

INSTITUTE OF APPLIED ECONOMICS

Sample Pages, Formatting Information, etc., for Students Writing a Thesis or Problem in Lieu of Thesis

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Necessary Resources

Graduate School Guidelines are available through the Graduate School website at:
http://www.tsgs.unt.edu/graduation_process/manual.htm

APA 6th Edition Publication Manual can be purchased at any bookstore or online (used copies should be available). A copy should also be available in the Willis Library for use in the library only – you will not be able to check it out.

Sample Pages

Sample pages begin on page 8. The sample pages include specific information about each section. These sample pages contain images created from another file, and the borders represent the edge of the page; do not put borders around any page of your paper.

Headings

Headings – Chapter and Chapter Title are per Grad School Guidelines. Remaining headings are per APA 6th Edition Manual (p. 62) as follows:

CHAPTER NUMBER

TITLE OF CHAPTER

First Level Sub Title of Chapter

Second Level Sub Title of Chapter

Third level sub title of chapter

Fourth level sub title of chapter.

Note that only the 4th level sub title of the chapter is written in sentence style and ends with a period. Other heading levels do not end with punctuation. Also, 1st, 2nd, and 3rd level sub titles are all written in upper & lower case – all important words are capitalized. Do not bold your headings (per Grad School Guidelines)

Miscellaneous Formatting Information

Margins – 1” for all pages.

Font style and size – Please use a 12 point standard font such as Times New Roman or Arial. (Department preference is Times New Roman.)

Spacing – Your paper should be double spaced throughout. Do not add extra spaces between paragraphs. If you use MS Word (especially the 2007 and 2010 version), your basic template might automatically have extra space between paragraphs. Please change the paragraph setting so that your document is double spaced with no extra space between paragraphs.

Order of Thesis sections (see page 10 of the Grad School Guidelines):

- 1) Abstract[†]
- 2) Title Page
- 3) Copyright Notice*
- 4) Acknowledgments*
- 5) Table of Contents**
- 6) List of Tables*
- 7) List of Illustrations*
- 8) Body of Thesis
- 9) Appendix*
- 10) References

[†]Do not put title on Abstract; see sample page.

*Optional sections – use only if needed for your paper.

**Table of Contents – Do not use the automatic feature in MS Word to prepare your Table of Contents. This will not format your Table of Contents properly to comply with the Grad School Guidelines. See sample page for proper layout.

Page Numbers (See Grad School Guidelines, p. 8):

- 1) No page number on Abstract.
- 2) No page number on Title page, although it counts as page i.
- 3) Page numbering begins on Table of Contents page with page ii.
- 4) Page numbering of chapters begins on page 1 of chapter 1. Chapter 2 will begin on a new page, but it is numbered sequentially after the end of chapter 1 (i.e., if chapter 1 ends on page 3, then chapter 2 will begin on page 4).
- 5) Page numbers are centered 0.5 inch from the bottom of the page.

APA 6th Edition Formatting

- It is your responsibility to use the APA 6th Edition formatting style for your paper.
- Use APA 6th Edition for formatting:
 - Tables – Sections 5.01-5.19 (pages 125-150).
 - Figures –
 - Sections 5.20-5.30 (pages 150-167).
 - Figure captions should be placed below the figure. See Section 5.23, page 158.
 - References and Citations –
 - Chapters 6 and 7 (pages 169-224).
 - The title for the page beginning your reference list is “References”. (See Section 2.11, p. 37, and sample page on page 59.)
 - All Reference entries should be double-spaced. (Section 2.11)
 - Reference list should include only references cited in the text of your paper (p. 180).
 - Citations – Sections 6.11-6.21 (pages 174-179).
 - Quotations – Sections 6.03-6.11 (pages 170-174).
 - Place figures and tables within the text as close as possible to where the figure or table is first mentioned.
 - Follow proper rules for numbers (p. 111-115) and percent symbols (p. 117).
 - Etc., etc.

SOME EXAMPLES OF REFERENCES IN APA FORMAT:

Journal articles:

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

Klimoski, R., & Palmer, S. (1993, January). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

Author:	Last name, Initial(s). If two authors, separate names with a comma and an ampersand (&). If three or more authors, separate names with a comma and then use a comma and an ampersand before the last author.
Date:	Put one space after last author initial and put date in parenthesis. Format is "Year, Month Day". Books will just have a year, but periodicals may include a month and date. For example, a weekly periodical would be (2000, Jan. 15). A period follows the closing parenthesis.
Article Title:	Written in sentence format with only the first word and proper nouns capitalized. If your article includes a colon (:), then the first word following the colon is also capitalized. Put a period after the article title.
Journal Title:	Written in italics with all main words capitalized. After journal title, put a comma.
Volume No.:	The volume number of the journal is in italics and follows the comma after the journal title.
Edition No.:	Some journals have several editions under the same volume number. In these cases you include the edition number immediately following the volume number. The edition number is in parenthesis and is NOT italicized.
Page Nos.:	Following the journal volume or edition number, put a comma and then put the page numbers of the article. Do not precede by a "p" or "pp".

Books:

Beck, C. A., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Author & Date:	See above.
Title:	The book title is italicized and written in sentence style.
Pub. info.:	This includes the city of publication and the name of the publisher. If the city is not unique (and easily identifiable), then include the state.

Information retrieved from the Internet:

As a general rule, for Internet sources include as much information as possible. For example, if you get a journal article online (as opposed to from the paper copy of the journal), then give all of the information required for a paper journal article. In addition, show that you got it online by adding a sentence that includes the date that you retrieved the article and the url where you found the article. For example:

Twombly, E. C., & Gantz, M. (2001). Executive compensation in the non-profit sector: New findings and policy implications. *Charting Civil Society, 11*, 1-5. Retrieved November 26, 2003, from <http://www.ncna.org/index.cfm?fuseaction=Page.viewPage&pageId=333>

This same rule applies to online reports and publications. Cite it as if you had retrieved it from the library shelf and add the “retrieved on” date and website info.

For more information, see Chapter 7 of the APA 6th Edition Manual.

Software:

Reference entries are not necessary for standard software and programming languages, such as Microsoft Word or Excel, Java, Adobe Photoshop, and even SAS and SPSS. In text, give the proper name of the software, along with the version number. Do provide reference entries for specialized software or computer programs with limited distribution. (Section 7.08, APA 6th Edition Manual, p. 210)

If you use NCSS to run a data analysis, you will include it in your References, as follows:

Hintze, J. (2000). Number Cruncher Statistical Systems (Version 2000) [Computer software]. Kaysville, UT: NCSS.

Other

For specific information on how to format references of other materials (such as government publications, working papers, brochure, paper presented at a conference, etc.) see Chapter 7 of the APA 6th Edition Manual.

SOME EXAMPLES OF CITATIONS IN APA FORMAT:

You will always begin the cite according to how the source is listed in your References.

If a source is listed by author name (such as a book or journal article), then your cite might be:

According to Mellers (2000), yada yada yada.....

OR

Yada yada yada..... (Mellers, 2000).

OR

“Yada, yada, yada” (Mellers, 2000, p. 47).

If your source is listed by agency name (such as the U.S. Census Bureau), then your cite will appear as follows:

According to the U.S. Census Bureau (2002), yada yada yada...

OR

Yada yada yada (U.S. Census Bureau, 2002).

Example of how to cite NCSS in text:

The model is estimated using Number Cruncher Statistical SystemsTM (NCSS) 2000 statistical and data analysis system (© J. Hintze, Kaysville, UT, www.ncss.com).

Note: Include “(NCSS)” only if you refer to the software later in your paper as NCSS. Otherwise, exclude this.

Example of how to cite SPSS in text:

The model is estimated using SPSS for Windows, Release Version 11.0, (© SPSS, Inc., 2001, Chicago, IL, www.spss.com)

Note: Since SPSS is considered a standard software, it will not be included in your References (but it must be properly cited within your text).

Plagiarism:

NOTICE: The version of your Thesis/Problem in Lieu of Thesis that you submit to meet the department's final deadline will be submitted to Turn It In to check for plagiarism.

See "Policies" section of the Graduate Catalog for more information about plagiarism and penalties.

Some Simple Definitions of Plagiarism:

- If you copy & paste or exactly retype a paragraph from a source* and do not change it, you are committing plagiarism.
- If you copy & paste or exactly retype a paragraph from a source* and do not change it, BUT you identify it as a quote AND properly cite the source, then you are properly citing the information and it is not plagiarism (see APA rules on formatting quotes longer than 40 words).
- If you copy & paste or retype a paragraph from a source* and DO paraphrase or reword so that it is significantly different from the original (this involves more than just changing one or two words), then you may or may not need to cite your source in order to avoid plagiarism:
 - IF the information is common knowledge, then you do not need to cite it.
 - IF the information is not common knowledge, then you DO need to cite it.
- If you copy & paste or exactly retype a sentence or two from a source*, skip a couple of sentences, and then copy & paste or retype another sentence or two from the same source (and on and on) until you have a complete paragraph AND you DO NOT reword these sentences, then you are committing plagiarism.
- If you copy & paste or exactly retype a sentence or two from a one source* and then copy & paste or retype another sentence or two from a different source (and on and on) until you have a complete paragraph AND you DO NOT reword these sentences, then you are committing plagiarism.

***Source** = Any print, online, or electronic publication.

If you have questions about plagiarism, please contact department for more information.

SAMPLE PAGES

LName, FName MI., *Title of your paper goes here: In sentence format.* Master of Science (Applied Economics), Month Year, ## pp., ## tables, ## figures, references, ## titles.

Your abstract should be double spaced. Margins should be same as in the rest of your paper (1" all the way around). Your name, the title of your paper, and the graduation date must be identical on the title page and in the abstract heading. The number of titles is the number of entries in your References.

For a thesis and a problem in lieu of thesis, your abstract should not be more than 150 words. This includes the information (name, title, etc.) in the heading. Numbers, acronyms, abbreviations, and initials count as words. Count hyphenated words as two words. You should not use footnotes or references in the abstract, and your abstract page is not numbered. There is not title on your abstract.

SAMPLE PAGES

TITLE OF YOUR PAPER GOES HERE IN ALL CAPS

Your name (First Middle Last)

Problem in Lieu of Thesis Prepared for the Degree of

MASTER OF SCIENCE

UNIVERSITY OF NORTH TEXAS

Month Year

APPROVED:

Terry L. Clower, Major Professor and Graduate
Advisor

Todd Jewell, Chair of the Department of
Economics

Art Goven, Dean of the College of Arts and
Sciences

Mark Wardell, Dean of the Toulouse Graduate
School

SAMPLE PAGES

TABLE OF CONTENTS

	Page
LIST OF TABLES (if used)	iii
LIST OF FIGURES (if used).....	iv
Chapter	
1. TITLE OF CHAPTER 1	1
Subheading 1 (only list 1 st level subheadings)	
Subheading 2	
Etc.	
2. TITLE OF CHAPTER 2	##
Subheading 1	
Etc.	
3. TITLE OF CHAPTER 3	##
4. TITLE OF CHAPTER 4	##
5. TITLE OF CHAPTER 5	##
APPENDIX A: TITLE (if used)	##
APPENDIX B: TITLE (if used)	##
APPENDIX C (etc.): TITLE (if used).....	##
REFERENCES	##

SAMPLE PAGES

CHAPTER 1

INTRODUCTION

The body of your paper starts here. Each chapter begins a new page of your paper. The first line of each paragraphs should be indented 0.5" from the left. Please use a 12 point font. Times New Roman is the department preference.

Paragraphs are double spaced. Please do not put extra spaces between paragraphs. If you use MS Word 2007, the basic template automatically includes extra spaces between paragraphs. You need to change this or your paper will not be accepted.

Guidelines for Formatting Your Paper

As described under "Necessary Resources," you will use both the Graduate School Guidelines "Preparation and Filing of Dissertations, Theses, and Problems in Lieu of Thesis in the Toulouse School of Graduate Studies" and the APA 6th Edition Publication Manual to properly format your paper. All cites, references, tables, figures, etc., must conform to APA style. Unfortunately, there are areas where the 2 guides conflict (such as headings and subheadings). The information in this document will hopefully clear up the majority of those conflicts.

Headings

This is an area where APA and the Graduate School Guidelines conflict. Below are some examples that have been approved by the Graduate School:

CHAPTER # (centered, all caps, triple space after)

HEADING 1 (chapter title in all caps, centered, double space after)

Heading 2 (subtitle in upper & lower case, centered, double space after)

#

SAMPLE PAGES

Heading 3 (sub-sub title in upper and lower case; flush left double space after)

Heading 4 [sub-sub-sub title indented 0.5" from left, italicized, written in sentence style (only first word and proper names capitalized) and ends with a period.]

Parenthesis and brackets following "heading #" provide instructions on how to format each heading.

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SAMPLE PAGES

CHAPTER 2

TITLE OF GOES HERE

Tables and Figures

Table 1 shows a properly formatted table per APA. See sections 3.62 – 3.74 of the APA manual for more detailed information on tables. Tables should be in the same font face and size as the rest of your paper (Times New Roman, 12 point font size). However, if you include a note or source below the table, that should be in 10 point font size.

Table1

Title of Table Goes Here

	Column Heading	Column Heading
Information in Row 1	Abcde	123
Information in Row 2	Fghijk	456
Information in Row 3	Lmnop	567
Information in Row 4	Qrstuv	890

Source: Should be specific, detailed about where you got the information and should be double spaced. (Include source only if information in table came from outside source and not from data you calculated or compiled yourself.)

Figures are labeled differently. The figure number and name go below the figure, picture, graph, etc. The “Figure #.” and “Note:” are italicized. The figure name is typed in sentence style, ending with a period. Double space after the figure name, and include any note. Use the same font face and size as the rest of your paper. Figure 1 is an example of a properly labeled and cited figure per APA.

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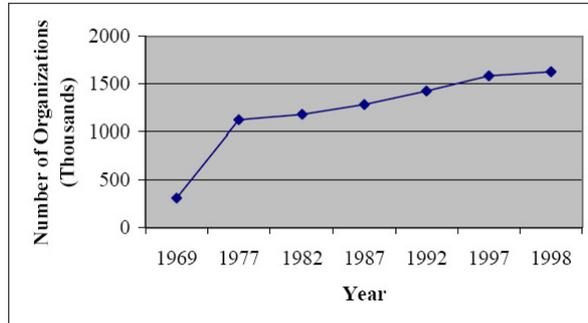


Figure 1. Give adequate explanation about figure.

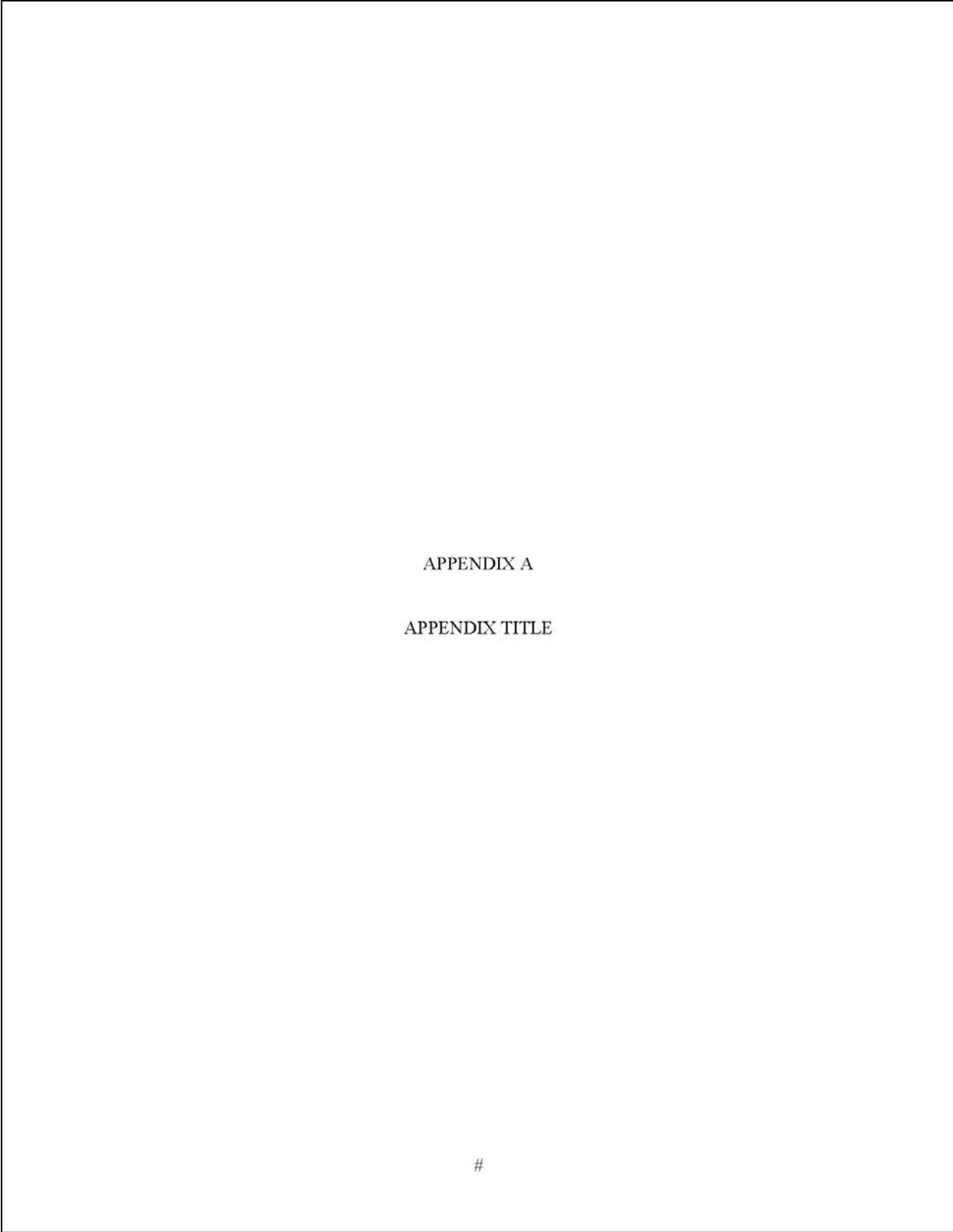
Note: Unless figure is your original work or based on your calculations, include source information; if figure is copyrighted, obtain permission from copyright holder and include that permission statement here (see APA manual, section 3.73 and/or figure example 3 in section 3.77).

The APA Publication Manual instructs you to put tables and figures at the end of your document. However, those instructions apply to an article for publication in a professional journal. For the purposes of your Thesis or Problem in Lieu of Thesis, include your tables and figures within the text, near the point where they are first mentioned in the text. See placement of Table 1 and Figure 1.

References

Follow APA style for formatting your reference list. References for a Thesis can be single spaced, with a double space between each reference (see option 1 on reference sample page). Or, references can be double spaced (option 2). Format with first line at left margin and subsequent lines with hanging indent. Arrange references in alphabetical order. A sample reference page is included with examples of a journal article, book, and online reference.

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APPENDIX A

APPENDIX TITLE

#

SAMPLE PAGES

REFERENCES

Beck, C. A., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*.

Washington, DC: American Psychological Association.

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, *126*, 910-924.

Twombly, E. C., & Gantz, M. (2001). Executive compensation in the non-profit sector: New findings and policy implications. *Charting Civil Society*, *11*, 1-5. Retrieved November 26, 2003, from <http://www.nena.org/index.cfm?fuseaction=Page.viewPage&pageId=333>

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