

Handbook for the Preparation of the Thesis or Research Paper

School of Graduate Studies
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Introduction

The purpose of graduate study is to provide academic opportunities to extend the boundaries of knowledge and experience. These opportunities enable qualified individuals to obtain a comprehensive and thorough understanding of a more specific body of knowledge.

A thesis or research paper constitutes a tangible measure of academic achievement. The candidate for a master's degree is expected to have a strong general knowledge of the field and competence in the research and applied skills recognized in that field. The candidate and the Advisory Committee share with the University the responsibility for protecting and improving this quality. The value of any research or scholarly activity is a direct result of the skill with which it is communicated to fellow specialists and other educated people. Bemidji State University subscribes to the highest ethical standards in the conduct of all scholarly endeavors. In this regard, all sources contained in the investigation shall be given proper credit.

The candidate, as the principal investigator and author, is expected to display initiative in planning a satisfactory program of investigation, in completing the investigation, and in writing a thesis or research paper in accordance with the requirements of both the general graduate guidelines and the department/program style requirements. Theses and research papers differ primarily in representing different levels of investigation, specialization, and presentation. Although there are important differences in the level of investigation represented by the master's thesis and research paper, both are similar end products of investigation. Both must conform to certain fundamental rules of literary and scholarly presentation.

A research project involves the collection, evaluation, and effective presentation of information pertaining to a clearly defined problem of a limited scope. The degree candidate is expected to perform in a manner that demonstrates respect for grammatical principles and to reflect competent literary style. The mode of scholarly presentation will vary according to the different fields of knowledge. The research process requires close contact between the degree candidate and the entire advisory committee.

Thesis, Research Paper, and Graduation Expenses

All thesis and research paper candidates are required to register for credit at the time when the initial investigation commences. The precise number of thesis/research paper credits required may vary:

- The thesis credit requirement may not exceed six (6) semester hours.
- The research paper may not exceed two (2) semester hours.

The candidate is expected to meet with his/her advisor for the purpose of presenting an initial topic proposal to the Advisory Committee. This meeting should occur prior to initiating the investigative process. The candidate should also seek input and approval from all committee members on the research topic.

Expenses

The actual expenses incurred in the preparation and duplication of the thesis/research paper will vary. The following is a list of expenses that may be incurred:

1. A word processing service fee (optional).
2. Twenty-pound, 25 to 100 percent rag or cotton bond paper (required for the final thesis copy only).
3. Photocopying of the four draft copies to be provided to the three Oral Examination Committee members and the Graduate Faculty Representative.
4. Photocopying of any requested revisions by the Dean, School of Graduate Studies.
5. Submission of final paper:
 - a. **Thesis:** Bindings for the two final copies of the thesis (one twenty-pound copy and one photocopy for the library and any additional for personal use) are to be submitted to the School of Graduate Studies once appropriate signatures have been secured.
 - b. **Research Paper:** A single research paper photocopy (with original signatures of committee members and Graduate Faculty Representative) for the department must be submitted to the School of Graduate Studies. Research papers are not provided to the library.
6. In addition, a \$10 graduation fee made payable to Bemidji State University must be attached to the Application for Graduation and submitted to the School of Graduate Studies.

Eleven Steps to the Successful Completion of the Thesis or Research Paper

1. Once approval has been given for Admission to Candidacy, the candidate selects a research topic or problem with the approval of the advisor.
2. The candidate determines the members of the master's committee in consultation with the advisor.
3. The candidate prepares a proposal on the research topic for presentation to the committee members. Once all committee members approve the topic, Form 3, Graduate Research Paper/Thesis Proposal Approval, is signed by committee members and submitted to the School of Graduate Studies.
4. The candidate conducts the necessary investigation with the guidance of the advisor and in conjunction with the committee members. **If the investigation will involve human subjects**, please contact the School of Graduate Studies for the appropriate approval forms.
5. The initial draft is provided to the advisor for review. Once the advisor has reviewed the draft, a copy is provided to all members of the master's committee.
6. The candidate will submit Form 4, Application for Graduation, and be assigned a graduate faculty representative. **Note: Candidates should register for the thesis/research paper credits with the advisor at this time during the semester or summer session in which the oral defense is scheduled.**
7. When the members of the student's graduate committee have read and provided feedback to the student, the candidate will secure signatures on Form 5, Pre-Defense Signature, and submit the form to the School of Graduate Studies.
8. A copy of the approved draft is provided to the School of Graduate Studies at least three weeks prior to the date of the oral examination. The approved draft will be reviewed for formatting and then forwarded to the appointed graduate faculty representative.
9. The candidate defends the thesis/research paper at the oral examination. The committee may request modifications or changes to the draft, based on the oral defense.
10. All modifications or changes to the thesis/research paper must be completed to the satisfaction of the advisor.

11. Provide approved manuscript(s) to the advisor and committee for signatures. Then submit the manuscript(s) to the Dean, School of Graduate Studies.
 - a. The **thesis** candidate must provide two (2) approved manuscripts for signatures. One thesis copy must be on twenty-pound, 25 to 100 percent rag or cotton bond paper. The copies must be two- or three-hole punched and bound in a black left-sided, heavy-duty report cover with metal fasteners. The exact title of the thesis and the full name of the author must appear on the front cover.
 - b. The **research paper** candidate must provide one (1) approved manuscript for signatures. Regular printer paper may be used for the research paper. The copy must be two- or three-hole punched and bound in a black left-sided, heavy-duty report cover with metal fasteners. The exact title of the research paper and the full name of the author must appear on the front cover.

Page Sequence of a Thesis or Research Paper

Every thesis or research paper submitted to the School of Graduate Studies must conform in every aspect to the following requirements.

	See page
1. Label on front cover.....	15
2. Blank sheet (fly leaf) - unnumbered	
3. Front page – unnumbered	16
4. Title page - small Roman i.....	17
5. Author and Approval page - small Roman ii	18
6. Abstract page - small Roman iii.....	19
7. Acknowledgments page (optional) - small Roman iv.....	20
8. Table of Contents page(s) - small Roman number(s)	21
9. List of Tables page - small Roman number	23
10. List of Figures page – small Roman number	24
11. Text pages – numbered (Arabic)	
12. References, Bibliography, or Works Cited page(s) – numbered (Arabic)....	30
13. Appendix page(s)* - numbered (Arabic)	
14. Blank sheet (fly leaf) - unnumbered	

Note: All page numbers, both Roman and Arabic, are to be placed in the upper right hand corner of the page. The placement is 1/2" from the top of the page and aligned with the right margin.

APA: Page numbers are required. A page header (the first two or three words of the title) is optional; see p. 288 of the APA Manual.

MLA: Last name of student and page number are required.

* The appendix page(s) follow the References, Bibliography, or Works Cited pages **only if there are no references cited in any appendix. If any appendix contains reference citations, the References, Works Cited, or Bibliography pages follow the appendix pages.**

General Guidelines

The mechanics: The department/program style manual takes precedence over all general guidelines with the exception of the front matter pages.

Abstract – The final **required** element in the preliminary or front matter (before the Table of Contents) is the abstract. The abstract should begin with a clear statement of the problem. The purpose of the abstract is to summarize concisely the methods of investigation, significant content, system of analysis, findings and conclusions of the study. The abstract statement should not exceed 300 words. The abstract is to be written in the same person and tense as the text. (For a more comprehensive treatment, see *The Thesis Writer's Handbook*, by Joan I. Miller and Bruce J. Taylor, 1987, West Linn, Oregon: Alcove Publishing Company.) (See p. 19.)

Acknowledgments – Acknowledgments recognize the person(s) to whom the student is indebted for encouragement, guidance and special assistance. This page should also include recognition of any grants or financial assistance that was received to support the research. **This page is optional.** No part of the thesis/research paper that is essential to the understanding of the main body of the text should appear on the acknowledgment page (See p. 20.)

Appendix Pages – An appendix contains material that is useful for detailed review, but is not essential to the study. For example, an appendix is an appropriate section in which to place certain kinds of tabular and graphic material. This material is available as supporting data even though it may not be specifically utilized in the text. However, such material must be referenced in the text.

Each appendix is identified by a letter in a sequence independent of the numbering system used for the chapters. However, the page(s) of an appendix are numbered in sequence with those in the text. Each appendix must begin on a new page and must be listed in the Table of Contents. The appendix pages follow the References, Bibliography, or Works Cited pages **only if there are no references cited in any appendix.** Consult the required department/program style manual for the correct form.

Author Approval Form – There are two primary purposes for this page. The first indicates approval of the thesis/research paper by the advisor and Dean, School of Graduate Studies. The second protects the research from unauthorized use. The author approval form should follow the title page. (See p.18.)

Binding – Approved manuscript(s) with original signatures of the committee members and graduate faculty representative must be submitted to the School of Graduate Studies in a bound format. A black heavy-duty report cover with metal fasteners (two- or three-hole punch) is required. The exact title of the thesis or research paper and the full name of the author must appear on the front cover.

Thesis: Two (2) approved manuscripts of the thesis must be bound and submitted.
(See the **Paper** section for further details.)

Research Paper: One (1) copy of the research paper must be bound and submitted.

Capitalization – All research projects must conform to standard rules in the use of capitalization. (See the appropriate department/program style manual, i.e., MLA, APA, etc.)

Centering – All word-processed copies should be centered within the margins of the paper, not within the 8 1/2 x 11 inch page. The margin spacing will vary depending on the type style selected. This requirement also applies to charts, tables, graphs, figures, or other reproductions.

Chapter Headings – See APA manual, pages 113-115; MLA: See page 29 of this handbook.

Copies Required – Four draft copies are required for the examination committee. One copy is to be provided to the School of Graduate Studies at least three weeks prior to the oral examination. This copy will be provided to the graduate faculty representative.

Copyright – Many theses typically are not copyrighted. If the thesis will be published, it should be copyrighted. A copyright notice should be included in the title page.

Duplication – Two methods have been approved for the reproduction of the thesis/research paper. The first acceptable method consists of a photocopy of the original. The second method includes two copies produced on a word processor. All copies must be neat and clean. Inferior photocopies or those with dirty, smudged, or streaked backgrounds will not be approved. Pages of illustrations or graphs that can not be corrected on a word processor may be printed by an approved alternative process. It is recommended that candidates consult with the Dean, School of Graduate Studies for the purpose of reviewing alternative processes.

Erasures and Strike-Overs – Erasures and strike-overs are not permitted on the final copies. Correction fluid may not be used in the removal of errors.

Figures – The captions should conform to the guidelines in the approved style manual. If figures are involved, the List of Figures page(s) should immediately follow the Table of Contents and any List of Tables page(s) in the front matter.

Fly Leaf – The fly leaf sheets are not numbered. The purpose of these sheets is to protect the title page and back matter. The fly leaf blank sheets should precede the title page and follow the last page in the manuscript.

Front Matter – This section consists of all preliminary information prior to the presentation of the text (e.g., title page, statement by author, abstract). (See Appendix A, beginning on p. 14.)

List of Tables – The entries should be identical to the table titles in the text and conform to the guidelines in the approved style manual. The List of Tables page(s) should immediately follow the Table of Contents page(s) in the front matter. (See p. 23.)

Margins – The text margin guidelines are contained in the departmental/program style manual. Generally, the left margin must be one and one-half inches (1½ “) in width with the other margins (top, right, bottom) one inch in width. All typing, reproductions, appendices, and footnotes, must be within the margins. All page numbers are to be ½ " from top of page aligned with the right margin. The text of the paper must be double spaced, with the exception of lengthy quotations and the bibliography. Consult with the required departmental/program style manual.

Page Numbering Sequence – All front matter pages (the front section) must be numbered in Roman Numerals. The title page is counted as the first page, and is numbered “i”. All text pages must carry Arabic numbers beginning with “1”. Every page must be accounted for in the numbering system with the exception of the fly leaf sheets and the author approval page. **MLA:** Last name and Arabic numbers must appear on all pages of the research/thesis paper.

Paper – The paper to be used for final library approved thesis (not research papers) manuscript copy must be 8½ x 11 inches. **Thesis paper must be twenty-pound bond having 25 to 100 percent rag or cotton content.** The second copy may be a photocopy. Erase, correctable, or other erasable bond paper is not acceptable. Continuous feed paper cannot be used. The entire paper must be of the same quality, the same brand, and the same degree of whiteness. Bond paper is water marked. The paper should be arranged so the watermark is both right side and top-side up (see Word Processing). **For the research paper, 20-pound, non-cotton printer paper is acceptable.**

Photocopying – Very specific rules and guidelines govern the circumstances under which photocopying may occur. Contact with the University Library is suggested when the use of copyrighted works will be used in the text. Guidelines are also available in the Copyright Office Circular R21, “Reproduction of Copyrighted Works by Educators and Librarians.” This publication is available through the United States Copyright Office.

Preface – (See the **Acknowledgments** section.)

Questionnaires, Surveys, and Related Materials – The purpose of illustrative material is to present information or data in a format more clearly than it can be stated in words alone (see the **Figures** section). All illustrative materials must be presented on an 8½ x 11 inch page and within the acceptable margins. The candidate is encouraged to consult with the department/program style manual because of the variability in the nature of illustrations. **Students who plan to use human subjects in their research must seek approval from the Human Subjects Committee prior to collecting the data. Contact the School of Graduate Studies for the appropriate approval form.**

References, Works Cited, or Bibliography – All studies must contain source information. In most instances, the source information is called References or Works Cited and consists only of sources cited in the text or appendices. The References, Works Cited, or Bibliography pages should follow the text, and the pages are numbered in sequence with the text. **If any appendix contains reference citations, the References, Works Cited, or Bibliography pages follow the appendix pages.** Consult the department/program style manual for the correct form. (See p. 30.)

Special Mountings with Adhesives – A large photograph or a full page of photographic illustrations should be directly on photographic paper 8½ x 11 inches. However, if photographs or other materials requiring special mountings are included, the paper for mounts should be “Alexis” Lietz Seubio (#1005), or pliable Bristol Board in sheets 8½ x 11 inches. The adhesive may be Kodak dry mounting tissue or polyvinyl plastic adhesive, such as Duratite, Wilhold, or Borden’s. Do not use rubber cement under any circumstances. Double-faced scotch tape may be used if special care is exercised so as not to allow the tape to show.

Style Manuals – Each department/program has a required style manual to be used for the thesis/research paper. The most recent edition is to be used in all research.

Biology – After consent with their advisors, students will follow the format of an appropriate journal in their area of expertise.

Education – Publication Manual of the American Psychological Association, 5th ed., Washington, D.C.: American Psychological Association.

English – The thesis or research paper is written using either the APA or MLA style manual as determined by the major advisor.

Environmental Studies – After consent with their advisors, students will follow the format of an appropriate journal in their area of expertise.

Industrial Technology – Publication Manual of the American Psychological Association, 5th ed., Washington, D.C.: American Psychological Association.

Mathematics – Publication Manual of the American Psychological Association, 5th ed., Washington, D.C.: American Psychological Association.

Science – The body of the thesis/research paper must conform to the recommendations of the style manual specified in the catalog by the area of science in which the thesis/research paper is written.

Sport Studies (Physical Education) – Publication Manual of the American Psychological Association, 5th ed., Washington, D.C.: American Psychological Association.

Table of Contents – The Table of Contents is a complete listing with page numbers of all sections of the thesis or research paper. Since most theses and research papers do not have an index, it is desirable to have the Table of Contents be a detailed listing of all major subdivisions of the text rather than just a list of chapter headings.

Entries – It is essential that wording in the Table of Contents listing be identical to that of the heading in the text in every case. Consult with the approved department/program style manual. A sample Table of Contents is provided on p. 21.

Page Numbers – Align the page numbers flush right with dot leaders. In Microsoft® Word, go to the Format menu and select Tabs. Type in the tab stop position and select Alignment Right and Leader 2

Word Processing – The final copy must be produced on a letter quality printer.

Text – The text is the main body of the thesis/research paper. Double-space except where otherwise indicated. **Single-space block quotes, table titles and headings, figure captions, notes in tables and figures, and footnotes.**

The text is divided into sections called Headings (i.e. chapters, subdivisions). **There must be an exact correspondence between the headings in the text and the entries in the Table of Contents.**

To center text vertically on a page:

1. **Show formatting symbols:** On the Standard toolbar, click on the ¶ icon.
2. **At the bottom of the previous page, insert a section break:** In the Insert menu, select Break; under Section break types, select Next page.
3. **On that next page, type the text to be centered vertically.**
4. **At the bottom of the page, insert a section break.**
5. **Center the page vertically:** (a) Go back to the page to be centered vertically. (b) In the File menu, select Page Setup; go to the Layout tab; under Page, Vertical alignment, select Center. (c) Be sure that the Apply to: box shows this section, and click on OK.

Title Page – The title page contains the exact title of the thesis or research paper, the full name of the author, the degree to be awarded, the institution granting the degree, and the year the degree will be granted (p.17). The title page is to be followed by the Statement by the Author and Approval Form (p. 18). There is no difference between the title page of a thesis paper or research paper. If the title is more than one line, an inverted pyramid must be used. No title should be more than three lines.

Type Styles and Symbols – One size of type (12 pt. font preferably) must be used throughout the paper. Hand-drawn symbols should be in India ink or other high-contrast black ink. In fields such as Environmental Studies, special circumstances may require the use of a color on a map or diagram. Color may be used only when it is standard practice in the specific field.

Appendix A:

Sample Front Matter Pages

This is a sample of the label that goes on the front of the binder(s) for the thesis or research paper.

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

THE TITLE IS IN ALL CAPS, CENTERED, AND
SINGLE SPACED FOR THE THESIS OR
RESEARCH PAPER

(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 thesis copies (2) or research paper (1).

(no page number)

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. 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.

School of Graduate Studies
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218-755-2027

Sample Title Page

Margins: 1.5 " left; 1" top, right, and bottom. Center the text vertically on this page (see Word Processing, Text, p. 13). Use Roman numeral page numbers on Front Matter pages; place the numbers ½ inch from top edge, flush with right margin.

A DISCRIMINATIVE STUDY OF METHODS FOR
THE QUALITATIVE DETERMINATION OF FLORINE

(1 blank line)

by

(1 blank line)

William Robert Howard

(7 blank lines)

(line is 20 spaces long)

(7 blank lines)

A Thesis Submitted to the Faculty of the
DEPARTMENT OF ENVIRONMENTAL STUDIES

(1 blank line)

In Partial Fulfillment of the Requirements

For the Degree of

(2 blank lines)

MASTER OF SCIENCE IN ENVIRONMENTAL STUDIES

(2 blank lines)

BEMIDJI STATE UNIVERSITY

Bemidji, Minnesota, USA

(1 blank line)

June 2005

(1 blank line)

Copyright 2005 by William Robert Howard

(optional copyright notice)

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**. Candidates completing a **research paper** should substitute “research paper” for “thesis” where it appears on this page. **The first paragraph contained below is not required for the research paper.** Roman numeral page number must be $\frac{1}{2}$ inch from top edge and flush with right margin.*

STATEMENT BY THE AUTHOR

(1 blank line)

This thesis has been submitted in partial fulfillment of requirements for an advanced degree at Bemidji State University and is deposited in the University Library to be made available to borrowers under the rules of the library. **(First paragraph is to be included in thesis papers only – delete for research paper.)**

(1 blank line)

Brief quotations from this thesis 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 **(insert name of department/program)** 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 THESIS ADVISOR

(2 blank lines)

THIS THESIS HAS BEEN APPROVED ON THE DATE SHOWN BELOW:

(3 blank lines)

 (Name of Professor),
 Committee Chair
 Professor of (Department Name)

 Date

 Dean, School of Graduate Studies

 Date

(do not list the name of the Dean)

Sample Abstract

Margins: 1.5 " left, 1" top, right, and bottom. Center the text vertically on this page (see Word Processing, Text, p. 13). Title and name must match those on the title page. Title and name must match those on the title page. Title must be in all caps and centered; author's name is typed in upper- and lower-case lettering and centered. The abstract statement should not exceed 300 words. Roman numeral page numbers must be ½ inch from top edge, flush with right margin.

LEARNING ABOUT THE VALUE OF GLOBAL COOPERATION

(1 blank line)

John Q. Public

(2 blank lines)

As a corollary to Robert Angell's measures of world order, this study examines nation-state differences in support for world order as a function of learning through involvement in the United Nations. Differences in national support for world order are analyzed in terms of "role-taking" and "cue-taking" in the United Nations. Seven types of roles, based on the degree to which nation-states approximated support for the norms of the organization, are identified. Correlational analysis indicates that these roles function as good predictors to variance among nations in their support for world order. Alternatively, nations which could not be classified as taking on a definitive role were hypothesized to be "taking cues" about the value of global cooperation from their regional counter parts. This predicted outcome was also supported. Finally, analysis of "deviant" cases indicated that for some nations, both role-taking and cue-taking may be equally salient for supporting world order.

(1 blank line)

Approved by:

(2 blank lines)

Committee Chair

Date

Committee Member

Committee Member

Graduate Faculty Representative

(2 blank lines between Committee Chair and signature lines throughout)

Sample Acknowledgments Page

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

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

The following example is for a three levels of headings paper in the APA format. For a two, four, or five levels of headings paper, please refer to pages 113-115 of the APA manual and pages 25-26 of this handbook. Headings must be presented in a format identical to the form 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.

TABLE OF CONTENTS

	(1 blank line)	
LIST OF TABLES		vii
	(1 blank line)	
LIST OF FIGURES		viii
	(1 blank line)	
Chapter		Page
1. Introduction		
<i>Statement of the Problem</i>		1
<i>Background of the Problem</i>		2
<i>Limitations and Assumptions of Study</i>		3
<i>Definitions of Terms</i>		4
	(1 blank line)	
2. Review of Literature (Level 1)		
<i>General Components of Service Learning (Level 3)</i>		7
<i>Examination of Current School-Community Relationship (Level 3)</i>		10
<i>Methods of examinations (Level 4)</i>		10
<i>Results of examinations (Level 4)</i>		12
<i>Matching Service Learning Outcomes to School and Community</i>		
<i>Expectations (Level 3, heading too long for one line)</i>		17
<i>Direct benefits for those being served (Level 4)</i>		22
<i>Problems encountered within established programs (Level 4)</i>		25
<i>Working together for success (Level 4)</i>		27
	(1 blank line)	
3. Results		
<i>Demographics of Respondents</i>		31
<i>First subheading title</i>		31
<i>Second subheading title</i>		31
<i>Question 1, Important Issues Facing Districts</i>		32
<i>Title of the first issue</i>		32
<i>Title of the second issue</i>		32
<i>Question 2, Teaching Values in Public Schools</i>		32
<i>Question 3, Rating the School-Community Relationship</i>		33
<i>Question 4, Making the Relationship Stronger</i>		33

See the next page for formatting (1) a two-page Table of Contents (TOC), (2) the page numbers in the TOC, and (3) a very long heading.

4.	Discussion	
	<i>Interpretation of Survey Results</i>	34
	<i>Implications Service Learning Could Have on This District</i>	37
	<i>Suggestions for Further Research</i>	39
	(1 blank line)	
	Bibliography	40
	(1 blank line)	
	Appendix A. Survey Questionnaire	41
	(1 blank line)	
	Appendix B. Survey Results	43

Two-page TOC – If the Table of Contents is too long for one page, insert a break between sections and continue on the next page. **Begin the continuation at the 1-inch top margin.**

Page Numbers – **Align the page numbers flush right with dot leaders.** In Microsoft® Word, go to the Format menu and select Tabs. Select or type in the tab stop position and select Alignment Right and Leader 2 **Please note that the page numbers are not italicized.**

Very Long Heading – Be sure no heading extends into the page listing area. Continue a long heading indented on the next line. List the page number opposite the last line of the heading.

LIST OF TABLES

(1 blank line)

Table		Page
1.	<i>Title of the First Table</i>	2
	(1 blank line)	
2.	<i>Title of the Next Table</i>	5

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. Begin the text at the 1-inch top margin.

Page Numbers – Align the page numbers flush right with dot leaders. In Microsoft® Word, go to the Format menu and select Tabs. Select or type in the tab stop position and select Alignment Right and Leader 2 Please note that the page numbers are not italicized.

LIST OF FIGURES
(1 blank line)

Figure		Page
1.	Caption for the first figure, serving as an explanation of the figure and as a figure title.....	7
(1 blank line)		
2.	Caption for the second figure.....	10

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. Begin the text at the 1-inch top margin.

Captions -- *Be sure no caption extends into the page listing area. Continue a long caption on the next line. If a caption is lengthy, the entry in the List of Figures may be shortened to the first common point of punctuation (comma, colon, semi-colon, or period), and all entries must be consistent with the format chosen. List the page number opposite the last line of the caption.*

Page Numbers – **Align the page numbers flush right with dot leaders.** *In Microsoft® Word, go to the Format menu and select Tabs. Select or type in the tab stop position and select Alignment Right and Leader 2 **Please note that the page numbers are not italicized.***

Appendix B:

Style Examples

Chapter Headings (APA and MLA styles)

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.

Exceptions to double-spaced text: See Word Processing (p. 13).

APA Style: Please refer to the *APA Manual, 5th edition, and pages 113-115, 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.*

One level. Only use Level 1. **Start each chapter on a new page.**

Example:

Centered Uppercase and Lowercase Heading
(1 blank line)

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

Two Levels. Use Levels 1 and 3. **Start each chapter on a new page.**

Example:

Chapter 1: Title of the Chapter
(1 blank line)

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

Sub-heading Title

(1 blank line)

The indented, double-spaced text starts here. The sub-headings (Level 3) are flush left, italicized, and uppercase and lowercase.

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

Example:

Chapter 2: Title of the Chapter

(1 blank line)

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

Sub-heading Title

(1 blank line)

The indented, double-spaced text starts here. The sub-headings (Level 3) are flush left, italicized, and uppercase and lowercase.

Sub-heading of the sub-heading. These sub-headings (Level 4) are italicized and indented five spaces. Only the first word in the subheading is capitalized, and the sub-heading ends in a period. Double-spaced text immediately follows the sub-heading on the same line.

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

Example:

Chapter 3: Title of the Chapter

(1 blank line)

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

Sub-heading of the Chapter

(1 blank line)

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

Sub-heading Title

(1 blank line)

The indented, double-spaced text starts here. These sub-headings (Level 3) are flush left, italicized, and uppercase and lowercase.

Sub-heading of the sub-heading. These sub-headings (Level 4) are italicized and indented five spaces. Only the first word is capitalized, and the sub-heading ends in a period. Double-spaced text immediately follows the sub-heading on the same line.

Five Levels. Use Levels 1-5. **Start each chapter on a new page.**

Example:

CHAPTER 2: REVIEW OF THE LITERATURE

(1 blank line)

The indented, double-spaced text starts here. The chapter headings (Level 5) are centered and uppercase.

General Components of Service Learning

(1 blank line)

The indented, double-spaced text for this section of Chapter 2 starts here. The heading (Level 1) is centered and uppercase and lowercase. ...

Methods of Examinations

(1 blank line)

The indented, double-spaced text for this sub-section of Examination of Current School-Community Relationship (in Chapter 2) starts here. The heading (Level 2) is centered, italicized, and uppercase and lowercase. ...

Survey Document

(1 blank line)

The indented, double-spaced text for this sub-section of *Methods* starts here. The heading (Level 3) is flush left, italicized, and uppercase and lowercase. ...

Response Results. These sub-headings (Level 4) are italicized and indented five spaces. Only the first word is capitalized, and the sub-heading ends in a period. Double-spaced text immediately follows the sub-heading on the same line.

MLA Style: (Start each chapter on a new page.)

Chapter I
(1 blank line)
Introduction
(1 blank line)

Indent five and begin typing text. Text should be double spaced throughout the research or thesis paper. Chapters should begin on a new page. Works Cited is to be included in paper but not considered a chapter.

(New Page Example)

Chapter II
(1 blank line)
Title of the Chapter
(1 blank line)

Indent five and begin typing text. Text should be double spaced throughout the research or thesis paper. Chapters should begin on a new page. Works Cited is to be included in paper but not considered a chapter.

References, Bibliography, or Works Cited

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:

- **APA – 5th Edition:** see Chapter 4, Reference List (pp. 215-281), and page 299
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
- **MLA – 6th Edition:** see Chapter 5, Documentation (pp. 139-235)
Works Cited – all works cited in your text, including not only books and articles but also films, recordings, television programs, and other non-print sources

The following formats can be used for either APA or MLA. **If a resource listing breaks between two pages, start the resource on a new page.**

One format: hanging indent, single spaced, 1 blank line between each resource.

References (APA)

(1 blank line)

Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, D.C.: 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>

Another format: hanging indent, double spaced throughout.

Works Cited (MLA)

(1 blank line)

Kyle, Robert. *School-to-Work Transition and Its Role in Systemic Reform of Education*.

Washington, D.C.: National Institute for Work and Learning, Academy for Educational Development, 1965.

Luecking, R., and E. Fabian. "Paid Internships and Employment Success for Youth in Transition. *Career Development for Exceptional Individuals* 23.2 (2000): 205-210.

National Organization on Disability. "What Is the Employability Gap?" 2 Dec. 2004
<<http://www.nod.org/content.cfm?id=968>>

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