THESIS, PROJECT, CAPSTONE, OR DISSERTATION TITLE ALL UPPERCASE

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

Pasadena, California

Month, Year of Oral Defense

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

THESIS, PROJECT, CAPSTONE, OR DISSERTATION 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]

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Abstract

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

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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. For more information on abstract requirements, consult the APA Manual (7th ed.), section 2.9 and the Saybrook Handbook of Format and Style for Dissertations, Theses, Projects, and Capstones (2020), page 6.

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.

If you choose not to have a dedication page, please move your cursor to just before Acknowledgements on the next page and delete until the cursor is where Dedication is on this page. This action will delete the section break that allows this page to interrupt the page numbers between the abstract and the acknowledgements.

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.

Ensure that the numbering on this page is sequential to your abstract. Because of the dedication page not being numbered, this page is a new section, with page numbers set to begin with Page iii. If Page iii is the second page of your abstract, then you will need to change the page numbers by going to the Insert tab, then clicking Header, then click “Edit header.” On the left side of the toolbar, you will see an option for “Page Number.” Click that, and on the list that pulls down, click “Format page numbers.” That will bring up a box that allows you to choose which number to begin with. Choose the number that is the next in line after the last page of the abstract (probably “iv”).

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# CHAPTER 1: INTRODUCTION

Begin your text here, making sure to indent 0.5 inches and double-space it. The APA Manual (7th ed.) allows for varying types of fonts. See section 2.19 of the APA Manual (7th ed.) for font requirements. This document uses Times New Roman size 12 font, as it is the most common.

Usually, introduction chapters utilize only APA level 1 headings. In Chapter 2, you will see how to use heading levels to organize the paper. The formatting for each heading level has been built into the Styles Pane in this template, including chapter headings, followed by APA headings levels 1–5. However, Chapter 2 includes instructions on how to use the Styles Pane in the toolbar above so that the process is outlined. By using the Style Pane, headings can be automatically updated in your Table of Contents.

Each chapter 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 heading levels to organize content within each chapter. Do not add extra space between headings, paragraphs block quotes, images, etc. When using APA heading Levels 2–5, multiple headings of that level must be used. Otherwise, include that content in the Heading Level that precedes it. For Level 2 and 3 headings, at least two headings must be used while Level 4 and 5 headings require at least 3 uses of the heading level. For a summary of the settings for heading level requirements, see Appendix D.

Dissertation chapter titles do not count as Level 1 headings. Therefore, the first instance of a heading in a chapter should be a Level 1 heading.

## Formatting Paragraphs

To format the paragraphs correctly, open the Styles Pane, and first set the “Normal” paragraph to reflect APA/Saybrook style. The font in this document is set to Times New Roman, 12 point; however, consult the APA Manual (7th ed.) Section 2.19 for other acceptable font formats. For your reference, the first line indent needs to be set at 0.5 inches and spacing should be set to double space with no extra spacing between paragraphs (set spacing before and after to “0,” not “auto”). Pre-set headings may vary depending on the version of Word that is being used.

## Formatting Chapter Headings

Next, to set up the chapter headings you may modify or create a style with the following settings.

* font is the same style and size as the rest of the document (in this template: Times New Roman, 12-point font)
* font is bold and in all caps
* heading is centered
* no first line indent
* double spaced

Place the cursor within the text that will be converted into a heading and click on Chapter Heading in the styles pane. This action will “mark” this text as a Chapter Heading 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 Chapter Heading for the List of Tables, List of Figures, References, and Appendices.

## APA Headings Levels 1–5

An APA Level 1 Heading (as seen in the heading in the line above) will follow the same requirements as the Chapter Heading described in the section above with some differences. The main difference between Chapter Headings and Level 1 headings is that the font is in title case, not all capital letters. Once more, converting text to a Level 1 heading may be done by placing the cursor within the text, then selecting Level 1 within the Styles Pane.

Any APA heading (Levels 1–5) requires that all words 4 letters long or more be capitalized. To keep headings with the content below them (rather than hanging at the bottom of a page) modify the style and select “Format” in the bottom left corner. Then, select “Paragraph” and go to the tab “Lines and Page Breaks” and ensure that “Keep With Next” is selected.

### Level 2 Headings

Level 2 headings follow the same requirements as Level 1 headings with the modification that they are left-aligned.

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

#### ***Level 3 Headings***

For a Level 3 heading, proceed in the same way as with Level 2, but with the additional modification italicizing the font. All words in a Level 3 heading are capitalized, bold, and italicized.

Level 4 Headings**.** Continue with the paragraph on the same line as the heading itself. The font follows similar requirements as a Level 2 heading, but the first line is indented 0.5” and is followed by a period. It is less common for authors to use Levels 4–5 and formatting Levels 4–5 are tricky, so if you plan to use them, it is important to understand how they work.

To format Level 4 headings correctly, the entire paragraph, including the heading, is first set to “Normal.” Then, highlight the text of the heading (level 4) *without the period*,[[1]](#footnote-2) then select Level 4 from the Styles Pane to attach the style to the highlighted heading. Then, highlight the period following the heading and set it to bold font. This procedure guarantees that only the heading is set in bold and that only 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.”

Remember that, with heading Levels 4 and 5, you also must have at least three headings of that level to use it. If you have less, you do not need the heading levels and can utilize transitional phrases instead.

Level 5 Headings***.*** Proceed in the same way as with the Level 4 heading, but with the modification that the font in the heading (and the period) is italicized.

## Single and Double Spacing

 The majority of the document is double spaced. However, some exceptions are made in order to promote readability. According to the Saybrook Handbook of Format and Style (2020),

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. (pp. 10–11)

To create a style for block quotes in the style pane, select the drop-down menu and click “Create a Style.” Title the new style, “Block Quotes.” In the bottom left corner, select “Format” then click “Paragraph.” Set alignment to left and under indentation set left to 0.5”. Under spacing, set line spacing to single and after select 12pt. Click okay to save the style. When creating a block quote, make the quote its own paragraph, then highlight the quote and select the style from the style pane.

## Updating Table of Contents

If you have already created your table of contents or are using the one in this template and are having problems generating all heading levels into your table of contents, perform the following steps: (1) select references from the taskbar; (2) select table of contents on the left; (3) from the drop down menu, select “custom table of contents”; (4) under “show levels” select the number 6. See Appendix B for more details on requirements for the Table of Contents.

# CHAPTER 3: METHODOLOGY

Begin your next chapter here. The introduction to the chapter will vary in length depending on the topic and required content before beginning heading levels, just as it would in the previous chapters.

**Tables and Figures**

Tables and figures[[2]](#footnote-3) are often used in Chapters 3 and 4. Below is an example of a figure. Please notice that the caption and title go above tables and figures and any notes go below. Tables/figures should appear after the first full paragraph in which they are first mentioned or should be gathered at the end of the chapter in which they are first mentioned. Figure number and title must be on the same page as the actual figure/table, and figures/tables should not be interrupted by page breaks. It is recommended to resolve this when you have completed writing and editing the content of the document. For example, Figure 1 (and notes) would not fit on page 6 of this document and has been, therefore moved to page 7.

**Figure 1**

Association Between ASMC and Body-Related Constructs (APA Style)

Appearance-Related Social Media Consciousness (ASMC)

Time Spent on Social Media

Body Esteem

Body Comparison

Body Surveillance

−0.32\*\*\*

−0.02

0.56\*\*\*

0.54\*\*\*

−0.08

0.07

0.20\*\*\*

−0.50\*\*\*

0.41\*\*\*

−0.42\*\*\*

*Note.* Notes are provided below the table/figure in the same font and size as the rest of the text. Note that color and grayscales “used in figures do not reproduce well. Instead, use cross-hatching, broken lines, and so forth” (Saybrook Handbook of Format and Style, 2020, p. 9).

\*\*\*p<.001

### Captioning Tables and Figures

Captioning tables and figures correctly is important so that they show up in the List of Tables and List of Figures. Consult the sample table on the next page. To caption a table or figure, use the following steps:

* Highlight the table/figure title. Here, it is “Participant Characteristics.”
* Go to the References tab in the toolbar above and click “Insert Caption.”
* Under the “Label” section ensure that it reads either “figure” or “table.” Select the option that correlates with what is being captioned.
* Notice that the box asks where to put the label and provides the choices of above or below. Because the title of the table is below the caption, it is recommended that the option of “above” is selected. Word will then put the caption above your words, in this case, Table 1.
* Highlight the new caption and adjust the font to meet APA requirements. This means that the font must be black with no italicization, bolded, and in the same font and size as the rest of the document.

**Table 1**

*Participant Characteristics*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pseudonym | Actual Age | Subjective Age | Gender | Length of Time Working | Organization Type |
| Laura | 71 | 30 | Female | 10 years | Large University |
| Elizabeth | 65 | 50s | Female | 13 years | Large Pharma |
| Catherine | 67 | younger | Female | 29 years | Industrial Services |
| Esther | 72 | 60s | Female | 10 years | Event Planning |
| Ellen | 82 | 65 | Female | 36 years | Legal Office |
| Dan | 80 | 60 | Male | 46 years | Legal Office |
| Chester | 65 | 30s | Male | 36 years | Large Defense Contractor |
| Gabby | 72 | 50 | Female | 23 years | Large Health /Weight Loss Co |
| Molly | 65 | 25 | Female | 11 years | Large Hospital |
| Charley | 72 | 40 | Male | 38 years | Legal Office |
| Frances | 65 | 50 | Female | 40 years | Marketing |
| Joel | 67 | 47 | Male | 3 years /20 years | Large Health Care |
| Satch | 72 | 20 | Male | 49 years | Large Defense Contractor |
| Kiki | 67 | 55 | Female | 3 years /15 years | Retail |

*Note.* This table did not fit on the bottom of page 7. Therefore, the entire table was moved to page 8, as required by the APA Manual (7th ed.).

### Formatting a List of Tables and/or List of Figures

When creating a list of tables in the front matter, click “Insert Table of Figures” from the References tab. This will allow you to choose whether to create a List of Figures or List of Tables. Select “Modify” in the bottom right corner and enter “List of Tables” or “List of Figures” in the box under “Styles.” To the right of the preview pane, select “Modify” again to edit the font and style so that it is the same font and size as the rest of the document.

Once you have generated a list of tables and/or list of figures, right click on the line below the heading. When the menu box shows up, click “update table.” All your tables will show up. However, because the title of a table is on the line below it, titles will need to be added into each table individually. Additionally, the table will take on the formatting of the text, so the bolding may need to be removed.

Making a List of Tables/Figures that generates is a bit tricky and may be difficult to implement. Therefore, it is recommended that you view a video by Research Masterminds to learn how to utilize word in generating a list of tables/figures. The video may be viewed using this link: <https://www.youtube.com/watch?v=82-uUnpfus4>

# CHAPTER 4: FINDINGS OR RESULTS

Whether this chapter is called findings or results depends upon the type of study done. Many qualitative studies, such as phenomenological, heuristic, case study, grounded theory, narrative, autoethnography, and so forth have findings. Studies using some sort of quantitative method will often have results of what happened due to the intervention or what was discovered by the survey. Modify the chapter title in this template as needed.

Here is the example from the Saybrook Handbook for a complex table to illustrate how it looks. Please follow the instructions for the table in Chapter 3 to understand how to make the table show up in the List of Tables. Because the table is too large for this page, it has been moved to a new page. As this image of the one in the Saybrook Handbook, you will notice the edges of the table are somewhat indented from the left side. This will not be the case when you form your own tables using the Table Tool in Word.

**Table 2**

*Being Religious and/or Spiritual by Group*



*Note.* General notes to a table appear here, including definition of abbreviations. Notes are double spaced.

aA specific note appears on a separate line below any general notes. b Subsequent specific notes are run in (see section 7.14 of the APA Manual-7th ed.).

\*A probability note (*p* value) appears on a separate line below any specific notes; subsequent probability notes are a run in (see section 7.14 for more details on content).

# CHAPTER 5: DISCUSSION

Begin your chapter 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 “Chapter Heading” (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](https://doi.org/10.7813/2075%E2%80%934124.2013/5%E2%80%936/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](file:///C%3A/Users/allisonwall/Downloads/%E2%80%93)

# APPENDICES

## Appendix A: Formatting Appendices

For the Appendices, attach “Chapter Heading” formatting 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 a Level 1 heading. 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 Chapter Heading for the Appendices and Level 1 for Appendix A, Appendix B, and so forth.

## Appendix B: Table of Contents

After formatting the heading styles within Style Panes and assigning the correct headings throughout the document, you may choose to prepare the Table of Contents.[[3]](#footnote-4) 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 and do not apply a Level 1 heading from the Style Panes because the words “Table of Contents” should not appear in the Table of Contents as an item.

Next, from the ribbon in Word, 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” below the icon of a sheet of paper. From the drop-down menu, select the option “Custom Table of Contents” to avoid using any predefined settings, which do not agree with APA standards. For APA style, use double-spacing, 0.25-inch left indent, and the same font size and style of your document. 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 Chapter Heading (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 = Level 1 heading, TOC 2 = Level 2 heading, 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 Content 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 that says, “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 C: 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.

## Appendix D: Heading Level Formatting Requirements

 The table below summarizes the formatting of each heading level as described in this template.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Font** | **Bold** | **Italics** | **Alignment** | **Indentation** | **Capitalization** |
| **Normal Paragraphs** | See APA Manual Section 2.19 | No | No | Left | None for settings | None for settings |
| **Chapter Headings** | Yes | No | Center | None | All Caps |
| **Level 1** | Yes | No | Center | None | Capitalize all words 4 letters long or more |
| **Level 2** | Yes | No | Left | None |
| **Level 3** | Yes | Yes | Left | None |
| **Level 4** | Yes | No | Left | First line 0.5” |
| **Level 5** | Yes | Yes | Left | First line 0.5” |

## Appendix E: Useful Resources

We hope that you found this template helpful, but now that you have made it through the content, you may have further questions. If that is the case, please consider utilizing one of the following resources provided through the Center for Writing and Academic Success (CWAS).

* Canvas Shell Enrollment Link: <https://tcsedsystem.instructure.com/enroll/944E6Y>
* Schedule a Tutoring Appointment: <https://saybrook.mywconline.com/>
* Saybrook Handbook of Format and Style: [https://community.saybrook.edu/writingcenter/Shared%20Documents/Saybrook%20Handbook%20of%20Format%20and%20Style%20(2020).pdf](https://community.saybrook.edu/writingcenter/Shared%20Documents/Saybrook%20Handbook%20of%20Format%20and%20Style%20%282020%29.pdf)

We also recommend the following websites for APA and grammar resources:

* Purdue OWL: <https://owl.purdue.edu/owl/purdue_owl.html>
* APA Style: <https://apastyle.apa.org/>
* UNC Chapel Hill: <https://writingcenter.unc.edu/tips-and-tools/>

**Questions?**

Contact the CWAS at sbwritingcenter@saybrook.edu.

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. [↑](#footnote-ref-2)
2. See APA Manual (7th ed.) section 7.8–7.21 and 7.1–7.7 for requirements for tables and figures. [↑](#footnote-ref-3)
3. Visit <https://www.scribbr.com/apa-style/apa-table-of-contents/> for more information on creating and updating a table of contents. [↑](#footnote-ref-4)