

Project Sample Application Project

(APA Manual 6th Edition – Fall 2010)

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Label Sample

This is a sample of the label that goes on the front of the binder for the application project.

***Do not include this
in your paper.***

THE TITLE IS IN ALL CAPS, CENTERED,
AND SINGLE SPACED FOR THE
APPLICATION PROJECT

(1 blank line)

by

(1 blank line)

John H. Doe

Label size is approximately 2"x 4". Text must be centered vertically and horizontally. The label must be affixed to the front cover of the bound application project.

Address Page

From the 1-inch top margin, text begins on line 33, typed in upper and lower case, single-spaced, and centered. Do not place a page number on this page.

SAMPLE

School of Graduate Studies
Bemidji State University
1500 Birchmont Dr NE, #27
Bemidji, MN 56601-2699
218-755-2027

Sample Title Page

*Establish a left margin of 1.5 inches on ALL pages for binding purposes and be certain to maintain a margin of at least 1 inch on the top, right, and bottom of the page. **Roman numeral page numbers are to be used on Front Matter pages and must be ½ inch from top edge and flush with right margin. Center all text within those margins. Use this page as a model.***

TRANSITION PREPARATION:
A CULTURALLY SENSITIVE PROJECT

(1 blank line)

by

(1 blank line)

John Q. Public

(7 blank lines)

(line is 20 spaces long)

(7 blank lines)

An Application Project Submitted to the Faculty of the
DEPARTMENT OF PROFESSIONAL EDUCATION

(1 blank line)

In Partial Fulfillment of the Requirements

For the Degree of

(2 blank lines)

MASTER OF SCIENCE IN SPECIAL EDUCATION

(2 blank lines)

BEMIDJI STATE UNIVERSITY

Bemidji, Minnesota, USA

(1 blank line)

October 2006

Sample Statement by the Author and Approval Page

The Title and Statement by the Author must begin 3 inches from the top edge of the paper or 11 blank lines from the 1-inch top margin. Roman numeral page number must be ½ inch from top edge and flush with right margin.

STATEMENT BY THE AUTHOR

(1 blank line)

Brief quotations from this application project are allowable without special permission, provided accurate acknowledgement of the source is indicated. Requests for permission to use extended quotations or to reproduce the manuscript in whole or in part may be granted by Professional Education Department or the Dean, School of Graduate Studies when the proposed purpose is in the interest of scholarship. In all other instances, however, permission must be obtained from the author.

(1 blank line)

Signed: _____

(Student: Please sign final paper before you submit it to your advisor.)

(3 blank lines)

(line is 50 spaces, centered)

(2 blank lines)

APPROVAL BY APPLICATION PROJECT ADVISOR

(2 blank lines)

THIS APPLICATION PROJECT HAS BEEN APPROVED ON THE DATE SHOWN BELOW:

(3 blank lines)

 (Name of Professor),
 Committee Chair
 Professor of Special Education

 Date

 Dean, School of Graduate Studies

 Date

Sample Abstract Page

*The title must be in all caps and centered. The author's name is typed in upper- and lower-case lettering and centered. The abstract statement should not exceed 300 words. Margins: 1.5 " left, 1" top, right, and bottom. **Center all text vertically within the margins. Roman numeral page numbers must be ½ inch from top edge and flush with right margin.***

TRANSITION PREPARATION:
A CULTURALLY SENSITIVE PROJECT

(1 blank line)

John Q. Public

(2 blank lines)

The purpose of this application project was to design and implement a culturally sensitive program that enhances the employability (graduation) of Native Americans with special needs. Studies attribute Native American high dropout rates to cultural discontinuity. The project consists of three main components: school-based learning, work-based learning, and connecting activities. The students will learn a variety of skills in each of the three components. Providing students with basic job skills will hopefully help decrease the high unemployment and dropout rate of Native Americans.

(1 blank line)

Approved by:

(2 blank lines)

Committee Chair

Date

Committee Member

Committee Member

Graduate Faculty Representative

(1 blank line between Committee Chair and signature lines throughout)

Sample Acknowledgments Page (OPTIONAL)

This page is optional. Margins: 1.5" left, 1" top, right, and bottom. Roman numeral page number must be ½ inch from top edge and flush with right margin. Text should be centered and begin 3" from top of paper or 11 blank lines from the 1-inch top margin.

ACKNOWLEDGMENTS (2 blank lines)

The author wishes to thank Jane Doe
for her special assistance in the
preparation of this manuscript.

Sample Table of Contents

The following example is consistent with a **four levels of heading** paper in the **APA 6th Edition format**. For a two, three, or five levels of heading paper, please refer to the **APA Manual, 6th Ed. (pp. 62-63)**. **Headings must be presented in a format identical to the format used in text.**

Roman numeral page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom. Center all text vertically within the margins unless the TOC extends beyond one page.

(small Roman numeral)

TABLE OF CONTENTS (1 blank line)

Chapter	Page
1.	Introduction (Level 1)
	Statement of the Problem (Level 2)..... 1
	Review of Literature 1
	Unemployment/dropouts (Level 3)..... 1
	<i>Students with disabilities (Level 4)</i> 1
	<i>Native American students</i> 3
	<i>Native American student with disabilities</i> 3
	Educational Model..... 4
	<i>School-based learning</i> 4
	<i>Work-based learning</i> 5
	<i>Connecting activities</i> 7
	Statement of the Purpose..... 9
	Definitions of Terms..... 9
	(1 blank line)
2.	Project Description
	Participation Criteria 11
	Project Components..... 12
	School-based learning 12
	<i>Exploration</i> 12
	<i>Job seeking skills</i> 13
	<i>Survival skills</i> 15
	<i>Academics</i> 17
	<i>Grading</i> 17
	Work-based learning 18
	<i>Job shadowing</i> 18
	<i>Mentor</i> 18
	<i>Collaboration</i> 19
	<i>Jobs</i> 20
	<i>Wages</i> 21

Sample Chapter Headings

Arabic page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom.

APA Style: Please refer to the **APA Manual, 6th Edition*** (pp. 62-63), to determine how your headings should appear. Find the section of your paper that breaks into the finest level of subordinate categories. Then use the guidelines that follow to determine the level, position, and arrangement of headings. **Headings in the text and in the Table of Contents must be identical.**

* Students who began their program *before* Fall 2010 may use APA 5th or 6th Edition. All students who start their program in Fall 2010 or beyond are required to use APA 6th Edition.

Four Levels. Use **Levels 1, 2, 3, and 4.** **Start each chapter on a new page.**

Example:

(Arabic page number)

Chapter 1: Title of the Chapter

The indented, double-spaced text starts here. The chapter headings (Level 1) are centered, boldface, uppercase and lowercase.

Sub-heading of the Chapter

The indented, double-spaced text starts here. The sub-headings of the chapter (Level 2) are flush left, boldface, uppercase and lowercase.

Sub-heading title. The indented, double-spaced text starts here. These sub-headings (Level 3) are indented, boldface, lowercase paragraph ending with a period. Only the first word in the subheading is capitalized. Double-spaced text immediately follows the sub-heading on the same line.

Sub-heading of the sub-heading. The indented, double-spaced text starts here. These sub-headings (Level 4) are indented, boldface, italicized lowercase paragraph

ending with a period. Only the first word is capitalized. Double-spaced text immediately follows the sub-heading on the same line.

SAMPLE

Sample References

Arabic page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom.

Follow instructions in your thesis/research paper manual:

*Publication Manual of the American Psychological Association 6th Edition** – see Chapter 7, Reference examples (pp. 193-224)

- **References** – only the sources that are cited in your thesis or research paper
- **Bibliography** – sources for background or for further reading; you may include descriptive notes with the source listings
- **Annotated Bibliography** – contains additional information about the reference source; formatting will require additional guidance from your committee

* Only students who began their program *before* Fall 2010 may use APA 5th or 6th Edition. All students who start their program in Fall 2010 or beyond are required to use APA 6th Edition.

The following formats are used for APA. **If a resource listing breaks between two pages, start the resource on a new page.**

Format 1: Hanging indent, single spaced, 1 blank line between each resource.

(Arabic page number)

References (1 blank line)

Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, DC: National Institute for Work and Learning, Academy for Educational Development.

(1 blank line)

Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.

(1 blank line)

National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>

Format 2: Hanging indent, double spaced throughout.

(Arabic page number)

References

- Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, DC: National Institute for Work and Learning, Academy for Educational Development.
- Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.
- National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>