



The APA 6: The New Edition and Other Deposit Regulations

September 23rd, 2009

Presented by
Debra Gough
Thesis Format Reviewer
Student Academic Affairs Office



Agenda

- 3:00 pm
 - Who, what and where is the Thesis Format Office
 - Announcements
 - Process of Review, Approval and Deposit
 - APA 6: The New Edition and Other Deposit Regulations
 - Resources
- Questions



Who is TFO?

- Debra Gough
 - Reviewer
- Support Staff
 - Evelyn Grady
 - Sherry Duncan
 - Kathy Stalter



What is Thesis Format Office (TFO)?

- A sub-unit of Student Academic Affairs Office (SAAO)
- Ensures graduate student manuscripts meet Graduate College as well as College of Education formatting requirements.
 - Meetings
 - Workshops (one each semester)
 - Web site (<http://education.illinois.edu/saao/tfo.html>)
 - Open “Labs” (open hours)
held in the Thesis Format Office
 - Thursday, September 24 from 9:00 am – Noon
 - Friday, September 25 from 1:00 pm – 4:00 pm



Where is the Thesis Format Office?

- Room: 120 Education
- Phone: 217-244-3545
- Web site: <http://education.illinois.edu/saao/tfo.html>
- E-mail: dgough@illinois.edu



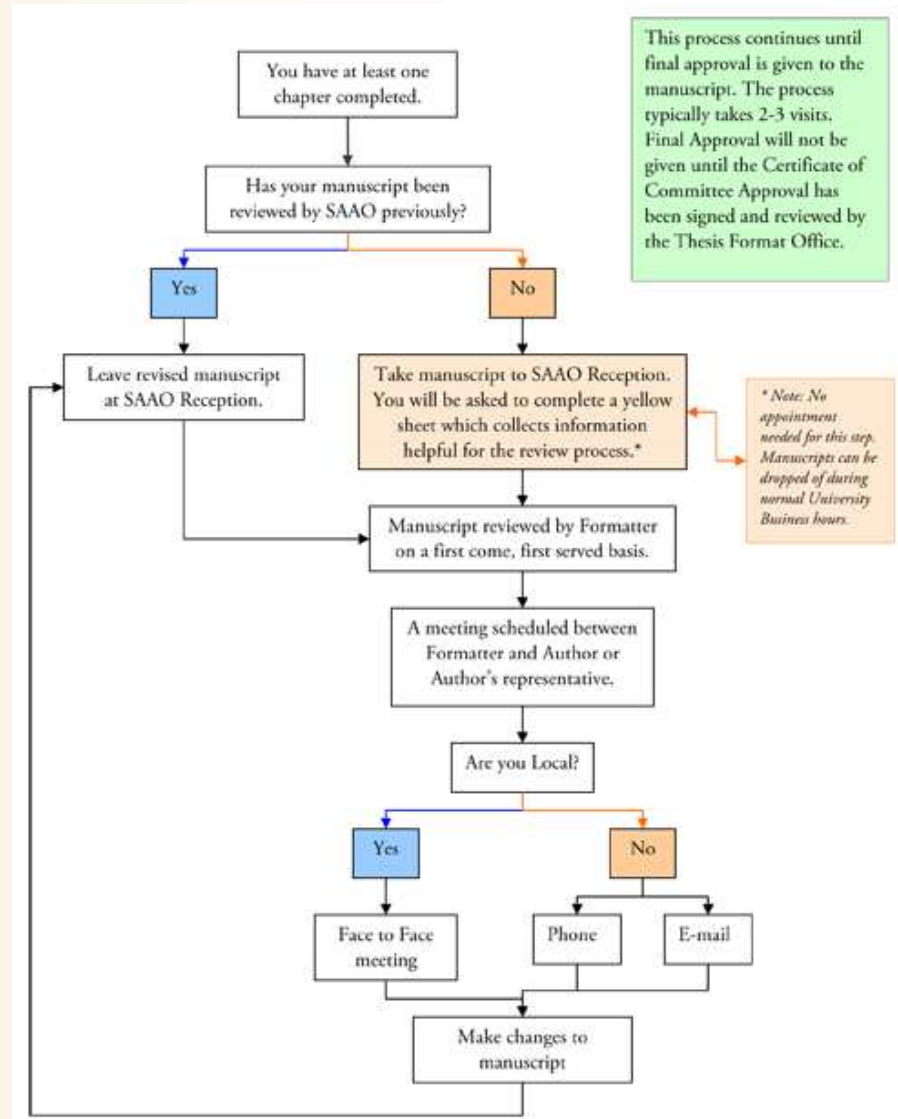
Announcements

- Handouts
- Questions unanswered during the workshop can be:
 - E-mailed to dgough@illinois.edu
 - Brought to an Open Lab (i.e., open hours in 120 Education)
 - September 24 from 9:00 am – Noon
 - September 25 from 1:00 pm – 4:00 pm
- Open labs (i.e., open hours)
 - This is a time to bring your laptop and discuss with me any issues you're having with your manuscript. The more people come in at the same time, the more opportunity to learn from one another.



Review Process

Flowchart available on website at <http://education.illinois.edu/saaotfo.html>





Thesis Format Review Process

- College Template
 - Will be published to website – October 5
 - <http://education.illinois.edu/saao/TFOAids.html>
 - Should be used as a resource for formatting information
- Note Styles & Formatting used in Template
 - For more information on Styles and Formatting, go to <http://education.illinois.edu/cio/icl/handouts/> and scroll down for the Microsoft Word handouts.
- For guidance on how to use Microsoft Word, please use the Help feature in your version of Word
 - Word Smarter, Work Easier: Ways to use Word to Make the Thesis/Dissertation Process Easier , Sep 30, 2009 | 3:00 pm | Room 242 Education
 - Fast3 Class--<http://fast3.illinois.edu/workshops/word.htm>
 - Microsoft self-paced training--<http://office.microsoft.com/en-us/training/default.aspx>



Key Formatting Points

- Margins are a minimum of 1.0 inch (2.54 cm) throughout entire manuscript
- Double space manuscript with a few exceptions
- Page numbers preferred at bottom of page but you may place them at the top—be consistent.
- Headers/Footers
 - Do not use running headers or footers
 - *APA format style*—requires footnote numbers to run consecutively
 - *Chicago format style*—requires footnote numbers to start at 1 with each chapter



Key Formatting Points

- Block Quotes
 - Required for quotes equaling 40 words or more
 - Single space within quote with double space between lines above and below the quote
 - .5 inch (1.27 cm) indented from left margin
 - Quotation marks
 - No quotation marks enclosing quote
 - Use quotation marks to enclose any quoted material within a block quote
 - See examples on p. 92 of the APA Manual of Style, 6th edition



Key Formatting Points

Seriation (APA Manual of Style, pp. 63-64)

- Within a paragraph or sentence
 - Use letters placed within parenthesis to show a seriation within a paragraph or sentence. For example:

The zoo keeper could escape the lion's certain attack by (a) running out of the lion's enclosure, (b) feeding the lion a steak, or (c) screaming.



Key Formatting Points

Seriation (APA Manual of Style, pp. 63-64)

- Lists

- Indent each item .5 inch (1.27 cm)
- Single space within listed item with double space between lines above and below the listed items
 - Acceptable bullet types:
 - numbers (1., 2., 3., etc.)
 - solid square ■
 - solid bullet •
 - hyphen -
 - n-dash –
 - m-dash —



Key Formatting Points

- References/Works Cited
 - Heading should be the Level 1 heading (i.e., a chapter heading)
 - Use a hanging indent of .5 inch (1.27 cm)
 - Single space within the reference with double space before and after each
- Examples of APA Manual of Style, 6th edition references
 - Find them in the Manual on pp. 169-224



Key Formatting Points

A few examples of APA Manual of Style, 6th edition references

- Periodicals general form

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp.

- Book general form

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of work*.
Location: Publisher.

- Unpublished dissertation or thesis

Author, A. A. (year). *Title of doctoral dissertation or master's thesis*
(Unpublished doctoral dissertation or master's thesis). Name of
Institution, Location.



Key Formatting Points

- Title Case
 - Title Case has the First Letter of Every Word Four Letters or More, Capitalized
 - Used for:
 - Level 1 Heading
 - Level 2 Heading
 - Table Titles
- Sentence Case
 - Sentence case only capitalizes the first letter of the first word in the sentence. Also, Proper Nouns will be capitalized
 - Used for:
 - Level 3 heading
 - Level 4 heading
 - Level 5 heading
 - Figure titles



Key Formatting Points

Headings

Heading Level 1, Title of Chapter

Centered, Boldface, Uppercase and Lowercase Headings,

Heading Level 2

Flush Left, Boldface, Uppercase and Lowercase Heading

Leave 5/8" (1.5875 cm) above level 2 unless at the top of page, that is equal to 3 single spaces (in double spacing, that is two returns/enters when you finish a paragraph and begin a new level 2 heading)

Heading Level 3

Indented, boldface, lowercase paragraph heading ending with a period

Heading Level 4

Indented, boldface, italicized, lowercase paragraph heading ending with a period.

Heading Level 5

Indented, italicized, lowercase paragraph heading ending with a period.



Key Formatting Points

- Tables
 - Title goes above the table in two double-spaced text lines
 - Aligns with left margin
 - Average table has only three lines
 - Above table column headings
 - Below table column headings
 - Across bottom of table
 - Decimals must align
 - Line thickness must be consistent
- Figures
 - Titles goes below the figure in a single spaced line of text
 - Aligns with left margin
 - If you border/box one figure, you must use a border around all of your figures



Key Formatting Points

Tables Basics

	Learning Style	
Student	Pictures	Text
Joe	X	
Sally		X

Default line thickness in this case is 1-point

Note the lines above and below the headings

End your table with a line



Key Formatting Points

- Copyright (optional)
- Title Page
- Abstract
 - Required for master's and doctoral
- Dedication (optional)
- Acknowledgements (optional)
- Author's Biography
 - No longer required



Resources

- Web site – <http://education.illinois.edu/saao/tfo.html>
 - Template
 - Handouts
 - FAQ
 - Tips
- Open Labs (i.e., open hours)
- Graduate College web site
<http://www.grad.uiuc.edu/thesis/>
- APA Manual of style, 6th edition, Chicago 15th edition, or style book of choice



Contact Information

- Student Academic Affairs Office
Room 120 Education Building
1310 South Sixth Street
Champaign IL, 61820
- Email address: dgough@illinois.edu
- Website: <http://education.illinois.edu/saao/tfo.html>
- Phone: 217-244-3545
- General Office Hours
 - SAAO is open 8:30 – 5
 - Appointments between 9:00 – 11:00 and 1:00 – 4:00



References

- American Psychological Association. (2009). *Publication Manual of the American Psychological Association 6th Edition*. Washington, DC: American Psychological Association.
- Graduate College Thesis Office. (2008). *Thesis Handbook*, University of Illinois: Urbana-Champaign.



Questions





Thank you!