

HANNIBAL-LAGRANGE UNIVERSITY

MASTER OF SCIENCE IN EDUCATION

Modified APA Style Formatting Guide/Checklist

The *Modified APA Style Formatting Guide/Checklist* should be followed for all writing in the Hannibal-LaGrange University Master of Science in Education program. The APA style, detailed in the *Publication Manual of the American Psychological Association, 6th ed.*, is the recognized guide for professional and academic writing and should be consulted for anything that is not in this Guide.

FORMATTING AND CONVENTIONS

FONT TYPE AND FONT SIZE

- Twelve-point standard font, except fonts that are script, italic, or ornamental
- Consistent font style and font size throughout, including headings, page numbers, reference page, etc.

MARGINS

- 1.0" top, right, left, and bottom; 1.5" left margin for research project (binding)
- First line of every paragraph indented 5 spaces (tab one time)
- Text at left margin, except for paragraph indentations or block quotes
- Right margin jagged (not justified), except on TABLE OF CONTENTS

PAGE NUMBERING AND PLACEMENT

- All page numbers stand alone without any form of punctuation
- The TITLE PAGE is understood to be page Roman numeral "i," although the numeral does not appear on the page
- Preliminary pages, such as the DEDICATION, ACKNOWLEDGMENT, ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES, or LIST OF FIGURES, are numbered in small Roman numerals beginning with "ii" centered 1" from the page bottom
- Page numbers in the body of the paper are in Arabic numerals centered 1" from bottom of the page (set the page footer margin at 1")

HEADINGS

- All major headings and subheadings are consistent in terms of capitalization, placement on page, font style, and font size throughout all chapters and major sections
- First-, second-, and third-level subheadings are consistent. If the first-level subheading is on the left margin and the second-level subheading is centered in italics, ALL subsequent first- and second-level subheadings follow that pattern
- All major sections (including sections like the ABSTRACT, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF FIGURES, CHAPTERS, REFERENCES, and APPENDICES) begin on a new page.
- Subsections continue to fill a page within a chapter and do not begin on a new page

- Whenever the heading of a section or subsection appears near the bottom of a page, it is followed by at least one line of text, or the heading is forced to the top of the next page
- Chapter headings should be in capital letters and Arabic numerals (CHAPTER 2: REVIEW OF THE LITERATURE).

SPACING REQUIREMENTS

- Double space throughout.
- Short quotations are enclosed by double quotation marks as part of the text.
- Quotations of 40 words or more are indented 5 spaces from left margin and single-spaced and no quotation marks are used
- On the REFERENCES page, single space entries with a double space between.
- Triple space before AND after all tables and figures within the text.

CONVENTIONS

- End punctuation is followed by two spaces.
- Hyphenation at the right-hand margin should be avoided; move the entire word to the next line.
- A dash (--) is used to emphasize a phrase or another part of the sentence, but should be used infrequently.
- Bullets indicate items of equal importance; numbered lists indicate sequence or priority.
- Bullets should be used sparingly and bulleted statements should be grammatically consistent.
- Numbers less than 10 should be spelled out; numbers 10 and greater should be represented by numerals.

WIDOWS AND ORPHANS

- Papers should not contain "widows or orphans." "Widow" lines occur when the last line of a paragraph appears alone at the top of a page. "Orphan" lines occur when the first line of a paragraph appears alone at the bottom of a page.
- A subheading at the bottom of a page must have two lines of text below it or should begin at the top of the next page.
- A new paragraph at the bottom of a page must include two lines of text or the entire paragraph should begin at the top of the next page.

RESEARCH PROJECT COMPONENTS

ABSTRACT

- The abstract should begin on a new, numbered page with the label "Abstract" centered at the top of the page.
- The abstract should be the last part of the research project to be written showing the context and content of the work--the purpose of the work, hypotheses tested/questions asked, the approach used, the main findings, and the conclusions.
- The abstract does NOT include subheadings or parenthetical citations of items listed in the bibliography/list of references or any tables or figures.
- The abstract is 150 words or less, doubled-spaced, in a single paragraph without paragraph indentation.

TITLE PAGE (See "SAMPLE")

- The **title**, typed in all uppercase letters, is between 2" and 2.5" from the top edge of the page. It must be centered (with a 1.5 inch left margin for research projects).
- The word "By" is between 3" and 3.5" from the top edge of the page. Skip a line, then type your **name** in all uppercase letters.
- Manuscripts should be designated by the words "ACTION RESEARCH PROJECT," typed in all uppercase letters 5" from the top edge of the page and centered. Skip two lines, then, using upper/lowercase letters, type the next five lines (as shown on "Sample"). Skip two lines and insert the type of degree earned (Master of Science in Education). List your approved graduate concentration (Teaching and Learning or Literacy) on the next line. The third line is the year that you graduate (20xx).
- **HINT:** Be sure to use the "Undo Automatic Capitalization" function at the beginning of lines on the title page where capital letters are not needed. The computer tries to think for you—don't let it!

"Presented to the Graduate Faculty

Of . . . " (Undo Automatic Capitalization)

TABLE OF CONTENTS (See "SAMPLE")

- The Table of Contents reflects the organization of the paper.
- All page numbers in the Table of Contents correspond to the pages in the text.
- All headings in the Table of Contents match headings listed in the text.
- Title (TABLE OF CONTENTS) should be centered in all uppercase letters.
- Page headings/titles should be on left margin with dot leaders to page number which is right margin justified. ("Page Layout/Paragraph/Tabs – click "right" alignment and click "2" with dots, then "OK")

BODY OF PAPER

Each chapter begins with an introductory paragraph explaining the purpose for the chapter and ends with a summary of the chapter and a preview of the next chapter.

- **Chapter 1: Introduction**--a clear statement of the purpose or hypothesis to be tested, an overview of the problem or subject as it is known from the literature, an introduction to the study, an explanation of the significance of the study, definition of terms (in alphabetical order with terms bulleted or in bold print), a brief chapter summary, and a preview of successive chapters.
- **Chapter 2: Literature Review**--a comprehensive analysis of the key studies related to your topic (not personal opinions). The review of the literature provides a unique and valuable reference resource for other scholars.
- **Chapter 3: Methodology**--a clear explanation of the research methods, description of participants, materials, and procedures.
- **Chapter 4: Results**--detailed findings from your research reported in tables or figures, along with narrative, organized by research question.
- **Chapter 5: Discussion, Conclusions, and Recommendations**--conclusions based upon your findings, findings compared to relevant literature, limitations of the study and recommendations for further research.

TABLES AND FIGURES

- All tables and figures, including the caption, must meet margin, font, and format requirements.
- Triple space before AND after all tables and figures within the text.
- The number of a **table** and its corresponding title should be typed ABOVE the table on the left margin with 5 spaces between the number and title. Use Arabic numbers and single space the caption (Table 4.1 is the first table in Chapter 4; 4.2 is the second table in Chapter 4 . . .).
- The number of a **figure** and its corresponding caption should be typed BELOW the figure and on the same page. Use Arabic numbers and single space the caption (Figures are numbered consecutively throughout the document).
- Figures may be reduced (but still readable) to accommodate the caption.
- The caption is repeated if the figure/table is continued on other pages.
- All diagrams, drawings, and figures must be clear, sharp, and readable.
- Tables/figures one half page or less in length must appear on the same page with text either above or below the table/figure.
- If a table/figure is larger than one half page, it should be inserted on a single page although regular text may be included on the page, if space allows.
- Two small tables or figures may be placed together on a single page, with a triple space between them.
- Extra-wide tables or figures should be placed in landscape orientation (broadside). The table number and title should be closest to the left margin.
- The page number for landscape tables/figures, should be in the same position as other pages in the text (portrait orientation).

REFERENCE SECTION

- The references appear at the end of the research project BEFORE any appendixes and include ALL cited references, and nothing more.
- All in-text references have a full citation on the Reference page.
- Nothing is on the Reference page unless it is cited in the body.
- Citations are listed alphabetically and conform to the *Publication Manual of the American Psychological Association*, 6th edition, with hanging indent.
- Citations are single-spaced with a double space between entries.
- Avoid breaking bibliographic entries onto a following page.

APPENDICES (if needed)

- Integral supporting materials are organized into an appendix or series of appendixes at the end of the text, not at the end of a chapter.
- The font style and size of the materials in the body of the appendix, however, do not have to correspond with those used in the body of the text and may be single-spaced.
- If there is more than one appendix, they should be labeled as APPENDIX A, APPENDIX B, etc.
- The same format rules that apply to the text also apply to all appendixes.
- References included in the appendixes are included in the reference section.
- Photographic reduction of material to conform to margin requirements is permitted, if the material remains clear and legible.
- Appendixes may be placed in landscape orientation (broadside). The appendix label should be centered at the top (1.5" margin, binding side) and the page number should be in the same position as other pages in the text (portrait orientation).

Table 1.1 Pagination and Sequencing Table

Order * = optional items	Pagination	Page Number Placement	Table of Contents?
Preliminary Pages	Small Roman Numerals	Location	Yes/No
Title Page	Count/Do not Number	None	No
*Copyright Notice	Count/Number	Center Bottom	No
*Dedication	Count/Number	Center Bottom	No
*Acknowledgments	Count/Number	Center Bottom	No
Abstract	Count/Number	Center Bottom	No
Table of Contents	Count/Number	Center Bottom	No
*List of Tables (for 5 or more only)	Count/Number	Center Bottom	Yes
*List of Figures (for 5 or more only)	Count/Number	Center Bottom	Yes
Text	Arabic Numbers Starting at 1	Location	Yes/No
Body of Paper	Count/Number	Center Bottom	Yes
Reference Pages		Location	Yes/No
References	Count/Number	Center Bottom	Yes
*Appendix(es)	Count/Number	Center Bottom	Yes

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THE REASONS FOR THE SEASONS

By

STACY B. STUDENT

ACTION RESEARCH PROJECT

Presented to the Graduate Faculty

of Hannibal-LaGrange University

in Partial Fulfillment

of the Requirements

for the Degree of

Master of Science in Education

Teaching and Learning

20XX