



# **Style Manual for Doctoral Students**

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## CSICS Style Manual for Doctoral Students

*Revised 1/08 by Elizabeth Drury, with earlier work by former Biola librarian Beth Patton  
Revised again 01/11 by Amy Joel*

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## SECTION 1

### PURPOSE AND LIMITATIONS OF THIS MANUAL

The guidelines in this manual have been adapted from and are based on the formatting requirements of the American Psychological Association (sixth edition, hereafter APA 6th). Please purchase and consult the original source for more detailed information:

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

The Cook School of Intercultural Studies (CSICS) follows the principles of APA 6th because academic readers expect quality work to conform to a widely-accepted standard, especially for in-text citations and reference pages. If you wish to adapt parts of your dissertation for submission to journals for publication, the guidelines in the CSICS Manual will bring you close to the formatting requirements of journals in APA 6th style.

Be aware, however, that CSICS guidelines are not identical to all elements of APA 6th style, since the purposes of the two manuals differ. The APA manual enables copy editors and typesetters to make necessary changes to journal articles efficiently and unambiguously before presenting them in finished form to the public. The APA recognizes that for journal publications, authors are several steps removed from the presentation of their work to their audiences. The CSICS style manual, in contrast, focuses on polishing a final document. CSICS guidelines ensure (a) that readers will be able to follow the flow of your bound dissertation without being distracted by idiosyncrasies in form and style, and (b) that CSICS dissertations will be reasonably consistent in form and style with those of other departments at Biola. As you complete final formatting of your dissertation, you are working directly for the interests of readers all over the world and for decades to come; you are not simply presenting a raw document to a journal's copy editor. A dissertation is, thus, more of a finished product than is a copy manuscript submitted for publication, and our guidelines reflect greater attention to visual presentation than do those of the APA. Minor divergences from APA 6th style are, therefore, necessary and reasonable.

Please use neither the visual presentation of these pages nor other dissertations as exact examples for formatting; rather, always follow the written instructions in this manual. Since this style guide constitutes a single chapter in the CSICS PhD Handbook, space-saving reductions of margins, spacing, fonts, headings, and examples have been necessary. If you encounter questions that are not covered here or if you need further clarification at any point in the writing process, please contact the CSICS form & style checker or your Dissertation Chair.

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## SECTION 2

### SUGGESTIONS FROM THE START

Graduates, faculty committees, and dissertation checkers have offered the following advice over the years to help students avoid unnecessary anguish or delay during the final stages of completing a dissertation. Even from the earliest stages of research, consider these suggestions about technology, obtaining permission from authors, recording source detail, and seeking additional help.

#### 2A. Avoiding Tech-Induced Trauma

1. Try to use the same computer and word processing program from beginning to end in order to avoid problems with compatibility.
2. Turn on the feature that shows formatting marks so that you can see every paragraph symbol, tab, and space-bar stroke. Turn on the ruler feature so that you can see margins for each line.
3. Dividing the dissertation into several smaller documents can simplify the final formatting and format checking process. If you choose this option, create one document for all preliminary pages, one document for each chapter, one document for the reference pages, and either one or numerous documents for appendixes.
4. **BACK UP YOUR WORK.** Keep at least two saved versions of the most recent document. Keep a copy of the previous version just in case you lose the saved version or any information you want to reinsert. Clearly label the version so you know which is the most current. When the files get large, use a CD or USB drive that can hold the entire document on one device. Additionally, you can store a back up of your work using an Internet-based service.
5. Liberally use the spell check feature of your word processor. Cautiously consider the advice of computerized grammar checkers.
6. Some students purchase Endnote, a software program that manages in-text citations and references in any of approximately 14 styles (including APA 6th). Endnote provides a tidy way to store thorough bibliographic information for sources you have used in writing papers. Endnote can be helpful and can speed the process of formatting citations and references, but it is not a perfect tool. Endnote will produce errors, and presenting citations and references accurately will still depend on your careful attention to the details in this manual and in chapters 6 and 7 of the APA 6th guide.

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7. Exercise caution in committing your formatting to a document template. Although students have experimented with templates, often working very hard to produce helpful tools, you should be aware that, as of yet, no template has been produced that yields an error-free document, and correcting simple formatting errors within the confines of a template can be extremely difficult.

### **2B. Obtaining Permission From Authors and Copyright Holders**

When you reproduce or adapt a table, a figure, a quotation of more than 400 words (APA, p. 122), or other material from another source (whether from a book, article, unpublished conference paper, class syllabus, web document, e-mail, dissertation, etc.), you must receive permission from both the author and the copyright holder. The author is usually – but not always – the copyright holder. Since you will not be able to finalize your dissertation (and, thus, to graduate) until you can show written permission for reproduced or adapted materials, contact authors and copyright holders as soon as you know that you will be using their work. They may be hard to track down or may not move as quickly as you wish when you are facing a graduation deadline. See Section 7 for more information about reproducing and adapting.

### **2C. Noting Page Numbers and Source Details**

Much reading and preparation for your dissertation begins years before you begin to type. Possibly the most time-consuming task during the format checking stage is tidying up your references and in-text citations. You may have consulted a source of limited circulation long ago but discover at the format check that you omitted necessary page numbers, publication dates, authors' initials, translators' names, or other source information. Finding such details can be extremely difficult and frustrating. Do yourself a tremendous favor by taking careful and detailed notes of your sources along the way. You may not end up needing all that you write down, but make sure that you have the information just in case. Note page numbers not only for direct quotations but also for specific ideas or information. If you are using an internet source, note necessary links and paragraph numbers for specific information. In the rare event that you consult only a secondary source for a particular piece of information, be sure to note all information provided about the cited primary source (see Section 7B, *Quoting from secondary sources*, for more information).

### **2D. Hiring Extra Help**

If you are prone to committing excessive spelling and grammatical errors or if you are a non-native English speaker/writer, please consider employing a proofreader or editor prior to submitting a draft of the dissertation.

Similarly, if you are unfamiliar with formatting in word processing programs, or if God has not yet added technological *savoir-faire* to your mix of multiple intelligences, consider employing a typist to assist in the creation and revision of the document.

Although the committee readers and the form & style checker can offer guidance in matters of form and style, you are ultimately responsible for producing a clean dissertation. If you wait until the format checking stage to seek help, you run the risk of missing graduation deadlines. The form & style checker will not read a document that contains excessive errors but will instruct you to hire an

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editor or typist. Don't find yourself in this stressful situation at the last minute. Hire extra help early in the process.

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### **SECTION 3**

#### **FINAL STAGES OF WRITING YOUR DISSERTATION**

This section describes the responsibilities of students and committees, the procedure for having your dissertation approved, deadlines for completion of each step, and details about the final copy submitted for binding.

#### **3A. Responsibilities of Students and Committees**

(Source: Dr. Judith Lingenfelter)

##### ***Responsibilities of the Student***

On my honor I will try to do the writing well. I will not hassle the form & style checker or the committee, and I will not expect them to do what I should do on my own.

##### ***Responsibilities of Chairs and Committees***

Our job is to help you get your data into a standard format so that others can read and understand what you find compelling enough to research and write. To that end, we work with you to challenge, confront, reject, encourage, and above all, make you rewrite until we are satisfied that you can be proud of your work.

The faculty in the School of Intercultural Studies works with the form & style and format checkers, the Graduate Studies Committee, and the University at large to ensure that your dissertation meets (and exceeds!) the standards for doctoral work. That means meeting deadlines, making sure you have all the appropriate permissions through the PHRRC, maintaining integrity in your data collection, and making sure that your citations and sources are accurate and do not violate copyright permissions.

#### **3B. Approval Procedure**

1. **Chair Reading (Initial Drafts)**

Submit your initial drafts to the chair of your committee for his or her suggestions. You may be asked to do several revisions before the chair feels it is ready to be read by the other members of the committee.

2. **Committee Approvals (Defendable Draft)**

When the committee members have read and approved the changes called for, the chair may call for a defense. Prior to the defense, the writer should have each member sign and date the routing sheet with a defendable draft approval.

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**3. Defense (Committee Chair)**

Occasionally, during defense, the department will request that some content revisions be made to the dissertation. All revisions must be made before the dissertation can be given to the form & style checker. Be sure to recheck your Table of Contents, List of Tables, List of Figures, and References pages for accuracy of page numbers.

**4. Submission of Permissions and UMI Information (CSICS Graduate Administrative Assistant)**

Before moving to the form & style check, you must submit to the CSICS Graduate Administrative Assistant permission letters from authors and copyright holders for every item in your dissertation (tables, figures, quotations of more than 400 words, or any other borrowed material) which has been reproduced or adapted from another source. Consult Section 7 of this guide to determine whether your borrowed materials are reproduced, adapted, or *based on* other sources. *Based on* does not require permission. Keep in mind that authors are not necessarily copyright holders, and you must track down this information. Emailed, faxed, or hard-copy permission letters are all acceptable, as long as they clearly grant permission for reproducing or for adapting. (Do not adapt a source, for example, when you have permission only to reproduce it.) These letters are not part of the bound dissertation but must be sent to *Dissertation Abstracts International*.

The CSICS Graduate Administrative Assistant has UMI and other paperwork for you to complete and sign, like copyright notices, etc. Don't forget these, or your graduation will be delayed!

**5. Format Check**

When all the committee readers have signed approval of the defensible draft on the routing sheet and you have submitted permission letters use the Check List (Appendix A) to make sure you have properly formatted the dissertation. Then arrange to submit your corrected dissertation to the Form & Style Checker, who will indicate any needed corrections on your copy and return it to you.

You should make revisions as noted and return the "marked up" copy plus your corrected copy to the Form & Style Checker, along with the routing sheet. First copies and revisions may be submitted to him/her electronically. The version must be printed and submitted to the Format Checker (who may or may not be the same person as the Form & Style Checker).

For only minor corrections, checking process usually takes two weeks. If many corrections are need, it can take much longer. Be sure to leave enough time for revisions. When satisfied, the checkers will sign the routing sheet.

**6. Printing the Dissertation/Thesis**

Biola University's Duplicating Center is accustomed to printing dissertations. They have the correct paper in stock. If you wish, you may simply take a completely corrected clean copy there for printing. Note the requirements listed in Section 3C. You may have your dissertation printed elsewhere if you wish, but be certain that you are using the correct paper.

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**7. Submission**

Once your copies are printed, submit them, along with the signed routing sheet, to the CSICS Graduate Administrative Assistant.

The CSICS Graduate Administrative Assistant will be responsible for making sure that all fees have been paid to the Biola Cashier or Financial Services and that the submission copies are delivered to the Library Binding Supervisor by the deadline.

The CSICS Graduate Administrative Assistant will obtain the signatures needed on the Approval Sheet if committee members and the chair are faculty at Biola University. If you have committee members from outside Biola University, you are responsible for obtaining the written signature on the three submission copies and having them in place by the deadline.

**8. Rejoice and Graduate! Congratulations, Dr.!****3C. Submission Copy Requirements**

1. Three copies of the dissertation must be submitted to the library for binding, printed on dissertation paper.
2. The routing sheet and any permission letters do not need to be duplicated for each copy. Only one copy of each is needed, submitted along with the three submission copies.
3. Printing must be on only one side of the page.
4. They must be done on eight and one-half inch by eleven inch (8-1/2" x 11") 100% rag/cotton bond paper. It must be white and at least twenty-pound weight (twenty-four-pound weight is the usual).
5. All pages must be identical in weight, color, and texture.
6. Ink must be crisp and clear on all copies with laser, not ink-jet printing.
7. The writer may submit any number of additional copies to the library (or any commercial binder) for binding for personal use. These copies do not need to be on 100% cotton rag/bond of 24-pound weight, nor do they need to be printed only on one side of the page; however, the paper must be able to withstand binding (i.e., no newsprint, etc.).
8. The three submission copies will remain at Biola University. The first copy will be put into the library archives. The second copy will be entered into the library's collection and be available for circulation. The third copy will be sent for microfilming and digitization and then bound. When returned, it becomes the CSICS copy.

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Suggestions: Get one copy for yourself that is bound. You can do that through Biola Library's binding company or simply by any company near your residence. Keep one copy unbound to facilitate printing of more copies in the future. You may want to save a copy with mirror margins for printing double-sided. The Duplicating Center can do paper tape or spiral binding that may be sufficient for gift copies to family, friends, or institutions or individuals who have helped you with your work.

9. Each copy submitted for binding must be sent in a separate box or large clasped envelope. There should be no paper clips, rubber bands, staples, or any kind of binding on the paper.
10. All three submission copies will be bound by Biola University's commercial binding company. Writers may not submit bound copies. The color of the cover assigned to CSICS is green.
11. All doctoral dissertations are sent to *Dissertation Abstracts International* (DAI) for microfilming and digitization. They may be available for purchase in paper, microfiche or PDF from ProQuest, and they are accessible through the [Current Research @ Biola University](#) link on the Biola Library webpage.
12. You may be interested in registering the work with the U. S. Copyright Office. Dissertations submitted to ProQuest may, at the same time and for an additional fee, be officially registered for copyright. Check with the Biola University Library Binding Supervisor in the Technical Services Department for more information and forms.

### **3D. Completion Deadlines**

Table 1 provides dates for completion of each step in the approval process. Deadlines are Friday at 4:30pm PST and should be calculated according to the number of full weeks remaining before Commencement. The CSICS office and your committee chair can provide you with official dates. If you miss these deadlines, your graduation will be delayed. Please plan well ahead, especially since other students may be in line before you.



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Table 1

Completion Dates for Dissertation Approval Process

Step	Contact person	Completion deadline
First draft reading	Committee Chair	See your Chair
Revised drafts reading	Committee Chair	See your Chair
Defendable draft approval	Committee Readers	See your Chair
Defense approval	Committee Chair	See your Chair, but at least six weeks before graduation
Permissions approval	Graduate Administrative Assistant	See your Chair, but at least six weeks before graduation
Format approval	CSICS Form & style checker <sup>a</sup>	Five weeks <sup>b</sup>
Submission copies	Graduate Administrative Assistant	Three weeks <sup>b</sup>
Submission copies to Library Binding Supervisor	Graduate Administrative Assistant	Two weeks <sup>b</sup>

*Note.* It should be reiterated that these steps are **completion** dates.

<sup>a</sup>Your format check could take two or more weeks to complete, depending upon the extent of correction necessary. Plan ahead. <sup>b</sup>Must be completed by Friday at 4:30pm.

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## SECTION 4

### CSICS EDITORIAL STYLE

Although cultures, eras, and genres differ slightly in prescribing rules for writing, dissertation culture values tradition in style and structure. CSICS style follows the conservative standard of the APA 6th manual. This section details guidelines for punctuation, emphasis, numbers, spelling, and voice.

#### 4A. Punctuation

##### *Punctuation for Quotations*

1. Use quotation marks only for a direct quotation. You must include a source name, date, and page (or paragraph) number after every quotation.
2. Use three ellipses (with spaces between them) within the quotation to show that you have omitted part of it. If the part previous to the omission ends with a period, there will be four dots with one space between each. Do not begin or end quotations with ellipses: Readers understand that the quotation is simply a part from the whole.
3. If the quotation begins a sentence in your text or stands alone, capitalize the first word of the quotation, even if it is not capitalized in the original. If the quotation is only part of a sentence in your text, do not capitalize the first word of the quotation unless it is a proper noun. Note ellipses, brackets, and capitalization in these examples:

Jones (2000) says, "Formatting . . . can be . . . fun" (p. 16).

Jones (2000) argues that "formatting a [doctoral] dissertation . . . can be . . . fun" (p. 16).

Experts suggest that attitude makes a difference: "Editing and formatting a dissertation can be considered to be fun only when compared to root canals in the days before anesthesia. . . . Enjoyment of the process is clearly a matter of perspective" (Jones, 2000, p. 16).

4. Do not add italics or boldface to quotations for emphasis. When a quotation includes italics, underlining, or boldface fonts in the original text, readers will assume that they were added by the original source (and not by you).

"Quoting from the source requires the use of quotation marks. . . . It is a necessary part of accurate documentation" (Smith, 2000, p. 13).  
Readers assume that the original author added the underlining.

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5. At the end of a quotation, always place periods and commas within the quotation marks, and always place semi-colons and colons outside the quotation marks. Place question marks and exclamation points inside or outside quotation marks, depending on the context (Is the speaker questioning or exclaiming, or are you?).

Jimmy said, “I’m sure the committee will accept the first draft of my perfectly designed and written dissertation,” but later lamented that “they’ll probably return it to me for revisions.”

The committee returned the dissertation for the third time, saying that it “needed just a little more work”; Jimmy was traumatized.

The form & style checker said, “You have to attend to a few details”; Jimmy had misspelled his own name on the title page.

Jimmy retorted, “I’m about to get my PhD! Do you expect me to believe that I misspelled my own name?”

What could the form & style checker possibly say to this student who was “about to get [his] PhD”?

Jimmy realized his defensiveness and said, “What an attitude I’ve had!” He even apologized for what he called “dissertation-induced backsliding!” He apologized, made the revisions, and turned in an excellent finished product. At graduation, his committee said, “Hooray, Doc!”

### ***Punctuation for Items in a Series***

#### ***Within a sentence***

1. Use a comma before the *and* or the *or* in a series of three or more items.

apples, bananas, and figs

2. Use a semicolon to separate items in a series that already have commas within an item.

He ate apples, which were sweet; bananas, which were distinctively mushy; and figs, which didn’t agree with him at all.

3. When a series of items is listed in sentence form within the text, precede each item with a lower case letter in parentheses and a space:

He suggested (a) that she try an apple, (b) that she avoid bananas, and (c) that she not even look at the figs.

#### ***Beyond the length of a single sentence***

4. For more complicated seriation, use a paragraph form for easier reading and understanding. Items should be numbered and double-spaced. Place the number at the left margin and begin

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text at 1/2 inch. If an item requires more than one line, the text should be flush with the previous text.

5. Follow each item with a period (if each constitutes a sentence on its own) or semicolon (if the items together form a sentence).
6. Do not use bullets or other symbols.
7. Use only Arabic numbers.
8. If you list more than nine items, be sure the 10th and subsequent numbers are flushed so that the dots all line up. (For help, see instructions for Lists of Tables/Figures in Section 6.)

#### ***After a colon***

In order to list items after a colon, the material preceding the colon must constitute an independent clause (a stand-alone sentence).

#### **INCORRECT**

The teachers' three main concerns are:

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX;
2. YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY; and
3. ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ.

#### **CORRECT**

The teachers voiced three main concerns:

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX;
2. YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY; and
3. ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ.

#### **4B. Emphasis**

1. Do not italicize, bold, or underline to add emphasis. You should express emphasis through the strength of your writing without depending upon fonts and other special effects.
2. Reserve quotation marks for identifying quoted material only. Do not use quotation marks for emphasis, for non-English words, or for implying special meaning.

“Emphasis” should be, like, *accomplished* through your “writing” and stuff, *seriously*. (This is an example of what not to do.)

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#### **4C. Spelling**

APA 6th points to *Merriam-Webster's Collegiate Dictionary* for preferred spellings of words (Section 4.12). Generally, Merriam-Webster prefers American variants (i.e., behavior rather than behaviour, color rather than colour), and word-processors allow users to select American English (from multiple varieties of English) as a spelling preference.

#### **4D. Numbers and Measurements**

Choosing whether to express numeric concepts with numbers (14) or with words (fourteen) is one of the trickiest aspects of formatting CSICS dissertations in APA 6th style. In this area, the needs of ICS and the APA are incompatible, since the APA prescribes standards for quantitative research and ICS research is usually qualitative. Unlike most articles submitted to APA 6th journals, data presentations in many ICS dissertations will read more like narratives than like statistical reports, and overuse of numbers will disrupt the flow of rich description. In this area, perhaps more so than in others, APA 6th should be our tool rather than our master.

Rather than adhering to the many specific prescriptions that have more relevance for quantitative work, ICS follows one guiding principle and five basic APA principles for reporting numbers. Be forewarned that these guidelines are not always easy to follow. They are, however, simpler than those in the APA guide, and they suit the style of qualitative research.

##### ***Basic ICS Principle***

When in doubt, express numbers in a style that complements the distinctive purpose of a particular section of text.

***Quantitative context.*** When the clear purpose of a section is to quantify aspects of your study, carefully follow the APA guidelines which are provided below. Most dissertations have chapters or sections specifically devoted to introducing the scope, sample, and process of data collection, reporting on the findings of other researchers, introducing a case study, or summarizing results. The following example uses numerals rather than words because it is describing sample and time (Principle 5 below). Numbers make sense here because in such an overview, readers expect reports of numbers.

Participant observation data came from 7 teams over a period of 2 years. Team 1 had 3 Thais, 2 Americans, 1 Canadian, and 4 Germans.

***Qualitative context.*** In contrast, when the clear purpose of a section of text is distinctively qualitative, some numbers may be better expressed as words, and rigid adherence to APA guidelines may distract readers.

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At this event, one woman chose not to participate and sat in a corner with a disdainful scowl as two of her peers dominated the discussion. When I interviewed her privately after the meeting, she complained loudly and with clenched fists that . . . .

On two other occasions, I noticed that three of the church leaders met outside to discuss matters privately before participating with the group.

### ***Five APA 6th Principles***

Because context may influence your choice of numerals or words, the following five APA principles (based on APA 6th, Sections 4.31-4.34) will **usually** be true, particularly for sections which lean heavily on numbers and procedures.

***Principle 1.*** Usually, if a number is part of an item's identification (book part, Scripture reference, or other name), use the numeric form.

Chapter 5, stage 5, phase 5, participant 5, page 5, 2 Chronicles 5:5

***Principle 2.*** Usually, you should use words for zero through nine and numbers for 10 and above. This principle becomes complicated in certain environments. See principles 3 and 4.

***Principle 3.*** Always use the word form when the number is the first word in a sentence, title, or heading (even if the first word is a number 10 or above).

Thirteen participants completed the interview.  
Sixty-two participants declined.

***Principle 4.*** Keep the form consistent within a phrase or series. This principle requires numeric forms when numbers 0-9 are combined in the same series or phrase with numbers above 10:

Participants included 67 students, 15 teachers, and 9 administrators.

It requires the word form when the first number is also the first word of a sentence:

Six out of thirteen said that they enjoyed the exercise.  
[Principle 3 requires the word form (*six*) at the beginning of a sentence, and Principle 4 requires that all numbers in a series have the same form (so *13* becomes *thirteen*).]

***Principle 5.*** Usually, use numerals to describe sample, time, measurements, statistics, or arithmetical expressions.

I interviewed 54 teachers over a period of 2 years. [Quantitative context]

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Because of the basic ICS principle above, this rule may not necessarily apply to qualitative contexts. Compare the effect on these qualitative examples:

Better: As Sami led us through three miles of dense jungle to the old school building, he described his difficult experiences with the two former teachers, turning from us at least four or five times so that we could not see his troubled face.

Worse: As Sami led us through 3mi. of dense jungle to the old school building, he described his difficult experiences with the 2 former teachers, turning from us at least 4 or 5 times so that we could not see his troubled face.

#### ***Other Rules About Numbers***

1. Use a comma with most numbers 1,000 and above (see APA 6th section 4.37 for exceptions).
2. Write common fractions in word form (one fifth) or with a hyphen if the word is an adjective (one-half hour).
3. Use the symbol % for percent when it is preceded by a number. Use the word *percentage* when a number is not given.
4. When referring to a century, use the numeric form of the number but the word *century*; do not capitalize *century*. Do not use superscript letters. (4th century)
5. When giving inclusive dates, drop the century designation if it is the same in both dates (1965-72 but 1893-1927).
6. When listing page or paragraph numbers, do not drop digits (pp. 170-177 or para. 35-36).

For more information about numbers, refer to APA 6th, sections 4.31-4.34.

#### **4E. Voice**

Good writers manage both to minimize self-reference and to present their information engagingly through active prose. Sometimes, in attempting to avoid referring to themselves, writers slip into overuse of the passive voice. Though occasional use of passive construction is natural and unavoidable, overuse weakens good writing. Some self-reference may be necessary and beneficial, especially in qualitative writing, which frequently details interaction between researcher and participants. APA 6th suggests that it is generally better to refer to yourself when necessary through judicious use of first person singular than to burden your work with excessive passive voice (Sections 3.09 and 3.18). Avoid third-person references to yourself (the writer of this dissertation, the author, etc.).

**Strong:** I determined the new rules by exhaustively reviewing manuals and reports.

Exhaustive reviews of manuals and reports revealed the new rules.

**Weak:** The new rules were determined by exhaustive reviews of manuals and reports.

The author of this study determined the new rules through exhaustive reviews of manuals and reports.

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## SECTION 5

### GENERAL FORMATTING REQUIREMENTS

#### 5A. Font Size and Style

1. Use 12-point type throughout the dissertation. Rare cases may require larger type for parts of appendixes or figures. Since your document will be reproduced for microfilming, font size can never be smaller than 12 point.
2. Choose an easily readable serif font like Times New Roman or Palatino. Select a program/printer that can accommodate the use of italics, dotted leads, and solid lines for tables and figures, and make sure your font is compatible with the laser printer. Use the same font throughout the entire dissertation/thesis, including tables, figure captions, and appendixes. The major exception is that any text that appears within a figure (such as labels or legends) should be in a clean, san-serif font like Arial or Helvetica. There may also be minor exceptions for appendixes and reprinted tables or figures.

Serif fonts have little tails, or extensions, at the end of each character. These tails make reproductions maximally legible.

**T T**

San-Serif fonts have no tails. The clean lines make text in tight or complicated spaces (like figures) easily legible.

*Figure 1.* Select serif fonts for body text and tables, and san-serif fonts for within figures.

3. Do not use boldface type in the dissertation (except for headings) unless the boldface is part of the original material that you are quoting or reprinting.
4. Italic type is only acceptable in the dissertation in specific instances.
  - Italicize titles of books (and capitalize the first letter of *All Major Words*).
  - Italicize non-English words not common in English, and include the English translation in parentheses (without italics) if not defined elsewhere.

The German crowd snickered when the visiting U.S. President exuberantly referred to himself as a *Berliner* (a jelly doughnut).
  - When referring to a word itself, italicize it.

We prefer the word *appendixes*.



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- Italicize table titles, but not the table identifier.  
Table 1. *Long-Term Effects of Overexposure to the APA 6th Manual*
- Italicize figure identifiers, but not the whole caption.  
*Figure 1. Cycle of lethargy and languor associated with APA 6th trauma.*
- Italicize words in the fifth level of heading.
- See APA 6th Section 4.21 for details on the use of italics.

5. Do not italicize non-English proper nouns (people's names or place names).

6. Do not use underlining in the dissertation.

### **5B. Margins**

1. Left margins for all pages must be exactly one and one-half inches. The right and bottom margins of all pages must be at least one inch but do not need to be exact. Right margins should be ragged, not justified.
2. Most pages have a top margin of exactly one inch. Certain pages, as Section 6 will specify, have top margins of exactly two inches. (Text begins immediately below the two-inch mark.)

### **5C. Pagination**

1. In the preliminary pages, page numbers should be Roman numerals centered at the bottom margin (i.e., exactly one inch from the bottom of the page).
2. In the text, page numbers should be Arabic numerals placed at the top right margins (i.e., exactly one inch from the top edge and one inch from the right edge). The text should begin a double space down from the page number or at about one and one-half inches (depending on your font). Do this by first setting your header to print at a one-inch top margin, then inserting page numbers into the header, and finally making one paragraph return after the page number, thus leaving a blank line between the page number and the first line of text.
3. Text pagination begins at page 1. It does not continue from the last preliminary page number. The text should be continuously paginated from the first page of the text through the end of the Appendixes. (Since page 1 will be the first page of Chapter 1, the page number should not actually print on the page. See Point 4 below.)
4. The first page in each appendix, each chapter, each section or part page, and the references should be counted in numerical order, but the actual page number should not appear on the page. You can accomplish this in most software by making each a separate section in the header and then choosing not to print the page number on the first page of the section. If you have chosen to save each chapter as a separate document, elect not to show the page number

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on the first page of each chapter or appendix, and start page numbering according to where the last chapter left off.

5. Page numbers must be in the same font and size as the regular text.

#### **5D. Line Spacing**

Double space all text material (i.e., one blank space between printed lines). In your word-processing program, set the entire document to double space. Some exceptions may occur in appendixes, block quotations, transcriptions, figures, and references. Check for individual rules in these cases. Highlight any sections to be single-spaced and set your word-processing program to single spacing.

Occasionally (particularly when non-English characters or superscript letters disrupt even line spacing), you will need to enable “exactly spacing.” In the Paragraph menu, choose Line Spacing. Then select Exactly from the drop-down list, and set the number (26 for double-spacing).

#### **5E. Space Bar**

CSICS style requires one space, not two, between sentences and after colons and semicolons. As you write and proofread, please remove any second spaces.

#### **5F. Widows and Orphans**

Although many paragraphs in your text will begin on one page and end on the next, be sure that no page break separates any first or last line of a paragraph from the rest of the paragraph. Any single first line of a paragraph that appears alone at the bottom of a page is called a widow. An orphan is the last line of a paragraph that appears alone at the top of a page. Your dissertation should not have widows or orphans, and your word processor can automatically control for them. In Word, go to **FORMAT > Paragraph > Line and Page Breaks**, and place a check beside **Widows and Orphans**.

#### **5G. Paragraph Indentations**

Paragraph indentations in the regular text should be one-half inch from the left margin.

#### **5H. Sections**

With the exception of the page that precedes the appendixes section, section or part pages are normally not used. If they are, count them in the pagination and list them in the Table of Contents, but do not print the page number on the page. Text should be **ALL CAPS** and centered on the page horizontally, two inches from the top of the page.

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### **5I. Level Headings and Subheadings**

Organize each chapter with level headings and subheadings to create a word outline of the chapter. For more information about level headings see APA 6th, sections 3.02 and 3.03.

#### ***Overall Structure***

As with any outline, each level must consist of at least two points at the same level. Attend to this structural requirement early and throughout the writing process because correcting such problems becomes increasingly difficult as you progress. Check and recheck frequently in both the document itself and in the Table of Contents to be sure you have satisfied this basic rule.

Chapter text may begin with a level heading, but in other cases, avoid placing two level headings together without intervening text. Any time you have a major heading, you should have something to say about it, even if you only introduce the subheadings that follow.

List all level headings in the Table of Contents and make each one unique. No two sections should have the same heading or title.

#### ***Determining the Levels You Need***

The complexity of your structure determines the levels you will use. After you have finalized the structure of ideas for all chapters, go back through the entire work and locate the section which has the greatest subordination of ideas. Count how many different levels of importance you have assigned to your ideas in this section.

- If you have two levels of subordination (points and sub-points) beyond chapter titles, use the first two levels described in Figure 2; if three levels of subordination use levels 1, 2, and 3; and so on.
- Do not count chapter titles when determining levels of heading. IE & AE requires the titles of chapters and major pages to be written in all capital letters, independent of the heading structure of the rest of the document.

#### ***Formatting Level Headings***

Figure 2 shows how you should format level headings. Each level heading must be formatted according to this model.

If you are unsure about which words in a title or heading should be capitalized, refer to page 95 of the APA 6th manual.

(Note: If you are attempting to format your dissertation with a document template created by other students, understand that the numbering of level headings in the template may differ from that of APA 6th.)

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CHAPTER and PAGE titles are **CENTERED AND IN ALL CAPS**  
(These do not count as a heading when determining levels of heading.)

**Level 1 Is Centered Boldface With Major Words Capitalized**

**Level 2 Is Flush Left and in Bold With Major Words Capitalized**

**Level 3 is indented and boldface with the first word capitalized and ends with a period.**

*Level 4 headings are indented, boldfaced, and italicized, followed by a period.*

*Level 5 headings are indented and italicized, followed by a period.*

*Figure 2.* Formatting of the five level headings.

*Note.* Based on APA 6th, section 3.03.

### ***Placement of Headings in the Text***

When a heading exceeds a single line double space between lines.

Before every level heading, add one extra blank line (i.e., place it two blank lines below the preceding line of text). You will see a paragraph symbol in addition to the regular double spacing.

In the rare case that a level heading immediately follows a level heading, do not put the extra blank line between the headings. Use only a regular double space.

Following the level heading, do not add an extra blank line (i.e., only one blank line between the heading and the text that follows it – a regular double space).

### **5J. Endnotes**

Use endnotes exclusively for necessary, explanatory material that is not convenient to be used as part of the text. Do not use endnotes to cite sources. If there is a large amount of text to be placed in endnotes, it may be that you should create an appendix instead. Consult your Chair or the CSICS Form & style checker if you have questions about using endnotes.

Endnotes should be placed at the end of each chapter, not at the bottom of the page. The reference in the text should carry a superscript number<sup>1</sup>. Check to make sure that the superscript

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number is the same font and size as the regular text. Each chapter's endnotes begin their numbering with 1.

To make a superscript number in 12-point font, highlight the number. Then go to Font>Advanced >Character Spacing. In the drop-down menu beside Position, choose Raised.

After the text of the chapter has concluded, space down a regular double space (one blank line). Put a line, 2" in length, beginning at the left margin. Space down a regular double space and begin endnotes. Do not put a heading. If the endnotes will begin a new page, place the line at the top margin.

Indent any endnotes and single space each entry. Double space between entries. Use 12-point font.

EXAMPLE (at left margin, one blank line after last line of text):

---

<sup>1</sup>Unless otherwise indicated, all Scripture references are to the New International Version of the Bible.

<sup>2</sup>For purposes of confidentiality, all interviewees have been given the names of heroes or villains from popular cartoons.

### **5K. Block Quotations**

If a quotation from a published source would normally take up more than four typed lines (or is more than 40 words), place it in single-spaced block formation.

Indent the entire block one-half inch (1/2") from the left margin. The first word of the quotation should be flush left with the margin of the block.

If the quotation requires more than one paragraph, indent the first line of subsequent paragraphs an additional half-inch. No additional blank line should separate the paragraphs. Leave one blank line before and after the block. (Smith, 2000, p. 12)

Place the citation after the final punctuation at the end of the block. Do not put another period after the citation. Do not place quotation marks around the block. As with regular quotations, if you have named the author of the block quotation in the text before the quotation, do not repeat the author. State only the year and page or paragraph number.

If the quotation is only part of a sentence in your text, do not capitalize the first word of the quotation. (Always capitalize proper nouns.)

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### 5L. Transcriptions

Below are formatting examples for data transcriptions. Transcriptions include statements that you obtain in interviews, classroom observations, conversations, questionnaires or surveys, journal entries, email communication, or any other research venue in which people communicate with you. Transcribed material comes from people who talk to you, not from published sources. If you are reproducing transcribed data from a published source, you will present it as a block quotation rather than as a transcription.

Whereas block quotations always include a source citation, transcriptions may or may not identify the source.

Do not use quotation marks to show dialogue, and do not italicize or use boldface.

Distinguish transcriptions from regular text by leaving one blank line before the beginning and after the ending of the section.

When dialogue includes the name(s) of the speaker(s), or when you are using codes for participants who wish not to be identified, put the name or code at the left margin. Begin the dialogue at 1/2 inch with a flush left margin. Examples follow.

Some transcriptions do not have names or identifiers. Include dialogue here (using parentheses to make comments about the mannerisms or actions of the speaker).

#### Person Speaking

If the name or code exceeds 1/2 inch (as in this example), then begin the dialogue block on the next line, below and to the right of the name.

P-12 When the dialogue takes more than one line, the lines should be single spaced and the second line should be flush left with the first. Always double space between each speaker.

Like block quotations, lengthy transcriptions should have the first lines of second and subsequent paragraphs indented.

*Si usted desea incluir datos de entrevistas en un idioma que no sea el inglés, póngalo en itálico y después incluya la traducción al inglés en paréntesis.*

(If you wish to include interview data from a language other than English, put it in italics, and follow it with the English translation in parentheses.)

In the example above, the non-English transcription constitutes an entire sentence, and the English translation follows below as a separate block after a blank line. If the transcription includes *nur eine kurze Phrase* (only a short phrase) in another language, the translation may follow in parentheses in the same block.

The APA guide does not discuss data transcriptions, which seldom appear in quantitative work.

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## **SECTION 6**

### **SPECIFIC PAGES**

#### **6A. Routing Sheet**

See Appendix B.

The Routing Sheet should appear first when the dissertation is submitted for format check, library approval, and submission to the CSICS Graduate Administrative Assistant. It is not part of the dissertation and will be removed before binding.

#### **6B. Approval Sheet**

See Appendix C.

The approval sheet remains part of the bound dissertation. Do not give it a page number, and do not include it in the Table of Contents.

A signed Approval Sheet must be attached to each of the three submission copies. The signatures must be holographic (i.e., hand-signed in black ink, not photocopied or stamped) on each of the three submission copies after the copies are printed on dissertation paper.

If any of your committee members are not Biola University faculty members, you are responsible for making sure s/he receives the three Approval Sheets, reproduced on dissertation paper, in time to be signed and returned to you by the deadline.

#### **6C. Title Page**

See Appendix D.

In no case may the title (including any subtitle) be longer than three typed lines. The appearance of the entire title must be in an inverted pyramid (i.e., the longest line first and the shortest line last). Ideally, titles are 10-12 words long.

The author's name should appear on the title page exactly as it will appear on the degree awarded. The date is the month and year of the degree conferral.

The title page is counted as preliminary page i, but the number does not appear on the page, and it is not listed in the Table of Contents.

#### **6D. Copyright Notice**

See Appendix E.

The Copyright Notice is counted as preliminary page ii, but the number does not appear on the page, and it is not listed in the Table of Contents.

Most programs can produce the copyright symbol (look in INSERT symbol). If you cannot produce the © with the computer, you may draw it clearly and firmly in black ink on each of the

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three submission copies.

The Copyright Notice page attached to a dissertation is sufficient for an official copyright; however, you may wish to register the work with the U.S. Copyright Office. Check with the Library Binding Supervisor for information.

### **6E. Abstract**

See Appendix F.

The Abstract is not counted in pagination and does not appear in the Table of Contents.

Abstracts, which will appear in *Dissertation Abstracts International*, are limited by Bell & Howell to a maximum of 350 words. Hyphenated words are counted as one word. All numbers, regardless of position within the sentence, should be presented in numerical – not word – form: 1 rather than one, 2 rather than two, etc. (This rule applies to the Abstract only.)

The Abstract should be a word summary of the essential points and findings, not merely a list of topics. This is what people see! Make an effort to produce a clear, succinct, engaging, and accurate abstract.

### **6F. Table of Contents**

See Appendix G.

This will be iii (and following) of the preliminary pages. The page number should be centered at the bottom margin of each page (i.e., exactly one inch from the bottom of the page).

#### ***What to Include, and How***

The Table of Contents includes every separate section or part page, each chapter title, and all level headings in the dissertation, whether centered or at the left margin. It also includes page numbers for the List of Tables, the List of Figures, references, and appendixes.

All chapter titles and level headings should have the same wording and capitalization as they have in the text. Chapter titles should be in all capital letters. No level headings should be italicized or followed by a period.

#### ***Spacing Within the Table of Contents***

Each line should run as close to the right margin as possible without hyphenating words. If a second line is needed, indent it an additional one-fourth inch from the previous line, a single space below the first line.

Each separate entry should have a blank line above and below it so that it can be easily distinguished from other entries.

#### ***Formatting the Table of Contents***

Do not attempt to format the dotted lines or to align numbers within the Table of Contents with the space bar or with periods, or you will face time-consuming revisions during the format check. You must format dotted leads and numbers within the word processor's tabbing function, or



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the printed result will include broken arrows (uneven spacing). If you cannot accomplish this step (or others) on your own, you may need to hire someone to format it for you.

At the top of the page, before you have typed anything, set the tabs.

Be sure that you can see the ruler at the top of your document. If not, go to View, and click on Ruler.

Go to Paragraph > Tabs (a small button at the bottom left in the Paragraph frame). Set left tabs at 0.25, 0.5, 0.75, 1.0, and 1.25. For each of these left tabs, choose None under Leader. Then set a right tab at 6.0, and under Leader, choose option 2, which shows a line of dots. Click Set after each step. After you have set all tabs, click OK.

As you add entries, you can tab them to where they should go, depending on their subordination within the level headings. Tab after the entry until your cursor is at the right end of a line of dots, and type the page number (no spaces). The digits should line up automatically.

If the entry is particularly short, you may see an empty tab-length space between the dots and the words. If so, select only that entry. Look at the ruler at the top of the document, and remove the unnecessary left tabs (usually those at 1.0 and 1.25) by dragging them to the left and off the page.

### ***Check and Check Again!***

Be sure to crosscheck the wording of all chapter titles, headings, and subheadings in the Table of Contents and the text to be sure they match in wording and capitalization. Recheck the page numbers after the final copy has been approved.

## **6G. List of Tables**

### ***General Instructions***

See Appendix H.

Include in this list every table in your dissertation, including those in appendixes.

In pagination, use a small Roman numeral, centered at the bottom margin.

Be sure to crosscheck the wording of all the table titles in the List of Tables and in the text to be sure they match. Also recheck the page numbers after the final copy has been approved

### ***Formatting the List of Tables***

Do not attempt to format the dotted lines or to align numbers with the space bar or with periods, or you will face time-consuming revisions during the format check. You must format dotted leads and numbers within the word processor's tabbing function, or the printed result will include broken arrows (uneven spacing). If you cannot accomplish this step (or others) on your own, you may need to hire someone to format it for you.

At the top of the page, before you have typed anything, set the tabs.

Be sure that you can see the ruler at the top of your document. If not, go to View, and click on Ruler.

Go to Page Layout > Paragraph > Tabs (a small button at the bottom left in the Paragraph frame). Set a right tab at 0.25, and choose None under Leader. Click Set.

Set a left tab at 0.5, and choose None under Leader. Click Set.

Set a right tab at 6.0, and under Leader, choose option 2 (a line of dots). Click Set.

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After you have set all tabs, click OK.

As you enter information, hit the Tab key once before the table number, once before the title, and once after the title. Your cursor should move to the right end of a line of dots. Type the page number (no spaces). The digits should line up automatically.

### **6H. List of Figures**

See Appendix I.

Include in this list every figure in your dissertation, including those in appendixes.

Captions should appear as they do in the actual figures (i.e., only the first letter of the first word capitalized).

Do not end the captions in the list with a period, even though captions have a period in the text.

Be sure to crosscheck the wording of all figure captions in the List of Figures and in the text to be sure they match. Also recheck the page numbers after the final copy has been approved.

Follow the same formatting instructions as those for the List of Tables (Section 6G).

### **6I. Acknowledgments or Dedication**

Traditionally Biola dissertations do not include Acknowledgments or Dedications. If you wish to include such a page, use the next small Roman numeral at the bottom margin, centered. Do not list it in the Table of Contents.

### **6J. Chapter Titles**

Each chapter must have its own unique title. No other chapter can have the same title.

Two inches down from the top edge of the page, type CHAPTER 1 (use Arabic numbers, not words), centered on the line.

Space down four lines (i.e., leave three blank spaces and begin typing on the fourth line), and type your chapter title in all caps, centered, double spaced if more than one line, and in inverted pyramid style.

Go down four lines (three blank spaces). Begin text with a paragraph indentation unless the first line of text is a level heading.

### **6K. References**

See Appendix M.

Include in the references every citation (except classical works and personal communications – see APA 6th, sections 6.18 and 6.20) that appears in the text. Do not include works that you consulted but did not cite. If you feel that you should provide a list of works consulted but not cited, you may create a bibliographic appendix (and mention it in your text), but the references page must include only works cited.

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Pagination should continue from the text.

Count the first page of the references in pagination, but do not print the page number on the page.

Measure down two inches. Type REFERENCES, centered on the line.

Space down four lines (three blank lines), and begin entries on the fourth line.

Entries should be single spaced with a double space between entries.

First lines of each entry should be flushed left. Second and subsequent lines should be indented one-half inch.

## **6L. Appendixes**

### ***Content***

Appendixes are suitable for materials too lengthy to be included within the text and for consent letters, questionnaires, surveys, or other such research documents mentioned in the text.

Appendixes are self-explanatory. Any abbreviations must be explained even if they were already explained in the text.

To justify including any Appendix, you must refer to it in the text at least once (e.g., See Appendix A).

### ***Titles***

Biola University and the APA use the spelling *appendixes*, not *appendices*.

The title of each appendix should describe the entire appendix. If the appendix includes several items, especially multiple tables or figures, the appendix title should describe the scope of all items. Each table and each figure will have its own title or caption describing the scope of that one item.

Name appendixes with capital letters in continuous sequence. In the unlikely event that you have more than 26 appendixes, name the 27th Appendix AA, the 28th BB, the 29th CC, and so on. If your dissertation has only one appendix, do not give it a letter.

List each Appendix by title in the Table of Contents. Include any appendix tables or figures in the List of Tables or List of Figures.

If a table is part of an appendix, number it to correspond with the Appendix letter (i.e., Table A1 and Table A2 in Appendix A, Table B1 in Appendix B, but Table 4 in a regular chapter).

### ***Pagination for Appendixes***

Pagination should continue from the References through the end of the Appendixes.

Each Appendix should begin on a new page.

Count the first page of each Appendix in pagination, but do not print the page number on the page itself.

### ***Layout of Appendixes***

Before your first appendix, insert a page which says APPENDIXES in all caps, centered horizontally, two inches from the top of the page. On the next page, begin the actual appendixes.

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Appendixes are arranged in the order in which they are mentioned in the text.  
On the first page of each appendix, space down two inches. Type APPENDIX A, centered on the line in ALL CAPS

Space down two lines (one blank line) and type the exact title of the Appendix on the second line in ALL CAPS. Center the title on the line, double-spaced and in inverted pyramid style if more than one line.

Space down four lines (three blank lines) and begin the text of the Appendix on the fourth line, indenting the first line if in paragraph form.

In rare cases, reducing or modifying appendix material to fit within the margins compromises its legibility or its value to your work, and the material requires an entire page (art, for example). Create a title page before it to introduce it. Type APPENDIX A at the top with a 2-inch margin, then a blank line, and then the title of the appendix. Place the full-page work on the next page. Include both pages in pagination. Do not print the page number on the first page, and print it on the second page only if it can fit easily in its normal position.

#### ***Line Spacing in Appendixes***

Double space any appendix material that is in paragraph form. Other spacing (single, triple, etc.) may be used to accommodate various document formats.

#### ***Appearance of Appendixes***

Everything in Appendixes must be useful to readers – that is, legible, neat, and maximally reproducible.

Expect to have to make changes to the layout and appearance of original research documents to accommodate margin and font specifications for dissertations. Appendixes should show readers the original content of research materials, but they do not necessarily have to be exact visual copies. Any changes should be superficial and should not affect content or overall effect.

For greater readability, flush text and line up dots when numbering. Double space if at all possible. Do not try to cram too much onto one page.

If an Appendix presents an item reproduced from a copyrighted source, scan or type the item in its exact original format, with minor modification only to increase readability. Font size must be 12 pt. or larger. Photocopies are not acceptable. (Remember that you must obtain permission to reproduce any copyrighted source. You must cite the source fully *both in the references and in the text* at the end of the item. See Section 7E for more information.)

### **6M. Vita**

See Appendix N.

A vita is summary of the author's educational, professional, and publishing history.

The Vita is optional.

Do not list it in the Table of Contents, and do not paginate it.

It should be the last printed page of the work.

Avoid special text effects (bold, underlining, italics, bullets, and hyperlinks).

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## SECTION 7

### ACKNOWLEDGING SOURCES

#### 7A. General Considerations

##### *Guarding Against Ambiguity*

Whenever you use others' ideas in your work, give them unambiguous credit through immediate acknowledgement in your text and through the entries on your reference page. In-text citations are tags that point readers to more thorough information in the Reference pages. Together, if they have been formatted accurately, citations and references allow readers to consult the same sources you used.

For this reason, author and year information in citations must match reference entries exactly, and reference entries must be thorough. Biola University is very strict about this point, since personal and professional integrity should be above reproach among Christian scholars. (And you may already realize from your own research how annoying it can be to try to track down an incomplete or inaccurate citation, so spare your readers this inconvenience.)

Generally, you can bolster your credibility and guard against accidental plagiarism by including page numbers for specific definitions or statistics, or for sections in which you paraphrase from other works. Page numbers or paragraph numbers are not explicitly required unless you are either (a) quoting directly or (b) providing a source for a table or figure. For any direct quotations, you must include a page or paragraph number (and in some cases a page link from within a website).

Cite sources with particular care in sections in which your own ideas blend with or adjoin those of another source. Make it clear where others' ideas end and your own begin.

##### *Endnote Bibliographic Software*

Some students purchase Endnote, a software program that manages in-text citations and references in any of approximately 14 styles (including APA 6th). Endnote provides a tidy way to store thorough bibliographic information for sources you have used in writing papers. Endnote can be helpful and can speed the process of formatting citations and references, but it is not a perfect tool. Endnote will produce errors, and presenting citations and references accurately will still depend on your careful attention to the details in this manual and in sections 6 and 7 of the APA 6th guide.

#### 7B. Citations Within Text

##### *Basic Citations*

1. ***Where to place citations.*** Place citations in parentheses within the text, as close to the borrowed material as possible: author's last name, comma, year of publication (Smith, 2004).

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APA 6th style requires a comma between the name and the date. Do not place citations in footnotes or endnotes.

2. ***Authors with the same last name.*** If the reference page lists more than one author with the same last name, all references to each author must include a first initial.  
(C. Author, 2000)

In cases where there is more than one author with the same last name and first initial, use the entire first name or both first and second initials.

(Charles Author, 2000) OR (C. B. Author, 2000)

3. ***Multiple authors.*** In parentheses, use & instead of *and* to connect two or more authors. Use the word *and* in the narrative.  
(Jones & Smith, 2000) or (Jones, Smith, & Baker, 2001).

When you include in your reference list a work with two authors, list both names every time you cite the work in the text. For works with three, four, or five authors, include all names the first time you cite it in the text. In future text references, use et al. On the reference page, list all names.

(Alpha, Beta, Gamma, Delta, & Epsilon, 1995) or (Alpha et al., 1995).

For six or more authors, use et al. for the first and all in-text citations and list all names on the reference page.

On the reference page, list up to seven authors. For eight or more, see Section 6.27 in the APA 6th manual.

4. ***Corporate authors.*** When using a corporate author (an organization), spell out the full name with the acronym in brackets at the first mention in the text. In subsequent citations, use only the acronym.

(National Institute of Mental Health [NIMH], 2001).

(NIMH, 2001).

In the References and in Tables, Figures, or Appendixes, spell out the full name each time it is used.

See Table 6.1 in APA 6th for detailed examples of citations for different numbers of authors.

5. ***Personal communications.*** Cite personal communications (whether in person, by letter, by e-mail, or by phone) in the text only. Do not enter them into the references because the reader

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cannot consult the source. Always use the generic phrase “personal communication” regardless of the form.

(J. O. Reiss, personal communication, April 18, 2003)

6. ***Citing years only.*** If the name of the Author (2000) is part of the narrative, cite the publication year after the author's name unless there is a direct quotation. When the author has not been mentioned within the sentence, cite the author and publication year after the borrowed concept ends (Author, 2000).
7. ***Listing multiple works.*** When citing a list of works by different authors, put the authors' names in alphabetical order with a semi-colon between authors and a comma between years.  
(Alpha, 2000, 1992; Beta, 1991; Gamma, 1989)

If your text emphasizes a chronological progression of works, you may put them in chronological order.

If you need to list a major citation which is central to your point but wish also to refer the reader to other works, you may name the major citation first, followed by a semicolon, “see also,” and the other sources in alphabetical order.

(Hayward, 1942, 2003; see also Campbell, 2004; Douglas, 1600; Lingenfelter, 2000; and Steffen, 2006)

8. ***Repeating common factors.*** When you make a second reference to an author within a single paragraph (even if the paragraph begins on the previous page), and if you introduce no new names in-between, you do not need to repeat the common factors.  
Smith (2000) complains that . . . . Worse, says Smith, . . . (p. 12).

When a new paragraph begins or if there is another citation in between, all information must be repeated.

Smith (2000) complains that snails are simply too slow to compete in fast-paced global realities. Though long-time mollusk advocates disagree, Carpenter, Weevil, and Scutterbottom (2007) argue that snail hubris crowds the limited brain space that could be put to much more productive ends. Worse, says Smith, snails are unabashed slime-balls and have no backbone whatsoever, traits which make them passive followers and disastrous managers (2000, p. 12).

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***Direct Quotations***

Provide a page number or paragraph number (if no page number is available) when you are directly quoting another source, or when you paraphrase information that is specific enough that readers may seek verification (e.g., statistics, special definitions/concepts, or unusual statements).

"When you are quoting directly, place the in-text citation after the end of the quotation, and provide the page number" (Smith, 2000, pp. 45-46).

If you mention the name of the Author as part of the narrative and you include a direct quotation, "cite the year and page number only after the quotation, not at the first mention of the author" (2000, pp. 45-46).

1. ***Quoting from a multi-volume work.*** If you are citing from a multi-volume set (such as an encyclopedia or commentary set), list the years for the entire set, the specific volume being cited (in Arabic numerals), a comma, and the page number(s), if necessary.  
(Smith, 1998-2000, Vol. 2, p. 442)

The reference page should list the total number of volumes in the series/set.

2. ***Quoting from an online source.*** When quoting from an online source, use the number of the paragraph in which the quotation appeared in the onscreen document rather than a page number. If your computer cannot make the paragraph symbol, use *para*. Use *para*. for single or multiple paragraphs.  
(Smith, 2000, ¶ 3) or (Smith, 2000, para. 3-5)

If your online source is lengthy and does not have paragraph numbers, cite the section within which the quotation appears, and count paragraphs starting from that point.

(Jones, 2000, Who We Are, ¶ 4)

Vigilantly attempt to provide a URL which will lead the reader directly to the material you are citing. If you are citing an online source that cannot be directly accessed with a URL, but instead must be accessed by going to a URL and then clicking on a link, cite the page that you can access directly with a URL on your reference list. Then in the text, put the words of the link(s) after the date.

(Biola University Library, 2004, Interlibrary Loan)

3. ***Quoting from secondary sources.*** Always consult the original source. It is bad scholarship to cite someone who cites someone else. Consulting the original source allows you to verify the context and meaning of the author. If it is impossible to locate the original source after you



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have tried, you may cite a work/quotation someone else has cited. In this case, include only the work you consulted in your references pages.

If you are quoting the secondary source, "use this format after the direct quotation" (Original Author's full name, *Title of Work*, year of publication, cited in Beatty, 1992, p. 134).

If you are not quoting, only citing ideas mentioned in another work, you should still include the general page numbers to help the reader find the original work in the cited work.

Dissertation Meltdown Syndrome received attention as early as 1924 by frustrated and little-known researchers like Ima Flunkie and Ben Herealongtime (as cited in Addams, 1981, p. 12).  
(In the references, list only the Addams source.)

Cross check every citation in the text to make sure that the author's name and year appear identically in the references and in the text.

### **7C. Citing the Bible**

#### ***Scripture References***

In the narrative, use the full spelling of the book title plus the numeric form of the reference. Use the word form of a number only if it occurs as the first word in a sentence.

In 2 Corinthians 5:17, Paul speaks of . . . .

Second Corinthians 5:17 makes mention of . . . .

Place Scripture references in parentheses when they are not mentioned in the narrative, according to the standard abbreviation from the *Journal of Biblical Literature* (See Figure 3).

(2 Cor. 5:17)

#### ***Bible Translations/Versions***

When you quote Scripture directly, the reference must also include the version or translation. See Table 2 for version abbreviations. If you mention a Scripture reference but do not directly quote the verse, you do not need to state which version/translation you consulted. Only direct quotations require you to name the version.

The first time you cite a particular version, write it out in complete form. In subsequent uses of the same version, use the abbreviation (without periods).

First time: "Therefore if any man be in Christ" (2 Cor. 5:17, King James Version)

Thereafter: "Therefore if any man be in Christ" (2 Cor. 5:17, KJV)

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If you are consistently using one version/translation of the Bible throughout the dissertation, insert an endnote to indicate the version at the first citation of a direct Scripture quotation. Thereafter, note only exceptions to the rule.

(2 Cor. 5:17, King James Version<sup>1</sup>)

<sup>1</sup>Unless otherwise indicated, all Scripture references are to the King James Version of the Bible.

---

Gen.	Ps. (pl.: Pss.)	Mic.	Gal.
Exod.	Prov.	Nah.	Eph.
Lev.	Eccl. (or Qoh.)	Hab.	Phil.
Num.	Cant.	Zeph.	Col.
Deut.	Isa.	Hag.	1-2 Thess.
Josh.	Jer.	Zech.	1-2 Tim.
Judg.	Lam.	Mal.	Titus
Ruth	Ezek.	Matt.	Phlm.
1-2 Sam.	Dan.	Mark	Heb.
1-2 Kgs.	Hos.	Luke	James
1-2 Chr.	Joel	John	1-2 Pet.
Ezra	Amos	Acts	1-2-3 John
Neh.	Obad.	Rom.	Jude
Esth.	Jonah	1-2 Cor.	Rev.
Job			

---

*Figure 3.* Approved abbreviations for books of the Bible.

*Note.* Based on the guidelines of the *Journal of Biblical Literature* (JBL)

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Table 2

*Approved Abbreviations for Bible Versions or Translations*

Name of Version	Abbrev.	Name of Version	Abbrev.
Anchor Bible	AB	New American Standard Bible	NASB
American Standard Bible	ASB	New Century Bible	NCB
Amplified Bible	AMP	New English Bible	NEB
Authorized Version	KJV	New International Version	NIV
Beck translation	BECK	New Jerusalem Bible	NJB
Berkeley Version	BER	New King James Version	NKJV
Douay Version	DOUAY	New Living Translation	NLT
Good News Bible	GNB	New Revised Standard Version	NRSV
Jerusalem Bible	JB	New World Bible	NWB
King James Version	KJV	Philips translation	PHI
Living Bible	LIV	Revised Standard Version	RSV
Moffatt translation	MOFF	Revised Version	RV
New American Bible	NAB	Today's English Version	TEV
		Williams translation	WILL

*Note.* This standard has been set by the *Journal of Biblical Literature*. Abbrev. =  
Abbreviation.

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### **7D. Citations for Tables and Figures**

(See Appendix L.)

If you create a table or figure based on your own ideas or your own data, there is no need to cite yourself as the source.

You may find it necessary to incorporate concepts from other sources into tables or figures. For some of those tables and figures, you will need to provide detailed citations and obtain written permission from the authors and copyright holders. Whether (and how thoroughly) you must do so depends upon the degree to which you have altered the original source.

This requirement is necessary because your dissertation will be sent to Bell & Howell (formerly called UMI) for microfilming and digitization. The citations and the abstract will appear in UMI's database, *Dissertation Abstracts International*. Individuals (or even libraries) buy these dissertations, so you are, in effect, selling someone else's work if you reproduce it. You must obtain permission, which is usually granted for free reproduction; on occasion, however, copyright holders could require payment.

All citations for tables and figures require page numbers.

#### ***Borrowing From Others***

***Reprinted (requires permission).*** When you reproduce, or essentially copy, an item as it was in the original source (whether it was from a book, article, unpublished conference paper, class syllabus, web document, e-mail, or anything else), you must receive written permission from the author and copyright holder. The author may not be the copyright holder, so make sure that the author holds the copyright if s/he gives you permission. Even if you re-key, redraw, or scan the item, you are still reproducing it.

Provide a detailed citation in a general note below the table or caption. For example, if you have scanned a table from an article by Confused (2000), cite it like this:

*Note.* From "A Tale of Two Students," by I. M. Confused, 2000, *International Journal of Something*, 10, p. 1. Copyright 2000 by American Something Association. Reprinted with permission.

If you reprint a figure, cite it beneath the caption.

*Note.* From "Another Tale of Two Students," by R. U. Donne, 2007, *Journal of Stuff*, 42, p. 17,823. Copyright 2000 by Author. Reprinted with permission.

You may have to retype the contents of a reprinted table in order to make the print size, font type, and margins conform to these guidelines if you cannot adjust a scanned image. The size and type of the font do not need to be identical to the original. Remember that font size must always be at least 12-point. The overall structure and appearance must be as close to the original as possible.

Attempt to scan reprinted figures. You may have to shrink a figure to fit within the margins, or enlarge it so that the font is at least 12-point and easily legible. If you cannot make an acceptable

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scanning of the figure to be reprinted, you may have to recreate it yourself, remaining as faithful to the original as possible.

***Adapted (requires permission).*** If you use the basic structure or concept of a table or figure, including its headings and ideas or artistic structure, but you change any aspect of it to fit your study, then you are adapting. Your product is still mostly the creation of another author, though it has some modification. You must receive permission to adapt, as noted above, and you must cite the source fully in table or figure notes and in the references.

Provide a detailed citation at the end of the general notes below the table or caption. (See Section 8 for more information about table and figure notes.) For example, if you change the figure of Later (2000) to suit your own purposes, cite it beneath the caption like this:

*Note.* From "Will I finish? Yes I will," by C. U. Later, 2000, *International Journal of Happy Thoughts*, 10, p. 1. Copyright 2000 by the Association of Students Who Graduate. Adapted with permission.

***Based On (does not require permission).*** If you create a table or figure based on ideas you read about in a source, or if you create a visual illustration of someone else's concepts, you do not need permission to adapt. You created the table or figure, which is based on another author's concepts. Your work is a visual representation of someone else's ideas but does not copy or tweak something that already exists. The table title or figure caption should make it clear that you are representing someone else's ideas.

Cite the source in a general note below the table or figure caption, and include a full citation in the reference list. For example, if you construct a table to represent Smith and Jones' description of their Concept of Basic Values, the source citation should look like this:

*Note.* Based on Smith and Jones (2000, pp. 250-256).

### ***Obtaining Permission***

Most publishers have a Permissions Department. Call the publisher and ask for verbal permission to reprint or adapt. Once you have verbal permission, you may proceed in reproducing the item with appropriate citations, but you must also obtain written permission before submitting the final copies of your dissertation (see Appendix L for a sample). Permission letters must accompany your submission copies!

Even if you are reprinting or adapting an unpublished work (organizational materials, a professor's syllabus, personal archives/pictures, etc.), you must still receive permission from the copyright holder. Determine who the copyright holder is: Does the organization or institution hold the copyright or does an individual author? Obtain a permission letter from the copyright holder and submit it along with the letters from publishers. Verbal permission is not sufficient.

When you receive the permission letters, keep the originals in your file with your final published dissertation. Photocopy all letters and submit them to the CSICS Administrative Assistant before your Format Check. S/he will send them with your dissertation copies to the Library. The Library will then forward these letters to Bell & Howell when your dissertation is sent for microfilming and digitization.

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**Caution**

If you include a borrowed item from another source, especially if the source is an organization rather than a book or journal, make sure that you are obtaining the permission of the true author and copyright holder of the information.

**EXAMPLE:**

John interviewed missionaries with a list of guided questions that Missions Agency XYZ had been using for years. Since John wanted to include the list as an appendix, he sought the agency's permission to reprint it. John asked additional questions to determine whether the list was an original creation of the agency, and he discovered to his disappointment that a staff member had picked it up from a forgotten exhibitor at a conference many years ago. John then performed a web search and located the original source. Finally, he obtained the written permission of the original author and copyright holder, who was very happy to learn that his work had been valuable to the agency and to John. In John's dissertation, the agency did not receive undue credit for creating the instrument; instead, the citation and the reference entry acknowledged the original author.

Had a thorough search for the original author been fruitless, John's citation would have read,

Author Unknown. Reprinted with permission from Missions Agency XYZ.

If the missions agency had told John that they had created the list themselves, based on the work of Smith (1960), then John's citation would have read,

Based on Smith (1960, p. 12). Reprinted with the permission of Missions Agency XYZ.

John would have then included an entry for Smith (1960) on his reference list.

**7E. Citations for Appendixes**

If you need to include an Appendix that comes entirely from another copyrighted source, acknowledge the source at the start of the Appendix with an introductory sentence.

This instrument has been adapted with permission from *Transforming Culture* by S. Lingenfelter, 1998, pp. 40-42. Copyright 1998 by Author.

If a source's ideas or instruments comprise only part of an Appendix (rather than the whole Appendix), cite the source as you would in any other part of the dissertation. If a normal citation is impractical, place the citation in an endnote at the end of the appendix. (Note that you should not place citations in endnotes in any other part of the dissertation.)

See Section 6L for more information.

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## **SECTION 8**

### **TABLES AND FIGURES**

See Appendixes J and K.

Tables may present numbers or words. Figures are primarily pictorial in nature. Consult your Committee Chair about the creation of tables and figures, and whether a table or a figure is appropriate for your concept.

Tables and figures must be self-explanatory. That means that if you use any abbreviations, you must list them in a note, even if you have explained them elsewhere in the text or appendix. (See Section 8E for help with table and figure notes.)

#### **8A. Size and Complexity**

Tables and figures should enhance your dissertation. Those that present too much information only distract and confuse the reader. If it is too complicated to create, it's probably too complicated to read! Several simpler figures are usually better than one large chaotic one, and although the same rule of thumb usually applies to tables, you should try to consolidate any tables that contain very similar information. Do be efficient; don't be complicated.

According to the APA, if you wish to adapt and condense your work for submission to an APA-style journal after your dissertation is complete, your tables will have to meet the journal's specifications for width, which is usually a maximum of 60 characters (including a minimum of three spaces between the longest words in adjacent columns). A few journals accept widths of up to 125 characters (2001, p. 174). Creating tables now that adhere to the 60-character guideline will save you from having to completely redesign your tables later. Since tables in a dissertation should extend to the margins of the page as much as possible, create a 60-character (max) table and simply expand the white space for the dissertation. Also, be aware that tables and figures are expensive for professional journals to print; striving for efficiency and simplicity now will help you later if you wish to publish.

Since tables and figures serve to simplify the commentary and analysis that you do in the text, avoid simply repeating in the text what has already been presented in a table or figure.

#### **8B. Creating Tables and Figures**

##### ***Technical Considerations***

Tables must be computer-generated. Scanning hand-drawn tables is not acceptable. Figures should be computer-generated (or, in some instances, professionally hand-drawn in clean, black ink). Photocopies are not acceptable.

Whenever possible, create tables and figures in a program that is easy to change, preferably

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Word (or whichever program you use for your text). Using the same program allows you to change items as necessary and to avoid compatibility problems with fonts, margins, and sections. Trying to import tables and figures created in another program (even EXCEL) can cause problems, especially if the printer on which you print your final copy doesn't have the same program in which you created your tables and figures. (If you use a different program to create tables or figure, make sure ahead of time that the computer from which you print the final copy has that program.)

### ***Filling the Margins***

Tables and figures should use the entire width of the horizontal margins as much as possible and should be centered between margins. In no case may the lines go outside the dissertation margins.

### ***Font***

Font within tables and figures must be legible when reprinted by Bell & Howell. Within figures (but not figure captions), font should be san-serif, like Arial or Helvetica. Tables should be in the same font that you have used throughout the document. Font for both tables and figures must be at least 12 point. If a table or figure borrowed from another source has smaller fonts, attempt to recreate it as faithfully as possible with the appropriate 12-point font. ("Reprinted with permission" does not mean that it has to be a scan or photocopy of the original). The CSICS form & style checker must give permission for any exceptions.

Italicize only figure identifiers (*Figure A1.*) and table titles (*Concept of Basic Values*). Elsewhere, as with other material in the text, do not use bold-faced or italic fonts. Do not underline. If you are reprinting a table or figure from another source which includes bold, italic, or underlining, then the table or figure should look like it did in the original.

### ***Specific Guidelines for Tables***

See Appendix J in this guide and chapter 5 in the APA guide if you need more information.

***Alignment of information in cells.*** Align row headings toward the bottom of the cell or row, and flush with the left margin. All information in rows should be aligned toward the bottom of the cell.

Column headings should be centered horizontally in the width of the cell or column. Adjust the size of columns and rows to fit the data as necessary. Columns and rows do not have to be identical in size.

Non-numerical information in the data cells should be flushed left. You may move the column's left margin slightly toward the center of the cell, if doing so makes the table easier to follow.



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*Example Table*

	Column heading A (base of cell, centered)	Column heading B (base of cell, centered)
Row heading (base of cell, left)	Textual info A (base of cell, aligned left, toward the center)	Textual info B (base of cell, aligned left, toward the center)

Numbers and dates should be flushed right or centered as long as all data cells are consistent and have properly aligned decimals. Numbers should have the same number of digits beyond the decimal so that they can flush correctly toward the right. Do not add extra digits previous to the decimal except for a zero.

0.72  
1.20  
10.50  
100.00  
(aligned toward the right;  
decimals all line up)

**Capitalization of headings.** All headings (both rows or columns) should have the first letter of the first word capitalized. Proper nouns, of course, should always be capitalized.

**Lines.** Use as few lines as possible to make your data and the divisions within your table clear. Avoid vertical lines altogether. Only an occasional row will require a horizontal line. Allow white space, rather than lines, to separate columns. Use horizontal lines or additional white space to separate sections of rows and to make for easier reading.

**Lists.** If you have a list within a column or row, do not use bullets. Use 1. 2. 3. or (a) (b) (c) as in the text (See Section 4A, Punctuation for Items in a Series).

**Spacing within tables.** Double space any text or numbers to improve readability.

**Specific Guidelines for Figures**

See Appendix K in this guide and chapter 5 in the APA guide if you need more information.

**Captions.** Figures have captions, not titles. Captions need not be full sentences but may be longer than a single sentence. They should adequately describe the figure and its purpose within the

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dissertation.

End the caption with a period, even if it is not a complete sentence. Place captions below the figure.

Place any figure notes below the caption.

**Color.** Color is rarely permitted and must be approved by the Format Checker. Because *Dissertation Abstracts International* reproductions cannot include color, the colors must have enough contrast to be easily distinguishable when copied in black and white.

**Legend.** All major words in a legend must have Initial Capital Letters. Place legends within the figure or figure box, not beneath it.

**Lines within figures.** You may box-in an entire figure, if you wish, but do not exceed the page margins. Be sure that all words are free from surrounding boxes or shapes so that they are easily legible. Shapes must be clearly drawn, with no gaps or overlaps.

**Shading.** Make sure that the patterns and/or shading (as in a graph) are very clearly distinguishable from each other. Include a legend to describe the meaning of each pattern or shade. APA recommends a 30% minimum contrast between shades of gray in a graph and suggests diagonal lines rather than grays or dots (2001, p. 191). Avoid unnecessary special effects (like shadowed letters or other ornaments).

### **8C. Placement of Tables and Figures**

#### ***Position in the Text***

Place tables and figures as close to their mention in the text as possible. If the table or figure is short and there is adequate room on the page, place it after the paragraph in which it is mentioned.

Four lines (i.e., three blank lines) should separate the table or figure from the text above and below it. If it is at the very bottom of the page, it can reach the bottom margin.

If the table or figure is too long to fit on the page on which it was mentioned, place it at the top of the next page at the top margin. Do not leave a long blank space on the previous page.

Continue the text to the end of the first page, and then start the table or figure on the next page. Continue the text from the previous page after the table or figure.

If a table is too long to fit on one page even when it starts at the top of the page, consider breaking it into two smaller ones. If this is not feasible, type --continued on next page-- under the bottom of the table. On the second page, type --continued from previous page-- at the top before the table. Leave one blank space, repeat all headings, and complete the table. Do not repeat the Table 1 and *Title of the Table*.

Placing a table or figure vertically is always preferred, but occasionally, you may need to place a table or figure horizontally. A table title should be at the left (1-1/2") margin. A figure caption should be at the right (1") margin of the page, beneath the figure. Regardless of the orientation of the table or figure on the page, the page numbers must still display in the top right

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hand corner in the normal direction. If your computer cannot accomplish this, you can type in (but NOT hand write) the page number before duplicating.

### ***Numbering Identifiers***

Tables and figures should receive an Arabic number in the order to which they are referred in the text. Refer to each table or figure by number in the text prior to its appearance. Avoid saying, “the following table,” or “the figure below.”

Instead of giving an appendix table or figure a regular number in succession, add a letter and a number so that it corresponds with the appendix identifier.

Table A1 and Table A2 in Appendix A

Figure C1 in Appendix C

### **8D. Notes for Tables and Figures**

In Tables and Figures, use double-spaced notes instead of endnotes to explain items that are inconvenient to put in the Table or Figure itself, such as abbreviations or explanations. Figures use notes less frequently than tables, since explanatory material is often part of a figure caption; in fact, figures usually have notes only for citations (though exceptions may occur). Notes follow one blank line after the table or figure and begin with the italicized word *Note* followed by a period.

APA 6th identifies three different types of notes: **general notes**, which include citations, abbreviations, and explanations about symbols or about the table or figure in general; **specific notes**, which provide detail about data in particular cells, columns, or rows; and **probability notes**, which deal with statistical outcomes. General notes come first, followed by specific notes. If you have probability notes, place them last. Each note ends with a period, even if it is not a complete sentence. Each new *type* of note--not each note itself--begins on a new line, flush left and not indented. All general notes, for example, continue one after another without a new line, each note separated by a semi-colon. Specific notes each end with a period before the next superscript letter (APA 6th, section 5.16).

Specific notes should carry a superscript letter. Each table’s specific notes begin the lettering with <sup>a</sup>. The superscript letter must be the same font and size as the regular text.

The following table note does not include probability notes.

*Note.* Data include only the results of XYZ tests; APA = American Psychological Association; DAI = *Dissertation Abstracts International*.

<sup>a</sup>This participant declined to answer. <sup>b</sup>Most of the data was confiscated by aliens. <sup>c</sup>n = 32.

See Section 7D for information about citing sources in table and figure notes.

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**APPENDIX A  
SUMMARY CHECKLIST FOR CSICS DISSERTATIONS**

Before submitting your corrected final draft to the CSICS Form & style checker, check each item below to be sure that it has been done correctly and is included in your dissertation.

**I. GENERAL GUIDELINES****II. FORM AND STYLE**

- \_\_\_\_\_ Print Size and Style  
\_\_\_\_\_ Margins

**C. PRELIMINARY PAGES**

- \_\_\_\_\_ C.1. Routing Sheet  
\_\_\_\_\_ C.2. Approval Sheet  
\_\_\_\_\_ C.3. Title Page  
\_\_\_\_\_ C.4. Copyright Notice  
\_\_\_\_\_ C.5. Abstract  
\_\_\_\_\_ C.6. Table of Contents  
\_\_\_\_\_ C.7. List of Tables  
\_\_\_\_\_ C.8. List of Figures  
*Check every item listed in the Table of Contents, List of Tables, and List of Figures to make sure it actually appears on the page listed.*  
\_\_\_\_\_ C.9. Acknowledgment and/or Dedication

**D. TEXT**

- \_\_\_\_\_ D. 1. Pagination  
\_\_\_\_\_ D. 2. Spacing  
\_\_\_\_\_ D. 3. Space Bar  
\_\_\_\_\_ D. 4. Widows and Orphans  
\_\_\_\_\_ D. 5. Paragraph Indentations  
\_\_\_\_\_ D. 6. Sections  
\_\_\_\_\_ D. 7. Chapter Titles  
\_\_\_\_\_ D. 8. Level Headings and Subheadings  
\_\_\_\_\_ D. 9. In-text Citations  
\_\_\_\_\_ D.10. Endnotes  
\_\_\_\_\_ D.12. Footnotes  
\_\_\_\_\_ D.13. Quotations  
\_\_\_\_\_ D.14. Block Quotations  
\_\_\_\_\_ D.15. Transcriptions  
\_\_\_\_\_ D.16. Scripture References  
\_\_\_\_\_ D.17. Bible Translations/Versions  
\_\_\_\_\_ D.18. Seriation  
\_\_\_\_\_ D.19. Numbers and Measurements  
\_\_\_\_\_ D.20. Tables  
\_\_\_\_\_ D.21. Figures  
\_\_\_\_\_ D.22. Permission to Reproduce and Adapt Tables and Figures

- \_\_\_\_\_ **E. REFERENCES** --Check every in-text citation to make sure the author and year match the References.  
\_\_\_\_\_ **F. APPENDIXES**  
\_\_\_\_\_ **G. VITA**

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**Appendix B**

**CSICS DISSERTATION ROUTING SHEET**

Student: \_\_\_\_\_

Thesis/Dissertation Title: \_\_\_\_\_  
 \_\_\_\_\_

Date student expects to graduate: \_\_\_\_\_

**Defendable Draft Approval** **Signature**

First Reader: \_\_\_\_\_

Date of Defendable Draft Approval: \_\_\_\_\_

Second Reader: \_\_\_\_\_

Date of Defendable Draft Approval: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Date of Defendable Draft Approval: \_\_\_\_\_

**Defense** **Signature**

Date Passed Defense: \_\_\_\_\_

**Permissions for reproducing/adapting** **Signature**

Date permissions submitted to CSICS Graduate Administrative Assistant \_\_\_\_\_

Date UMI paperwork obtained from CSICS Graduate Administrative Assistant \_\_\_\_\_

**CSICS Form & style checker** **Signature**

Date 1st Received: \_\_\_\_\_ Date 2nd Received: \_\_\_\_\_

Date of Format Approval: \_\_\_\_\_

After the final format approval, the candidate should print the required three (3) copies on 100% rag/cotton bond, 20-pound (or 24-pound) weight paper and submit them to the CSICS Graduate Administrative Assistant before the deadline. *This signed routing sheet and all permission letters must accompany the copies.*

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**Appendix C: Sample Approval Sheet**

(start at 2" down from top of page)  
TITLE OF DISSERTATION IN ALL CAPITAL LETTERS, CENTERED BETWEEN MARGINS,

DOUBLE SPACED IF MORE THAN ONE LINE

(3 blank lines)

BY

(3 blank lines)

Name of Author As It Appears on Degree

(4 blank lines)

*1-inch margin*

*2.5 inch margin here*

APPROVED:

(2 blank lines + a third line on which you depress the underscore key to form a solid line)

\_\_\_\_\_  
Dr. First Name Last Name, Chair, Doctoral Committee

Date \_\_\_\_\_

(same)

\_\_\_\_\_  
Dr. First Name Last Name, Member, Doctoral Committee

Date \_\_\_\_\_

(same)

\_\_\_\_\_  
Dr. First Name Last Name, Member, Doctoral Committee

Date \_\_\_\_\_

(4 blank lines)

*1.5-inch margin here*

APPROVED:

(2 blank lines + 3rd line with underscore)

\_\_\_\_\_  
Dr. First Name Last Name, Dean, Cook School of Intercultural Studies

(same)

\_\_\_\_\_  
Date

If any of your committee members do not hold doctorates, do not preface the printed name with any title except Rev. or a military rank. Do not use multiple titles (for example, use Dr. John Smith NOT Rev. Dr. John Smith). Do not use titles such as Mr. or Mrs. Do not list any degrees held by any of the names listed, other than the use of Dr. preceding the name

(no page number printed)

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### **Appendix D: Sample Title Page**

The easiest way to do the title page is to use a 2" top margin and type in your title at the top margin as noted below. Use a 1" bottom margin and type in the month and year, your name, and the word *by* as shown below at the bottom margin. Then center the rest of the text between those two sections, as shown. The dividing lines should be exactly 2 inches in length and be at least a double space above and below the text (can be more but the spacing above and below each line should be the same). All text (including the dividing lines) should be centered between the right and left margins, not between the edges of the paper.

10-12 WORD TITLE IN ALL CAPITAL LETTERS, CENTERED BETWEEN MARGINS

DOUBLE SPACED IF MORE THAN ONE LINE

IN INVERTED PYRAMID STYLE

---

A Dissertation

Presented to

the Faculty of the Cook School of Intercultural Studies

Biola University

---

In Partial Fulfillment

of the Requirements for the Degree

Doctor of Philosophy (or) Doctor of Missiology

---

by

John Doe Smith (name as it will appear on the degree)

December 2010 (month and year of degree conferment)

(no page number printed)

Date: **Sept. 2006, July 2011**

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**Appendix E: Sample Copyright Notice**

Copyright © 2010 by John Doe Smith

(Center the line vertically on the page and horizontally between margins.)



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(no page number printed)

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**Appendix F**

## ABSTRACT

(three blank lines)

TITLE OF DISSERTATION IN ALL CAPITAL LETTERS, CENTERED BETWEEN  
MARGINS, DOUBLE SPACED IF MORE

THAN ONE LINE

(three blank lines)

John Doe Smith

(three blank lines)

Begin the word ABSTRACT at two inches down from the top of the page. Go down four lines (three blank lines) and type the title. Then skip three more blank lines and type your name. Skip three blank lines and begin the text of the abstract, indented, double-spaced with normal margins.

The abstract should be a word summary of the essential points and findings of the paper, not an introduction or a mere list of topics. The abstract is limited by *Dissertation Abstracts International* (DAI) to 350 words. When a copy of your dissertation is sent for microfilming to Bell & Howell, the abstract will be entered into the DAI online database. Your dissertation will then be available for sale through them.

*Write the abstract in the third person. Do not say "I" or "my" or "we." Instead use phrases like "the writer" or "the author" or "this dissertation" or "the research." Write all numbers in the abstract as numbers, not as words. When speaking about actions such as collecting data, interviewing, or sending questionnaires that happened within a specific time frame, put those actions in the past (for example, "55 participants completed a 25-item questionnaire"). However, put all discussion about the research and the conclusions in the present tense (for example, "This research hypothesizes that . . ." or "Smith (2003) suggests that . . .").*

This is what people see! Make an effort to produce a clear, succinct, engaging, and accurate abstract.

Do not count the abstract in pagination. It does not appear in the Table of Contents, although it remains part of the bound dissertation.

(no page number printed)

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**Appendix G**

TABLE OF CONTENTS

Start TABLE OF CONTENTS at 2” down from top of page. Skip three blank lines. On the fourth line, type PAGE at right margin. Then after one blank line, format the Table of Contents exactly as is shown below.

	PAGE
LIST OF TABLES .....	vi
LIST OF FIGURES .....	viii
CHAPTER	
1. CHAPTER TITLE IN ALL CAPITAL LETTERS BROUGHT ALL THE WAY TO THE END OF THE LINE, SINGLE SPACED AND INDENTED IF TWO LINES .....	2
Level Two Heading With Exact Wording From Text Brought All the Way To the End of the Line, Single Spaced and Indented If Two Lines .....	3
Level Three Heading Indented 1/4” From Level One Heading Margin .....	5
Level Three Heading With Double Space Between Level Headings .....	15
Level Four Heading With Double Space Between Level Headings .....	24
Level Four Heading Brought All the Way To the End of the Line, Single Spaced and Indented If Two Lines .....	36
Level five heading with only first Major word capitalized .....	45
Level five heading (There must be at least two headings of the same level.)	
Level Two Heading With First Letter of Major Words Capitalized .....	67
2. CHAPTER TITLE IN ALL CAPITAL LETTERS .....	105
REFERENCES .....	300
APPENDIXES .....	324
APPENDIX A TITLE OF THE APPENDIX .....	325
APPENDIX B TITLE OF THE APPENDIX .....	327
APPENDIX C TITLE OF THE APPENDIX .....	330

*Indent each level heading one-fourth inch from the previous level heading. Indent any second lines within a level heading an additional one-fourth inch.*

*When using dotted leads, be consistent. You may space once (like Appendix A) or tab (like Appendix B) before the dotted lead begins and then again before the page number or you may run them together without any spacing (like Appendix C). Make sure all entries are exactly the same in the Table of Contents and List of Tables and Figures.*

Subsequent Table of Contents pages have a 1” top margin with PAGE flush right, followed by one blank line.

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**Appendix H**

LIST OF TABLES

Start words LIST OF TABLES at 2" down from top of page. Double space (one blank line) to word PAGE at right margin. After one blank line, format the List of Tables as shown below.

	PAGE
1. Name of Table Exactly As It Appears in the Text .....	36
2. Continue Title of Table to End of Line and Wrap Around, Indenting the Second Line; Single Space Each Entry, but Double Space Between Entries .....	45
B1. Name of Table Included in Appendix B.....	53

(Page numbers should be flush right)

*Dots in Table numbers should line up. If there are more than nine tables or a table from the appendixes, make sure the dots are all even. See Section 6G for more specific formatting instructions.*

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### Appendix I

#### LIST OF FIGURES

Start words LIST OF FIGURES at 2” down from top of page. Double space to word PAGE at right margin. The List of Figures should be formatted as shown below.

	PAGE
1. Caption exactly as it appears in the figure, without capitals for each word and omitting the period if there is one in the text.....	28
2. Single space each entry, but double space between entries .....	47
3. Continue figure caption to end of line and wrap around, indenting the second line 1/4 inch.....	45
B1. Figure caption from Appendix B .....	53

(Page numbers should be flush right)

*Dots in Figure numbers should line up. If there are more than nine figures, make sure the dots are all even. See Section 6H for specific formatting instructions.*

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**Appendix J: Sample Tables**

Table J1

*Example of a Word Table*

Instrumentalist <sup>a</sup>	Critical Realist	Naive Realist
Open	Guarded	Closed
Relative	Absolute/Relative <sup>b</sup>	Absolute
Phenomenalist	Critical Empiricist	Reductionist
Culturally Specific	Incorporative	Universal
Pluralistic	Pluralistic	Particularistic
Inductive	Coherent	Deductive

*Note.* Based on Smith (2000, p. 13).

<sup>a</sup>Start table at the top margin of the page if the table begins a new page. If placed between text on a page, leave three blank lines before and after the table. Type Table 1 at the left margin. <sup>b</sup>Double space. Type the title of the Table, capitalizing the first letter of each major word, flush left and italicized. Double space between lines if the title is more than one line.

---THREE BLANK LINES HERE---

Use as few horizontal lines as possible to separate sections, rather than individual cells. Avoid vertical lines.

Column headings should be centered, with the first letter of the first major word capitalized. Row headings should be flush left. Within the body of the table, text in columns/cells should be flushed left. The information can be moved as a block toward the center of the column, but **all text must line up flush left**, regardless of how far left the block is placed. If a list is being used within a row or column, use 1. 2. 3., and flush the text.

Numbers or dates in any cell (whether heading or body) should be flush right. Numbers should include equal digits to the right of the decimal. If a number is less than 0, put a 0 to the left of the decimal point. Numbers in the columns and rows should be flush right, so that decimal points line up. Data may be centered as a block within the row or column, but the **numbers and decimals must line up flush right**.

All data in rows should be aligned toward the base of the cells.

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Table J2

*Variation in Predicted, Reported and Observed Ice-Cream Preference Behaviors Among Biola Professors*

	Vanilla	Chocolate	Strawberry	Other
Students' Guesses				
IA&IE	1	0	0	19
Talbot	20	0	0	0
Rosemead	3	5	10	2
Professors' Reported Preferences				
IA&IE	0	0	0	20
Talbot	20	0	0	0
Rosemead	3	6	11	0
Professors' Observed Behavior				
IA&IE	1	0	0	19
Talbot	20	0	0	0
Rosemead	3	2	14	1

*Note.* Example of a statistical table. The sample included 20 professors from each department. CSICS= School of Intercultural Studies. From "The Ontological Dessert Theory," by Y. O. Gurt, 2006, *Journal of Very Strange Queries*, 10, p. 1. Copyright 2006 by XYZ Associates. Reprinted with Permission.

----THREE BLANK LINES HERE----

Whenever there is a table (or figure) in an Appendix, give it a letter corresponding to the Appendix, plus a number. Tables in Appendix K would be Table K1, Table K2, etc.

Make sure your table title accurately describes the table. Italicize titles. No two tables may have the same title.

Make all information at least a double space from the data above and below so that it is easily readable.

Notes should begin a double space (one blank line) below the table itself and should be double spaced. The superscript letter and the notes should be 12 pt. in the same font as the regular text. Notes of the same type (general, specific, or probability--see the section on Tables above) should follow one another, wrapping around when they reach the end of the line. Only hit return at the start of a new type of note.

*You don't need a source note if YOU are the author!*

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**Appendix K: Sample Figure**

*Figure K1.* Start the caption one blank line below the bottom of the figure. Double-space the caption.

*Note.* From “Go Figure,” by M. R. Lines, 2007, *Dusty Archives*, 11, p. 106. Copyright 2007 by Author.

Reprinted with permission.

Capitalize only the first letter of the first word. If *The* is the first word, then also capitalize the second word. Capitalize any Proper Noun. End the caption with a period, even if it is not a sentence. The caption should describe the figure and its significance, not simply resemble a title. The caption may in some cases be more than one sentence.

Leave three blank lines before the figure and after the figure notes to separate it from text. If a figure comes at the top of a page, do not precede it with three blank lines.

Place any citation notes a double space (one blank line) below the caption. Follow the same rules for notes and source citations that apply to tables (See Sections 7D and 8D).

*You don't need a source note if YOU are the author!*



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**APPENDIX L**

SAMPLE PERMISSION LETTER

Date

Return address

FAX number or e-mail address, if letter can be sent to one

(If you received verbal permission, address it to that person OR Permissions Department)

Name and address of addressee

Dear \_\_\_\_\_:

(If you have already received verbal confirmation): This letter will confirm our telephone conversation of (date). I am completing a doctoral dissertation at Biola University entitled "\_\_\_\_\_." I would like your permission to reprint [or adapt] in my dissertation excerpts from the following:

[Insert the all of the bibliographic information about the work in which the item appears. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms.]

The excerpts to be reproduced or adapted are: [insert the title, author, and page number on which your item appears. You could also attach a photocopy.]

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by Bell & Howell/UMI and electronic availability through Biola University. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

\_\_\_\_\_  
[Type name of the person or the name of the publisher below the signature line]

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Appendix M**

### **APA REFERENCE FORMATS**

Please refer to the *Publication Manual of the American Psychological Association*, Sixth Edition (APA 6th) for specific citation examples. The most valuable sections for you in navigating the APA guide are chapters 6 and 7.

As noted previously, the guidelines of this style manual have been adapted from and are based on the American Psychological Association.

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**Appendix N**

## VITA

NAME John Doe Smith

## EDUCATION

Biola University Ph.D.  
 2004  
 Department of Anthropology, Intercultural Education, and Missiology, School of Intercultural Studies

Biola University Th.M.  
 1995  
 Department of Christian Thought, Talbot School of Theology

Biola University B.A.  
 1989  
 Department of Biblical Studies

## EXPERIENCE

XYZ Church 2000-Present  
 La Mirada, CA  
 Minister of Christian Education

DEF University 1982-1987  
 Juneau, Alaska  
 Assistant Professor of Biblical Studies

ABC Mission Organization 1980-1981  
 Manila, Philippines  
 Missionary Intern

## PUBLICATIONS

Smith, John Doe  
 1987 Article. Journal 23:45.

West, Robert and John Doe Smith  
 1989 Essay. *In* Title of Book. Names of Editors, eds. pp. 345-356. London: Publisher.