Saybrook University

HANDBOOK OF FORMAT AND STYLE
FOR DISSERTATIONS, THESES, PROJECTS, AND CAPSTONES

Sixth Revised Edition

Pasadena, California
2020

Table of Contents

Introduction

Preface

The requirements described in this document have been established so that Saybrook University dissertations, theses, projects, and capstones may be uniformly presented in a format suitable to their status as new and unique works. These documents take their place in the intellectual world as products of original thinking and research and therefore must appear in form comparable to published works.

These format requirements have been formulated to satisfy Saybrook University, the American Psychological Association (APA), and ProQuest (UMI). See the link to the ProQuest page "Preparing Your Dissertation for Submission" at http://media2.proquest.com/documents/UMI_PreparingYourManuscriptGuide.pdf.

Explanations will be offered for some of the requirements.

The requirements for formatting Saybrook dissertations, theses, projects, and capstones have changed with the publication of this edition. Please use care in using existing Saybrook dissertations, theses, projects, or capstones as examples of proper format as they may not follow the current guidelines.

The APA Manual and the Saybrook Handbook of Format and Style

The *Publication Manual of the American Psychological Association* (7th ed., 2020; referred to hereinafter as the APA Manual) is the style manual for academic and professional writing in the social sciences and in particular for the style used in psychology. The difference between the preparation of a publication in a journal and an academic manuscript, such as a dissertation or thesis, was clearly stated in the 6th ed. of the *Publication Manual of the American Psychological Association*. It continues to hold true for the 7th edition, which still concerns itself with formatting for the scholarly journal. It states, "We encourage writers, instructors, departments, and academic institutions using APA Style outside of the journal publication context to adapt APA Style to fit their needs," and says that students writing final manuscripts "should follow the guidelines and requirements developed by their instructors, departments, and/or academic institutions when writing…dissertations and theses; these guidelines and requirements may entail adaptations of or additions to the APA Style guidelines" (APA Manual, 2020, p. 10).

The APA Manual addresses publication of research articles in scholarly journals but does not address some issues regarding the preparation of a dissertation, thesis, project, or capstone; this handbook has been created to supplement the APA Manual for Saybrook University dissertations, theses, projects, and capstones. This handbook also includes the Abstract Review Checklist (Appendix A) used to approve dissertation and thesis abstracts for publication, the Checklist for Format and Style (Appendix B) used by the proofreaders in the dissertation finalization process, and sample tables (Appendix C). It also includes templates of various pages, including title page, signature page, table of contents, and so forth. (see Appendix D).

Saybrook University requires that students use the 7th edition of the *Publication Manual of the American Psychological Association* (2020). In any instance where the APA Manual may conflict with Saybrook's requirements as described in this handbook, those of Saybrook take precedence.

About This Handbook

This handbook was originally compiled by the staff of Saybrook University. This is the sixth revised edition, which was reviewed and approved by the Saybrook Center for Writing and Academic Success with input from the Saybrook Department of Research.

Anatomy of the APA Manual

Chapter		Coverage	Section	Pages
Editorial Style				
1	Scholarly Writing and Publishing Principles	Types of Articles and Papers	1.1–1.10	pp. 4–10
		Ensuring the Accuracy of Scientific Findings	1.11–1.17	pp. 11–21
		Protecting the Rights and Welfare of Research Participants and Subjects, Protecting Intellectual Property Rights	1.18–1.25	pp. 21–26
2	Paper Elements and Form	Required Elements, Paper Elements	2.1–2.15	pp. 29–42
		Format, Organization	2.16–2.28	pp. 43–46
		Sample Papers		pp. 50–67
3	Journal Article Reporting Standards	Overview of Reporting Standards, Common Reporting Standards Across Research Designs	3.1–3.4	pp. 72–76
		Reporting Standards (Quantitative, Qualitative, and Mixed Methods Research)	3.5–3.18	pp. 77–108
4	Writing Style and Grammar	Continuity and Flow, Conciseness and Clarity	4.1–4.11	pp. 111–117
		Verbs, Pronouns, Sentence Construction	4.12–4.24	pp. 117–125
		Strategies to Improve Your Writing	4.25–4.30	pp. 125–127
5	Bias-Free Language Guidelines	General Guidelines for Reducing Bias	5.1–5.2	pp. 132–134
		Reducing Bias by Topic (Age, Disability, Gender, Participation in Research, Racial and Ethnic Identity, Sexual Orientation, Socioeconomic Status, Intersectionality)	5.3–5.10	pp. 135–149
6	Mechanics of Style	Punctuation, Spelling, Capitalization, Italics, Abbreviations	6.1–6.31	pp. 153–178
		Numbers	6.32–6.39	pp. 178–181
		Statistical and Mathematical Copy, Presentation of Equations	6.40–6.48	pp. 181–189
		Lists	6.49–6.52	pp. 189–191

	Chapter	Coverage	Section	Pages
7	Tables and Figures	General Guidelines	7.1–7.7	pp. 195–199
		Tables (including samples)	7.8–7.21	pp. 199–224
		Figures (including samples)	7.22–7.36	pp. 225–250
8	Works Credited in the Text	General Guidelines for Citation, Works Requiring Special Approaches to Citation	8.1–8.9	pp. 253–261
		In-Text Citations	8.10–8.22	pp. 261–269
		Paraphrases and Quotations	8.23–8.36	pp. 269–278
9	Reference List	Reference Categories, Principles of Reference List Entries	9.1–9.6	pp. 281–285
		Reference Elements (Author, Date, Title, Source), Reference Variations	9.7–9.42	pp. 285–303
		Reference List Format and Order	9.43–9.52	pp. 303–309
10	Reference Examples	List of source examples by type. No. refers to the number of the example (not section/page numbers).		pp. 313–316
		Periodicals (Journals, Annual Reviews, Articles, Blog Posts, Online Comments, Editorials)	10.1 No. 1–19	pp. 316–321
		Books and Reference Works (Books, Edited Books, Reference Books)	10.2 No. 20–37	pp. 321–325
		Edited Book Chapters and Entries in Reference Works	10.3 No. 38–49	pp. 326–329
		Reports and Gray Literature (Government, Corporations)	10.4 No. 50–59	pp. 329–331
		Conference Sessions and Presentations	10.5 No. 60–63	pp. 332–333
		Dissertations and Theses	10.6 No. 64–66	pp. 333–334
		Reviews	10.7 No. 67–69	pp. 334–335
		Unpublished Works and Informally Published Works	10.8 No. 70–74	pp. 335–337
		Data Sets	10.9 No. 75–76	pp. 337–338

APA Manual

This section describes modifications to APA style that accommodate ProQuest publishing requirements and elaborates on information provided in the APA Manual. It follows the structure of the APA Manual. Examples are provided in the appendices.

1 Scholarly Writing and Publishing Principles

No elaborations or modification from the APA Manual.

2 Paper Elements and Format

Abstracts

Although ProQuest does not place limits on the length of abstracts, abstracts for Saybrook dissertations and theses that are empirical research studies should not exceed 350 words excluding title, student's name, and school name. However, for mixed methods studies students may increase the word count to 400 with the committee approval. Other thesis, project, and capstone abstracts should not exceed 150 words excluding title, student's name, and school name. Please see pp. 14–15 for further abstract guidelines, pp. 18–19 for the Saybrook Abstract Review Checklist, and Appendix D for an abstract formatting sample.

Footnotes and Notes

According to the ProQuest manuscript requirements, footnotes and notes should be single-spaced, in the same size font as the body of the text.

Appendices

Do not retain the original page numbers of supportive documents. Although some of your appended material may be copies of supportive material written by others, it is now a part of the new work you have created. As such, the numbering of the pages should be in sequence with the rest of the text of your dissertation.

The appendices follow the reference list. They are lettered A, B, C, and so forth. The first Appendix should be preceded by the heading APPENDIX (if there is only one appendix in total) or APPENDICES (if there is more than one appendix in total). Tables and figures in the appendices are labeled A1, A2, B1, and so forth. If there is only one appendix, it gets no letter. If you include a glossary, it should be the final appendix.

If you choose to use a cover page to separate the appendix or appendices from the text of the dissertation, it should be headed APPENDIX or APPENDICES as appropriate, and centered without punctuation. This page is counted but not numbered.

A divider page between appendices is unnecessary unless, for some reason, you cannot put a heading on the first page. Typically this would be done in the case of a photocopied or scanned document.

Materials in the appendices must not extend beyond the margins of the rest of the dissertation; hence, you may need to reduce or shrink your appendix materials on a photocopier or in publishing software for scanned documents.

Do not include any IRB information or related materials in any completed dissertations, theses, or projects. This includes:

- IRB applications,

- informed consent letters,

- confidentiality and non-disclosure agreements, and

- recruitment scripts.

Instead, please include a statement in Chapter 3 that states, "This research study was approved by the Saybrook Institutional Review Board on [Month day, year]." Please note that it should be written out as Saybrook Institutional Review Board, not SIRB.

Verify that there is no contact information for you, your committee members, or subjects anywhere within your dissertation, thesis, project, or capstone.

Supplemental Materials

A Masters Project may consist of two parts: a written document and a separate item. The separate item might be a video, a handbook that has been compiled, or a directory.

The APA Manual lists recommended file formats for supplemental materials. Where possible, choose the software that is most commonly used and has the greatest likelihood of enduring (e.g., an MP3 stored on a website or in a cloud-based sharing service as opposed to discs or DVDs.) All supplemental materials should be included or referenced in an appendix and listed in the table of contents.

3 Journal Article Reporting Standards

For ProQuest abstract standards, please see section 2 Paper Elements and Format on p. 6 of this handbook.

No other elaborations or modification from the APA Manual.

4 Writing Style and Grammar

In addition to outlining a method of citation, the APA Manual is also a writing style guide. It is recommended that students become familiar with Chapter 3 in its entirety. The additions in this section clarify areas that may be unclear.

Headings

Do not strand a heading at the bottom of a page by having the heading be the final line of text on a page.

Chapter numbers (if used) are written in Arabic numerals, not Roman numerals, and are not spelled out.

The APA Manual states not to label headings with numbers or letters. The sections and headings in the Saybrook Style Handbook are numbered only to permit cross-referencing with the corresponding sections of the APA Manual.

First Person vs. Third Person

According to the APA, "use the first person rather than the third person when describing the work you did as part of your research and when expressing your own views" (APA Manual, 2020, p. 120) in your research. Any exceptions to this policy should be approached only in careful consultation with your dissertation or thesis advisor and advanced committee approval.

Verb Tense

The dissertation, thesis, project, or capstone must appear in present tense and past tense as appropriate. As a rule of thumb for social science writing, ongoing issues and current realities should be reported in present tense. What has occurred, what has been reported, and what you and others have accomplished should be reported in past tense.

It would be inappropriate to write a statement such as, "There were 50 states in the country." By the same token, you should not write in your problem statement, "Managing health care costs was a big problem in the United States," or that, "The amount of crude oil imported in the United States had increased since 1965," unless your research cured the problem once and for all and the problem no longer exists, or unless you are reporting the findings of a study conducted over a specific period of time. That is, if health care costs are no longer a problem, or if oil imports are no longer increasing, past tense works. Otherwise, as ongoing realities, they should be described in present tense.

In the review of literature, use the past tense: "Jenkins (1994) reported there are three reasons that victims of abuse do poorly in school." Observe here that what Jenkins reported is a present tense clause: Presumably, these three are still the reasons victims of abuse perform poorly. However, the predicate of the sentence ("reported") is written in the past tense because Jenkins reported on this fact in 1994 and is not continuing to report on it. Of course, if Jenkins reported a historical fact, the entire sentence would appear in past tense: "Jenkins (1994) found four reasons that AIDS spread through the gay population in the 1980s."

5 Bias-Free Language Guidelines

No elaborations or modification from the APA Manual.

6 Mechanics of Style

Spelling and Punctuation

Standard American English is required. *Merriam-Webster's Collegiate Dictionary* (10th ed.) is Saybrook University's authority for matters of spelling. APA has some additional conventions regarding spelling (see APA Manual, sections 6.11–6.12, pp. 161–164). Also see http://www.apastyle.org/spelling.html for the APA *Electronic Media Spelling Guide*.

Cited material from previously published sources should be left in the original form, including British or archaic spelling and excessive punctuation or lack of punctuation.

7 Tables and Figures

Tables and figures may be placed either on separate pages after the references list (with each table on a separate page followed by each figure on a separate page), or each table and figure may be embedded in the text after the first mention of it. If tables and figures are grouped together after the references list, this should be noted in the text. If tables and figures are embedded in the text, each should appear after the full paragraph in which it is first mentioned. Choose one method and use it consistently.

Whether grouped after the references list or inserted in the text, any pages that are entirely filled with tables or figures are numbered in sequence with the text pages preceding and following them. This includes tables or figures in appendices.

Tables and figures should be numbered in the list of tables and list of figures in the order in which they appear in the dissertation or thesis. (See p. 17 of this handbook for further details on lists of tables and figures, and Appendix D for template examples.)

Grayscales (shading) and colors used in figures do not reproduce well. Instead, use cross-hatching, broken lines, and so forth.

8 Works Credited in the Text

No elaborations or modification from the APA Manual.

9–10 Reference List & References Examples

The reference list comes after the main text and before the appendices.

According to ProQuest, references should be single-spaced, which differs from APA style. Saybrook will follow ProQuest's requirements.

Information regarding APA style for references is found in the APA Manual in Chapter 9 (pp. 281–309) and Chapter 10 (pp. 313–352). Review these sections thoroughly before developing your reference list. The reference list should include only those works cited in your dissertation, thesis, project, or capstone. Bibliographies cite works for further reading. Saybrook dissertations, theses, projects, and capstones require a reference list. All citations in the

manuscript must appear in the reference list, and all references in the references list must be cited in the text.

Although APA states that articles contributing to a meta-analysis should be included in the reference list if the number of articles is 50 or fewer, for Saybrook students the reference list should not contain all of the reference in a meta-analysis, systematic review, or published literature review. References from a meta-analysis, systematic review, or published literature review should be included if cited (as a secondary citation, see APA 8.6, p. 258) in the text of the document. This differs from APA.

11 Legal References

No elaborations or modification from the APA Manual.

12 Publication Process

Manuscript Preparation

Typeface or Font.

All text copy must be in the same font. ProQuest specifies true type, post-script type 1 fonts embedded in the PDF document. See https://media2.proquest.com/documents/UMI_PreparingYourManuscriptGuide.pdf for recommended fonts and sizes and instructions on embedding the fonts. The APA recommendation is Times New Roman 12 point. (Recommended for readability in print and on screen.)

Elements in the tables and figures should be large enough to be read easily. The suggested font is 12-point Times New Roman, but if changed for readability, it should remain between 8 point and 14 point.

Boldface font is reserved for headings and should not be used within the text. Highlighted words, such as words used as words and titles of books, journals, newspapers, and magazines, must appear in *italics* and without quotation marks. Be consistent with your use of italics throughout the document.

Use of Special Characters.

The title of the dissertation, thesis, project, or capstone should not include chemical or mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other nonstandard characters. They must be substituted by words.

Spacing.

According to the ProQuest manuscript requirements, double-space the abstract, dedication, acknowledgments, table of contents, and the body of the manuscript. Within the manuscript, single-space block quotations (i.e., direct quotations of 40 words or more as described in the APA Manual section 8.27, p. 272), captions, items in tables, lists, graphics, and

charts. Single-space the references list, footnotes/endnotes, bibliographic entries, and lists in appendices.

Do not leave a heading "floating" at the bottom of a page without accompanying text.

Begin each chapter (or major heading) on a new page. Do not begin each new section within a chapter on a new page. Sections are not separated by a double return.

One-line "widows and orphans" (single lines of text from a paragraph on the preceding or following page) are acceptable at the top and bottom of a page. However, for readability, two lines are preferred.

If a table or figure takes up more than three quarters of a page, do not place any additional text on the page.

End-of-line hyphenation is acceptable. For improved readability, avoid two consecutive end-of-line hyphenations.

Margins.

According to the ProQuest manuscript requirements, the margins of all pages within the document must conform to the following guidelines (this includes the appendices):

- Left: 1 inch

- Right: 1 inch   The right margin must be ragged (not justified) throughout the document.

- Top: 1 inch

- Bottom: 1 inch

All, text, tables, illustrations, footnotes, and so forth must be contained completely inside the area bounded by the margins, except the page numbers, which must be at least 3/4" from the edge of the page.

Pages containing tables and figures may be formatted in landscape page setup. All margins must be as described above.

Order of Manuscript Pages

Front Matter.

All pages preceding the introduction are front matter and are numbered using lower case Roman numerals as described below.

The order of front matter is:

- Title page – Counted as page i but not numbered.

- Copyright notice (optional) – If included, not counted and not numbered.

- Approval page – Not counted and not numbered. It should be included in the electronic version of the document because it has the names of the chair and committee members on it. This information is needed for cataloguing.

- Abstract – First page of abstract is numbered as page ii. All subsequent pages of the front matter (except the dedication) are numbered sequentially.

- Dedication (optional) – Not counted or numbered.

- Acknowledgments

- Table of Contents

- List of Tables – The list of tables is the first item to appear on the table of contents.

- List of Figures

Page Numbers and Running Heads.

ProQuest requires that page numbers are at least 3/4" from the edge of the page. This is different from APA requirements. They should be the same size and font as the text. If using auto-numbering, check the word processing software to ensure that the size and font of page numbers are the same as the text.

Do not use a running head as described in the APA Manual. The running head is added to articles to facilitate the peer-review process and does not apply to dissertations, theses, projects, and capstones. Thus, a running head is not used.

Entire Document.

Dissertations and theses are transmitted electronically as one single document to ProQuest where they are added to the ProQuest Dissertations and Theses database. Students go through the initial process themselves of creating their user account, placing their order (additional copyrights, bound copies, etc.), and uploading what they have to finalize the process. After conferral, the registrar's office uploads the final, finalized, proofread copy that is sent and signed off by the student's proofreader.

This handbook notes differences in publication requirements and formatting between ProQuest and the APA Manual. These notations are for students' convenience and are not intended to replace a thorough review of ProQuest's publication requirements.

Order of Parts and Pagination

Front Matter.

Title Page. The title page is the first page of the final manuscript.

- Center all text.

- Title is all uppercase.

- Include the program name in the "presented to the faculty" statement, but do not include the concentration.

- Student's name should not include any titles.

- The last information on the title page is Saybrook's location (Pasadena, California) and the date.

- Date the dissertation, thesis, project, or capstone using the month and year of your oral defense.

The title page is counted as p. i, but is not numbered.

(See Appendix D at the end of this handbook for sample title pages of a dissertation, a thesis, project, and capstone. Note the required wording and spacing.)

Copyright Notice. It is recommended, but not required, that you add a statement of copyright ownership to your dissertation, thesis, project, or capstone. If you choose to add a copyright notice, it should be in this form:

© [year] by [author's name]

The copyright statement should appear centered in the middle or at the bottom of a page immediately following the title page. The copyright page is not counted and not numbered.

If you use previously copyrighted material in your dissertation beyond "fair use," you must certify that you have the written permission of the copyright owner to reproduce it. To determine if something is "fair use," you should consider four issues: (a) the purpose and character of the use; (b) the nature of the copyrighted work; (c) the amount and substantiality of the portion used; and (d) the effect of the use upon the potential market for, or value of, the copyrighted work.

For more information on "fair use" and a discussion of copyright and your dissertation under the Digital Millennium Copyright Act, see Kenneth Crew's *Copyright Law & Graduate Research: New media, New Rights, and your New Dissertation* (2000), published by ProQuest and available at http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf

You may also consult with Saybrook/TCS Library Services.

Approval Page. The approval page should be retained in the document, but it is there only for informational purposes. It contains the names of your committee chair and committee members, both of which are important for cataloguing.

The approval begins with the words <u>Approval of the Dissertation</u> (or Thesis, Project, Capstone), underlined.

The approval page is not counted or numbered.

Project committees are usually smaller than dissertation or MA thesis committees, so the approval page will have fewer names and signatures. (See Appendix D at the end of this handbook for a sample approval page.)

Abstract. The abstract presents a succinct description of the entire dissertation. Researchers often use it to determine whether they will access your complete dissertation, thesis, project, or capstone. As such, it can be thought of as a marketing tool to promote your work. A template for the abstract can be found in Appendix D.

The abstract begins with the word Abstract. It should be centered at the top of the page, with only the first letter capitalized. The title of the work, as it appears on the title page, is placed 2 double-spaced lines below. The author's name is another 2 double-spaced lines below, and 1 double-spaced line below that, the school name: Saybrook University. All of this is centered. Everything in the Abstract should be double-spaced except for the title. If the title takes up more than one line, those specific lines should be single-spaced.

The text begins 2 double-spaced lines below the name of the school. Saybrook dissertations and theses that are empirical research studies should not exceed 350 words excluding title, student's name, and school name. However, for mixed methods studies you may increase the word count to 400 words with committee approval. Other thesis, project, and capstone abstracts should not exceed 150 words excluding title, student's name, and school name.

Double-space all lines of the abstract, except for the lines including the title. Those should be single-spaced.

For an empirical study, an abstract typically contains four paragraphs and parallels the order of information presented in most dissertations.

The first paragraph situates the research project in the subject domain. It conveys the purpose, focus, problem area, context, and research question of the study. It may discuss the literature, major links to related research, or its absence.

The second paragraph describes the method(s) and rationale for its selection, key demographic characteristics of the research participants or other data sources, and key terms regarding the nature of the data, sampling, research design, instrumentation, and data collection.

The third paragraph presents the chief findings directly relevant to the research purpose and question. It includes terminology to indicate the form of data analysis procedure used. It may also include supplemental findings considered important for cross-referencing.

The last paragraph concisely communicates the meaning, significance, contribution, and implications of the research, as well as suggesting directions for further study.

Abstracts for non-empirical studies (e.g., theoretical research) should follow this format where possible. If the nature of the dissertation research is such that a variation in this format would better describe the study, you may modify the format with the consent of your committee. Consult your Dissertation Committee, the Department of Research, and additional resources in the Dissertation course shell for further guidance.

Include citations in text for citable statements and information (e.g., literature-based foundations for the study, method and/or tradition utilized, analytic procedures, tests, and/or measures)

Include all pertinent place names and other proper nouns, which are very useful in automated retrieval. Embed key words (essential terms) in your abstract that you think readers may use in electronic searches. The APA Manual (2020) states, "By embedding essential terms in your abstract, you enhance readers' ability to find the article" (p. 73).

Do not include tables or figures.

Additional details regarding abstracts can be found in the APA Manual, section 2.9, pp. 38, and section 3.3, pp. 73–75.

The abstract checklist used to approve abstracts is included as Appendix A at the end of this handbook.

Dedication Page. The dedication page, which follows the abstract, is personal and optional. It is written in the first person.

The dedication page begins with the word Dedication. It should be centered at the top of the page, with only the first letter capitalized.

This page is double-spaced. It is not counted or numbered.

Acknowledgments Page. Research funding, grants, and permission to reprint copyrighted materials must be acknowledged on this page. Publishers usually require specific wording.

Many writers choose to recognize the help of friends, colleagues, mentors, assistants, and family members on this page.

The word Acknowledgments (with only the first letter capitalized) appears at the top of the page and is centered. (The preferred spelling of acknowledgments is without the letter *e* after the *g*.)

The page is double-spaced and immediately precedes the table of contents.

Table of Contents. ProQuest requires the table of contents to be double-spaced.

Do not list anything in the table of contents that appears before it; therefore, the first item listed in the table of contents is the List of Tables, if tables are used, or List of Figures if figures are used; otherwise it is Chapter 1.

The table of contents may be formatted using the automatic table of content formatting (see Appendix D) or manually using the following instructions. The use of a dot leader to tie together the headings and page number is required. Page numbers should be aligned at the right margin. This right alignment is accomplished by using the tab function of the software, not by inserting individual periods to form the dot leader. Set a right tab at 6.5" (the right margin) and format the tab with a leader. After typing in the heading or sub-heading at the left margin, press the TAB key and then insert the correct page number. All the page numbers will be perfectly aligned on the right margin. To indent sub-headings from the left margin, use the paragraph or left indent function of the software, not the TAB key.

The table of contents acts as the outline for the document and should reflect the levels of organization within the dissertation, thesis, project, or capstone (see example below and sample in Appendix D).

Table of Contents

Etc.

If this were the table of contents, the organizational structure would be apparent, and the reader could identify each chapter and how the subsections relate to each other. Each chapter should be labeled with the word CHAPTER, the chapter number, and the chapter title on one line (CHAPTER 1: INTRODUCTION, CHAPTER 2: REVIEW OF THE LITERATURE, etc.). Within each chapter section, the table of contents should be organized to fully represent up to the 5 heading levels, as described in the APA Manual (section 2.27, pp. 47–48), used in the document itself. The chapter headings do not count toward one of the 5 heading levels described in the APA Manual.

Within the document, all major headings (CHAPTER 1: INTRODUCTION, CHAPTER 2: REVIEW OF THE LITERATURE, CHAPTER 3: METHODOLOGY) must start on a new page.

List of Tables and List of Figures. A list of tables is required if at least one table is used. The list of tables must be a separate page following the table of contents and must include table numbers, titles, and page numbers. This is required even if there is only one item on the list. Tables are numbered in the order in which they appear in the text. As with the table of contents, the use of a dot leader is required to tie together the table title and the page number (see Table of Contents pp. 15–16 for instructions on how to do this).

A list of figures is required if at least one figure is used. The list of figures must be a separate page following the table of contents and list of tables (if any), and must include figure numbers, titles, and page numbers. This is required even if there is only one item on the list. Figures are numbered in the order in which they appear in the text. As with the table of contents, the use of a dot leader is required to tie together the figure title and the page number (see Table of Contents pp. 15–16 for instructions on how to do this).

APPENDICES

Appendix A: Abstract Review Checklist

Date:

Student: Chair:

Title:

Item	OK	Needs Correction	Comment
FORMATTING			
Is it within the word count limit? MA = 150 PHD = 350 Mixed Methods = 400			
Is it double-spaced?			
It is in Times New Roman or similar Serif Font?			
Is it 12 point?			
Are paragraphs indented?			
Is the heading spaced correctly?			
Is the title capitalized?			
CONTENT			
Is the purpose, problem, or research question clearly stated?			
Are the key concepts explained?			
Are the major links to existing research identified?			

Item	OK	Needs Correction	Comment
Is the method(s) and rationale for its selection provided?			
Is the data source identified?			
Is the nature of the data identified?			
Is the method of data analysis identified?			
Are the results & conclusions clearly stated?			
Is the significance & contribution of the study clearly stated?			
Are reference citations used for citable statements and information?			
Is there a correct use of past and present tense?			
Is it coherent, concise, & specific?			
Does it report rather than evaluate the essential elements of the study?			
Are key terms embedded in the text, not listed separately?			
Are there any other issues that need correction?			

Appendix B: Saybrook University Checklist for Format & Style

To be completed by the proofreader and submitted to the University with a Word copy of the proofread dissertation.

Student's name (legal):_____

Title:_____

Degree:_____

Type of Document: ____Dissertation   ____Thesis   ____Project   ____Capstone

<u>All works</u>

    Proofreading:

    ☐ Is the text a Post script 1, 12-point font with serifs (e.g., Times New Roman)?
    ☐ Are the margins the correct size, and does all material fit within the required margins?
    ☐ Are the title page, approval page, and abstract formatted like the templates in the handbook?
    ☐ Are all items in the table of contents linked to their page numbers with a dot leader and do they correspond exactly to page numbers in the text?
    ☐ Are heading levels appropriately organized and match APA style?
    ☐ Are tables and figures placed as close as possible to the text they are intended to accompany, or are they all placed at the end of the chapter?
    ☐ Are materials presented in the correct order?
    ☐ Is the layout of material clear, clean, and easy to read?
    ☐ Are the references in alphabetical order and single-spaced?
    ☐ Are the references in APA format?

    Editing:

    ☐ Is the document free of grammatical problems?
    ☐ Is the document organized appropriately with content in the appropriate places?
    ☐ Do the reference list and in-text citations match up?
    ☐ Are there any materials missing from this document?
    ☐ Other editorial work not mentioned above.

    Additional Notes:

_____   _____
        Proofreader/Editor   Date

Appendix C: Sample Tables

A Simple Table

Table 1

List of Participants

Participant ID	Gender	Ethnicity	Years in education	Years in position	Involved with VPP
1TM	M	AA	12	12	No
2TL	F	AA	5	3	No
3TM	F	AA	25	4	No
1AL	M	AA	12	2	No
2AM	F	AA	2	2	Yes
3AM	M	AA	15	3	No

A More Complex Table

Table 2

Being Religious and/or Spiritual by Group

Indices	χ^2	$\chi^2\,df$	$\chi^2\,p$	②	② p	V	$V\,p$	UC	$UC\,p$
Chi Square	119.33	2	< .001	<.001	< .001	.52	< .001	.001	.003

	RSE	Sundo Korean	Totals		RSE	Sundo Korean	Totals		RSE	Sundo Korean	Totals
Frequencies		Yes				No				NA	
% of Total n	0.7	8.8	9.5		65.5	19.7	85.3		0.5	4.8	5.2
% of Group n	1.0	26.5	9.5		98.3	59.2	85.3		0.7	14.3	5.2
% of Category	7.1	92.9	100.0		76.9	23.1	100.0		8.7	91.3	100.0
Observed n	3	39	42		289	87	376		2	21	23
Adjusted residual		8.6[a]			10.9[b]					6.1[a]	

Note. General notes to a table appear here, including information needed to understand the table, like definitions of abbreviations (see APA Manual sections 7.14–7.15).

[a] A specific note appears on a separate line below any general notes; subsequent specific notes appear in the same paragraph (see APA Manual section 7.14).

[*] A probability note (*p* value) appears on a separate line below any specific notes; subsequent probability notes appear in the same paragraph (see APA Manual section 7.14).

Appendix D: Template Pages

The following pages display a sample of the preliminary pages including lowercase letters for pagination, the outline of chapters, and headings with formatting instructions. Lastly, a sample of a Reference page and the Appendices is shown.

(6 single spaces)

THESIS, PROJECT, CAPSTONE, OR DISSERTATION TITLE ALL UPPERCASE

(15 single spaces)

A [thesis, project, capstone or dissertation]
presented to the Faculty of Saybrook University
in partial fulfillment of the requirements for the degree of
[Masters of Arts (M.A.) or Doctor of Philosophy (Ph.D.)] in [insert Program name]

by

First Name Middle Initial Last Name

(10 single spaces)

Pasadena, California
Month, Year of Oral Defense

Approval of the [Dissertation, Thesis, Project, or Capstone]

DISSERTATION, THESIS, PROJECT, OR CAPSTONE TITLE ALL UPPERCASE

This [Dissertation, Thesis, Project, or Capstone] by Name of Candidate has been approved by the committee members below, who recommend it be accepted by the faculty of Saybrook University in partial fulfillment of requirements for the degree of

[Doctor of Philosophy or Master of Arts or Master of Science] in [insert appropriate degree]

[Dissertation, Thesis, Project or Capstone] Committee*:

First and Last name, Ph.D., Chair   Date

First and Last name, Ph.D.   Date

First and Last name, Ph.D.   Date

*Note that the number of signatures required varies between M.A. and Ph.D.

Abstract

YOUR THESIS OR DISSERTATION TITLE IN CAPITAL LETTERS: SINGLE-SPACE THE TITLE ONLY

Your Name

Saybrook University

The first paragraph situates the research project in the subject domain. It conveys the purpose, focus, problem area, context, and research question of the study. It may discuss the literature, major links to related research, or its absence.

The second paragraph describes the method(s) and rationale for its selection, key demographic characteristics of the research participants or other data sources, and key terms regarding the nature of the data, sampling, research design, instrumentation, and data collection.

The third paragraph presents the chief findings directly relevant to the research purpose and question. It includes terminology to indicate the form of data analysis procedure used. It may also include supplemental findings considered important for cross-referencing.

The last paragraph concisely communicates the meaning, significance, contribution, and implications of the research, as well as suggesting directions for further study. See pp. 14–15 of this handbook for further guidelines for Saybrook abstracts.

Dedication

This page is optional [not counted or numbered]. Authors may choose to dedicate their

work to family members, mentors, or any other meaningful organization or influence.

Acknowledgments

Research funding, grants, and permission to reprint copyrighted materials must be acknowledged on this page. Publishers usually require specific wording. Many writers choose to recognize the help of friends, colleagues, mentors, assistants, and family members on this page. The page is double-spaced and immediately precedes the table of contents.

Table of Contents

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1: INTRODUCTION

Begin your text here making sure to indent and double-space it. Usually introductions have only the one level of heading as shown. In Chapter 2 (example on the next page), you will see how to use levels of heading to organize the paper. This includes instructions on how to set up these headings to compile automatically into the Table of Contents. Each chapter of the paper must start on a new page. The introduction usually includes a statement of the problem and the purpose and rationale for the study.

CHAPTER 2: LITERATURE REVIEW

Use the levels of headings to organize the content. Do not add extra space between headings or paragraphs. Use 2 sub-headings in a section or none at all.

To format the headings correctly, open the Styles Pane, and first set the "Normal" paragraph to reflect APA/Saybrook style: Font should be Times New Roman, 12 point, first line indent should be set at 0.5 inch, spacing is set to double space, no extra spacing between paragraphs (set spacing before and after to "0," not "Auto").

Next, to set up the Chapter Level heading do the following: Select Heading 6 from the Styles Pane because it is not one of the standard APA heading levels 1 to 5. Use the "Modify" function and set the font to all caps and bold, alignment should be centered, no first line indent, and spacing is set to double space. Place the cursor within the Chapter heading and click on Heading 6; this action will "mark" this text as Heading 6 and "pull" it to the Table of Contents. Be sure that the following paragraph is set to "Normal" for the basic text of your document. Use the same Heading 6 for the References and for Appendices.

First Big Area of Content (Level 1 Heading)

Here, begin the text for the first area of content you address in the literature review.

Using Heading 1 from Styles, modify the font to Times New Roman, 12 point, bold, and set alignment to centered, spacing should be double-spaced (no extra space to follow the paragraph), no first line indent. Then follow the instructions for Heading 6, by placing the cursor within Heading 1 and clicking on Heading 1 in Styles to mark this text as Heading 1. Note that all words are capitalized and that it is bold.

Of course, you will probably have some sub-areas under this large area. If so, then use the following type of heading.

First Sub-Area Heading (Level 2 Heading)

The content for the first sub-area begins here and it continues on until you get to the second sub-area of content.

Using Heading 2 from Styles, modify the font to Times New Roman, 12 point, bold, and set alignment to left, spacing should be double-spaced (no extra space to follow the paragraph), no first line indent. Then follow the instructions for Heading 6, by placing the cursor within Heading 2 and clicking on Heading 2 in Styles to mark this text as Heading 2. Note that all words are capitalized and that it is bold.

If you need to create second level sub-headings—if your first sub-heading needs two or more headings within it—then you go to the next level.

Sub-Sub-Heading (Level 3 Heading)

The content for the second sub-area begins here. To format Heading 3, proceed in the same way as with Heading 2, but with the additional modification of the font to italic. All words in a Level 3 Heading are capitalized, bold, and italicized.

Level 4 Heading. Continue with paragraph on the same line as the heading itself. To format Heading 4 correctly, the entire paragraph, including the heading, is first set to "Normal." Next, highlight the text of Heading 4 without the period,[1] then select Heading 4 from the Styles Pane and use modify. Under "modify," change the font to Times New Roman, 12 point, and bold. Lastly, click on Heading 4 in Styles to attach the heading style to the highlighted heading (without the period). This procedure guarantees that only the heading is set in bold and that only

---

[1] Omitting the period from the highlighted field keeps the Table of Contents from automatically populating this entry with the entire text of the paragraph and from formatting the whole paragraph as if it were all a Level 4 Heading.

the heading is pulled into the table of contents and not the period or the entire paragraph. Double check your work to assure only the bold text shows as Heading 4, but the paragraph text shows as "Normal." Make sure the period is also formatted as bold.

To set up Level 5 headings, follow these instructions:

Level 5 Heading. Proceed in the same way as with Heading 4, by first typing the paragraph and then modifying style "Heading 5" in the Style Pane to APA/Saybrook specifications, changing the font to bold and italics. Make sure the period is formatted as bold and italic.

CHAPTER 3: METHODOLOGY

Begin with your text here.

CHAPTER 4: RESULTS

Begin with your text here.

CHAPTER 5: DISCUSSION

Begin with your text here.

REFERENCES

This is the references section, or the references list. Here should be included all of the sources cited within the text of the dissertation/thesis/project/capstone. Note that sources not included in the text of the paper should not be included in the references list.

The heading at the top of the page should be formatted using "Heading 6" (centered, all caps, boldface). For the body of the references list, under the paragraph format option, under "Special," select the hanging indent option. The hanging indent should be set to 0.5 inch. References should be single-spaced per ProQuest requirement. For all other aspects of formatting individual reference entries, follow the APA Publication Manual.

Arslan, S. (2012). Psychological results of recreative participation for disabled people and its effects on perception of quality of life. *International Journal of Academic Research, 5*(6), 23–26. https://doi.org/10.7813/2075–4124.2013/5–6/b.4

Birks, M., & Mills, J. (2011). *Grounded theory: A practical guide.* Sage.

Blauwet, C., & Willick, S. E. (2012). The paralympic movement: Using sports to promote health, disability rights, and social integration for athletes with disabilities. *Physical Medicine and Rehabilitation, 4*(11), 851–856. https://doi.org/10.1016/j.pmrj.2012.08.015

APPENDICES

Appendix D1: Preparing the Table of Contents

For the Appendices, attach Heading Level 6 to "APPENDICES" (all caps predefined, use APPENDICES spelling only if you have more than one appendix; otherwise, use APPENDIX spelling). On the next line, begin with Appendix A and attach Heading Level 1. Additional headings you might be using within a single Appendix are not shown in the Table of Contents, so do not attach the Heading Levels from Styles beyond Heading 6 for the Appendices and Heading 1 for Appendix A, Appendix B, and so forth.

After formatting the heading styles and assigning the correct heading, it is time to prepare the table of contents. Insert a blank page before Chapter 1. Type the words "Table of Contents" and center; do not use bold because it is not a heading; do not apply Heading 1 because we do not want the words "Table of Contents" appear in the table of contents as an item.

Next, from the ribbon in MSWord, select the tab "References"; the first box contains the option for creating the table of contents. Click on the downward pointing arrow next to the words "Table of Contents" just below the icon of a sheet of paper. From the drop down menu, select the option "Custom Table of Contents" to avoid using Microsoft Word predefined settings, which do not agree with APA standards. For APA style, use Times New Roman, 12 point, double-spacing, and 0.25 inch left indent for each level. When the "Custom Table of Contents" dialog box is open, select "Modify." This will open a new dialog box from which you can adjust each table of content (TOC) level.

Beginning with TOC6 to match the Heading 6 (chapter level option, not part of the standard 5 levels of APA), adjust the indent which should be set at 0 left indent for this level.

The remaining levels will be TOC 1 = Heading 1, TOC 2 = Heading 2, and so forth. For each TOC level, modify the left indent in the paragraph settings as follows:

TOC 6 – Chapter heading (all caps) – no indent

TOC 1 – Level 1 heading – no indent

TOC 2 – Level 2 heading – 0.25 inch left indent

TOC 3 – Level 3 heading – 0.50 inch left indent

TOC 4 – Level 4 heading – 0.75 inch left indent

TOC 5 – Level 5 heading – 1.00 inch left indent

It is recommended to set the right margin indent to 0.5 inch; this avoids having longer headings "bleed" into the page numbers. Instead, lines break automatically and extra words are moved to the second line followed by the dots and the page number.

The final step in creating the table of contents is this:

Under the tab "References," in the first block of instructions for "Table of Contents," look for the paper icon with the red exclamation point "Update Table." Click on this icon and a dialog box will pop up. Check the option "Update entire table." This process will generate the table. Be sure to double check that all headings are included and that they are displaying correctly. Subsequently, you may choose to "Update page numbers only" to keep the table of contents current with the revisions/additions made to your document.

Appendix D2: Your Title Goes Here

The actual appendix material might be placed on a new page like this one if it will not fit on the previous page with the appendix title. If a glossary is included, it should be the final appendix.