Thesis Format & Style Guide

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Qurtuba University of Science & Information Technology

Peshawar, KPK
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Preface

The thesis or dissertation is the single most important element of a research degree. It is a test of the student’s ability to undertake and complete a sustained piece of independent research and analysis, and to write up that research in a coherent form according to the rules and conventions of the academic community. As a rule, the main components of a research study are nearly the same in all disciplines throughout the world. Though, various styles of referencing and citation are used by the researchers in their research work i.e. APA, MLA, Harvard, Chicago, Turabian etc. Nonetheless, every established university develops its own customized format for its students’ facilitation in presentation of research proposals and theses to make a significant contribution in successful completion of M. S / M. Phil and Ph. D. research. The purpose of this document is to outline the standard requirements and guidelines that an M. S /M. Phil / PhD Thesis should adhere to in the area of organization and writing skills in order to be accepted at Qurtuba University of Science and Information Technology.

This handbook is compiled to facilitate the M.S/M.Phil and PhD students of Qurtuba University in developing their thesis and to bring an overall uniformity in their thesis. The format suggested in this handbook is MANDATORY for all M. S / M. Phil and PhD Students to develop and submit their thesis.
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General Format of Thesis

1.1 Page Size and Quality
AA4 (A4-Fine paper) should be used for submission of Thesis. Minimum paper weight should be 80 grams.

1.2 Page Setup / Margins
1 inch margins on all sides

1.3 Page Numbering
The best position for the page number is at top right. Pages containing figures and illustration should be suitably paginated.

1.4 Font guide
New Times Roman font should be used throughout the Thesis.

1.4.1 Font guide Table

<table>
<thead>
<tr>
<th>TEXT</th>
<th>Font Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>16pt BOLD</td>
</tr>
<tr>
<td>Author’s name</td>
<td>14 pt NORMAL</td>
</tr>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Institutional affiliation</td>
<td></td>
</tr>
<tr>
<td>Course title</td>
<td></td>
</tr>
<tr>
<td>Date of paper submission</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>16pt BOLD</td>
</tr>
<tr>
<td>Chapter Titles</td>
<td>16pt BOLD</td>
</tr>
<tr>
<td>Headings</td>
<td>14pt BOLD</td>
</tr>
<tr>
<td>Sub Headings</td>
<td>12pt BOLD</td>
</tr>
<tr>
<td>Table/Figure Headings</td>
<td>12pt BOLD</td>
</tr>
<tr>
<td>Text</td>
<td>12pt NORMAL</td>
</tr>
<tr>
<td>Footnotes / End notes</td>
<td>10pt NORMAL</td>
</tr>
</tbody>
</table>

1.5 Seriating
Just as the heading structure alerts readers to the order of ideas within the paper, seriating helps the reader understand the organization of key points within sections, paragraphs, and sentences. In any series, all items should be syntactically and conceptually parallel. Separate paragraphs in a series, such as itemized conclusions or steps in a procedure, are identified by an Arabic numeral followed by a period but not enclosed in or followed by parentheses. Separate sentences in a series are also identified by an Arabic numeral followed by a period; the first word is capitalized, and the sentence ends with a period or correct punctuation.

Using the learned helplessness theory, we predicted that the depressed and non-depressed participants would make the following judgments of control:

1. Individuals who ..... [Paragraph continues].
2. Non depressed persons exposed to ..... [Paragraph continues].
3. Depressed persons exposed to ..... [Paragraph continues].

The use of "numbered lists" may connote an unwanted or unwarranted ordinal position (e.g., chronology, importance, priority) among the items. If you wish to achieve the same effect without the implication of ordinality, items in the series should be identified by
Using the learned helplessness theory, we predicted that the depressed and non depressed participants would make the following judgments of control:

- Individuals who ..... [Paragraph continues].
- Non depressed persons exposed to..... [Paragraph continues].
- Depressed persons exposed to ..... [Paragraph continues].

Within a paragraph or sentence, identify elements in a series by lowercase letters in parentheses.

The participant’s three choices were (a) working with another participant, (b) working with a team, and (c) working alone.

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.

Alternatively, you may use bulleted lists within a sentence to separate three or more elements. In these instances, capitalize and punctuate the list as if it were a complete sentence.

**1.6 Levels of Heading**

Levels of heading establish the hierarchy of sections via format or appearance. All topics of equal importance have the same level of heading throughout a manuscript. Avoid having only one subsection heading and subsection within a section, just as you would in an outline. Use at least two subsection headings within any given section, or use none. The heading style recommended by APA consists of five possible formatting arrangements, according to the number of levels of subordination. Each heading level is numbered.

**1.6.1 Levels of heading**

<table>
<thead>
<tr>
<th>Level of headings</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading¹</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.²</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>

**1.7 Paragraph Setting**

Line spacing should be double spaced and all paragraphs should be justified. Indentation of each paragraph should be First Line Indentation.

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¹ This type of capitalization is also referred to as title case.
² In a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase.
1.8 Number of Copies
The students are required to submit several copies of Thesis as per coordinator’s directive, to be presented to Board of Advanced Studies and Research (BOASAR).

1.9 Binding & Cover Color
The M. S / M. Phil thesis cover should be in blue color with golden color of fonts and Ph. D thesis should be in black color cover with golden fonts.

1.10 Submission of Soft Copy of Proposal
The students are required to send a PDF copy of their research proposal to the program coordinator on his e-mail address. Also submit a soft copy of their thesis in Compact Disk (CD) to the examination department for plagiarism test and record purpose.

1.11 Cover Page
The following are included on the cover page:
- Title
- University Logo
- Author’s name: First name, middle initial, last name
- Student ID
- Course title

1.11.1 Cover Page Sample
1.12 Title Page

A title should summarize the main idea of the manuscript simply and, if possible, with style. It should be a concise statement of the main topic and should identify the variables or theoretical issues under investigation and the relationship between them.

- Avoid using abbreviations in a title
- The recommended length for a title is no more than 12 words.
- The title should be typed in uppercase and lowercase letters.

The following are included on the title page:

- Running head
- Page number
- Title
- University Logo
- Author’s name
- Student ID
- Course title
- Department
- Date of paper submission
- Supervisor Name
- University

1.12.1 Title Page Sample
1.13 Supervisor Certificate for Thesis Submission to ORIC

1.13.1 Sample

![Certificate by Supervisor (Thesis)](image)

1.14 ORIC approval Sheet

1.14.1 ORIC approval Sheet Sample

![ORIC Approval Sheet Sample](image)
1.15 Dedication and /or Acknowledgement

These pages are optional. If included, they must be numbered with Roman numerals.

1.16 Abstract

- The abstract needs to be dense with information.
- Embed key words in your abstract
- Ensure that the abstract correctly reflects the purpose and content of the manuscript.
- Do not include information that does not appear in the body of the manuscript.
- Write in clear and concise language.
- Begin the abstract with the most important points.
- Do not waste space by repeating the title.
- Include in the abstract only the four or five most important concepts, findings, or implications.
- Do not exceed the abstract word limit range from 150 to 250 words.
- Begin the abstract on a new page
- The label Abstract should appear in Title case letters,
- Centered, at the top of the page
- Type the abstract itself as a single paragraph without paragraph indentation.

1.16.1 Abstract Sample

Times New Roman, Bold, 16pt
Title Case, centered

Times New Roman, Normal, 12 pt
Single Paragraph, No Indentation

Running Head (Header)
Times New Roman, Normal, 10 pt

COVER PAGE TITLE

Abstract

Page Number
1.17 Table of Contents

The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as the author feels are necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. The page numbers listed on the Table of Contents must correlate with the beginning of each section or chapter. Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced.

1.17.1 Table of Contents Sample

1.18 List of Table/Figures

1.18.1 List of Table/Figures Sample
Main Elements of Research Thesis

In general the main body of the research thesis includes the following chapters:

- Chapter One – Introduction
- Chapter Two – Literature Review
- Chapter Three – Research Methodology
- Chapter Four – Data Analysis and / or Discussion
- Chapter Five – Conclusions/Results and Recommendations

However, some scholars may divide their thesis in sections with the above titles and further divide each section into relevant chapters and present each subsection as a separate chapter. In that case the number of chapters may increase.

2.1 Chapter One (Introduction)

2.1.1 Overview

Provide a concise overview of the Chapter at the beginning stating how this chapter had been organized including all the subsection etc.

The body of a manuscript opens with an introduction that presents the specific problem under study and describes the research strategy. When research is driven by the desire to resolve controversial issues, all sides in the debate should be represented in balanced measure in the introduction. Before writing the introduction, consider the following questions:

- Why is this problem important?
- How does the study relate to previous work in the area?
- If other aspects of this study have been reported previously, how does this report differ from, and build on, the earlier report?
- What are the theoretical and practical implications of the study?

A good introduction answers these questions in just a few pages and, by summarizing the relevant arguments and the past evidence, gives the reader a firm sense of what was done and why.

It should provide a brief description with a view to introducing the area of research and provide background information relating to the social / political / historical / educational / organizational (etc) context of the study. This chapter may include the following subsections:
2.1.2 Research Problem / Statement of the Problem:

A concise research problem statement that, in one to three sentences, describes specifically what the problem is that you intend to solve. It explains what problems or issues you wish to explore and why you wish to explore them.

State why the problem deserves new research: For basic research, the statement about importance might involve the need to resolve any inconsistency in results of past work and/or extend the reach of a theoretical formulation. For applied research, this might involve the need to solve a social problem or treat a psychological disorder.

Conclude the statement of the problem in the introduction with a brief but formal statement of the purpose of the research that summarizes the material preceding it. Also clearly state the reasons that the reported content is important and how the article fits into the cumulative understanding of the field.

2.1.3 Research Objective / Purpose of the Study:

The General /Global Objective should state the expected contribution of the research to the general body of knowledge in the subject area. The Specific Objectives should state how specifically the general objectives will be achieved.

2.1.4 Research Questions (Mandatory) and / or Hypotheses (Optional):

The students may include hypothesis of the study depending on the nature of the research. Hypotheses should be in the form of Null Hypothesis ($H_0$) and Alternate Hypothesis ($H_1$).

2.1.5 Significance of the Study:

While documenting the significance of the research you need to indicate how your research will refine, revise, or extend existing knowledge in the area under investigation. Note that such refinements, revisions, or extensions may have substantive, theoretical, or methodological significance. The documentation of the significance of the study should among other things address the following questions:

- What are the specific, significant, unique/major contributions that the research work will make to the area/body of knowledge?
- What will be the practical implications/use of the results/outcome?
• How will the results/outcome of the study be implemented, including a statement on its possible impact and on what innovations will come about through its implementation (if any)?

• What areas/directions of further/subsequent research work are likely to arise from the expected outcome/findings or results of the research study?

• What will be improved or changed as a result of the research work?

2.1.6 Limitations

Document the weaknesses or the possible limitations of the results/outcome of the research study and as well as the limitations of the approaches, procedures, methods etc which have been adopted to achieve the results of the research study. Also to be included are statements relating to issues, factors beyond the control of the study.

2.2 Chapter Two (Literature Review)

2.2.1 Overview

Provide a concise overview of the Chapter at the beginning stating how this chapter had been organized including all the subsection etc.

A review of the relevant literature showing the work done previously in the area of proposed research is essential to plan further research effectively. The information given in the review should be supported by references. The function of the literature review is to show your supervisor and the department that you are aware of significant writers/researchers in the field, and to indicate which issues/topics you will focus on in your review. You should demonstrate critical analysis and your review should be shaped by your argument and should seek to establish your theoretical orientation.

2.2.2 Literature Review

Discuss the relevant related literature, but do not feel compelled to include an exhaustive historical account. Assume that the reader is knowledgeable about the basic problem and does not require a complete accounting of its history. A scholarly description of earlier work in the introduction provides a summary of the most recent directly related work and recognizes the
priority of the work of others. Citation of and specific credit to relevant earlier works are signs of scientific and scholarly responsibility and are essential for the growth of a cumulative science.

Explain your approach to solving the problem. In empirical studies, this usually involves stating your hypotheses or specific question and describing how these were derived from theory or are logically connected to previous data and argumentation. Clearly develop the rationale for each. Also, if you have some hypotheses or questions that are central to your purpose and others that are secondary or exploratory, state this prioritization. Explain how the research design permits the inferences needed to examine the hypothesis or provide estimates in answer to the question.

What are the primary and secondary hypotheses and objectives of the study, and what, if any, are the links to theory? How do the hypotheses and research design relate to one another? Develop the problem with enough breadth and clarity to make it generally understood.

- Refer the reader to general surveys or research syntheses of the topic if they are available.
- Demonstrate the logical continuity between previous and present work.
- Do not let the goal of conciseness lead you to write a statement understandable only by the specialist.
- State hypotheses and their correspondence to research design.

2.2.3 Summary

Provide a concise summary of the findings of literature review at the end of the chapter highlighting imperative findings, significant procedural issues, and most important inferences. In the description of relevant scholarship, also inform readers whether other aspects of this study have been reported on previously and how the current use of the evidence differs from earlier uses. At the same time, cite and reference only works pertinent to the specific issue and not those that are of only tangential or general significance. When summarizing earlier works, avoid nonessential details; instead, emphasize pertinent findings, relevant methodological issues, and major conclusions.

2.3 Chapter Three (Research Methodology)

2.3.1 Overview

Provide a concise overview of the Chapter at the beginning stating how this chapter had been organized including all the subsections etc.
The Methodology section is very important because it documents how you plan to tackle your research problem. It also permits experienced investigators to replicate the study. The Method section describes in detail how the study was conducted, including conceptual and operational definitions of the variables used in the study. Different types of studies will rely on different methodologies; however, a complete description of the methods used enables the reader to evaluate the appropriateness of your methods and the reliability and the validity of your results. If your manuscript is an update of an ongoing or earlier study and the method has been published in detail elsewhere, you may refer the reader to that source and simply give a brief synopsis of the method in this section.

It is both conventional and expedient to divide the Method section into labeled subsections. These usually include a section with descriptions of the participants or subjects and a section describing the procedures used in the study. The latter section often includes description of (a) any experimental manipulations or interventions used and how they were delivered—for example, any mechanical apparatus used to deliver them; (b) sampling procedures and sample size and precision; (c) measurement approaches (including the psychometric properties of the instruments used); and (d) the research design. Insufficient detail leaves the reader with questions; too much detail burdens the reader with irrelevant information. Consider using appendices and/or a supplemental website for more detailed information.

Depending on the nature and the underlying methodological approach which has been adopted for the research, the followings may be documented in this section:

**2.3.2 Research Design and Method**

- Indicate which research design has been adopted/used (if any)
- Is the research QUANTITATIVE or QUALITATIVE in nature in terms of the methodology?
- Discuss and justify your choice of research method
- Highlight and discuss the relevance of the adopted method to your study
- Describe how the adopted method is applied

**2.3.3 Research Type**

Is the research Exploratory, Descriptive, Causal or a Case study method?
2.3.4 Techniques / Tools /Approaches / Instrumentation/Devices

- Which techniques, tools/instruments, approaches etc have been adopted and used to develop/produce, present/demonstrate the expected results of the research.
- Highlight and discuss the relevance of these techniques /tools / instruments /approaches to your study.
- Describe how these techniques/tools/ instruments or approaches have been applied or used.
- Criteria for judging credibility and trustworthiness of results (where relevant)

2.3.5 Data Collection Methods

- Clearly indicate whether you are going to use primary or secondary data
- Indicate what does primary or secondary data mean (i.e. provide a theoretical perspective).
- Identify the secondary data which you are going to use for your study.
- Explain how each variable will be measured (where relevant)

2.3.6 Population and Sampling Procedures (where relevant)

- Identify and document the population or reference for the study. In case of different components of the population, clearly indicate this.
- Discuss the various sampling frames, types and techniques that will be adopted including an indication of the type of statistical data analysis that will be carried out to analyze the results.

2.3.7 Variables (where relevant)

Describe aspects of the cases on which data collection and analysis will focus. Break up variables in terms of independent, dependent, moderating, and mediating variables with headings. On the whole the guiding principle for writing the methodology section is that it should contain sufficient information for the reader to determine whether the methodology is sound. It may well be the longest section of your research.
2.4 Chapter Four (Data Analysis and / or Discussion)

2.4.1 Overview

Provide a concise overview of the Chapter at the beginning stating how this chapter had been organized including all the subsections etc.

2.4.2 Data Analysis and / or Discussion

In this chapter the data is analyzed. Data may be analyzed quantitatively or qualitatively depending on the level of measurement and the number of dimensions and variables of the study. Analyze and discuss in depth to give meaning to the data presented in corresponding table.

Statistics and data analysis: Analysis of data and the reporting of the results of those analyses are fundamental aspects of the conduct of research. Accurate, unbiased, complete, and insightful reporting of the analytic treatment of data (be it quantitative or qualitative) must be a component of all thesis.

2.5 Chapter Five (Summary, Conclusions and Recommendations)

2.5.1 Overview

Provide a concise overview of the Chapter at the beginning stating how this chapter had been organized including all the subsections etc.

2.5.2 Summary of Findings

- This describes the problem, research design, and the findings (answer to the questions raised). The recommended format is the paragraph form instead of the enumeration form.
- For each of the problems, present:
  - The salient findings,
  - The results of the hypothesis tested

2.5.3 Conclusions

- These are brief, generalized statements in answer to the general and each of the specific sub-problems. These are general inferences applicable to a wider and similar population.
• Flexibility is considered in making of conclusions. It is not a must to state conclusions on a one-to-one correspondence with the problems and the findings as all variables can be subsumed in one paragraph.

• Conclusions may be used as generalizations from a micro to a macro-level or vice versa

2.5.4 Recommendations

• They should be based on the findings and conclusion of the study.
• They may be specific or general or both and should be in non-technical language and be feasible, and flexible
• Must include suggestions for further studies.
References

References acknowledge the work of previous scholars and provide a reliable way to locate it. References are used to document statements made about the literature, just as data in the manuscript support interpretations and conclusions. The references cited in the manuscript do not need to be exhaustive but should be sufficient to support the need for your research and to ensure that readers can place it in the context of previous research and theorizing. The standard procedures for citation ensure that references are accurate, complete, and useful to investigators and readers. Start the reference list on a new page. The word References should appear in uppercase and lowercase letters, centered. Double-space all reference entries. APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented. Footnotes are used to provide additional content or to acknowledge copyright permission status.

3.1 Italicizing Titles

Knowing when to italicize a title within your reference page can be confusing, especially when two titles are present within the same citation, for instance, an article title and a journal title. A simple technique for remembering which element to italicize is to think of the titles as being in a “parent – child” relationship, one title (the parent) is over the other title (the child). The “parent” title is italicized; the “child” title is not. For example, an article (child) appears within a journal (parent); the article is a part of a larger entity. Therefore, the journal title is italicized, but the article title is not.

3.1.1 Table for Italicizing Titles

<table>
<thead>
<tr>
<th>Child (No Italics)</th>
<th>Parent (Italics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No child present</td>
<td>Work title</td>
</tr>
<tr>
<td>Book chapter title</td>
<td>Book title</td>
</tr>
<tr>
<td>Article title</td>
<td>Journal title</td>
</tr>
<tr>
<td>Journal issue number</td>
<td>Journal volume number</td>
</tr>
<tr>
<td>Web page title</td>
<td>Web site title</td>
</tr>
</tbody>
</table>

The same method applies if a work is a part of a series or compilation, with the work (child) being secondary to the series (parent). If a work is not a part of a series or compilation, italicize the work title.
3.2 In-Text Citation

Citations within the text of your paper refer the reader to an alphabetical reference list at the end of the paper. APA format uses the author-date method of citation. The author’s last name and the publication date are inserted at the appropriate point in the text, following the material cited. Suffixes such as PhD. or Jr. are not included.

3.2.1 Works by a single author

- If the author is mentioned in the paper, provide the year of publication in ( ) just after the name:

  Hacking (1998) covers material on public record about chronic fatigue syndrome.

- If the author is not mentioned in the paper, at the end of the quote or paraphrase use the author’s last name and the year, separated by a comma

  The article covers public record about chronic fatigue syndrome (Hacking, 1998).

- If both the author and the date are mentioned in the text, a parenthetical reference is not needed.

  In a 1993, Gould explains Darwin’s most successful theory in his article.

- For exact quotations, cite specific page numbers following the year

  Emily Bronte “expressed increasing hostility for the world of human relationships, whether sexual or social” (Taylor, 1988, p. 11).

- For paraphrased passages, page numbers are encouraged, but not required. The year is required.

3.2.2 For an online source with no pagination

If page numbers are not provided on an electronic source, use the abbreviation “para.” to indicate the paragraph location of direct quotes.

In exchange for that cooperation, authorities have recommended a sentence of 15 years in prison (Hayes, 2009, para. 4).

3.2.3 Works by Two Authors

Provide the last names of both authors. Use the word “and” to separate the names in the sentence, and use “and” or “&” to separate their names in the parenthetical citation.

As Sullivan and Thomas (1998) point out...

The turmoil in the Middle East is the result of politics (Sullivan & Thomas, 1998).
3.2.4 Works by more than two authors

Use the last names of all authors in the first citation. Then, in all following citations, include only the last name of the first author followed by “et al.”

- Writing becomes better as the child matures (Britton, Thomas, & Miller, 1996).
- According to Britton et al. (1996), a child time...

3.2.5 Works with no author identified

When a work has no author identified, cite the first two or three words of the reference list entry followed by the year. The first entry is usually the title. Italicize the title of a periodical or book; use double quotation marks around the title of an article or chapter.


3.3 Secondary Resources

When a work mentions another, previously published work, acknowledge the original author in your text, but give the source you are using in the reference list. Use the phrase “as cited in” for your in-text reference.

- As Villa points out, “Perhaps the conflict seems so strong because the stakes are so low” (as cited in Affleck, Allen, & Della, 1996).

3.4 Personal Communication (Including letters, e-mail, and interviews)

Do not add this information to your reference list. You should cite the information in text only. Give the initials as well as the surname of the communicator, and provide an exact date:

- (A.N. Jones, personal communication, March 18, 2009).
3.5 In-Text Citation Samples

Paraphrased Content
Use the Author-Date method of citation. The author and date will never be separated in APA style. Notice that you can use any sentence structure you choose.

Example 1. Lange (2009) found that cats instinctively kill snakes.
Example 2. Felines often recover from a bite when they are struck by a pit viper (Jones, 2008).
Example 3. In 2006, Smith’s study showed that cats instinctively avoid being bitten by snakes.

Direct Quotes (under 40 words)
Use page numbers and quotation marks for direct phrases that you do not put into your own words. Many electronic sources do not have page numbers. Use the paragraph number (if available) and precede it with “para.” If neither paragraph numbers nor page numbers are available, cite the heading and the number of the paragraph that follows it.

Example 2. Becker (2004) stated that the “social model of disability needed to be revised” (p. 34).
Example 3. Sims (2010) coined the term “frankenreferences” (p. 22) to refer to scary citations.
Example 4. The study showed that research in “library databases can both satisfy and create more interest and curiosity” (Jones & Killen, 2010, para. 6).
Example 5. Lee (2007) stated that “the data was unreliable” (Methods section, para. 4).

Block Quotes (direct quotes over 40 words)
Use block quote for quotes over 40 words. Indent the block quote five spaces or half an inch and do not use quotation marks. As in the rest of your paper, use double spacing. Notice that in block quotes, the period goes before the parentheses. This is different than with short quotes.

Rossett (1995) points out the importance of examining records and outcomes:

The examination of extant data is a wonderful needs assessment tool because it is inexpensive. This tool takes the instructional technologist across the organization in search of the natural outcomes of effective and ineffective performance. It involves asking colleagues for the data that automatically flow from their work. The only challenge is to convince colleagues that they ought to release that information to you. (p. 192)

Thus, using existing data could
3.6 Reference List

Books

Note: In titles of books in the reference list, capitalize only the first word of the title, the first word after a colon, and proper nouns.


3.6.1 Books by one author

- Author’s name. (publication date). Title. City and state of publication: Publisher.
- *In-text citation*: (Alvarez, 1999).

3.6.2 Books by two to seven authors

- Author’s names in the order in which they appear. (date). Title of publication. City and state: publisher.
- *In-text citation*: (Strunk, Jones, & White, 1979).

3.6.3 Books with 8 more authors

- List the first six authors, then insert three ellipsis points, and add the last Author’s name. City and state: Publisher.
- *First in-text citation*: (Engberg, Dugan, Haworth, Williams, Kelly, Johnson, Smith, & Stewart, 2009).
- *Subsequent in-text citations*: (Engberg, et al., 2009).

3.6.4 Books by a group, institutional, or corporate authors

- Alphabetize group authors by the first significant word of the name. (date). Title. City: Publisher (When the author and publisher are the same, use the word “Author” as the name of the publisher).
- *In-text citation*: (Springhouse Corporation, 2002).

3.6.5 Books with Editors

- For a book with an editor but no author, begin with the name of the editor (or editors) followed by the abbreviation “Ed.” (or “Eds.” for more than one editor) in parentheses.
- *In-text citation*: (Duncan & Brooks-Gunn, 1997).
3.6.6 For a book with a chapter written by an author but edited by another person

- Author. (date). Chapter. In Editor/s (Eds.), Title of the book (page numbers). City and state: Publisher.
  
  In-text citation: (Haybron, 2008).

3.6.7 For a book written by an author but overseen by an editor

- Cite as you normally would, but add information about the editor in parentheses after the book title.
  
  In-text citation: (Plath, 2000).

3.7 Articles

3.7.1 Article or entry in a reference book

- Author’s name. (date). Title of chapter or entry. In Editors (Eds.), Title of reference book. (Vol. #, pp.#). Location: Publisher.
  
  In-text citation: (Field, 2002).
  
  In-text citation: (Schizophrenia, 1983).

3.7.2 Articles in scholarly Journals and periodicals paginated by volume

- Scholarly journals are often published by volume, and page numbers may continue throughout the year instead of beginning each issue with page 1.
- After the italicized title of the journal, give the volume number (also italicized, but do not use Vol.) followed by the page numbers at the end of the citation (do not use pp.)
- Author(s). (date). Title of article. Title of Periodical or Journal, volume #, page #s.
  
  In-text citation: (Spitch, Verzy, & Wilkie, 1993).

3.7.3 Articles in Journals Paginated by Issues

- When each issue of a journal begins with page 1, include the issue number in parentheses.
- Author. (date). Title of article. Title of Journal, volume # (issue #), page #s.
3.7.4 Articles in Magazines

News magazines are usually published weekly or monthly. Note the month (and date, if given), along with the year. Remember to include volume and issue numbers if available.


In-text citation: (Cortese, 1998).

3.7.5 Articles in Newspapers

Begin with the name of the author, if one is given, followed by the year, month, and day of publication. Page numbers are introduced with “p.” (or “pp.” for multiple pages).


In-text citation: (Haney, 1998).

3.8 Electronic Sources

(Web sites, electronic books, Pro Quest, EBSCO host and other library databases)

If you cannot find some of this information for your reference, cite what is available.

The updated guidelines for electronic sources state that the digital object identifier number (DOI) must be included if one is assigned. “A DOI is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the Internet” (American Psychological Association, 2010, p.189).

Sample:


If a DOI is available, use it at the end of a citation. If it is not available, use the URL of the web site from which the information was retrieved. Retrieval dates are only necessary if the information will prove difficult to find again due to revision (example: Wikis).

Titles of documents or articles are not in italics and only the first word is capitalized. Titles of journals and other periodicals are in italics and all major words are capitalized. Titles of web sites are capitalized but not in italics.
3.8.1 Web site: (Not a periodical article)

- Author(s). (Date of Publication). Title of document. Retrieved from electronic address
- In text citation: (Shiltz, 2002).
- In text citation: When referring to a specific piece of information, include paragraph numbers in the reference. Use “para.” Example: (Butler, 2003, paras. 2-3).

3.8.2 Articles from an Online Journal

- Author(s). (Year of Publication). Title of article. Journal Title, Volume Number (Issue Number), pages if available. Retrieved from electronic address
- In text citation: (Royce, Gebelt, & Duff, 2003).

3.8.3 Articles from an Online Magazine

- Author(s). (Date of Publication). Title of article. Title of Magazine, Volume Number (if given) (Issue Number), page(s). Retrieved from electronic address.
- In text citation: (Rauch, 2002).

3.8.4 Online Book (E-Book)

- Author(s). (Year of publication). Title [information about format or version if available]. doi or website that document was retrieved from.
- In text citation: (Thompson, 1997).
- In text citation: (Schirnald, 2001).

3.9 Media

3.9.1 Single Episode from Television Series

For an episode from a television or radio series, use the same format as for a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.

In-text citation: (Astrof, Ottesen, & Burrows, 1994).

3.9.2 Video


In-text citation: (Thomas, McLaren, & Linklater, 2006).
3.10 Reference List Samples

**Reference List Tips**

- Start a new page. Use alphabetical order, and double spacing.
- Use hanging indentation. Highlight the text. Go to: Format → Paragraph → Indentation → Hanging
- *Italicize* major titles like journals, books, movies, DVDs, and so forth.
- Do not italicize the title of journal articles, book chapters, and web pages.
- Break a long URL before the punctuation.
- Page numbers: Use "pp." to indicate page numbers when citing *newspaper articles* (if the article has page numbers) and *book chapters*. Omit "pp." when citing journal and magazine articles. In cases where a newspaper article/book chapter occupies a single page, the page is preceded by "p."

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**References**


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**Online Periodicals (Journal, Newspaper & Magazine Articles)**


**Newspaper**


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**Books**

**Author, A. A. & Author, B. B. (Year). Book title. Location City, State: Publisher.**


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**Book Chapter**


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***These labels are for example only. Do NOT use labels like Journal Articles, Newspaper, and so forth in your References.***
Other Electronic Resources and Websites

- When there is no author for a web page, the title moves to the first position of the reference entry.
- If no date is given, put “n.d.” in the parentheses rather than a year: (n.d.)
- Do not include retrieval date unless the entry changes frequently (like on a Wiki)

**Online Dictionary**

**Specific Page within a Web Site**


**Weblog/Blog**

**Podcast**

**Government Websites**

Appendices

In general, an appendix is appropriate for materials that are relatively brief and that are easily presented in print format. If your manuscript has only one appendix, label it Appendix;
If your manuscript has more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main text. Each appendix must have a title.

- In the text, refer to appendices by their labels.
- Center the word Appendix and the identifying capital letters (A, B, etc., in the order in which they are mentioned in text)
- At the top of the page
- Center the title of the appendix, and
- Use uppercase and lowercase letters.
- Begin the text of the appendix flush left, followed by indented paragraphs.
Major Components of a Qualitative/Quantitative Thesis

Many fields of study use differing Qualitative/Quantitative model formats. Be sure to work closely with your advisor to select the relevant components for your thesis.

1. Cover Page – (see sample page)
2. Title Page – (see sample page)
3. Supervisor Certificate (SUPERVISOR CERTIFICATE FOR THESIS) (see sample page)
4. ORIC approval Sheet (EVALUATION (Thesis) (see sample page)
5. Dedication (Optional)
6. Acknowledgements (Optional)
7. Abstract (see sample page)
8. Table of Contents
9. List of Tables/ Graphs/Figures (where relevant)
10. Chapter One (see sample page)
   • Overview of the chapter
   • Introduction – brief overview explaining the background and importance of the study
   • Statement of Problem
   • Purpose of the Study
   • Theoretical framework,
   • Research questions and / or Hypothesis
   • Research objectives
   • Definition of Terms – clarification of any terminology in the study
11. Chapter Two (see sample page)
   • Overview of the chapter
• Review of the Literature
• Summary of findings

12. Chapter Three (see sample page)
• Overview of the chapter
• Research Design
• Description of the design.
• Criteria for judging credibility and trustworthiness of results (where relevant).
• Sampling
• Study population.
• Variables (where relevant)
• Methods of Data Collection (where relevant).
• Limitation and / or Delimitations of the Research Study.

13. Chapter Four (Data Analysis and / or Discussion)
• Overview of the chapter
• Statistics and data analysis

14. Chapter Five (Summary, Conclusions and Recommendations)
• Overview of the chapter
• Summary of Findings
• Conclusions
• Recommendations
• Must include suggestions for further studies.