SOE GUIDELINES FOR MODIFYING APA STYLE

TO SUPPLEMENT THE CSU FORMATTING GUIDE FOR DISSERTATIONS

School of Education
Colorado State University

The Colorado State University Thesis Manual (http://graduateschool.colostate.edu/documents/eTD-Formatting-Guide.pdf) is an important source for the appropriate format of dissertations and theses. This Graduate School Thesis Manual provides detailed specific requirements for the preliminary pages (e.g., title page, Abstract, and Table of Contents) as well as requirements for the font, margins, spacing, quotations, page numbers, etc. in the text. Be sure to follow these directions exactly or the Graduate School will not accept your dissertation.

These SOE guidelines (http://soe.cahs.colostate.edu/programs/documents/SOEGuidelinesforAPAStryleforPapersThesesandDissertations-SOEPD32.pdf) provide supplemental help for typing the body of the text and the references of SOE papers, theses, and dissertations in modified APA style. Your teacher or adviser may expect or allow some modification of these guidelines, but for dissertations be sure to follow the CSU Thesis Manual exactly.

This document has two major sections: differences between APA and SOE styles, including how to modify APA style, and an overview of APA format for references. The sixth edition of the Publication Manual of the American Psychological Association (2010) is the standard for use in papers, theses, and dissertations in the School (see also www.apastyle.org.) Thus, students should have good access to a copy of the Publication Manual and use it frequently as a reference when writing papers.

There are several ways in which a professional paper, thesis, or dissertation should differ from the style or format specified in the APA manual, which is intended for submission to a journal editor. Theses and dissertations are “final” manuscripts intended to be read and preserved in the exact format that they are prepared. The APA format produces a so-called "copy" manuscript with plenty of space for modifications by the editors, before being printed in a journal. Thus, an APA copy manuscript is intended to be read only by reviewers, editors, and printers. A thesis or dissertation is in final form and intended to be read by a broader audience. These guidelines are intended to make final manuscripts look consistent and reader friendly.

Differences Between APA Style and Theses/Dissertations

In APA style, everything is double spaced. The main difference between APA style and that in a SOE paper, thesis, or dissertation is that some single spacing is permitted and even required by the Graduate School Thesis Manual for dissertations so follow it.

Tables and Figures

The Graduate School Thesis Manual has some requirements for tables and figures; follow them. Insert the tables and figures into the text (rather than at the end of the paper as in APA style). To help the reader, insert each table or figure on the same or next available page after it is first mentioned in the text. Do not leave large gaps on the page where a table or figure is first mentioned. Figure captions/titles should be typed on the bottom of the figure. The caption is not italicized, in sentence format (only first word and proper nouns capitalized),
and ends with a period. Table titles go at the top of the table; they are italicized, and have all major words capitalized, no period at the end.

Footnotes
Use footnotes sparingly if at all. When used, insert them single-spaced at the bottom of the page on which the note is referenced. (APA requires a separate page at the end for all footnotes).

Margins
See the Graduate School Thesis Manual. Use 1 inch margins on all sides. Do not leave a large gap on the page where a table or figure was first mentioned.

Headings
The typical thesis or dissertation is divided into chapters (e.g., INTRODUCTION, LITERATURE REVIEW, METHOD, RESULTS, DISCUSSION, and REFERENCES), each of which starts on a new page is in all caps and not bold. Your adviser and committee may suggest or allow chapters and headings different from the traditional five listed above. Each chapter in a thesis or dissertation should be numbered and have a centered, uppercase heading. For example:

CHAPTER 1: INTRODUCTION

(In APA format the Introduction is not labeled and the Method, Results, etc., are treated as sections, not as chapters). See the CSU Thesis Manual for more guidelines on headings; For example, do not use bold on the title page and abstract.

Within each chapter, use as many of the five levels of APA style headings (pp. 62-63) as necessary. They are as follows, with the highest/top level first.

Centered, Bold, Upper and Lowercase Head

Flush left, Bold, Upper and Lowercase Head (not italics)

Indented, bold, lowercase paragraph heading. Continue with the first sentence of the paragraph like this…

Indented, bold, lowercase paragraph heading, italicized. Continue with the first sentence like this…

Indented, italicized, lowercase paragraph head (not bold.) Continue as shown here…

Headings within all chapters of the dissertation follow the same top down progression. Use the centered heading first, then flush left, then indented paragraph heading. Usually one to three levels of heading plus the all capitals chapter title is sufficient for most chapters in a dissertation.

Do not use a running head and page headers (as described in the APA manual). The CSU Thesis Manual says that no letters or numbers may be in the margins, except page numbers.
Pagination (Page Numbers)

Follow the Colorado State University Thesis Manual. In a thesis or dissertation preliminary pages such as the signature page, abstract, acknowledgements, and table of contents are numbered with lowercase Roman numerals centered at the bottom of the page. In the text of a thesis or dissertation use Arabic page numbers. (APA requires that all pages, starting with the title page, be numbered with Arabic numbers in the upper right corner).

Title Page, Abstract, and Preliminary Pages

For theses and dissertations follow the format in the Colorado State University Thesis Manual exactly, including no bold. For course papers, follow your professor's instructions. For a thesis or dissertation, the Colorado State Graduate School requires a title page, abstract, and table of contents. These must be typed exactly as shown in the CSU Thesis Manual. Several other preliminary pages are common but optional (e.g., acknowledgements, list of tables).

References

Follow APA format (pp. 193-224) except: single space within each reference that is more than one line and double space between references.

Boldface Type

You may use bold type discretely to help readability. APA now specifies that the top four levels of headings are bold, so you should do that. However, the CSU Thesis Manual says not to use bold on the preliminary pages.

Guidelines for References in Modified APA Style

As just mentioned theses, dissertations, and student papers should use APA style for references with the exception of single space within a reference (with double space between references). Because APA reference style is complex, we have provided examples with some of the more frequent problems explained in the annotation after each example. For more details and examples please study pages 193-224 of the 2010 Publication Manual of the American Psychological Association (6th Edition). The Manual also explains how reference lists are constructed and ordered (pp. 180-183). The APA Manual website (www.apastyle.org) provides answers to frequently asked questions about references and other topics.

References Cited in the Text

APA style also specifies how references are cited in the text (pp. 174-179). APA uses the author-date method of citation in the text. In general, the surname (only) of the author(s) and the year (only) of publication are inserted at an appropriate place in the text. If the name of the author(s) is part of the narrative, cite only the date in parentheses. For example, Smith and Jones (2005) wrote.... However, if the name(s) of the author(s) is/are not part of the narrative, include it/them in the parentheses. For example, several studies (Smith & Jones, 2005; Wallace, May, & Fink, 2008) discuss... If there are three to five authors, list them all in the text only the first time they are cited. After that, use et al.; for example, Wallace et al. (2008) discuss... More complex examples are discussed in the APA Manual.
The Reference List

The general format and punctuation for periodical (i.e., journals, magazines, newspapers, newsletters) references is: author(s) surname, initials. (Publication year in parenthesis). Title of article. Title of Periodical, in italics, and each main word capitalized, volume number in italics, and pages (without using "vol." or "pp.").

The general format for a nonperiodical (e.g. book, presentation, thesis, or document) is author’s surname, initials. (Publication year in parenthesis). Title of the nonperiodical in italics, but only the first word capitalized. Publication city, postal abbreviation: publisher.

Sample References in Modified APA Format

Books


The first reference is a book with a "group author," APA, as publisher. The association is both author and publisher. In this case the word "Author" is listed as the name of the publisher. Note the two letter postal abbreviation, DC. The title of a book, chapter, journal article, etc., has only the first word and any proper nouns capitalized; thus, "manual" is not capitalized. The second and third examples show how the format in a piece of your reference list might look if it included these books. Note, if there is a colon in the article title, the subtitle begins with a capital letter, but other words except proper nouns, are not capitalized.


This example is a chapter in an edited book. Note the author's initials (only) are given after the surname. The title of the chapter and book titles have only the first word capitalized. The editor's initials come after an "In" and before their surnames. The pages of a chapter in a book are given in parentheses after pp. In the 6th edition, the APA Manual always gives the state abbreviation for US cities e.g., (NY). See APA Manual pages 202-205 for more examples of books.

Dissertations

This is how to do the reference for a thesis or dissertation, you should indicate the publication number and the name of the database (e.g., ProQuest) used for retrieval. See pages 207-208 of the APA Manual.
Periodicals


This is a periodical (journal) article. Note that, except for the last author, there is a comma after each author's final initial, even before the ampersand. Note the journal title is italicized and each major word begins with a capital. Commas separate the journal title, volume number (both italicized), and pages (not italicized). The pages are given last without pp. See pages 198-202 of the APA Manual for more examples. The reference ends with the DOI if one is available.


This is a magazine article. In newsletters, monthly magazines, and presentations, the year and month are given in parentheses. The issue number is provided, in parenthesis, because each issue starts with page 1 in this example. This magazine was retrieved online; note that the retrieval date is no longer included in APA. See pages 200 of the APA Manual.

Technical and Research Reports


This is a technical report for an APA Task Force filed online. The reference for the report is very much like that for books, except give the report number, if there is one, in parenthesis after the title. See the APA Manual pages 205-206 for more examples.

Meetings and Symposia


This is how to reference a paper presented at a professional meeting. If the paper is also available online, provide the URL. See pages 205-207 in the APA Manual.

Other Types of References

Many other examples for specific situations are provided in the APA Manual or page 208-224. These fall under the headings of Reviews and Peer Commentary; Audiovisual Media; Data Sets, Software Measurement Instruments, and Apparatus; Archival Documents and Collections; Internet Message Boards, Electronic Mailing Lists, and Other Online Communities; and Legal Materials.