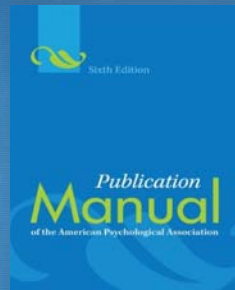# Citing Sources APA Style

Presented by
Dr. Simone J. Primus
November 8, 2016

Outline

- Mechanics of style – Ch. 4 & 8

- Displaying results – Ch. 5

- Citing sources within text – Ch. 6

- Citing sources in a reference list – Ch. 6

- The UWI Thesis Guide

What is APA Style?

- Rules for preparation of psychology manuscripts (Publication Manual of the American Psychological Association, 6th edition)

- Rules cover areas such as the content and structure of a manuscript, writing style, displaying results, and crediting sources

- Used in many disciplines, including education

Mechanics of Style

Mechanics of Style

♦ Font:
  ♦ Times New Roman, 12-point

♦ Page numbering:
  ♦ Arabic numerals; top right

♦ Margins:
  ♦ 1-inch (* See Thesis Guide)

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Mechanics of Style

♦ Line Spacing:
  ♦ double space between all text lines in manuscript
  ♦ double space after –
    ♦ every line in the title
    ♦ headings, footnotes, block quotations, references, and figure captions (* See Thesis Guide)
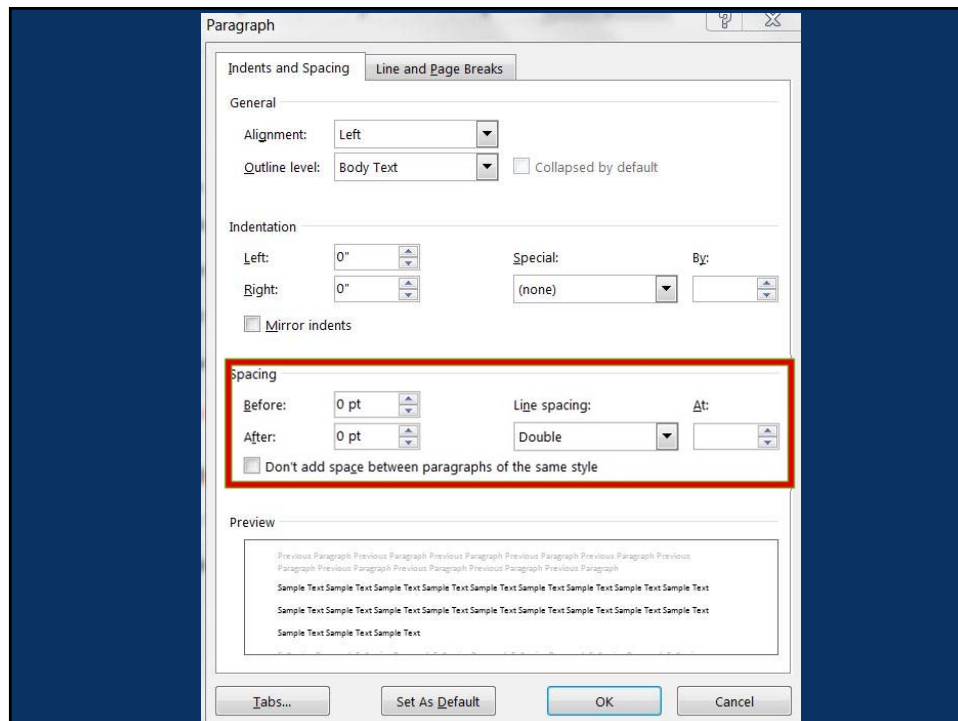 ♦ May use single or one-and-one-half spacing in tables or figures

Mechanics of Style

- ● Alignment:
  - ● Left align; do NOT justify
  - ● Do NOT divide words/hyphenate at end of line

- ● Paragraphs & Indents:
  - ● Indent first line of every paragraph & footnote
  - ● Use tab key for consistency (5 spaces / ½ inch)
  - ● Remaining lines are flush left

Mechanics of Style

In-text Spacing

- Single space after:
  - Commas, colons, semicolons
  - Periods that separate parts of reference citations
  - Periods of the initials in personal names (e.g. J. R. Jones)

- Space twice after punctuation marks at the end of a sentence

Mechanics of Style

- Use *italics to introduce a new, technical, or key term or label* (after a term has been used once, do not italicize it). APA 4.21 e.g., *backward masking*

- Use double quotation marks to introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined expression. (APA 4.07) e.g., "liming"

Headings

- APA uses a **five-heading** system

- Headings of equal importance are given the same level of heading

- Use only as many levels of headings as needed

Level 1 Heading

Centered, Boldface, Uppercase and Lowercase Heading

Method

Text text text text text text text. Text text text text text text text. Text text text text text text. Text text text text text text text. Text text text text text text. Text text text text.

Results

Text text text text text text text. Text text text text text text text. Text text text text text text. Text text text text text text text. Text text text text text text text. Text text text.

Discussion

Text text text text text text text. Text text text text text text text. Text text text text text text. Text text text text text text tex text text text text text.

References

References references references references references references references. References references references references references references references references.

Level 2 Heading

Flush Left, Boldface, Uppercase and Lowercase Heading

Method

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text.

Participants

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text.

Measures

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text text text text.

Results

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text text text text.

Level 3 Heading

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

Method

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text.

Participants

Adult participants. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Child participants. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Measures

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text tex text text text text text text. Text text text text.

Level 4 Heading

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

Method

Text text text text text text text. Text text text text text text text. Text text text text text.

Participants

Adult participants. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Child participants. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Preschool children. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Kindergarten children. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

First-grade children. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Level 5 Heading

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

Method

Text text text text text text text. Text text text text text text text. Text text text text text text text text text. Text text text text text.

Participants

Adult participants. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Child participants. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Preschool children. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Preschool boys. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Preschool girls. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text.

Levels of Headings

Level of Heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading (title case)
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.
4	*Indented, boldface, lowercase paragraph heading ending with a period.*
5	*Indented, boldface, lowercase paragraph heading ending with a period.*

Displaying Results

Displaying Results

Tables:

- Usually show numerical values or text arranged in columns & rows

Figures:

- Any illustration other than a table
- Chart, graph, photograph, drawing, etc.

Displaying Results

- Number tables and figures in the order they first appear in the text.

- If you reproduce or adapt a table, figure, questionnaire, or test item from a copyrighted source, you must obtain permission for reuse and give credit in the table note or figure caption

Tables

- Table numbers go **above** the table.
- Tables should have a brief explanatory title.
- Limit the use of rules (lines) in tables.
- Tables may be either single- or double-spaced.
- Explain all abbreviations in **Table Notes**.
- Be sure to refer to the table in the text.

Tables

- If a cell cannot be filled with data, leave it blank.
- Table Notes:
  - Used to explain or provide information relating to the table, explain abbreviations and symbols, & acknowledge a source.
  - Placed below the body of the table
  - Designated by the word *Note* (italicized) followed by a period.

    Note. The variation in sample size is due to …

  - Each note begins flush left on a new line below the table.

Sample Table

Table 1

Summary of Studies Included in Meta-Analysis on the Effectiveness of Rocking Out Like No One's Watching (ROLNOW)

Study	N	Cohen's d	SD
Atashin (2013)	384	0.86	0.63
Dumile & Jackson (2015)	176	1.21	0.95
Garcia, Homme, Oliveri, & Bjork (2014)	231	0.72	0.64
Iyer, Lehman, & Sorey (2014)	406	1.14	0.97
Onuki, Agata, & Hamamoto (2014)	127	0.63	0.41

Sample Table

Table 1

Dogs Scoring Above Average on Intelligence by Breed and Gender

Breed	Male	Female	%
Dachshund	123	234	17.6
Terrier	456	567	31.1
Siberian Husky[a]	789	891	51.3
Totals ($N = 3060$)	1368	1692	

Note. Average score = 150. No animals were harmed during testing.

Sample Table

Table 2

Title

Header			
Subhead	Column Head	Column Head	Column Head
Row 1	123	234	17.6
Row 2	456	567	31.1
Row 3	789	891	51.3
Row 4	1368	1692	

Content Notes

♦ If reproducing a graphic, chart, or table from some other source, provide a special note at the bottom of the item that includes copyright information. Begin the citation with "*Note*."

Note. From "Title of the article," by W. Jones and R.   Smith, 2007, *Journal Title*, 21, p. 122. Copyright 2007 by Copyright Holder. Reprinted with permission.

♦ See APA 2.12

Figures

- Label or explain all elements within a figure.
- A legend is placed *within* a figure.
- A figure should NOT include a title.
- A caption is placed below the figure and serves as the title.

> *Figure 1.* How to create figures in APA style. This figure illustrates effective elements in APA style figures.
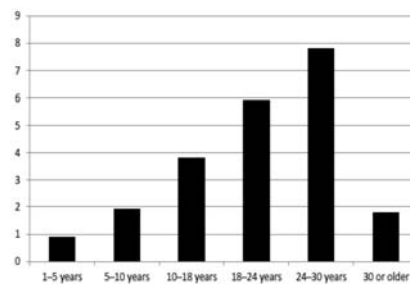
Sample Figure

Figure 1. Bar graph showing hours of television watched per week by age group. From "Impact of television on teenagers," by A. B. Alphabet, 2010, *Journal of Television, 4*(1), p. 145. Reprinted with permission.

Image from http://writingcenter.waldenu.edu/Documents/APA/Tables_and_Figures.pdf

Let's practice!

because he wouldn't reach nowhere in life.

Class Teachers. Class teachers spend a lot of time with their students. This researcher recognized them as having some authority on their perspectives. Let us read a few quotes.

Willie's teacher: I see him as a bully who is always seeking attention trying to influence other people's behaviour. He is very physical, radical, vicious involved in kicking, fighting, shoving off students, and giving a wrestling lock-neck hold called the pedigree.

Wayne's teacher: He is always seeking attention trying to influence other people's behavior. He engages in verbal bullying. You name it, Wayne says it. He has developed a hate for a student whom he sees as his academic opponent. Once he
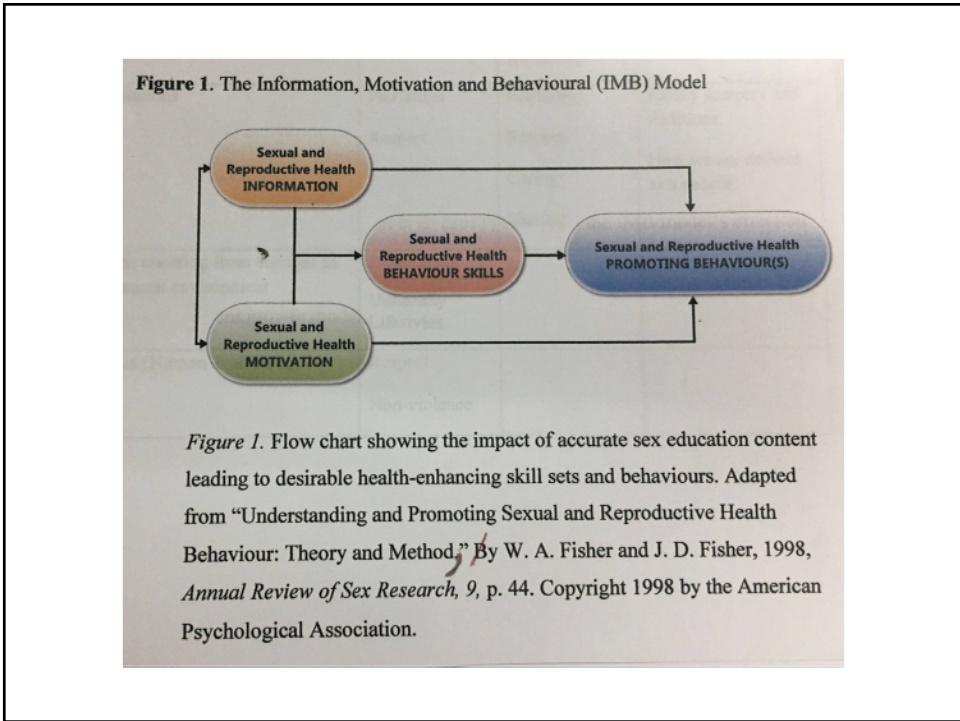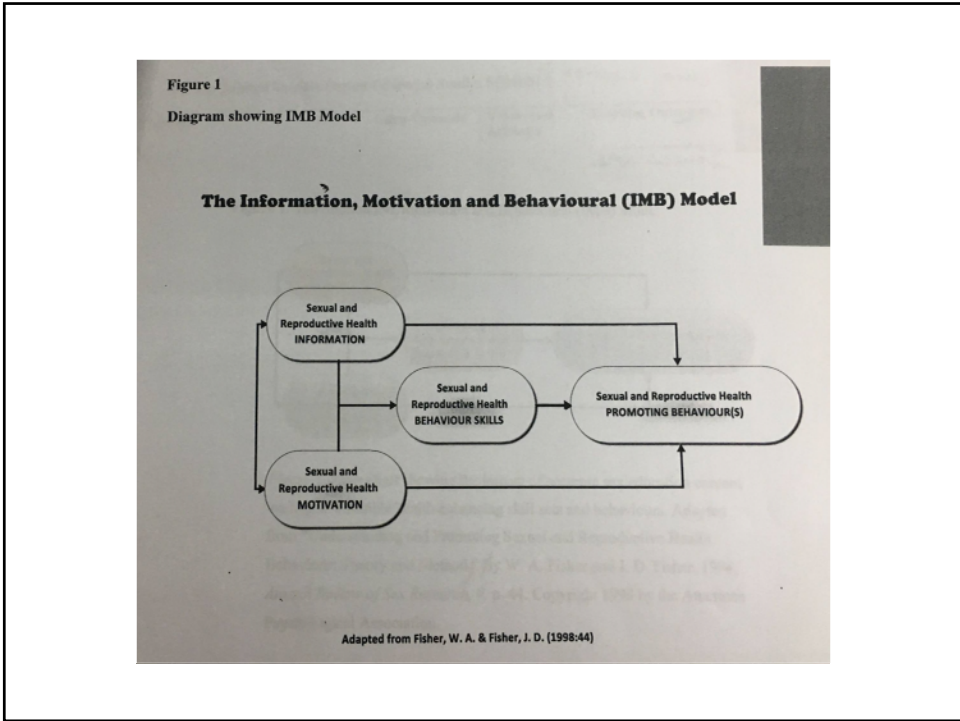
Figure 1

Diagram showing IMB Model

The Information, Motivation and Behavioural (IMB) Model

Sexual and Reproductive Health INFORMATION

Sexual and Reproductive Health BEHAVIOUR SKILLS

Sexual and Reproductive Health PROMOTING BEHAVIOUR(S)

Sexual and Reproductive Health MOTIVATION

Adapted from Fisher, W. A. & Fisher, J. D. (1998:44)

Figure 1. The Information, Motivation and Behavioural (IMB) Model

Sexual and Reproductive Health INFORMATION

Sexual and Reproductive Health BEHAVIOUR SKILLS

Sexual and Reproductive Health PROMOTING BEHAVIOUR(S)

Sexual and Reproductive Health MOTIVATION

Figure 1. Flow chart showing the impact of accurate sex education content leading to desirable health-enhancing skill sets and behaviours. Adapted from "Understanding and Promoting Sexual and Reproductive Health Behaviour: Theory and Method," By W. A. Fisher and J. D. Fisher, 1998, Annual Review of Sex Research, 9, p. 44. Copyright 1998 by the American Psychological Association.

Table 3

Sex Ed-Related Topics: Forms 4-5 Social Studies Syllabus

Content	Key Concepts	Values and Attitudes	Learning Outcomes
Social Institutions (Family)	Patriotism Respect	Patriotism Respect Caring Sharing	Family customs and traditions. How we are defined as a people.
Social Issues resulting from changes in human & natural environment	Prostitution Unhealthy Lifestyles		
Global Issues (Human Trafficking)	Respect Non-violence		

Table 3. Sex Ed-Related Topics: Forms 4-5

Content	Key Concepts	Values and Attitudes	Learning Outcomes
Social Institutions (Family)	Patriotism; Respect	Patriotism; Respect; Caring; Sharing.	Family customs and traditions. How we are defined as a people.
Social Issues resulting from changes in human & natural environment	Prostitution; Unhealthy Lifestyles	---	---
Global Issues (Human Trafficking)	Respect; Non-violence	----	----

Table 3. ---=No information provided. Related sex education topical content. Adapted from "Trinidad and Tobago secondary school curriculum Forms 4-5: Social Studies" by Curriculum Planning and Development Division, Ministry of Education, 2009. Copyright 2009 by the Ministry of Education.

Citing Sources

- In text
- Bibliography
- References

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Citing Sources In-Text

In-Text Citations

When to Use

- Whenever you use other people's words or ideas in your writing, you should cite the source of information

- When you use another person's words directly, they must be enclosed in quotation marks, with the source cited

In-Text Citations

Formatting

Author-date method, that is, the author's last name and the year of publication in the text and a complete reference in the reference list

Example:

In-text: (Campbell, 1997)

Reference: Campbell, C. (1997). *Endless education: Main currents in the education system of modern Trinidad and Tobago, 1939-1986.* Mona, Jamaica: The Press, UWI.

Basic Rules

- Capitalize major words and all other words of four letters or more, in headings, titles, and subtitles, e.g., *The Teaching of Reading in Our Schools*

- When capitalizing titles, capitalize both words in a hyphenated compound word, e.g., *Are Culture-Fair Tests Really Fair to Jamaican Students*?

Basic Rules

- Italicize the titles of longer works such as books, edited collections, etc.

- Put quotation marks around the titles of shorter works such as journal articles and articles from edited collections, e.g., "Education and Stratification in Trinidad and Tobago"

Sources with Multiple Authors

One Work by Multiple Authors

⬥ If a work has **two** authors, cite both names every time the reference appears in your text

⬥ Join the authors' names with "and" if you are referring to them in the text

⬥ Join their names with an ampersand (&) in a parenthetical citation

Sources with Multiple Authors

⬥ Three to five authors - cite all the first time; in subsequent citations, include only the surname of the first author followed by et al..

⬥ Six or more authors, cite first author followed by et al. and the year. 42

How to Use Citations

⬥ Generally, put both the author and date in parentheses after you refer to information from the source

⬥ If you include the citation at the end of the sentence, ensure that the citation is before the period

Example:

However, the pattern is less clear in the social and natural sciences (Rampersad, 1999).

How to Use Citations

⬥ If you directly refer to the author in the sentence, you do not need to include that information in parentheses

Example:

As Carrington (1993), Robertson (1996), and others have noted….

In Text Cont'd

♦ If the name is not used, the name and year separated by a comma are used at end of sentence e.g.

In a study on ….. (Walker, 2000).

45

How to Use Citations

♦ When the name of the author is part of the narrative within a paragraph, omit the year in subsequent non-parenthetical references, **if there will be no confusion with other studies cited in the article. Include the year in all parenthetical citations.**

Example:

In a recent study of reaction times, Walker (2000) described the method…. Walker also found

How to Use Citations

- **Authors With the Same Surname**
  - When your text includes two or more authors with the same surname, use initials with the last names

Example:

R. D. Luce (1959) and P. A. Luce (1986) also found ….

J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied ….

How to Use Citations

Two or More Works in the Same Parentheses

- Arrange in alphabetical order; use a semicolon between works

Example:

(Fennema & Peterson, 1985; Leahey & Guo, 2001; Manning, 1998; Peterson & Fennema, 1985; Randhawa, 1991, 1994)

Direct Quotations

◆ For direct quotations, use the **name**, **year** and quote in **quotation marks** followed by the **page number** in parentheses e.g.

Quote mid-sentence

According to Brown and Irby (2001) "school reform efforts …." (p.vii), ….

Quote at end of sentence

…. "medical needs are met by those in the medical disciplines; non-medical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

How to Use Citations

◆ Question marks and exclamation points should appear within the quotation marks if they are part of the quotation, but after the parenthetical citation if they are part of your text

Direct Quotations

- If the quotation is more than 40 words, indent from original work and at the end use author, date and page numbers. Do not use quotation marks.

- The parenthetical citation should come after the closing punctuation mark

- e.g.

  Others have contradicted this view:
      Co-presence ……………………
      ……………………………………………….…..
      ………………………….. (Purcell, 1997, pp. 111-112)

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Direct Quotations Cont'd

Example:

Notably, Standard 13.7 stated:

In educational settings, a decision or characterization that will have a major impact on a student should not be made on the basis of a single test score. Other relevant information should be taken into account if it will enhance the validity of the decision. (AERA et al., 1999, p. 146)

How to Use Citations

Works With No Author

♦ Use an abbreviated version of the title in quotation marks to substitute for the author if there is no author

Example:

The proposed CAPE examination was, however, mentioned in passing ("National debate," 1997).

♦ If a work has no author and no date, use the first few words of the title and the abbreviation n.d. [no date].

Secondary Sources

♦ For a source that has been cited by another author use the following format:

Educational leadership can be broadly defined ………..

(Yukl as cited in Hoy & Miskel, 2001)

In-text Citation Cont'd

- Groups that serve as authors, e.g. corporations, associations, government agencies are usually spelt out e.g.

    National Energy Corporation.

- Sometimes if familiar it can be abbreviated e.g.

    UNESCO

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In-text Citation – Online Material

- Cite direct quotation of online material by giving author, year and page number in parentheses.

- If paragraph numbers are visible use them in place of page numbers. Use abbreviation e.g.

    Basu and Jones (2007) suggested "intellectual framework ……………….." (para. 4)

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Personal Communication

- Personal Communication is **not included** in reference list

  Emails   Private letters

  Memos   Interviews

  Telephone conversations

- Give the initials as well as the surname of the communication and the date e.g.

  R. Steele claims that the pan exams give her a reason for teaching pan (personal communication, November 3, 2004).

Footnotes & Endnotes

APA does not recommend the use of footnotes and endnotes

- When using notes, insert a number formatted in superscript following almost any punctuation mark e.g.

  Scientists examined—over several years[1]—the fossilized remains of the wooly-wooly yak.[2]

- Place footnotes at the bottom of the page on which they appear.

- Footnotes may also appear on the final page of document (usually after the References page). Follow normal paragraph spacing rules e.g.

  [1] While the method of examination for the wooly-wooly yak provides important insights to this research, this document does not focus on this particular species.

Let's practice!

decision-making. As Gardner (2011, p. x) asserts, "it is clear that today's students need a globally conscious education for what is assuredly a global era. …Those growing up in the world of today—and tomorrow! need preparation to tackle the range of pervasive problems."

Early adolescence. Early adolescence (ages 10-14) is "a critical transitional period where rapid development changes dramatically affect self-image, identity, behavior, school-related adjustment, and long-term choices and out-comes" (p. 41). This is a difficult period for some who

Aspects of human development

I believe that it is important that we understand aspects of child development: the cognitive, social, and moral, to help us to recognize that bullying is not normal. We should exhibit distaste for all aspects of bullying, and we must intervene to nurture bullies, victims, and bystanders into positive social, moral and intellectual beings.

Thompson, Rudolph, and Henderson (2004) defined development as "periods of transition and reorganization, a lifelong process of growing, maturing and change (p.11-12)." A child may display different symptomatic behaviours at different stages of development (Le Vine &

Documents, also termed 'artifacts of material cultures' (Marshall & Rossman, 2011) are a particular form of social phenomena (Hammersley & Atkinson, 2007) that are cost-effective, valid and useful in social research (Mogalakwe, 2006; McCulloch, 2004). Though at times criticized for the time-consuming process involved in its collection, review and analysis, documents can suggest potential lines of inquiry and refine 'foreshadowed problems'.

An overview is provided in the table below of the Health Belief model, Social Cognitive and Goal-Setting theories along with the Information, Motivation and Behavioural Model. Taken together, these comprise the integrated conceptual model used for this study. The theoretical and

Bibliography vs. Reference List

- Bibliography – list of ALL sources **consulted** to write your paper

- Reference List – list of ALL sources **cited** in your paper

References

References

General Guidelines

- List should be titled **References** in uppercase and lowercase letters, centered.
- Double space all entries (* See Thesis Guide)
- Use a hanging indent format i.e. first line is flush left, subsequent lines indented
- In general, a reference should contain the author's **name**, **date** of publication, **title** of the work, and **publication data**.
- N.B. If you do not have all the information for a particular reference, provide as much information as you have; use the basic form that most closely resembles your type of source as a model

Reference list everything you cited!!!!!

Hanging Indent
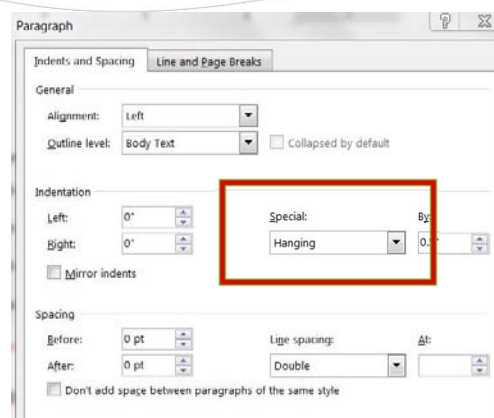
References – Basic Rules

1. Authors' names are inverted (last name first)
   - Give the last name and initials for all authors of a particular work unless the work has more than seven authors
   - If there are more than seven authors, list the first six authors, then insert three ellipsis points, and add the last author's name

   e.g.
   Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., … Botros, N. (2004). Effects of …

References – Basic Rules

2. Alphabetize entries by the last name of the first author of each work

3. If there is more than one article by the same author(s), in the exact same order, list in order by the year of publication, starting with the earliest

References – Basic Rules

4. If an author appears both as a sole author and, in another citation, as the first author in a multiple-author reference, list the single-author reference first

References – Basic Rules

5. References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third, if the first and second authors are the same

References – Basic Rules

6. Where there is more than one reference by the same author (or the same group of authors listed in the same order), published in the same year, they should be arranged alphabetically by the title, and letter suffixes are assigned to the year (1999a, 1999b, 1999c). When referring to the references in text, use the letter with the year

References – Basic Rules

7. Use the ampersand (&) instead of "and" when listing multiple authors of a single work

References – Basic Rules

- If the work is anonymous use the word as author e.g.

  Anonymous. (2007)

- If there is no author, move the title to author position.

  Title. (Date). Location: Publisher.

- A date is always placed after author e.g.

  Jones, A. P. (2007)

- If there is no date n.d. is used in parentheses e.g.

  Jones, A. P. (n.d.)

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Books – Single Author

Print

- Author, A. A. (Date). *Title of work.* Location: Publisher.
- Editor, A. A. (Ed.). (Date). *Title of work.* Location: Publisher.

Electronic

- Author, A. A. (Date). *Title of work.* Retrieved from http://www.xxxx
- Author, A. A. (Date). *Title of work.* doi:xxxx

Books – Multiple Authors

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

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References – Nonperiodical

A nonperiodical (e.g., book, report, brochure, or AV material)

> Author, A. A. (Year of publication). *Title of work: Initial capital letter for first word of subtitle.* Location: Publisher.

N.B. Give the location (city and state, or, if outside of the United States, city and country) where the publisher is located.

Example:

Miller, E. (1986). *Marginalization of the black male: Insights from the development of the teaching profession.* Mona, Jamaica: Institute of Social and Economic Research, UWI.

References

Part of a nonperiodical (e.g., a book chapter or an article in a collection)

> Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

N.B. Use pp. before the numbers to list the pages of the chapter or essay in parentheses after the book title. Not for periodical references

Example:

Parry, O. (2004). Masculinities, myths, and educational underachievement in Jamaica, Barbados, and St. Vincent and the Grenadines. In R. Reddock (Ed.), *Interrogating Caribbean masculinities: Theoretical and empirical analyses* (pp. 167-184). Mona, Jamaica: UWI Press.

Journals, Periodicals

♦ Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume* (issue), page range. Retrieved from http://www.someaddress.com/full/url/

♦ Do not provide database information

Example:

Younger, M., Warrington, M., & Williams, J. (1999). The gender gap and classroom interaction: Reality and rhetoric. *British Journal of Sociology in Education, 20*, 325-341.

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Newspaper Article

- Author, A. A. (year, month day). Article title. *Newspaper Title*, section & page numbers preceded by p or pp.

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from http://well.blogs.nytimes.com

- Newspaper article without author - Use abbreviated title in parentheses and year e.g.

"No school violence". (2008).

Web Page/Documents

- List as much of the following information as possible:

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from http://Web address

References

Electronic Formats

- For undated or otherwise changeable content retrieved from the open web…include the retrieval date. No retrieval date is necessary for content that is not likely to be changed or updated, such as a journal article or book.

- Direct readers as closely as possible to the source you used…. When a DOI is available, include the DOI instead of the URL in the reference.

References

1. **Article with DOI assigned**

> Author, A. (Date of publication). Title of article. *Title of journal, volume number*(issue number if available), pages. doi

Example:

Roberts, V. (2001). Global trends in tertiary education quality assurance. *Educational Management Administration & Leadership, 29*(4). doi: 10.1177/0263211X010294004

References – Formats

2.   **Article with no DOI assigned**

> Author, A. (Date of publication). Title of article. *Title of journal, volume*(issue), pages. Retrieved from http://web page

Example:

Junor Clarke, P. (2007). Exploring the use of computer technology in a Caribbean context: Views of pre-service teachers. *International Journal of Education and Development Using ICT, 3*(1), 23-38. Retrieved from http://ijedict.dec.uwi.edu/viewarticle.php?id=298

Let's practice!

UNESCO (2005). *EFA global monitoring report 2005, education for all: The quality imperative.* France: UNESCO Publishing (2004). http://www.unesco.org/en/efareport/reports/2005-quality.

Becker-Weidman, A., & Shell, D. (2010). *Attachment parenting: Developing connections and healing children.* p. 1-19, Lanham, Maryland: Jason Aronson.

Thompson, C. L., Rudolph, L. B., & Henderson, D. (2004). *Counselling Children,* (6th. Ed.). USA: Thomson.

Holstein, J. A., & Gubrium, J. F. (2004). *The active interview in: Qualitative research theory, method and practice,* (2nd. Ed). Thousand Oaks, California: Sage Publications.

Formatting your Thesis

Production of Manuscript UWI Style

- **Spacing**
  - May single space:
    - block quotes, footnotes, references, appendix items, sub-sections of Table of Contents (Thesis Guide, p. 3)
  - Double space between entries

- **Font**
  - May use 10 or 12 point
  - Same typeface throughout

- **Margins**
  - 2-inch on left
  - Not less than 1-inch or 2.5 cm along others

Quotations

- If the quotation is more than 40 words, indent from original work and at the end use author, date and page numbers. Do not use quotation marks. (APA)

- Quotations of more than two lines should be set off from the text in single-spacing and indented at least four spaces from the left hand margin. (Thesis Guide, p. 7)

88

Pagination

- Title page is not numbered
- Front matter is numbered in lower case Roman numerals (e.g., i, ii, iii)
- Rest of document uses Arabic numerals with Ch. 1 starting on p. 1. (e.g., 1,2,3)
- Place numbers at top right corner
- Start each chapter on a new page
- Appendices continue sequence of Arabic numerals.

Arrangement
(see T. G. p. 10)

- Title Page
- Declaration Form for Reproduction of Thesis
- Abstract
- Table of Contents (including Appendices)
- Glossary (if any)
- List of Figures, Tables, etc.
- Text of Thesis
- References
- Appendices (if any)

Sample Title Page

PROSPECTS FOR A UNITED CARIBBEAN: A HISTORICO-POLITICAL
ANALYSIS OF THE FUTURE OF
THE CARIBBEAN INTEGRATION MOVEMENT

A Thesis
Submitted in Partial Fulfillment of the Requirements for the Degree of
Master of Science in Politics

of
The University of the West Indies

Peter Wilsden Wickham
1993

Department of Government, Sociology & Social Work
Faculty of Social Sciences
Cave Hill Campus

Abstract

- Not more than 300 words

- First page numbered **i**

- Include:
  - ABSTRACT
  - Thesis title
  - Author's name

- Summary:
  - Purpose
  - Methods
  - Results
  - Significance of the findings
  - Conclusions

- Keywords:
  - Author's name is 1st keyword

Sample Abstract

ABSTRACT

An Elementary Integral Equation Method Applied
To Boundary Value Problems in Geomechanics

Mohammad Osama Al-Hunaidi

Contact stress and soil-structure interaction problems are important in two respects, first: evaluating the deflection, flextural moments and shearing forces structural in the unit, and secondly, establishing the stress and displacement fields in the supporting soil medium.

In this thesis, a numerical method of solution is presented for the prediction of contact stresses, as well as the displacement of simple rigid structural units embedded in elastic, isotropic and semi-infinite soil medium.

The analysis is based on a displacement integral equation. The integral equation describes the displacement field in the half-space (due to a traction fraction at some boundary within the half-space) using Melan's fundamental solution and the principle of superposition.

Keywords: Mohammad Osama Al-Hunaidi; Contact stress and soil-structure interaction; ... fundamental solution.

Justify text i.e. left and right sides even margins

Table of Contents

- Should include front matter:
  - Abstract, Acknowledgements, Dedication, Lists of Figures, etc.

- Include only beginning page of each section/chapter, significant sections, references, appendices

Appendices

- Should form part of the sequence of pages bearing Arabic numerals

- Each must have a title descriptive of its contents

- Must be listed in the Table of Contents after the References e.g.

Tables and Figures

- Include a List of Tables and a List of Figures (i.e. separate lists)

- Should be listed by number, title and page number

- Place lists after Table of Contents

Oversize Material

- A foldout is a page whose left side is bound into the thesis but whose right side can be unfolded in one or more panels.

- The foldout should be carefully folded so that no folds fall outside the thesis margins.

- The page number should be placed to align with the number of other pages of the thesis.

(T. G. p.12)

Length of Thesis

- Education
  - M. Ed. (Project) - not to exceed 18,000 words*
  - M. Phil. - not to exceed 50,000 words*
  - Ph. D. - not to exceed 80,000 words*

  * Excluding footnotes or endnotes & appendices

Library Scrutiny

♦ To ensure compliance with requirements of the Thesis Guide and APA Style in relation to format, arrangement, abstract, and references.

♦ Usually completed within 30 days of receipt

♦ Corrections

♦ CD submission

	YES	NO	REMARKS
Title Page	[]	[]	
Declaration Form	[]	[]	
Paper - Size	[]	[]	
- Quality	[]	[]	
- Margins	[]	[]	
Computer output	[]	[]	
- Quality	[]	[]	
- Font	[]	[]	
Pagination	[]	[]	
Line spacing	[]	[]	
Justification	[]	[]	
Collation	[]	[]	
Abstract - Heading	[]	[]	
- Length	[]	[]	
- Style	[]	[]	
-Keywords	[]	[]	
Table of contents	[]	[]	
Tables, figures	[]	[]	
Illustrative material	[]	[]	
Appendices	[]	[]	
Oversize	[]	[]	
Correction of errors	[]	[]	
Quotations	[]	[]	
CD-ROM	[]	[]	
References	[]	[]	

UWI Thesis Guide

The University of the West Indies Thesis Guide

http://sta.uwi.edu/resources/documents/postgrad/ThesisGuide.pdf

Additional Resources

See APA Handout for additional examples and helpful Websites

http://libraries.sta.uwi.edu/soe/images/pdf/APA_References_Rev._2011.pdf

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http://blog.apastyle.org/apastyle/2016/09/best-of-the-apa-style-blog-2016-edition.html

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Evaluation

- Please complete Evaluation Form