



APU
Style & Format
HANDBOOK
for
Master's Theses

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Director, Library Publications • 626 - 815 - 6000, ext. 3274

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THE APU MASTER'S THESIS PUBLISHING PROCESS

All students writing a master's thesis must submit a sample copy of their completed thesis to the Director of Library Publications in order to receive binding approval and complete their degrees.

The student should be aware that some programs may require approval of final copies before participation in a commencement ceremony. Regardless, the degree will not be posted to the student's transcript until the ready-to-bind copies have been approved by the Director of Library Publications even if all other degree requirements have been met. The university reserves the right to refuse any document that does not meet its format requirements or is unsuitable for binding.

If chosen by the student, theses also may be submitted to ProQuest/UMI's *Dissertation and Thesis Publishing*. Since the document records the student's independent research or creative effort that will be preserved and shared with other scholars, it can be an important step in a student's academic and professional career.

STYLE MANUALS

The student's department indicates which manual is required for his or her discipline. Below is a list of recognized manuals in use by APU graduate programs. When the requirements in this document differ from the style manual, this document prevails.

- *Publication Manual of the American Psychological Association (APA 2010, sixth edition)*
- *The Chicago Manual of Style (Chicago, 16th edition)*
- *The MLA Handbook for Writers of Research Paper (MLA, seventh edition)*
- *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers (also referred to as Turabian, after the original author Kate L. Turabian, seventh edition)*
- *SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies (Hendrickson Publishers, 1999)*

COPYRIGHT PERMISSION AND ACADEMIC INTEGRITY

Creators of printed materials and non-print media should be acknowledged for their material, whether it appears in the thesis as a quotation, paraphrase, summary, figure, table, or other type of medium to convey information. Copyright law is intended to protect intellectual property from misappropriation and loss of income to the copyright holder. Not all material falls within copyright law; age is one factor. In addition, material that is unpublished or lacks notice of copyright may nevertheless be protected.

Fair Use Doctrine

In regard to the doctrine of “fair use,” according to the U.S Copyright Office (www.copyright.gov/fls/fl102.html):

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law ([title 17, U. S. Code](#)). One of the more important limitations is the doctrine of “fair use.” The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work
5. The distinction between fair use and infringement may be unclear and not easily defined. *There is no specific number of words, lines, or notes that may safely be taken without permission.* [italics added]
6. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The use of any table or figure (including a photograph, chart, etc.) or of longer quotations or the major portion of any work must be authorized in writing by the copyright holder. Such written authorizations must be acknowledged in the thesis as required by the appropriate style manual and the copyright holder. Any such written authorizations also must be included in the thesis as an appendix.

If copyright permissions are required, the student is responsible for contacting the copyright holder, obtaining the necessary written releases, and paying any fees that may be required. (Many copyright permissions can be obtained through the Copyright Clearance Center and be done online at www.copyright.com.)

Copyright and Plagiarism

Copyright and plagiarism are not the same. There are differences between the two. Copyright is statutory and plagiarism, while unethical, is a type of theft and governed under different rules. There may be ethical problems with academic integrity with respect to plagiarism which are not an infringement of copyright. Scholars must recognize the communities to which they belong by tracing and acknowledging all sources, including the originator of an idea. This principle includes, where applicable, explaining that one is replicating a study or acknowledging someone who may have recommended a study like one's own. Violation of these principles constitutes academic plagiarism, even if copyright law is observed.

Students should refer to the current APU Graduate Catalog for further information about academic integrity and the consequences at Azusa Pacific University for violating these standards. Also, see ProQuest/UMI's copyright guide, *Guide 5: Copyright and Your Dissertation or Thesis*. The URL address is provided on page 42 of Appendix B in this handbook.

Additional Copyright Protection

To help protect their work, all students are required to have a copyright page as page ii of their theses. In addition, since all APU theses are bound, catalogued, and made part of the APU Libraries, these protections are considered adequate copyright protection.

Should students desire additional protection, they may purchase copyright service through ProQuest/UMI. In addition, students may electronically record their theses with the Library of Congress through the U.S. Copyright office (www.copyright.gov/forms), also for a fee.

STEPS AFTER COMMITTEE APPROVAL

Following final approval by his or her committee, the student will spend additional time preparing the final document that will be copied, bound, and catalogued in the University Libraries. Once the committee has approved the content of the final draft of the thesis, the student must:

1. have the manuscript approved by the school or department through which the degree program is offered, in accordance with requirements published by that program, and then
2. following that approval, if required by the department, have the manuscript reviewed by an APU-designated reader in accordance with the appropriate style manual, and then
3. proofread the manuscript with the utmost care to eliminate all errors in spelling and grammar, and then

4. provide a sample copy to the Director of Library Publications for pre-binding review.
5. once the sample copy receives pre-binding approval, the student must prepare and have approved the final copies to be bound by the Director of Library Publications, who releases them to the bindery and notifies the registrar.

Finding an APU Reader

The student's school or department has a list of approved APU readers and can offer guidance in choosing an appropriate APU reader. The reading could take a few weeks, depending on turnaround times and the length and complexity of the thesis document.

The student is responsible for paying the cost of the reader service, which will depend upon the reader chosen and the length and complexity of the thesis document. Before contracting with a reader, the student can ask for an estimate of the cost. The cost of the reader service should be paid BEFORE a thesis is given to the Director of Library Publications for pre-binding review.

The APU Director of Library Publications

The Director of Library Publications guides and assists students through APU University Libraries pre-binding review and binding process as well as the process for publishing to the ProQuest/UMI Dissertation and Theses database. The student is encouraged to direct any questions or concerns about this final phase to the director who can resolve any matter related to these processes.

Once the APU Director of Library Publications receives a sample copy of the approved thesis, the copy will be reviewed within 10 business days to verify that it conforms to this handbook. The director also checks the sample copy for consistency, accuracy, and clarity of presentation. However, students have final responsibility for accuracy of content, neatness of appearance, compliance to their department's or discipline's style manuals, spelling, grammar, and acceptable writing style.

FORMAT OF THE DOCUMENT

Margins

All documents must observe the following uniform margins throughout, including pages with tables, figures, photographs, graphs, diagrams, illustrations, and end matter (material in appendixes):

1. Top: 2 inches are needed at the top of the title, signature, dedication, acknowledgments, and abstract pages, as well as the list of tables, and list of figures pages, and also the first pages of the table of contents, chapters, endnotes, bibliography (or list of references), and each appendix title page; otherwise 1 inch

2. Left: 1½ inches
3. Right: 1 inch
4. Bottom: 1 inch

Line Spacing

Double spacing, with NO additional spacing before or after a line or paragraph, will be used throughout the document, with the exception of original material reproduced in the appendixes. In addition, there is NO additional spacing before or after the page numbers in the footer. However, it is acceptable to reduce the line spacing in the content area of a table if this will keep the entire table on a single page.

Pagination

Page numbers are placed in the footer, centered, ½ inch from the bottom edge of the paper (the MS Word default setting). In addition:

1. Pagination for front matter is in lower case Roman numerals (i, ii, iii, etc.)
2. Starting with the first page of Chapter 1, the rest of the pages use Arabic numerals (1, 2, 3, etc.) that continue through the bibliography, any appendixes, curriculum vitae, and so on, to the end of the manuscript.
3. In the front matter, each page after the title page counts (the title page is counted as zero).
4. The signature page is counted as page i, but does not show a page number.

Head and Subhead Levels

Head and subhead levels for APU Library Publications are taken from the sixth edition of the APA manual with the exception of the section and chapter headings which are all caps, centered and boldface:

CHAPTER OR SECTION HEADING

The rest, in descending order of organizational importance, are as follows:

Level 1

Centered, Boldface, Title Case

Level 2

Flush Left, Boldface, Title Case

Level 3

Indented, boldface, lowercase paragraph heading with period. And then the copy immediately starts after the period.

Level 4

Indented, boldface, italicized, lowercase paragraph heading with period. And then the copy immediately starts after the period.

Level 5

Indented, italicized, lowercase paragraph heading with period. And then the copy immediately starts after the period.

Tables and Figures

The formatting of tables, table titles, figures and figure captions follows APA guidelines. However, students may landscape their tables and may reduce slightly the point size (to no less than 10 point) and line spacing within the table contents if that will prevent a table from breaking over to a second page. In addition:

1. When a table is continued, the table number, followed by a comma and the word “continued” should appear at the top of the page: Table X, continued
2. All tables and figures **MUST** be within the margins and must be large enough to be legible, including any text.
3. Figures or diagrams can be in color. However, when colored copies are used for printing black and white images, the sample copy reviewed by the Director of Library Publications must display the black and white images to ensure legibility.
4. Tables and figures can have text above or below on a page, but not both. That is, a table or figure must start at the top or come up from the bottom of a page.

General Format Requirements

1. Printing may appear only on one side of each page, including for the sample copy.
2. The entire document is to be in a serif font commonly used in textbooks, such as Times New Roman, except original material reproduced in appendixes.
3. The entire document is to be justified left (also known as “alignment: left”), not justified left and right (also known as “alignment: justified”).
4. Font size throughout the manuscript is 12 point, with the exception of original material reproduced in the appendixes. It is also acceptable to reduce the point size

in the content area of a table by one point (i.e., 11-point type) if this will keep the table on a single page.

5. Major divisions of the document (introduction, review of literature, methodology, etc.) should be given Arabic chapter numbers.
6. Spacing, typeface, headings, layout, and any other aspects of format must follow the requirements specified in this handbook and supersede the style manual required by departments. However, the formatting for the bibliography (or list of references) or any other element not addressed in this handbook follow the style manual required by the department.

Dates Used in the Thesis

There are three pages that show dates: the title page, the copyright page, and the abstract page. The dates on the title and abstract pages **must be the same** and are determined by the student's department. The copyright date is the year the document was actually created and can be earlier than the dates on the title and abstract pages.

Corrections

Each page is to be error-free. No last-minute corrections using tape or white-out are allowed. It is the responsibility of the students to adequately proof their documents for errors.

When making corrections and edits, students should check the flow from the preceding page and to the following page, to avoid widows and orphans, split tables or figures, and the occurrence of a head or subhead with no text beneath it to ensure an attractive, readable, and professional document.

FIRST STEP: SUBMISSION OF THE SAMPLE COPY

All theses are subject to a pre-binding review by the Director of Library Publications before students make their final copies on the required acid-free paper. Students' degrees will not be posted until the Director of Library Publications has notified the APU registrar that this review is complete, the sample copy approved, and the final copies made and released by the director to the bindery.

For this pre-binding review, students submit a PLAIN paper sample copy to the director. This must be a complete FINAL draft that has been approved by the student's committee and respective department, reviewed by an APU reader, and carefully proofread. All figures, graphs, pictures, illustrations, captions, and appendixes are to be included in this final document.

During this process, all parts of the document (the preliminary pages, figures, and tables, if any, and the text) are examined for compliance with the requirements of this handbook. Except for the margin requirements, original material reproduced in the appendixes are not required to follow APU formatting. However, all appendix material must be legible and of professional quality.

The Director of Library Publications will email the required changes to the student, who will then make all required changes until pre-binding approval is given, and the student is instructed to make the final copies to be bound.

Order of Required and Optional Components

The title page is always the first page, followed by the signature page, and then the copyright page. Following the copyright page, the order of elements should be in the following order:

<i>Element</i>	<i>Required or Optional</i>
Title page	Required
Signature page	Required
Copyright page	Required
Dedication	Optional
Acknowledgments	Optional
Abstract	Required
Table of Contents	Required
List of Tables	Optional
List of Figures	Optional
Preface	Optional
Manuscript	Required
Bibliography or References	Required
Appendixes	Optional
Curriculum Vitae	Varies by department

Completion of Signature Pages

It is the responsibility of the student to complete the signature pages for the final copies to be bound, **using only the signature page format that has been approved by the Director of Library Publications.**

To receive signature page approval, at the same time that the sample copy is submitted to the Director of Library Publications, the student must email the signature page as a single electronic file in Microsoft Word 2007 or higher to the director for review and approval. (Don not use Word 97-2003 or “compatibility mode” because it is unstable and will not preserve the formatting).

Within five business days the director will review, correct, and return to the student via electronic file in an email the approved signature page. The student then will print out the blank signature pages on the same paper to be used for the final copies (see “Paper and Printing,” page 13-14), one for each final copy to be bound, and gather the signatures from the thesis committee members and the dean of his or her school.

If the student is no longer in the area at this time, he or she may request the assistance of his or her department in gathering on-campus signatures.

Once the signature pages are complete, the student will deliver them to the Director of Library Publications for insertion into the final copies.

SECOND STEP: SUBMISSION OF FINAL COPIES

Method of Submission after Pre-binding Approval of Sample Copy

Once the Director of Library Publications gives approval for final copies to be made, students must complete the APU Binding Order Form (page 41) and, if desired, the APU *ProQuest/UMI Thesis Publishing* Order Form (page 46), along with additional forms required by ProQuest/UMI. Their respective departments can guide them in the completion of these APU forms, which are found at the end of this handbook. (See page 42 for accessing ProQuest forms.)

After submitting payment for binding and any required information to the department, the student delivers all unbound final copies in individual 8 ½" by 11" boxes to the Director of Library Publications (Note: Envelopes do not provide adequate protection against bent pages). In addition:

1. A copy of the title page is to be taped at corners to the outside of each box and labeled according to who will receive the bound copy (e.g. library, committee chair, committee member, student, etc.)
2. For the student's convenience, individual letterhead boxes may be purchased at the APU bookstore.
3. If submitting by paper copy to ProQuest/UMI, this copy also should be individually boxed with the title page taped to the box top clearly labeled for ProQuest/UMI. (Instructions for ProQuest/UMI submission both online and in paper follow.)

Paper and Printing

1. All final copies for the university libraries, departments, and faculty are to be submitted unbound by the student to the Director of Library Publications.
2. Paper must be acid-free, or have a pH level of 7.0 or higher.
3. The paper weight should be 20-lb. or 24-lb. with at least 25% cotton or rag content. Paper with watermarks is acceptable. The following brands carry the correct paper (their websites may help you locate a nearby dealer for purchase):
 - International Paper (Strathmore Bond Paper)
 - Neenah
 - Fox River
 - Conservation Resources (Byron Weston Linen Record)
 - Hollinger Corporation (Hollinger Acid-Free)
 - University Products, Inc.

4. A laser printer is recommended for producing originals suitable for reproduction.
5. Copies should be reproduced by offset printing or professional photocopying.
6. *Note: Before accepting the reproduced copies from the copier or printer, the student should check them carefully to be sure they are complete, clean and unmarred, straight, and of consistent ink quality.*

Binding Fees and Method of Payment

Fee for APU binding

1. Fees charged by the bindery may change without notice.
2. The fees charged by some departments include 8.25% sales tax and/or shipping.
3. There are additional charges for extra lettering or extra lines on the spine or front cover.
4. There are additional charges for copies which are over 2 1/2" and 3 1/2" thick.
5. Only cashier's checks (or postal money orders) payable to APU are used to pay binding fees.
6. The payment for binding is to be given to the appropriate program.

Fees for ProQuest/UMI (if submitting)

Students may now submit to ProQuest/UMI one of three ways. Whatever method is chosen by the student, the director will guide the student in completing the process.

1. submitting electronically to ProQuest/UMI (**free** for the basic service called Traditional Publishing, but requires a credit card if purchasing other ProQuest/UMI services)
2. submitting a CD/DVD (**\$25** for the basic service, called Traditional Publishing)
3. submitting a plain paper copy to the Director of Library Publications for submission to ProQuest/UMI (**\$65** for the basic service, called Traditional Publishing)

Cashier's Checks or Postal Money Orders Needed

ONE cashier's check payable to the university (or money order) is required from all students to pay for the APU binding of the final copies. It is FREE to submit electronically to the ProQuest/UMI Dissertations and Theses database if choosing Traditional Publishing. However, if the student submitting electronically to ProQuest/UMI requests additional services other than Traditional Publishing, a credit card will be required to pay for these services. Otherwise, the student must submit a CD or DVD or plain paper copy and a SECOND cashier's check made out to ProQuest/UMI must be submitted with the final copies along with the necessary ProQuest/UMI paper forms.

The following table summarizes these costs:

Fee	Purpose of Fee	Payable To	Delivered To	Required/ Optional
variable	Binding of copies	Azusa Pacific University	Department	Required
<i>(Electronic submission)</i> FREE or \$95*	Publishing Type (choose one): Traditional or Open Access	ProQuest/ UMI (credit card)	ProQuest/UMI UMI ETD Administrator (online)	Department may require; if not, student may choose
<i>(CD or DVD submission)</i> \$25 or \$120	Publishing Type (choose one): Traditional or Open Access	ProQuest/ UMI	Director of Library Publications (with paper ProQuest/UMI forms)	Department may require; if not, student may choose
<i>(Paper copy submission)</i> \$65 or \$160	Publishing Type (choose one): Traditional or Open Access	ProQuest/ UMI	Director of Library Publications (with paper ProQuest/UMI forms)	Department may require; if not, student may choose
\$65*	Copyright fee	ProQuest/ UMI	<i>Online:</i> ProQuest/UMI ETD Administrator <i>CD or paper:</i> Director of Library Publications (with paper forms)	Student option
variable*	Soft or hard cover; microform copies produced by ProQuest/UMI	ProQuest/ UMI	<i>Online:</i> ProQuest/UMI ETD Administrator <i>CD or paper:</i> Director of Library Publications (with paper forms)	Student option

* Credit card required if done online; otherwise, paper submission and a single cashier's check or money order for ProQuest/UMI services requested is required.

Number of Final Copies Needed

The university library requires TWO copies with ORIGINAL signature pages; specific departments may or may not require originals. The number of additional copies can be determined by the table below. Each department has its own requirements. Students may order as many copies for themselves as they wish to pay for.

Number of Final Copies Needed			
Copies	For	Requirements	Purpose
2	Library	Required	1 for Special Collections (non-circulating) 1 for general circulation
1	Department	Required	Program copy
1	Committee chair	Varies by program	Chair's copy
1 or more	Committee members	Varies by program; number depends on size of committee	Personal copies
1 or more	Student	Optional by student	Personal copies

For Paper or CD/DVD Submission ONLY

If submitting to ProQuest/UMI by paper copy or by CD or DVD, in addition to a plain paper copy or CD/DVD copy of the thesis, the student must complete and submit additional materials for ProQuest/UMI. The contents of the ProQuest/UMI box are summarized in the following table:

Form	Instructions	Samples	Required/Optional
Copy of thesis	On plain paper OR CD/DVD with an UNSIGNED signature page	NA	Required
<i>APU ProQuest/UMI Thesis Publishing Order Form</i>	Completed and signed	Appendix B, p. 46	Required
<i>ProQuest/UMI Publishing Options & Signature form</i>	Completed and signed	UMI Forms & Instructions, p. 4	Required
<i>ProQuest/UMI Dissertation/Master's Thesis Submission Form</i>	Completed	UMI Forms & Instructions, p. 5	Required
Cashier's check	Payable to ProQuest/UMI; clipped to <i>Author Options & Signature form</i>	NA	Required
Second copies of title page and abstract page	Clipped to <i>Publishing Options & Signature form</i>	Appendix A, pp. 19 and 29	Required
<i>ProQuest/UMI Copyright Registration Form</i>	Completed and signed	UMI Forms & Instructions, p. 6	Optional
<i>ProQuest/UMI Copy Order Form</i>	Completed and signed	UMI Forms & Instructions, p. 7	Optional

Final Review of Unbound Final Copies

After the student has produced and delivered final copies to be bound, the Director of Library Publications will make a final check of these copies for completeness and order before sending them out to be bound. *Note: The students have final responsibility for providing copies free of typographical errors, misspellings, grammar and punctuation mistakes, and other similar errors.*

If the requirements in this handbook have not been met, the document will not be processed and the student will be notified.

Picking Up Bound Copies

The bound theses returned from the bindery are delivered to individual program departments. Students are notified by their department of their arrival and of any additional charges incurred due to title length, thickness of volume, and/or inclusion of supplemental materials. Arrangements to pick up or send bound copies from the student's department must be made by the student.

APPENDIX A
SAMPLE PAGES

INSTRUCTIONS FOR THE TITLE PAGE

(See sample on the following page)

1. ALL type is to be 12-point, standard serif font such as Times New Roman.
2. No lines or borders are to be placed on the page.
3. Type and center AZUSA PACIFIC UNIVERSITY in caps, two inches from the top edge of the page (not in italics and not in bold).
4. Enter four single line spaces down after AZUSA PACIFIC UNIVERSITY.
5. On this fourth line, type the title in caps, bold type, single-spaced. Please note that only the title is in bold type.
6. Arrange the lines of the title, using single line spacing, in pyramid (shortest line on top) or inverted pyramid (shortest line on bottom) format, and using four lines or less. To achieve this easily, first type the title flush left, creating a step down or step up effect on the right margin. Then select the title and center the copy.
7. Enter two single line spaces down after the last line of the title. Type and center the word “by,” using lower case only, no italics.
8. Enter two single line spaces, then type and center the author’s name. For more than one author, add on the next single line following the first author. DO NOT put degree designations after the name(s).
9. Enter four single line spaces after the author’s name, then type and center the information about the thesis, line for line as shown on the sample page, using double spacing. Indicate your type of project (thesis), as well as your specific school and degree title.
10. The city and date may be placed at the student’s discretion to maintain a balanced effect, but must be at least four single line spaces from the last line of information about the thesis.
11. For the date, use only the month and year. This date is determined by the student’s department and must be the same as that used on the copyright page and abstract page.
12. The title page is not numbered nor counted as a page.
13. NOTE: DO NOT bracket the actual text.

AZUSA PACIFIC UNIVERSITY

**EVALUATION OF THE MENTORING PROCESS FOR PRIMARY
SCHOOL TEACHERS IN SELECTED SCHOOLS IN
NORTHERN CALIFORNIA AS PERCEIVED
BY PRIMARY SCHOOL TEACHERS**

by

[Preferred Name of Student]

A thesis submitted to the

School of [Official Name of School]

in partial fulfillment of the requirements

for the degree Master of [Official Name of Discipline]

Azusa, California

May, 2012

INSTRUCTIONS FOR THE SIGNATURE PAGE

(See sample on the following page)

Please refer to your department to determine what actual signatures and titles need to be included on your signature page. The signatures and titles shown in the sample may be different from what your own department requires.

1. Follow the same instructions through step 8 as for the title page.
2. Enter four single line spaces after the author's name, then type and center the information about the approval, line for line as shown on the sample page, using double spacing. Indicate your type of project (thesis), as well as your specific school and degree title.
3. Enter four single line spaces. Using the underline key (to the right of the number 0), create a signature line, where the first committee member will sign. Once you reach the end of the line and hit Enter, a solid line automatically will be made; type and center your first signature name.
4. Enter three single line spaces, then begin the second signature line; repeat for up to five lines.
5. The signature lines are to be equal length and in the order presented on the sample page.
6. Note the format for degrees and titles. Degrees designations must use periods, as this is APU style. (e.g. M.A., M.S.)
7. This page is considered to be "i" - but the page number is not shown.
8. NOTE: Only two original signature pages are required by the University Libraries. The remaining signature pages needed may be copies of an original. However, some departments require that every bound copy have an original signature page; please consult your department for its requirement.
9. Only black ink is to be used for signatures. A medium point, rather than a fine point, is recommended, in order to maintain good legibility in the copying process.
10. NOTE: DO NOT bracket the actual text.

AZUSA PACIFIC UNIVERSITY

**EVALUATION OF THE MENTORING PROCESS FOR PRIMARY
SCHOOL TEACHERS IN SELECTED SCHOOLS IN
NORTHERN CALIFORNIA AS PERCEIVED
BY PRIMARY SCHOOL TEACHERS**

by

[Preferred Name of Student]

has been approved by the

School of [Official Name of School]

in partial fulfillment of the requirements

for the degree Master of [Official Name of Discipline]

[Preferred Name], [Degree], Committee Chair

[Preferred Name], [Degree], Committee Member

[Preferred Name], [Degree], Committee Member *(if a third)*

[Preferred Name], [Degree], Dean, School of [Official Name of School]

INSTRUCTIONS FOR THE COPYRIGHT PAGE

(See sample on the following page)

1. Use a standard serif font such as Times New Roman, and 12-point type for the entire page.
2. Insert the copyright page immediately after the signature page.
3. The date is determined by the student's department and must be the same as that used on the title page and abstract page.
4. Center the following information and place it 8¼ inches from the top or about three-fourths down the page:

© Copyright by [Preferred Name of Student] 2012

All Rights Reserved

5. DO NOT put degree designations after the name(s).
6. Show a small Roman numeral page number (ii) in the footer.
7. NOTE: DO NOT bracket the actual text.
8. NOTE: The sample page is not a true representation. The page number "ii" will be ½ inch from bottom edge of paper when correctly inserted into footer.

SAMPLE

© Copyright by [Preferred Name of Student] 2012
All Rights Reserved

INSTRUCTIONS FOR THE DEDICATION PAGE

(See sample on the following page)

1. This page is optional.
2. Use a standard serif font such as Times New Roman, and 12-point type for the entire page.
3. Type and center the word **DEDICATION** in all caps, boldface, two inches from the top edge of the paper. Do not use italics.
4. Enter four single line spaces after the word **DEDICATION**.
5. Indent the first line of the dedication text by ½ inch.
6. Double space the text.
7. If used, this page follows the Copyright page.
8. If used, the **DEDICATION** page is numbered iii with the page number placed in the footer.

DEDICATION

I wish to dedicate this thesis to my parents, May and Eugene Martindale, and to my brother, Jason.

SAMPLE

INSTRUCTIONS FOR THE ACKNOWLEDGMENTS PAGE

(See sample on the following page)

1. The ACKNOWLEDGMENT page is the student's expression of recognition and appreciation, and, if applicable, it includes a note about permission received to use copyrighted material.
2. This page is optional.
3. Use a standard serif font such as Times New Roman, and 12-point type for the entire page.
4. Type and center the word ACKNOWLEDGMENT in all caps, boldface, two inches from the top edge of the paper. Do not use italics.
5. Enter four single line spaces after the word ACKNOWLEDGMENT.
6. Indent the first line of the ACKNOWLEDGMENT text by ½ inch.
7. Double space the text.
8. This page should follow the copyright page, or, if used, the dedication page.
9. It is numbered with a small Roman numeral placed in the footer.

ACKNOWLEDGMENTS

No one can write a thesis in a social vacuum. The discipline required came to me because of the encouragement I received from students, faculty, family, and friends. I wish to especially thank Dr. Robin Jones and Dr. Scott Morrison. Dr. Jones spent many hours guiding me through the thesis process . . .

INSTRUCTIONS FOR THE ABSTRACT PAGE

(See sample on the following page)

1. Use a standard serif font such as Times New Roman, and 12-point type for the entire page.
2. Type and center the word **ABSTRACT** in all caps, two inches from the top edge of the page.
3. Enter four single lines after the word **ABSTRACT**. Type and arrange the words of the title exactly as they appear on the title and signature pages.
4. Enter four single line spaces. Type and center the author's name. For more than one author, add on the next single line following the first author. **DO NOT** put degree designations after the name(s).
5. Using single spacing, make individual lines for the author's name, name of degree and date, Azusa Pacific University, and the name of the advisor, as follows on sample page. The date is determined by the student's department and is the same as that shown on the title page and copyright page.
6. Enter four single line spaces and begin the text; do not indent.
7. Show the page number(s) in footer, using small Roman numerals.
8. **NOTE: DO NOT** bracket the actual text.

ABSTRACT

EVALUATION OF THE MENTORING PROCESS FOR PRIMARY SCHOOL TEACHERS IN SELECTED SCHOOLS IN NORTHERN CALIFORNIA AS PERCEIVED BY PRIMARY SCHOOL TEACHERS

[Preferred Name of Student]
Master of [Official Name of Discipline], 2012
Azusa Pacific University
Advisor: [Preferred Name of Professor], Ph.D.

This study presents the results of positively-perceived professional mentoring, or behaviors exhibiting encouragement by administrators or supervisors toward kindergarten to eighth grade teachers in their second to fourth year of teaching and to determine how these encouraging behaviors influenced the teachers to remain in the profession. Over 1,000 teachers, all members of the American Teachers Association (ATA), were asked to complete a questionnaire developed by the ATA. Responses were received by 890 teachers. The K-8 participants rated ten positive factors. In ranking the factors, teachers valued mentoring, feedback on instructional strategies, and applying classroom management techniques. In addition, interest and participation by parents played a role in the professional life and choices of teachers.

INSTRUCTIONS FOR THE TABLE OF CONTENTS

(See sample on the following page)

Please refer to your department guidelines for creating your Table of Contents. If your department does not have guidelines, then please follow these instructions.

1. Use a standard serif font such as Times New Roman, and 12-point type for the entire page, using double spacing.
2. Type and center the words TABLE OF CONTENTS in all caps, boldface, two inches from the top edge of the page.
3. Enter four single lines after the words TABLE OF CONTENTS.
4. Some elements are optional (for example, acknowledgments and dedications), so please refer to pages 12 of this handbook to determine which elements will pertain to these instructions.
5. It is NOT recommended to use the TOC feature in Word. Instead, make flush left tabs with no leaders at .5 inch, 1 inch, and, if there is a third level of heads, 1.5 inches. From the top menu bar, under Format select Tabs. In the Tab box that appears, enter “.5” at the Tab Stop Position and select “Left” under Alignment, then click on Set. Do the same for 1 inch and 1.5 inch. For the right side, under Format, enter “.6” in the Tab Position box and select “Right” under Alignment. Under Leader, select “.2...” When you have set all your tabs, click on “OK.”
6. Beginning at the left margin (no indent), list the elements of the front matter starting with the Dedication, if there is one, and follow the order shown on page 12 of this handbook, but DO NOT list the pages for the Table of Contents.
7. If you have more than one figure or one table, create a List of Tables and/or List of Figures on a separate page following the last page of the Table of Contents. If you have only one of either, simply make it a stand-alone line entry in your Table of Contents. (See sample, next page.)
8. To list the pages of the manuscript, first make a heading on the left, “Chapter,” then flush right on the same line, “Page.” You will have to select this text and then deselect the dot leader under Tabs.
9. Enter one double space line return, and then enter the number and title of the chapter.

(continued)

(Table of Contents instructions, continued)

10. Hit Tab. The dot leader may not appear until you enter the page number. If it does not show, you have to re-select the dot leader.
11. Show only the first page number of the chapter or other section. DO NOT give a page range.
12. Show only three levels of heads, indenting each level one additional half inch. To indent your subheads without a dot leader, you will have to enter two more LEFT tabs, NO leader (1 None); one at “.5” inch and one at “1” inch.
13. After listing all the chapters with subheads, enter a line for the References.
14. If there is more than one appendix, make a heading on the left, “Appendix” and flush right, “Page,” as you did for the Chapters, de-selecting the dot leader. Otherwise, list a single Appendix as the next double space line entry.
15. If including curriculum vitae, list it as an appendix.
16. NOTE: DO NOT bracket the actual text.

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INSTRUCTIONS FOR THE LIST OF TABLES AND/OR LIST OF FIGURES

(See sample on the following page)

1. If you have more than one figure or one table, create a List of Tables and/or List of Figures on a separate page following the last page of the Table of Contents. If your lists are short, put both lists on one page, separated by six single line spaces. If you have only one of either, simply make it a stand-alone line entry in your Table of Contents. Otherwise, make a line entry for each list in your Table of Contents (see sample, previous page).
2. Use a standard serif font such as Times New Roman, and 12-pt. type for the entire page, using double spacing.
3. Type and center the words LIST OF TABLES (or LIST OF FIGURES) in all caps, boldface, two inches from the top edge of the page.
4. Enter four single lines after those words.
5. Make a flush right tab at 6 inches, using a dot leader. Under Format, select Tabs. Enter “6” in the Tab Position box and select “Right” under “Alignment.” Under Leader, select “2....”
6. Beginning at the left margin (no indent), number and list each table or figure, using exactly the same title as shown in the manuscript.
7. After the number of the table or figure, use a colon.
8. Type the title or caption using Title Case (first letter of each word is capitalized).
9. Table titles and figure captions must be identical to the titles and captions given in the manuscript.
10. NOTE: DO NOT bracket the actual text.

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INSTRUCTIONS FOR THE CHAPTER OR SECTION TITLE PAGE

(See sample on the following page)

1. Use a standard serif font such as Times New Roman, and 12-pt. type for the entire page, using double spacing.
2. Type and center the words of the heading (e.g., ABSTRACT, CHAPTER 1, etc.) in all caps, boldface, two inches from the top edge of the page.
3. For a chapter head, double space, then type the chapter title in all caps, boldface, centered:

CHAPTER 1

INTRODUCTION

4. Enter four single lines after those words and begin the text.

CHAPTER 1

INTRODUCTION

Creators of printed materials and non-print media should be acknowledged for their material, whether it appears in the thesis as a quotation, paraphrase, summary, figure, or table. Copyright law is intended to protect intellectual property from misrepresentation and to guard potential income of authors. Not all material falls within copyright law; its age is one factor. In addition, material that is unpublished or lacks notice of copyright may nevertheless be protected.

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If copyright permissions are required, the master’s student is responsible for contacting the copyright holder, obtaining the necessary written releases, and paying any fees that may be required. Such permissions must be acknowledged in the thesis as required by the appropriate style manual and the copyright holder. The demands of scholarship include, but often exceed, the requirements of copyright law. Scholars must recognize the community.....

INSTRUCTIONS FOR THE APPENDIX TITLE PAGE

(See sample on the following page)

1. Use a standard serif font such as Times New Roman, and 12-pt. type for the entire page, using double spacing.
2. Type and center the word APPENDIX and its alphabetic designation (e.g., APPENDIX A) in all caps, boldface, two inches from the top edge of the page.
3. Double space, then type the appendix title in all caps, boldface, centered:

APPENDIX A

INFORMED CONSENT FORM

4. Begin actual appendix material on the next page.

APPENDIX A
INFORMED CONSENT FORM

SAMPLE

APPENDIX B

FORMS

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- C. converting the file to a ProQuest-compatible PDF file.

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1. Click the circular **Office** button in the upper left corner of Microsoft Word.
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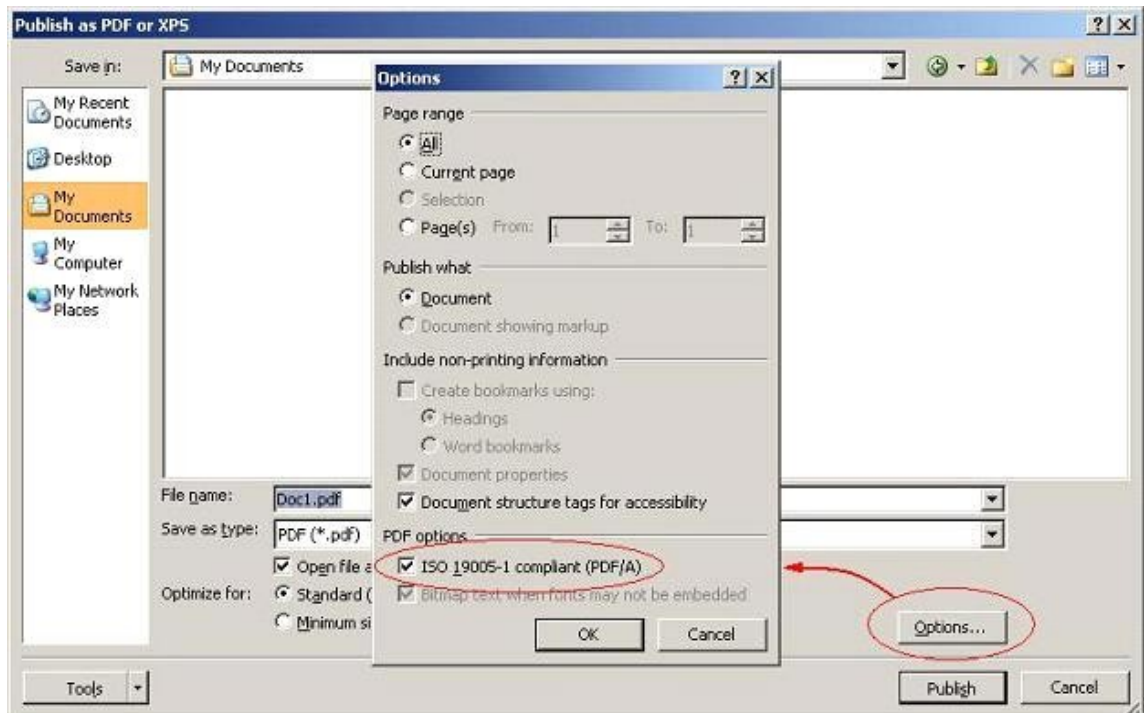
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2. Click the **Options** button.



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Adobe Acrobat 8

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4. Click **OK**.

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The following steps are required:

- 1. FORMAT YOUR DOCUMENT.** Once your thesis has received final approval from your department and has been thoroughly proofread and copy-edited, format this final draft according to the latest edition of the *APU Style & Format Handbook for Master's Theses*.
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