

## APA Thesis Quick Guide

All information in this document is adapted from the American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Consult the manual for more details.

### Levels of Heading

Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush Left, Boldface, Uppercase and Lowercase Heading</b>
3	<b><i>Flush Left, Boldface, Italicized, Uppercase and Lowercase Heading</i></b>
4	<b>Indented, Bold, Upper and Lowercase, Paragraph Ending With a Period.</b>
5	<b><i>Indented, Bold Italic, Upper and Lowercase, Paragraph Ending With a Period.</i></b>

### Capitalization of Headings

Capitalize all nouns, verbs (including helping verbs), adjectives, adverbs, and any word that is four letters or more.

### Numbers

See APA Manual, Sections 6.32–6.39 for more details.

Use numerals for:

- Numbers 10 and above
- Numbers that immediately precede a unit of measurement
- Numbers that represent mathematical functions, fractional or decimal quantities, percentages and ratios
- Numbers that represent time, dates, ages, scores, and points on a scale

### Symbols

Note italicization. For a more complete list of symbols, see pp. 183–186 of the APA manual.

<i>N</i>	number of members in the total sample
<i>n</i>	number of members in a limited portion of the total sample
<i>F</i>	<i>F</i> distribution, Fisher's <i>F</i> ratio
<i>M</i>	sample mean, arithmetic average
<i>p</i>	probability; probability of success in a binary trial
<i>t</i>	<i>t</i> distribution; <i>t</i> test (do not hyphenate unless using it as an adjective, e.g., the <i>t</i> -test analysis)
<i>z</i>	a standardized score; the value of a statistic divided by its standard error

There should be a space before and after all mathematical operators (e.g., =, <, and >).

### Tables

See Style Manual for more information. In particular, see Table Checklist in Section 7.21. Example table below.

*Note that columns of numbers should be aligned on the decimal point.*

**Table 1**

*Proportion of Errors in Younger and Older Groups*

Level of difficulty	Younger			Older		
	<i>n</i>	<i>M (SD)</i>	95% CI	<i>n</i>	<i>M (SD)</i>	95% CI
Low	74	.05 (.08)	[.02, .11]	103	.14 (.15)	[.08, .22]
Moderate	56	.05 (.07)	[.02, .10]	85	.17 (.15)	[.08, .28]
High	105	.11 (.10)	[.07, .17]	90	.26 (.21)	[.15, .39]

*Note.* CI = confidence interval.

## Figures

Figures follow the same format as tables. See the Figure Checklist in Section 7.35.

## In-Text Citations

Author type	Citation
One author	(Walker, 2007)
Two authors	(Walker & Allen, 2004)
Three or more authors	(Wasserstein et al., 2005)

Multiple citations should be ordered alphabetically with a semicolon between. (Adams, 2008; Walker, 1996)

## References

- Authors' initials should have a space between each letter. (J. R.)
- List up to 20 authors' names. If there are more than 20, list the first 19, insert an ellipsis (. . .) and the final name.
- Note the use of en-dashes (not hyphens) in page ranges. En-dashes can be inserted through the symbol menu or by using the shortcut Alt+0150 or Alt+dash.

### *Order of references by the same author*

- Several works by the same author should be ordered chronologically.
- One-author entries precede multiple-author entries beginning with the same name.
- Entries with the same first author and different second or third authors are arranged alphabetically by the surname of the second author.
- References by the same author with the same publication date are ordered first chronologically, and if needed, alphabetically by title. Distinguish them with 'a', 'b', etc., immediately following the publication year. (Ex: 2010a).

### *Sample entries*

#### Journal article (include DOI if available)

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(2), 225–229. <https://doi.org/10.1037/0278-6133.24.2.225>

#### Book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. Taylor & Francis.

#### Book chapter

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17–43). Guilford Press.

#### Nonperiodical Web document

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive*. CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>