Guidelines for APA Style Dissertations and Theses at Prescott College

Need and Purpose

These guidelines are based on the *Publication Manual of the American Psychological Association* (6th edition, 2nd printing or later). Students are responsible for adhering to APA style. Because the *Publication Manual* was written for authors of journal articles, it does not address all aspects of dissertation and thesis writing. This document is intended to address common questions that are not addressed by the *Manual*.

Additional Documents

In addition to the *Publication Manual*, students are expected to be familiar with and adhere to the college-wide requirements for theses found in the *MAP Student Handbook*. Students may use the template that accompanies this document as a starting point for their dissertations and theses.

Questions

This document is not intended to restate or summarize the information available in the *Publication Manual* about references, figures, etc. If you do need clarification concerning APA style, you can contact the faculty librarians at library@prescott.edu

Additions and Clarifications about APA Style

Chapters

For longer works, such as dissertations and theses, chapters should be used. Chapters should begin on a new page and be capitalized and bolded (*CHAPTER 1: BACKGROUND AND RATIONALE*). For section divisions within chapters, refer to the headings laid out in Table 3.1 of the *Publication Manual*. These recommendations have been adapted from the *Chicago Manual of Style*. The accompanying template has these styles already created for you (APA Chapter, APA Heading 1, etc.).

Intellectual Property

The *Publication Manual* (ch. 8) is clear that, apart from brief quotations, you must have permission when replicating a copyrighted work – i.e. an image, a graph, a poem, etc. You must adhere to these guidelines for theses, which are considered published works.

Pagination

Paginate “front matter” such as title pages, abstracts, tables of contents, acknowledgements, and copyright pages with lower-case Roman numerals (i, ii, iii, iv . . .). Beginning on the first page of the first chapter of your thesis, begin using Arabic numerals (1, 2, 3, 4 . . .), and continue to use them throughout the reference
list and appendices. This change has been done for you in the accompanying template, and can also be accomplished using section breaks.

**Spacing**

While the *Publication Manual* indicates that documents should be double-spaced throughout (p. 37; p. 41; p. 171), the chair of the thesis or dissertation committee may, in the interest of the Environment, direct students to single-space their block quotes and references, or to single-space the entire document.

**Tables and Figures**

Please follow the guidelines in Chapter 5 of the *Manual* carefully when formatting your tables and figures. Note that you will often have to override MS Word’s defaults in order to create tables that adhere to APA style.

**Table of Contents**

All dissertations and theses should include a table of contents (TOC) with their front matter. The TOC should include the names of major sections and the pages on which they occur. This can be done manually or automatically with MS Word. The template has been formatted to create the TOC automatically based on APA headings. Because APA is written for publishers of scholarly articles and does not address works with TOCs, the format of the TOC has been adapted from the *Chicago Manual of Style* (Figure 1.5), the guide most commonly used by book publishers.

**Tables of Figures and Tables**

If the thesis or dissertation includes figures and tables, a table of figures and/or tables should be listed on the page following the TOC. By using the *caption* style in MS Word, students should be able to create and update these automatically.