

APA 6th Ed. Style Manual has rules for thesis writing which affect **thesis structure, punctuation, formatting and referencing**. Candidates should comply with APA 6th Ed. from the start as it can be very daunting to conform to it retrospectively at the time of completion. This crib contains a mere fraction of options.

STRUCTURE | PUNCTUATION | FORMATTING | PARENTHETICAL REFERENCES | REFERENCE LIST

STRUCTURE

Item	Instructions
Introduction	APA considers the word ‘Introduction’ for first paragraphs irrelevant. Use the title of the thesis for the introductory passage.
Sections	Use unnumbered Sections, not Chapters. In text use, say: (see Methodology, Interviews), not (see Chapter 3, p. 22).
Tables & figures	Insert Table captions on top of tables not in tables. Table headings can be auto-repeated at the beginning of each page as under the REFERENCE LIST’s table heading row in this document – do not manually format over the page table headings. Insert Figure captions underneath figures. Make sure Figures fit within a page with required thesis margins – eg. 4cm left. All tables and figures need to start on a new page. All tables and figures to be labelled chronologically throughout. Captions should include explanations (in Normal style so they don’t appear in the List of Tables or Figures).
Block quotes	Quotes of 40 words or more to be indented and not use double quotation marks. Note: Fullstop goes at end of sentence, “not outside the parenthetical reference”. (APA6 th p. 170-173)

PUNCTUATION

Item	Instructions
Hyphens	APA requires no hyphens for most prefixes, eg. multitasking, socioeconomic, neoliberal, overaggressive, etc. (APA6 th p. 97-100)
Ellipses	Words here . . . then here. Viz word space dot space dot space dot space word
Dashes	Midsentence, use an em dash with no space either side—in sentences—not hyphens. Ctrl X in Word, or Insert Advanced Symbol Special Characters. Use an en dash between page numbers, not a hyphen, eg. pp. 14–33 not Pp.14 – 33.
“Hedging”	APA does not permit hedging of common words in double quotes as this shows avoidance of precise commitment to meaning. Double quotation marks should be used for words or phrases for irony, slang, coined expressions for first use only. (APA6 th p. 91)
Double & single quotes	Use thus: “Miele (1993) found that ... the ‘placebo effect’, which had been verified ...”
Parentheses	(If two sets of parentheses are required [use brackets] for the set inside the parentheses.)
Fullstop & quotes	“If quote is entire sentence put inside.” If part of sentence, “then put fullstop outside”. (Australian Style Manual p. 113, SMH, etc.).
Commas, colons & semicolons	Generally: use a comma to separate a list of items, clauses or phrases; a semicolon for a break which is stronger than a comma; and, a colon for a very distinct break. Colons may be followed by a list of phrases separated by semicolons.



FORMATTING

Item	Instructions
Left aligned Header	1 st page header: Running head: 50 CHARACTERS TO DESCRIBE THESIS (including punctuation, numbers and spaces) Subsequent pages header: 50 CHARACTERS TO DESCRIBE THESIS
Footer	Empty
Title Page	12 pt font, Times New Roman, double spaced
Manuscript font	12 pt font, Times New Roman, double spaced, left aligned, not justified, first line of each paragraph indented. Same for all footnotes, etc.
Page numbering	Arabic page numbers, top right, from 1. including on front page to the end.
Margins	4 cm left hand side for binding, thence university guidelines, eg. top 2cm, bottom 2cm, right 2cm.
Heading styles	<p>Tutorial: http://gseacademic.harvard.edu/~instruct/articulate/apa_mod/APA_Module1/player.html</p> <p>Level Format – Times New Roman, all 12pt</p> <p>1 Centred, Bold, Uppercase and Lowercase Heading Paragraph begins below, indented first line</p> <p>2 Left aligned, Bold, Upper and Lowercase Heading Paragraph begins below, indented first line</p> <p>3 Indented, bold, lowercase paragraph heading ending with a fullstop. Paragraph supposed to start right beside but this creates problems with creating a Table of Contents including Level 3 heading—so start paragraph beneath.</p> <p>4 <i>Indented, bold, italics, lowercase paragraph heading ending with a fullstop.</i> Paragraph supposed to start right beside but this creates problems with creating a Table of Contents including Level 4 heading—so start paragraph beneath.</p> <p>5 <i>Indented, italics, lowercase paragraph heading ending with a fullstop.</i> Paragraph supposed to start right beside but this creates problems with creating a Table of Contents including Level 5 heading—so start paragraph beneath.</p> <p>Levels 3-5 first letter uppercase and remainder lower except for proper nouns.</p>
Reference list	Format in double spaces with a 1 cm hanging indent.



PARENTHETICAL REFERENCES

1 author always use:	(Green, 2009) or Green (2009)
2 authors always use:	Walker and Allen (2004) or (Walker & Allen, 2004)
3, 4 or 5 authors: 1 st time use all authors:	Bradley, Ramirez, and Soo (1999) or (Bradley, Ramirez, & Soo, 1999)
Subsequently:	Bradley et al. (1999) or (Bradley et al., 1999)
6 authors use 1 st author first and subsequently:	(Wasserstein et al. (2005) or Wasserstein et al. (2005)
Do not use:	According to (Bradley, Ramirez, & Soo, 1999), climate change has affected wheat production.
OK:	According to Bradley, Ramirez, and Soo (1999), climate change has affected wheat production.
Also OK:	... harvesting in Victoria has been poor (Bradley, Ramirez, and Soo, [1999] attribute this to climate change), but the industry ...
Cite multiple authors alphabetically:	(Bradley, Ramirez, & Soo, 1999; Walker & Allen, 2004; Wasserstein et al., 2005), not chronologically
Personal communication:	T. K. Lutes (personal communication, April 18, 2001) ...

REFERENCE LIST

Some most commonly used items	NOTE: Order, Punctuation, Italicising, Spacing
Book	Gregory, G., & Parry, T. (2006). <i>Designing brain-compatible learning</i> (3rd ed.). Thousand Oaks, CA: Corwin.
Chapter in a book	Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), <i>Multiculturalism in the United States: A comparative guide to acculturation and ethnicity</i> (pp. 53-76). New York, NY: Greenwood. Viz: author, initials, year, chapter title, editors, book, pages, place, publisher
Online references	No period required after a doi or a web address. Use doi not DOI.
Journal with DOI	Paivio, A. (1975). Perceptual comparisons through the mind's eye. <i>Memory & Cognition</i> , 3, 635-647. doi:10.1037/0278-6133.24.2.225
Journal with no DOI	Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. <i>Journal of Social Issues</i> , 37(2), 1-7. Viz: author/s, year, title of article, journal name, volume, issue, page/s. (Volume number in italics)
Online Journal	Hamfi, A. G. (1981). The funny nature of dogs. <i>E-journal of Applied Psychology</i> , 2(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/fdo
Online Newspaper Article	Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. <i>The New York Times</i> . Retrieved from http://www.nytimes.com



Some most commonly used items	NOTE: Order, Punctuation, Italicising, Spacing
Doctoral dissertation from the web	Robertson, B. N. (2003). <i>Evaluating tonal distinctions in rock music</i> . (Doctoral dissertation, Rocklands University). Retrieved from http://www-static.cc.gatech.edu/theses
Technical and Research Reports (often with corporate authors)	Hershey Foods Corporation. (2001, March 15). <i>2001 Annual Report</i> . Retrieved from http://www.hersheysannualreport.com/2000/index.htm
Conference paper	Jones, B. M. (2011, July). <i>Winding back the clock</i> . Paper presented at the Pensioners' Progress Association, Bourke, NSW, Australia.
Personal communication	Because a personal communication is not retrievable, it is not included in the reference list.

I am writing this 'crib' because there are 188 sections in the APA Style Manual and I think it is unreasonable to expect candidates to comply with everything. It would just about double thesis writing time. Some instructions may contravene your discipline's convention. The Australian

Government's Style Manual answers predicaments APA does not address. I shall add to this list as I come across elements which may be helpful to you writing your thesis. Check that online help facilities comply with APA's 6th edition. Let me know if this helps. Good luck! Bronte.