

## APA Thesis Quick Guide

All information in this document is adapted from: American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association. Consult the manual for more details.

### Levels of Heading

Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush Left, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase paragraph heading ending with a period.</b>
4	<b><i>Indented, boldface, italicized, lowercase paragraph ending with a period.</i></b>

### Capitalization of Headings

Capitalize all nouns, verbs (including helping verbs), adjectives, and adverbs. Capitalize other words only if they are 4 letters or more.

### Numbers

See APA Manual, Sections 4.31–4.35 for more details.

Use numerals for:

- Numbers 10 and above
- Numbers that immediately precede a unit of measurement
- Numbers that represent mathematical functions, fractional or decimal quantities, percentages and ratios.
- Numbers that represent time, dates, ages, scores, and points on a scale

### Symbols

Note italicization. For a more complete list of symbols, see pp. 119–122 of the APA manual.

<i>N</i>	number of members in the total sample
<i>n</i>	number of members in a limited portion of the total sample
<i>F</i>	<i>F</i> distribution, Fisher's <i>F</i> ratio
<i>M</i>	sample mean, arithmetic average
<i>p</i>	probability; probability of success in a binary trial
<i>t</i>	<i>t</i> distribution; <i>t</i> -test (note hyphen)
<i>z</i>	a standardized score; the value of a statistic divided by its standard error

There should be a space before and after all mathematical operators (e.g., =, <, and >).

### Tables

See Style Manual for more information. In particular, see Table Checklist in Section 5.19. Example table below.

*Note that columns of numbers should be aligned on the decimal point.*

Table 1

*Proportion of Errors in Younger and Older Groups*

Level of difficulty	Younger			Older		
	<i>n</i>	<i>M (SD)</i>	95% CI	<i>n</i>	<i>M (SD)</i>	95% CI
Low	74	.05 (.08)	[.02, .11]	103	.14 (.15)	[.08, .22]
Moderate	56	.05 (.07)	[.02, .10]	85	.17 (.15)	[.08, .28]
High	105	.11 (.10)	[.07, .17]	90	.26 (.21)	[.15, .39]

*Note.* CI = confidence interval.

## Figures

Figure captions should be below the figure. The label should be italicized; the actual caption is not italicized and is followed by a period. Example:

*Figure 3.* Schematic of the criterial recollection task.

## In-Text Citations

	<b>First Citation</b>	<b>Subsequent Citations</b>
1 author	(Walker, 2007)	(Walker, 2007)
2 authors	(Walker & Allen, 2004)	(Walker & Allen, 2004)
3-5 authors	(Walker, Allen, & Soo, 2008)	(Walker et al., 2008)
6+	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)

Multiple citations should be ordered alphabetically with a semicolon between. (Adams, 2008; Walker, 1996)

## References

- Authors' initials should have a space between each letter. (J. R.)
- Note the use of en-dashes (not hyphens) in page ranges. En-dashes can be inserted through the symbol menu or by using the shortcut Alt+0150.

### *Order of references by the same author*

- Several works by the same author should be ordered chronologically.
- One-author entries precede multiple-author entries beginning with the same name.
- Entries with the same first author and different second or third authors are arranged alphabetically by the surname of the second author.
- References by the same author with the same publication date are ordered alphabetically by title. Distinguish them with 'a', 'b', etc., immediately following the publication year. (Ex: 2010a).

### *Sample entries*

Journal article (include DOI if available)

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225–229. doi:10.1037/0278-6133.24.2.225

Book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

Book chapter

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17–43). New York, NY: Guilford Press.

Nonperiodical Web document

Center for Substance Abuse Prevention. (2000). *Mentoring initiatives: an overview of youth mentoring*. Retrieved from <http://www.nationalfamilies.org/parents/mentor.pdf>