.
Hyphenate a fraction used as an adjective: two-thirds majority.
7. Do not hyphenate a compound including an adverb ending in “ly”: widely used text.
Do not hyphenate common fractions used as nouns: one third of the participants.
8. Use words to express any number that begins a sentence, title, or text heading.

Forty-eight percent of the sample showed an increase; 2% showed no change.

Twelve students improved, and 12 students did not improve.

9. Italics may be used for words that could be misread:

the *small* group [not group size, but type of group].

10. Do not use italics for foreign phrases and abbreviations common in English. Do not use italics for mere emphasis. Italics may be used to introduce a new, technical, or key term or lab. Do not italicize after the first use.

11. Do not begin a sentence with a lowercase abbreviation or a symbol that stands alone.

12. Use combination of numerals and words to express back-to-back modifiers.

2 two-way interactions or ten 7-point scales

13. Use a zero before the decimal point with numbers that are less than 1 when the statistic can exceed 1. (i.e., 0.23)

14. Do not use a period after a symbol, except at the end of a sentence.

15. If using statistical symbols, refer to APA Manual, Sixth Edition, sections 4.39- to 4.49.

16. Use of ellipsis points. Use three space ellipsis points (. . .) within a sentence to indicate missing material from the original source. Use four ellipsis points to indicate omissions between two sentences (. . . .). Do not begin a sentence with ellipsis points.

17. Use of brackets. Use brackets to enclose material as an addition or explanation inserted in a quotation by some person other than the original author.

18. To add emphasis. Italicize the word and then use a bracket [emphasis added].

19. Citations without quotations. Do not omit citations embedded within original material being quoted. Do not need to include this in the list of references, unless it is used elsewhere. “In the United States, the American Cancer Society (2007) estimated that

- about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8, 110 deaths” (Miller et al., 2009, p. 209).
20. Do not underline or italicize doi or http web addresses. Students will have to adjust each reference to remove the bold, the underline, or the italics that may be auto formatted by Word. Please note the doi is not capitalized.
21. Pay attention to the auto formatting and review checking done by your software. In word, a red squiggly line means a misspelling. A green line is sentence structure.

All information in this thesis sample is taken from the APA Publication Manual, Sixth Edition. Other helpful resources are apastyle.org or at the Purdue University website at <http://owl.english.purdue.edu/owl/section/2/10/>