

# The APA 6: The New Edition and Other Deposit Regulations

September 23<sup>rd</sup>, 2009

Presented by  
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Thesis Format Reviewer  
Student Academic Affairs Office

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

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## 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

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

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## Who is TFO?

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

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

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### 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

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

### 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](mailto:dgough@illinois.edu)

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

### Announcements

- Handouts
- Questions unanswered during the workshop can be:
  - E-mailed to [dgough@illinois.edu](mailto: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.

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

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### 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, 6<sup>th</sup> edition

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### 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.

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### 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 —

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### 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, 6<sup>th</sup> edition references
  - Find them in the Manual on pp. 169-224

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

### Key Formatting Points

A few examples of APA Manual of Style, 6<sup>th</sup> 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.

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

### 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

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## Key Formatting Points

### Headings

Heading Level 1, Title of Chapter  
Centered, Boldface, Uppercase and Lowercase Headings,

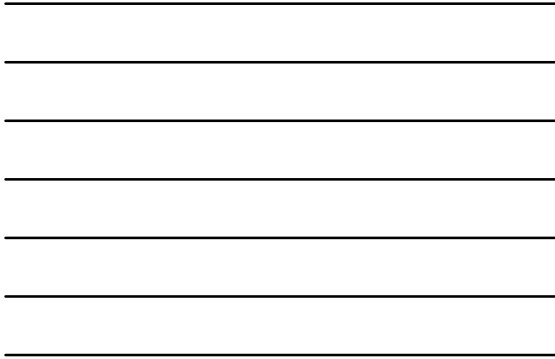
Heading Level 2  
Flush Left, Boldface, Uppercase and Lowercase Heading  
Leave 5/8" (1.5875 cm) above level 2 unless at the top of page, that is equal to 3 single spaces (in double spacing, that is two returns/enters when you finish a paragraph and begin a new level 2 heading)

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.

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## 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

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## Key Formatting Points

### Tables Basics

Student	Learning Style	
	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

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### Key Formatting Points

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

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

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### 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, 6<sup>th</sup> edition, Chicago 15<sup>th</sup> edition, or style book of choice

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

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### Contact Information

- Student Academic Affairs Office  
Room 120 Education Building  
1310 South Sixth Street  
Champaign IL, 61820
- Email address: [dgough@illinois.edu](mailto: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

[www.ed.uiuc.edu/saao/tfo.html](http://www.ed.uiuc.edu/saao/tfo.html)

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### 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.

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### Questions



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Thank you!

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