

**DIRECTIONS FOR
THE FORMAT AND THE PRESENTATION
OF
THESES AND DISSERTATIONS**

CHAPTER 1

DISSERTATION AND THESIS PROCEDURES

DISSERTATION

1. Students eligible to register for the dissertation credits must have passed the qualifying examination.

2. They must register for at least twelve credit hours in their initial registration. Students who do not register for dissertation credits nor for other courses in a particular semester are to maintain their status by paying a fee equivalent to that of one dissertation credit hour until the completion of the dissertation.

3. After the completion of the dissertation registration, each student will nominate to the Graduate School for approval, a minimum of five members of his/her advisory committee, whose qualifications must meet the requirement of the Commission on Higher Education.

The advisory committee shall consist of the Chairman of the Doctoral Program or a representative, an advisor, a minimum of two distinguished scholars or professional experts, and a representative of the Commission on Higher Education.

The advisory committee, headed by the Chairman of the Doctoral program, shall convene to consider the student's dissertation topic and his/her dissertation proposal for either approval or disapproval.

DISSERTATION PROPOSAL DEFENSE

Students complete their dissertation proposal defense within the first semester of the dissertation registration. Otherwise, a petition for postponement shall be submitted in writing to the Doctoral Chairman for approval. Postponement over one year after passing the qualifying examination will not be allowed.

DISSERTATION FINAL DEFENSE

1. After the approval of the dissertation proposal and advisory committee, students may proceed with dissertation writing under the supervision of the dissertation advisors. Each student will arrange the schedule of the dissertation final defense with the approval of the Doctoral Chairman, and submit five manuscripts of the completed dissertation.

2. The manuscript preparation must be in accordance with the Graduate School's guidelines.

3. The Graduate School shall appoint an examining committee for oral defense, which will consists of no more than five members: the Doctoral Chairman or representative as the committee chairman, a dissertation advisor, other members, and a representative of the Commission on Higher Education. If a student fails in the first oral defense he/she may attempt the second defense within three months, but no sooner than the first month after the first defense. The student has to submit a petition to the Graduate School if he/she wants to extend the second defense beyond three months. Student must submit the completed dissertation and abstract to the examining committee at least one month prior to the scheduled date to defense.

5. After the satisfactory completion of the oral defense, the students must secure the format approval from the Graduate School.

6. Student must have their dissertation or part of their dissertation published in academic journal(s) that has peer review.

7. Student must bring the following to the Graduate School no later than two months after the completion of the oral defense.

7.1 Two hardbound copies of the manuscript.

7.2 Three additional abstracts.

7.3 One CD of the manuscript (see regulations of how to save files and example of the cover via Graduate School website).

7.4 A form of "License Agreement of Dissertation/Thesis Project" (download from Graduate School Website).

7.5 Document(s) concerning the publication(s) of the dissertation.

8. Only after the dissertation or part of their dissertation has been published in academic journal(s) that has peer review and the completed dissertation with CD have been submitted to the Graduate School, will the student be considered as having passed the dissertation defense and eligible for graduation.

9. The student must hold the full graduate student status on the day of submitting the completed dissertation to the graduate school.

THESIS

1. Students are eligible for thesis registration only after they have completed at least one semester of study and a minimum of fifteen (15) credits, with a minimum cumulative G.P.A. of 3.00.

2. Students are required to take at least six (6) thesis credits in their initial registration, three (3) in the second registration, and the rest of thesis credits in the third registration.

3. Students who do not register for thesis credits nor for other courses in a particular semester are to maintain their status by paying a fee equivalent to that of one thesis credit hour until the completion of thesis.

4. After the completion of thesis registration, each student will nominate to the Graduate School for approval the members of his/her advisory committee, whose qualifications must meet the requirements of the Commission on Higher Education.

The advisory committee shall consist of a full-time professor, and a part-time professor at the Graduate School of Bangkok University or a professional expert, each committee member will give advice to not more than five graduate students.

The Graduate Chairman or his designated representative shall be appointed chairman in every student's advisory committee.

The advisory committee, shall convene to consider the student's thesis topic and his /her thesis proposal for either approval or disapproval.

THESIS PROPOSAL DEFENSE

1. Students must complete their thesis proposal defense (Chapter 1, 2, 3) within the first semester of thesis registration. Otherwise a petition for postponement must be submitted in writing to the Graduate Chairman for approval.

2. The student must submit 1 copy of the manuscript to each advisor and 2 copies (of the manuscripts) to the Graduate School Office at least 1 month before the scheduled date of defense.

Students are allowed to have thesis defense for a maximum of three times. In case of failure, they shall then be moved to plan B as specified in "Comprehensive Examination" and required to take the comprehensive examination instead. This case, credits registered for thesis will not be counted towards the degree. A grade of "W" (Withdrawal) will appear on the transcript of records.

THESIS FINAL DEFENSE

1. After the approval of the thesis proposal and advisory committee, students may proceed with the final thesis writing under the supervision of their thesis advisor. Each student will arrange the schedule of the thesis final defense with the approval of the Graduate Chairman, and submit to the examining committee four manuscripts of the completed thesis: 2 copies to the Graduate School Office and 1 each to the respective advisor.

2. The student must submit the completed thesis and the additional abstract to the examining committee at least 1 month before the scheduled date of defense.

3. The manuscript preparation must be in accordance with the Graduate School's guidelines.

4. While the thesis is in process, the enrolled thesis credits will be recorded as I (Incomplete) and changed to S (Satisfactory) or U (Unsatisfactory) after the thesis completion.

5. The Graduate School shall appoint an examining committee for the oral defense. The committee shall consist of no more than four members : the Graduate Chairman as the committee chairman, a thesis advisor, and others, including the Commission on Higher Education. In case a student fails the oral defense he/she may have the second defense within three months, but no sooner than the first month after the first defense.

6. Students must submit the completed thesis and abstract to the examining committee at least one month prior to the scheduled date of defense.

7. After the satisfactory completion of the oral defense, students must secure the format approval from the Graduate School.

8. Student must have their thesis or part of their thesis published in academic journal(s) or proceeding.

9. Student must bring the following to the Graduate School no later than no later than 3 weeks after the completion of the oral examination.

9.1 One hardbound copies of the manuscript.

9.2 Three additional abstracts.

9.3 One CD of the manuscript (see regulations of how to save files and example of the cover via Graduate School website).

9.4 A form of "License Agreement of Dissertation/Thesis Project" (download from Graduate School Website).

9.5 Document(s) concerning the publication(s) of the dissertation.

10. Only after the dissertation or part of their dissertation has been published in academic journal(s) or proceeding(s) and the completed dissertation with CD have been submitted to the Graduate School, will the student be considered as having passed the dissertation defense and eligible for graduation.

11. The student must hold the full graduate student status on the day of submitting the completed dissertation to the graduate school.

CHAPTER 2

DIRECTIONS FOR THE FORMAT AND THE PRESENTATION OF THESES AND DISSERTATIONS

CONTENT REQUIREMENTS

The following discussion describes the sections of a typical thesis and dissertation:

1. Preliminary Pages

Introductory material for a thesis or dissertation usually includes a title page, an approval page, an abstract page, an acknowledgment page, a table of contents, a list of tables and figures.

2. Introduce the Problem

2.1 Introduce the problem (what was done and why)

The introduction in a thesis or dissertation presents the specific problem under study and describes the research strategy.

This part should include:

- point of the study;
- relationship between hypothesis/experimental design and the problem;
- the theoretical implications of the study/relationship to previous work in the area;
- test of the theoretical propositions/its derivation.

2.2 Develop the background

This section discusses the literature but not an exhaustive historical review:

- cite only pertinent findings, relevant methodological issues, and major conclusions;
- demonstrate the logical continuity between previous and present work.

2.3 State the purpose and rationale

This part identifies a definition of the variables and a formal statement of hypothesis; develop the rationale for each hypothesis.

3. Method

The method section describes in detail how the study was conducted. Such a description enables the reader to evaluate the appropriateness of specified methods and the

reliability and the validity of results. It also permits experienced investigators to replicate the study if they so desired.

3.1 Subjects

This section identifies participants in the study, methods of selection, procedures for selecting and assigning subjects and the agreements and payments made.

- major demographic characteristics such as general geographic location, type of institutional affiliation, sex and age.

3.2 Apparatus

This section describes the apparatus or materials used and their function in the experiment. Standard laboratory equipment, such as furniture, stopwatches, or screens, can usually be mentioned without detail.

- Identify specialized equipment obtained from a commercial establishment by the firm's name and the model number of the equipment.

3.3 Procedure (What you did and how)

- Summarize each step in the execution of the research;
- Include instructions to the participants, the formation of the groups, and the specific experimental manipulation;
- Describe randomization, counterbalancing, and other control features in the design.

4. Results

This section summarizes the data collected and the statistical treatment of them:

- briefly state the main results or findings;
- report the data in sufficient detail to justify the conclusions;
- mention all relevant results, but not individual scores or raw data.

4.1 Tables and Figures

- To summarize results and analyses.

4.2 Statistical Presentation

- When reporting inferential statistics, include information about the obtained magnitude or value of the test, the degrees of freedom, the probability level, and the direction of the effect;
- Also include descriptive statistics;

5. Discussion

This section contributes to the better understanding of the problem, including the evaluation and interpretation of the implications of the results. The researcher is able to examine, interpret, and qualify the results, as well as draw inferences from them.

- Emphasize any theoretical consequences of the results and the validity of your conclusions.
- Discuss with a clear statement of the support or nonsupport for your original hypothesis;
- Identify similarities and differences between your results and the work of others to clarify and confirm your conclusions;
- May remark on certain shortcomings;
- Identify the practical and theoretical implications of your study, suggesting improvements, or proposing new research.

6. References

The reference citations document statements made about literature. All citations in the thesis or dissertation must appear in the reference list, and all references must be cited in the text. (See detail about reference in the APA manual)

7. Appendix

This section is helpful for the detailed description of certain material which is distracting in, or inappropriate to, the body of the paper. Some of them are:

- a new computer program specifically designed for your thesis or dissertation, and unavailable elsewhere;
- an unpublished test and its validation;
- a complicated mathematical proof;
- a list of stimulus materials (e.g. those used in psychological research);
- a detailed description of a complex piece of equipment.

8. Biodata

9. License Agreement of Dissertation/Thesis Project

download from Graduate School Website.

CHAPTER 3

MANUSCRIPT PREPARATION

TYPING AND COPYING

1. The Style Manual

No particular style manual is required. However, it is expected that each thesis/dissertation will carefully follow one of the accepted style manuals. Do not mix rules from various manuals and do not ignore rules in a particular manual.

The Graduate School recommends the APA style (American Psychological Association), the manuals of which are reserved in Bangkok University Library.

2. Computer Printing

Normally, computer printing must be accomplished on a laser printer with typeface similar to one of those described elsewhere in this document. In all cases, computer printing must reflect the same quality standards outlined in other sections of this document.

Only one typestyle may be used in any one manuscript. **Bold or italic letter are not allowed to use in the manuscript.** Corrections made after the oral examination should be undetectable in the final copies. Material retyped must be of the same intensity as surrounding pages.

3. Paper (A4)

Manuscripts must be on 80 gram weight paper. Erasable bond, co erasable bond, or photocopy paper may never be used since it does not have a long shelf-life.

If any sheets larger than 8.5 x 11 inches are needed, the same kind of paper must be used if possible. Also, copies may be reduced to fit an 8.5 x 11 inches page.

Only one kind of paper may be used in a given manuscript. If paper is purchased, the student should purchase sufficient paper at the beginning as it is unlikely that paper bought later will match exactly in color.

Questionnaires, tests, computer printouts on white printout paper, maps, and other materials may be included in the appendix even though the paper may be of poorer quality than that of the rest of the manuscript. The left-hand margin, however, must be one and one-half inches (1.5) for binding purposes.

4. Copies

The student may submit 1 (2 for dissertation) Photo copies, or 1 (2 for dissertation) originals Computer Print Manuscripts to the Graduate School.

5. Photo Copies

One (2 for dissertation) Photo copies may be submitted. All 1 (2 for dissertation) must be on 80 weight paper. Photo copies must be sharp and clear and free of grayness, spots, or lines around the edges. The copy that the reproductions are made from must be sharp and have high contrast. The original may be corrected with Liquid Paper or similar material, but the corrections must not be visible on the final copies. The original may be on any weight of paper. The student is responsible for making certain that acceptable copy is being produced.

6. Symbols

Special symbols which cannot be made with the computer should be made with a very fine black felt tip pen. Any method of making these special symbols which will give a dark, uniform copy that matches as closely as possible the typed material is acceptable.

Bullet point and dash are not allowed to use in the manuscript.

7. Corrections

The student is responsible for proofreading before the completed thesis or dissertation is presented to members of his/her committee. In an unusual situation of insufficient time to correct typographical errors before the oral examination, the student should prepare a list of errors for each member of the committee and indicate that these errors are to be corrected. No corrections are permitted on any copies which are submitted to the Graduate School. If there are errors, the page must be retyped or reprinted.

8. Quotations

Material directly quoted from another author's work or from one's own previously published work, material duplicated from a test item, and verbatim instructions to participants should be reproduced word for word. Incorporate a short quotation (fewer than 40 words) into text, and enclose the quotation with double quotation marks.

Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a *block quotation* on a new line, and indent the block

about .5 inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional .5 inch. The entire quotation should be double-spaced.

The following examples illustrate the application of APA style to direct quotation of a source. When quoting, always provide the author, year, and specific page citation in the text, and include a complete reference in the reference list.

Quotation 1:

She stated, “The ‘placebo effect’ . . . disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Quotation 2:

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

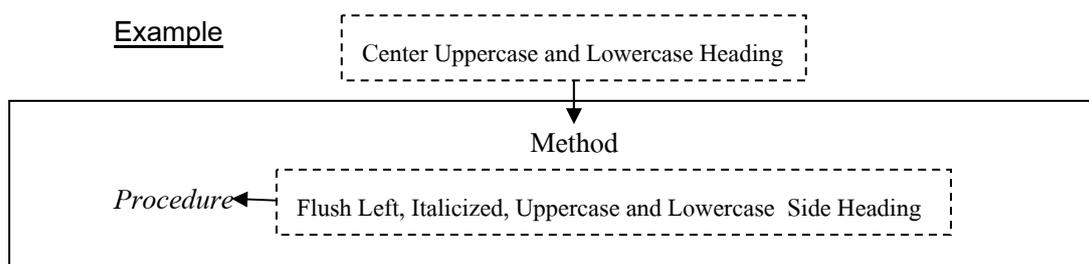
Quotation 3:

Miele (1993) found the following:

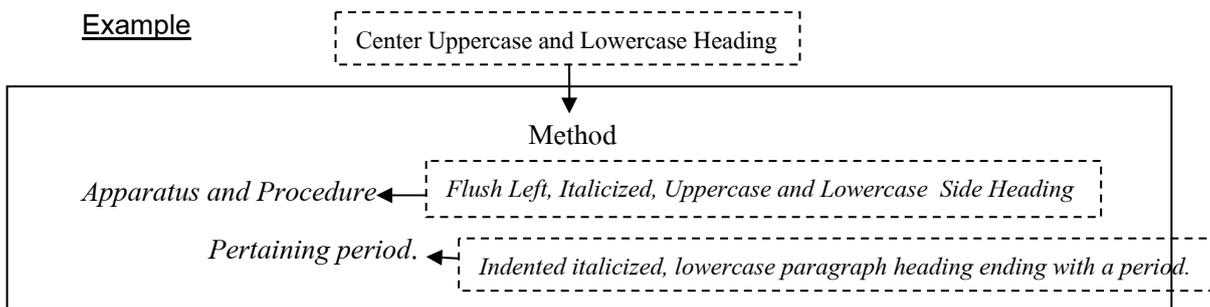
The “placebo effect,” which had been verified in previous studies, disappeared when behaviors where studied in this manner. Furthermore, the behaviors where never exhibited again [*italics added*], even when reel [*sic*] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

9. Levels of Heading

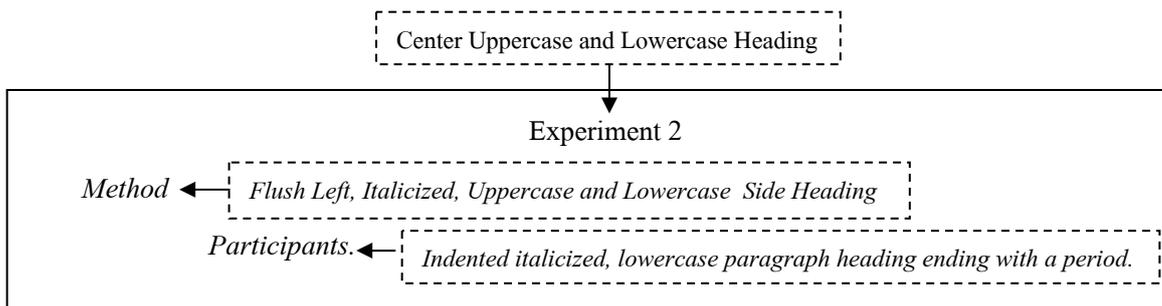
9.1 One – two levels



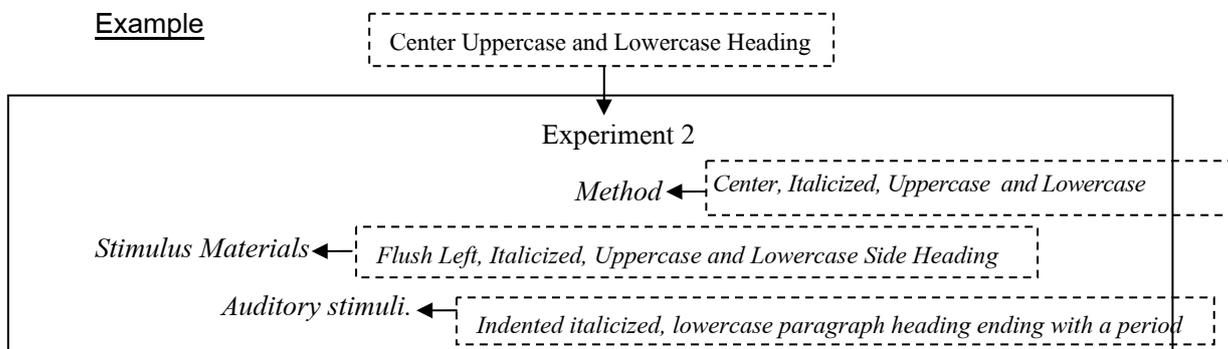
9.2 Three levels



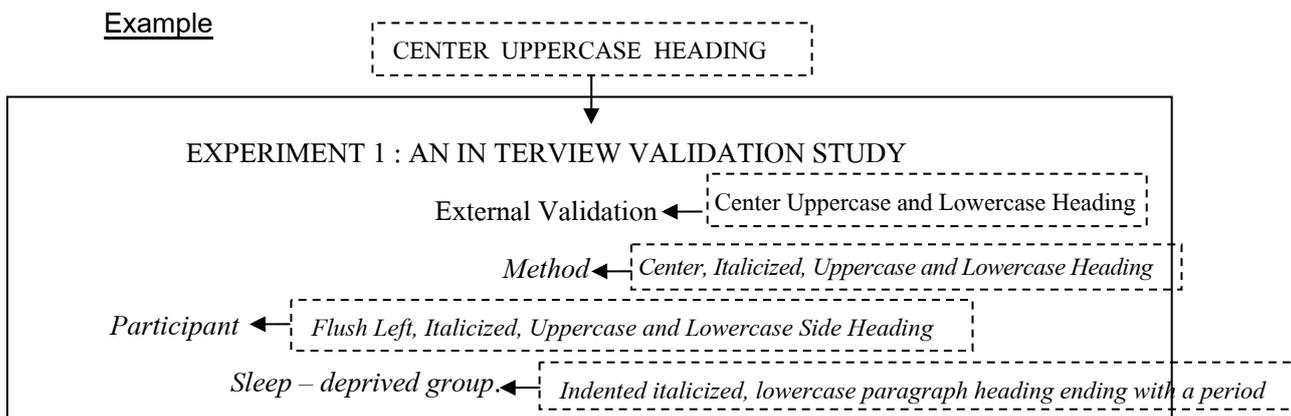
Or (For multiexperiment Study)



9.3 Four levels



9.4 Five levels



10. Tables

Tables are efficient, enabling the researcher to present a large amount of data in a small amount of space. Tables usually show exact numerical values, and the data are arranged in an orderly display of columns and rows, which aids comparison. Give every table a brief but clear and explanatory title such as

Table 1 : Error Rates of Older and Younger Groups

Or

Table 1 : Analysis of Variance for Classical Conditioning

Example for the Continuation of Incomplete Tables

12					13						
Table11 : Varimax rotation for PRCA - 24					Table11 (continued) : Varimax rotation for PRCA – 24						
Item	Statement	Component				Item	Statement	Component			
		1	2	3	4			1	2	3	4
1.	I am very relaxed when answering question at a meeting.	.468	.149	.436	.186	10.	I like to get involved in group discussion.	.184	.350	.481	-.283
2.	I have no fear of giving a speech.	.003	.704	.196	.207	11.	I am calm and relaxed while participating in group discussion.	.108	.223	.778	-.004
3.	I feel relaxed while giving a speech.	.720	.127	.300	.007	12.	Uaually I am calm and relaxed while participating in meeting.	.273	.148	.630	.254
4.	I face the prospect of giving a speech with confidence.	.184	.350	.481	-.283	13.	I am afraid to speak up in conversations	.004	.369	-.000	.691
5.	I dislike participating in group discussion.	.142	.442	.370	-.198	} (Space)					
6.	I am afraid to express myself at meetings.	.355	.661	.009	.007	As Shown in Table 11, The mean for Public speaking was ...					
7.	I am tense and nervous while participating in a meeting.	.003	.704	.196	.207						
8.	Communicating at meetings usually makes me uncomfortable.	.284	.675	.133	.114						
9.	Certain parts of my body feel very tense and rigid while I am giving a speech.	.613	.370	.004	.001						
(Continued)											

FORMAT OF THE THESIS OR DISSERTATION

The required format for theses/dissertations submitted to the Graduate School is listed below.

Cover

Flyleaf

Title Page

Copyright Page (Optional)

Approval Page

Abstract

Preface or Acknowledgment Page (Optional)

Table of Contents

List of Tables

List of Figures, Illustrations
and/or Plates

Text

Bibliography

Appendix

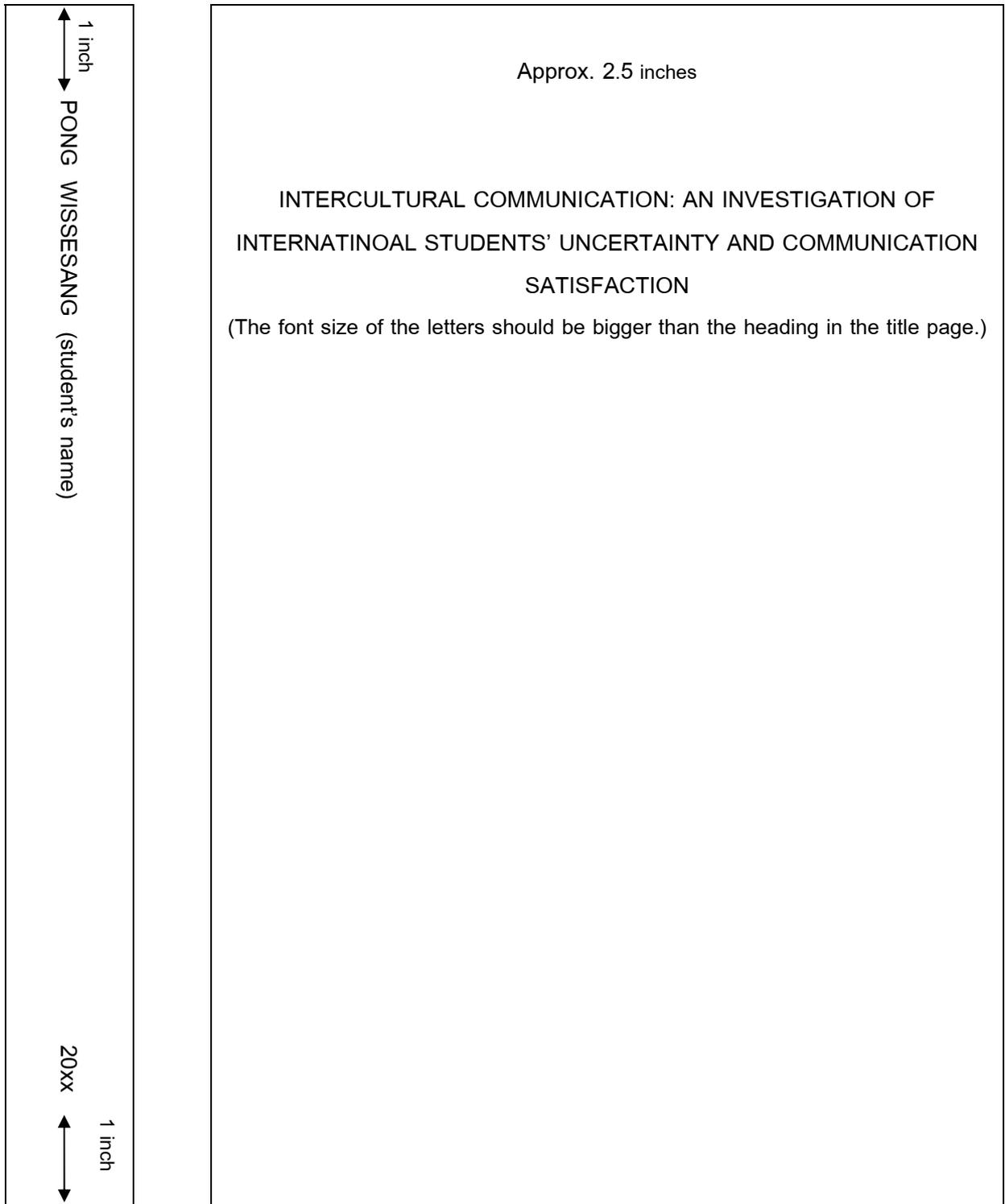
Biodata

A form of "License Agreement of Dissertation/Thesis Project"

Flyleaf

(Sample Cover)

(Backbone of the manuscript)



year of graduation

Remarks

The cover should be hard bound, black and the scripts should be capitalized in gold scripts.

CHAPTER 4

INTRODUCTORY PAGES

1. Pagination of Introductory Pages

All of the preliminaries are counted as pages of the paper. The title page, copyright page, abstract page, and approval page, though counted, remain unnumbered. The other preliminary pages are given lowercase Roman Numerals. Placement of numerals on each page is determined by the style manual.

2. Title Page

The title page should follow the form of the example below. The degree should have one of the following designations:

Doctor of Philosophy

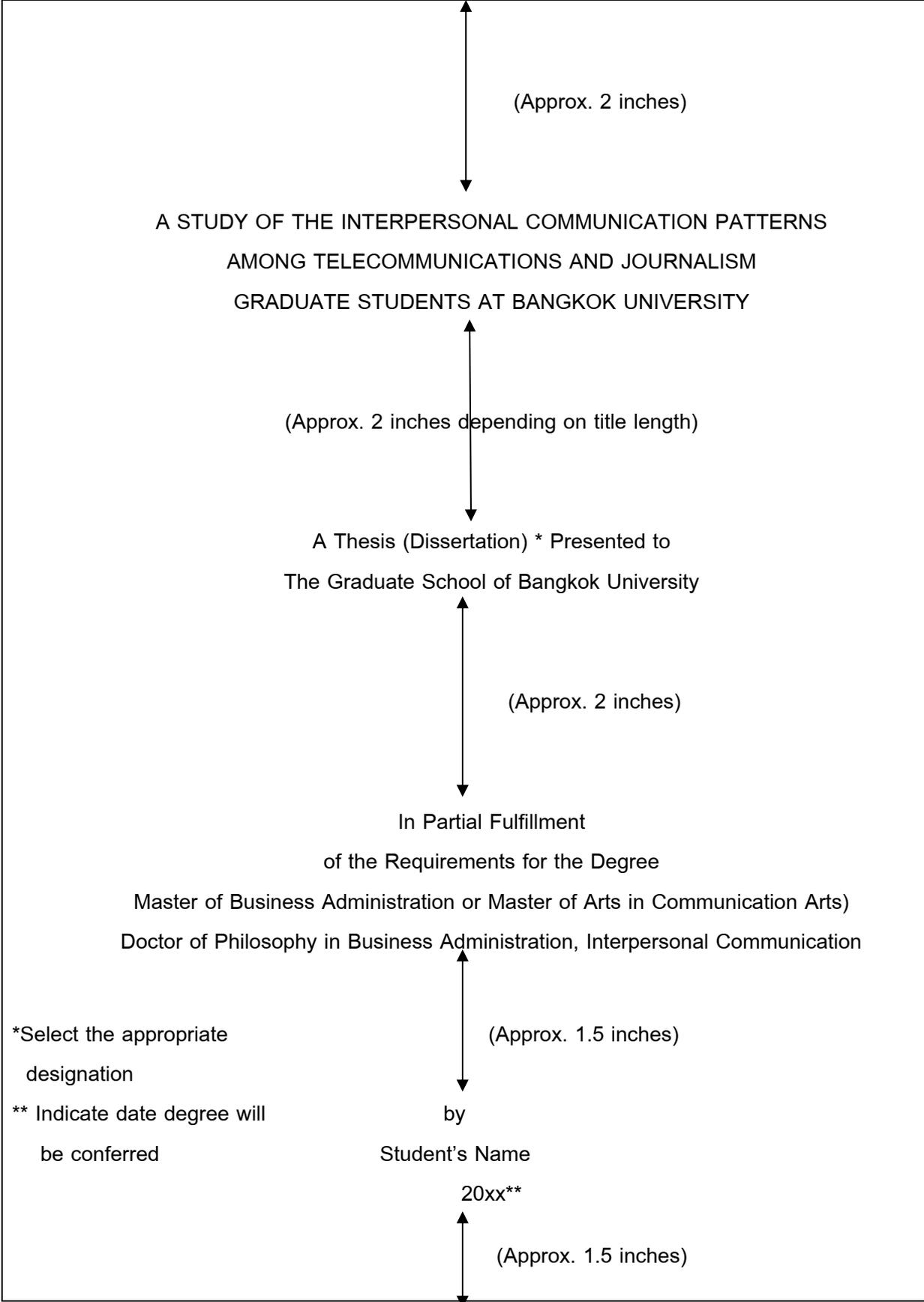
Master of Business Administration

Master of Arts

The date (month & year) must be the date the complete manuscript of thesis or dissertation is submitted. In case where the final completion of the degree is delayed beyond the expected date a new title page will have to be prepared.

(Sample Title Page below)

(Sample Title Page)



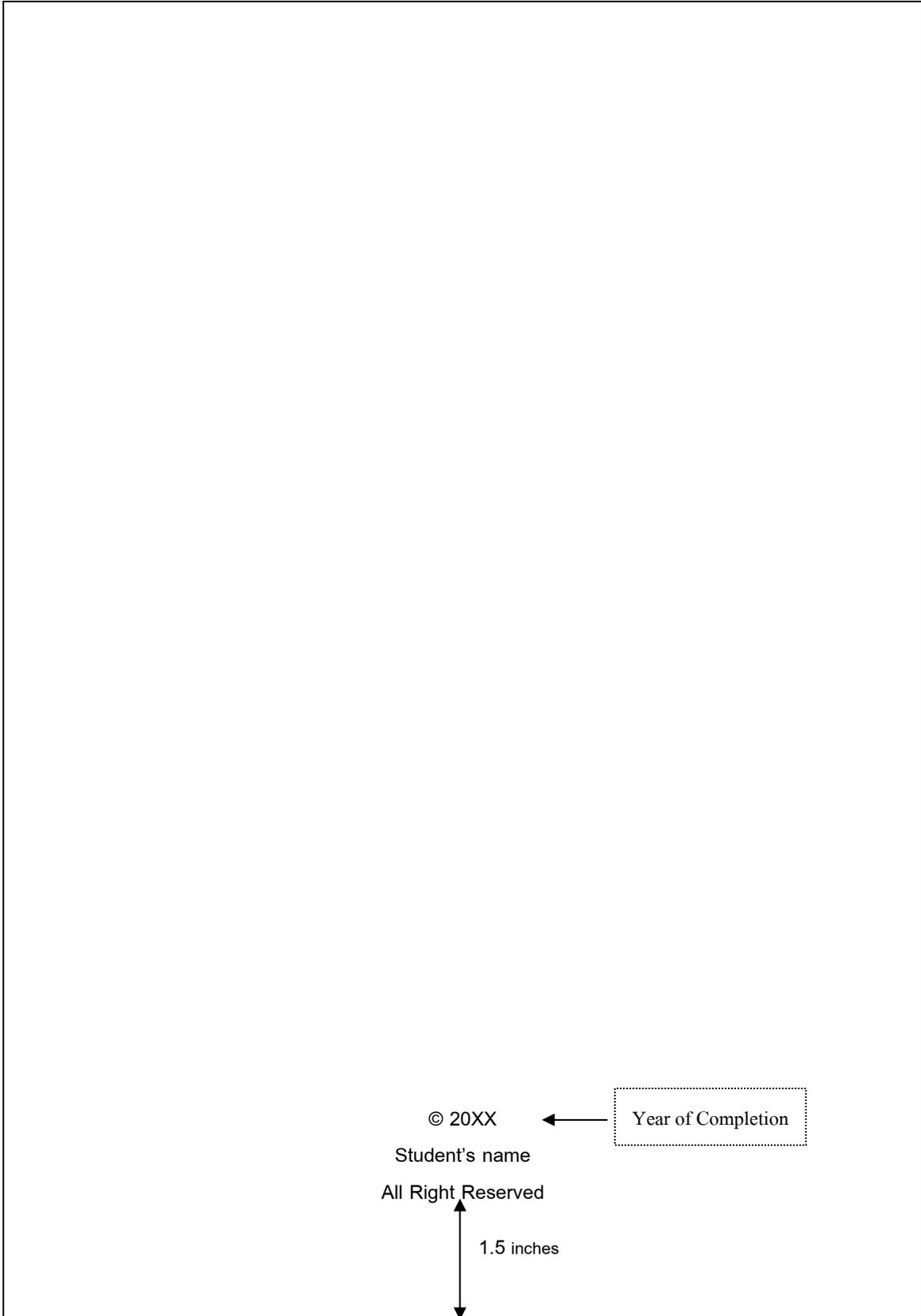
*Select the appropriate designation

** Indicate date degree will be conferred

3. Copyright Page

All manuscripts that are copyrighted must contain a copyright notice page immediately following the title page. A sample of the copyright page is given below.

(Sample Copyright Page)



4. Approval Page

The approval page follows the title page (or copyright page). THIS PAGE IS SIGNED AFTER ALL CORRECTIONS HAVE BEEN MADE AND THE ORAL EXAMINATION IS SUCCESSFULLY COMPLETED. It is signed by the thesis or dissertation advisor and the Dean of the Graduate School. The Professorial title of the thesis or dissertation advisor should be used. Do not use any additional title such as “Director of ...” or “Chairman of ...”.

**Sample
Approval Page of “Thesis”**

(Approx. 1.5inches)

This thesis has been approved by
the Graduate School
Bangkok University

1.5 inches →
← 1 inch

Title : A Comparative Study of Public Relations Process as Practiced by
Organizations and Counselor’s Agencies

Author: Sophon Wudhiprasertkul

Thesis Committee :

Thesis Advisor _____
(Assoc. Prof. Dr. Rosechongporn Komolsevin)

Thesis Co-advisor _____
(Asst. Prof. Dr. Pornprom Chomngam)

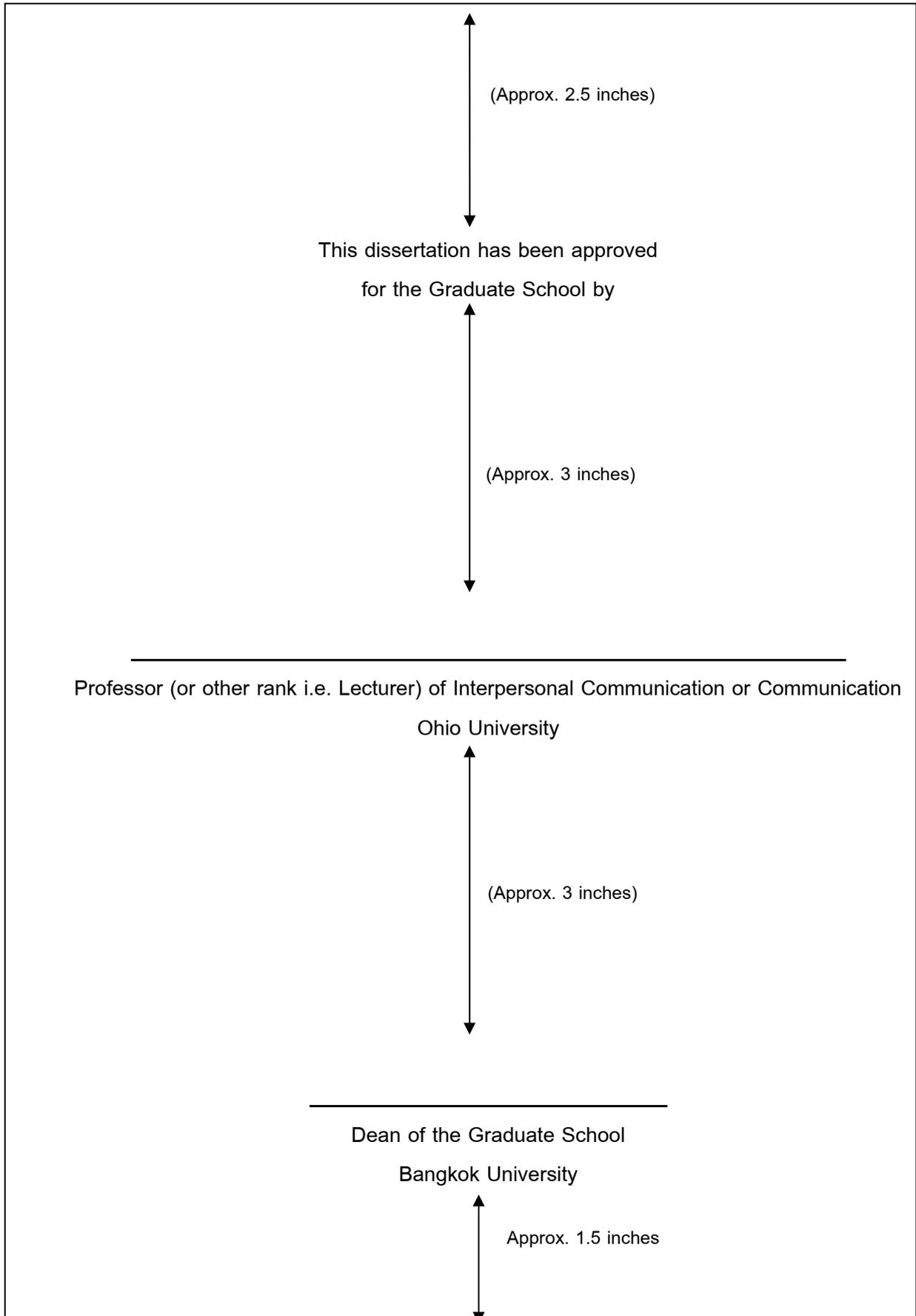
Graduate School Representative _____
(Assoc. Prof. Dr. Boonlert Supadhiloke)

CHE Representative _____
(Assoc. Prof. Dr. Pira Chirasopone)

(Dr. Sudarat Dissayawattana Chantrawatanakul)
Dean, Graduate School
November 21, 2009

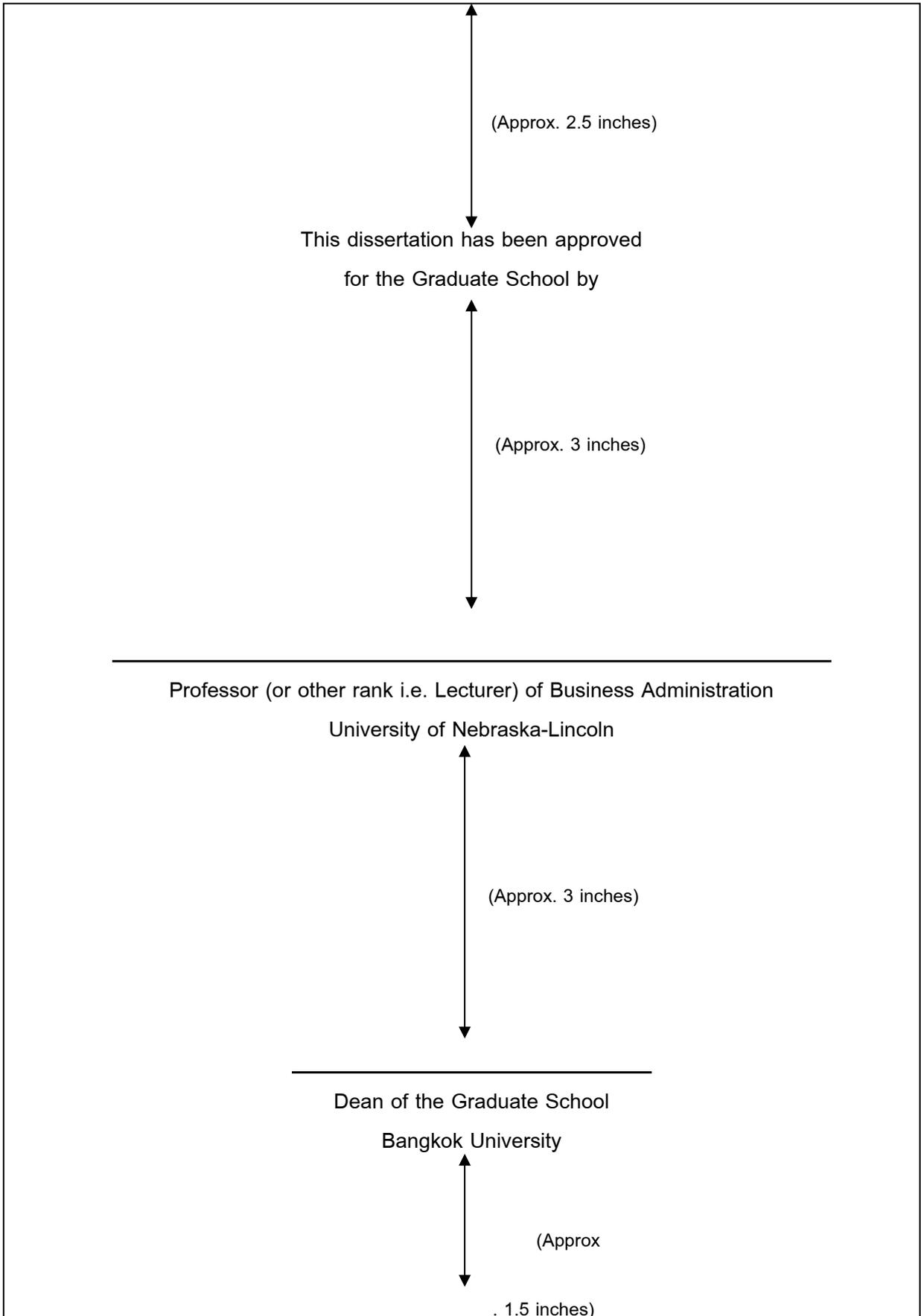
(Approx. 1 inch)

Sample
Approval Page of "Dissertation" (Communication Arts)



Sample

Approval Page of "Dissertation" (Business Administration)



5. Abstract

A copy of the abstract must be included after the approval page. It must be noted in the Table of Contents. All abstracts must be on at least 80 gram weight paper.

Sample

Form of Abstract

Last name, First name, Middle name } MBA
 M.A. (Communication Arts), Month Year,
 Graduate School, Bangkok University

A Study of the Interpersonal Communication Patterns Among Telecommunications and Journalism
 Graduate Students at Bangkok University (103 pp.)

Advisor of thesis (type advisor's name here)

- The abstract should:
- (a) follow the example of the heading as given above,
 - (b) be no more than 350 words in length,
 - (c) be typed with double-spacing,
 - (d) begin a double-space below the heading,
 - (e) be approved and signed by the thesis/dissertation advisor,
 - (f) be filed in duplicate with additional copies, placed after the approved copy of the thesis/dissertation, and
 - (g) cover the following points:
 1. A statement of the aim or purpose and/or an explanation of the nature and scope of the investigation, written in the present tense.
 2. An account of the procedure or method of investigation and the sources of information, written in the past tense.
 3. A summary of the results and conclusions of the investigation, written in the present tense.

**Sample
Abstract Page**

Wisessang, S. Ph.D. (Interpersonal Communication), June 1997, Graduate School,
Bangkok University

Intercultural Communication: An Investigation of International Students' Uncertainty and
Communication Satisfaction on American Campuses (178 pp.)

Advisor of dissertation : Asst.Prof.Candace Thomas, Ph.D.

ABSTRACT

Approved: _____

Signature of Advisor

6. Acknowledgment Page

This page is optional. If included, it contains a brief, sincere, professional acknowledgment for the help received in the development of study. (Start numbering the pages from this page.)

7. Table of Contents

An adequate table of contents should include chapter titles and other major headings. Each chapter number, title and page reference must agree with those given in the body of the thesis or dissertation. (Do not put the page number on the first page of Table of Contents but count and put the page numbers on the rest of the pages of the Table of Contents including List of Tables and List of Figures)

**Sample
Table of Contents**

TABLE OF CONTENTS		Page
ABSTRACT		iv
ACKNOWLEDGMENT		v
LIST OF TABLES		viii
LIST OF FIGURES		xi
CHAPTER 1: INTRODUCTION		1
Rationale and Problem Statement		3
Objectives of Study		5
Scope of Study		8
Research Questions		9
Significance of the Study		10
Definition of Terms		10
CHAPTER 2: LITERATURE REVIEW		12
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Related Theories		20
Hypothesis (es).....		37
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Instrument Pretest	75
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Other Findings	100
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Recommendation for Further Research	189
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APPENDIX (if any)	223
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LICENSE AGREEMENT OF DISSERTATION/THESIS PROJECT	231

8. Flyleaf

Each copy of the manuscript must have a blank page for a flyleaf at the front and at the back.

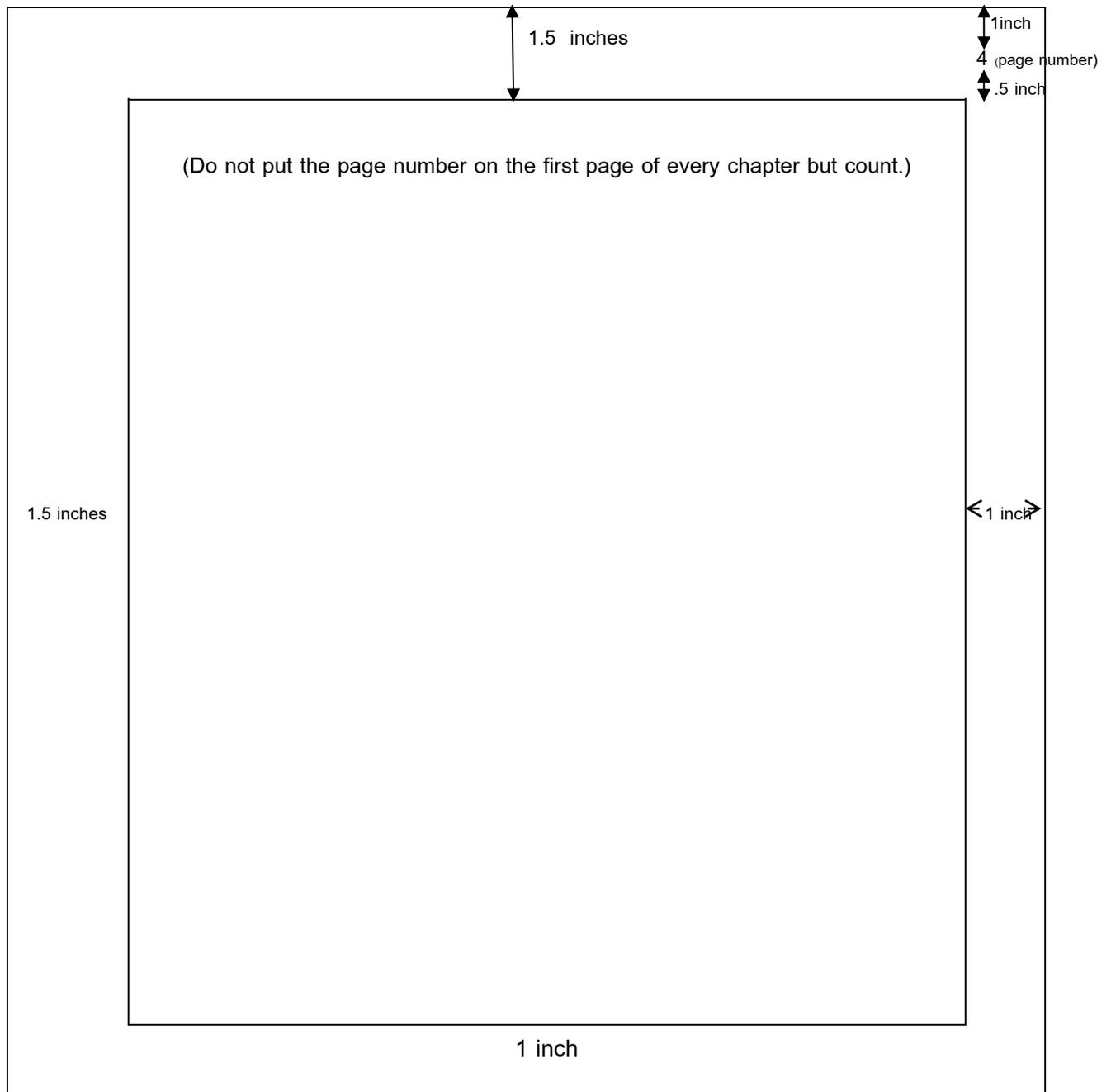
CHAPTER 5

ARRANGEMENT OF THE TEXT

MARGINS

- A. A margin of 1.5 inches must be provided on the upper side and left side of each page.
- B. A margin of one inch must be provided on the bottom and right-hand edge of each page.
- C. On pages where numbers appear in the upper right corner, the numbers should be typed a minimum of 1 inch from top of page with text starting a minimum of 1.5 inches from top of page. If there is no number at the top, a margin of 1 .5 inches must be provided.

(Example for the Arrangement of the Text)



SPACING Double-spacing should be used throughout except in tabulated data, and extensive direct quotations. The style manual being used should be followed carefully for the arrangement of long quotations, headings within chapters, numbering of pages, identification of tables, figures, graphs, diagrams, and photographs of other illustrative materials.

PHOTOGRAPHS Large photographs included in a thesis or dissertation should be printed on 8.5 x 11 inches paper such as Kodak Polycontrast A, or other paper that will bend or fold without cracking and is about the same 80 gram weight paper. Prints should be washed very thoroughly to remove all trace of processing chemicals before drying, and margin requirements must be followed. Prints smaller than 8.5 x 11 inches are mounted on Chartex, a cloth adhesive, as follows: print is mounted with dry tissue mount on the same paper used in the thesis or dissertation and the page is then backed with Chartex. Chartex may be purchased at any bookstores, and instructions for its use are on the package. Rubber cement, ordinary glue or Scotch Tape must not be used since they are neither acid-free nor durable.

CHARTS, GRAPHS, AND ILLUSTRATIONS These must be on the same or equivalent paper as the rest of the manuscript and margin requirements must be followed. If a graph or illustration must be oriented the long way on the page, the bottom of the material should be at the right-hand edge of the page. Do not use tracing paper for the original. Avoid large, solid, dark areas if the figure is to be photo copies since cross hatching, dotting, vertical ruling, etc., would be more effective. Material that is too large may be reduced in size.

Graphs and charts may be photo copies. If graph paper is used, please select the suitable color of graph paper you use. The color chosen will depend on whether you want the grid to show in the final copies as well as whether you will be reducing the graphs in size before making photo copy.

Oversized graphs, charts, and illustrations are permitted. Normally, such documents should be placed in the Appendix or in a special pocket in the back of the thesis/dissertation. Special care needs to be taken to insure that pages are folded so that they can be easily opened and so that the folded edges are not trimmed in the binding process. Inclusion of oversized documents should be approved by the Graduate School prior to submission of the final thesis/dissertation.

BIBLIOGRAPHY AND APPENDIX The bibliography should be paged continuously with the rest of the manuscript. It must include all references cited by the student and any others that are particularly pertinent to the discussion. The footnote and bibliographic entries must agree exactly on author's name, title of book or article, place and date of publication. Placement of footnotes is determined by the style manual the student is using. An appendix is included for presentation of material that does not fit into the continuity of the body of the text.

ABSTRACT A copy of the abstract must be included after the approval page. It must be noted in the Table of Contents. All abstracts must be on at least 80 gram weight paper.

The Doctoral Candidate prepares three copies of the abstract of approximately 350 words. The student must place additional copies of the abstract in the copies of the dissertation. (See directions above) Do not number pages of the abstract. Examples of the form to be followed in writing an abstract are given on page 56.

The Master's Degree Candidate is required to present three abstracts of the thesis. A brief abstract must be included in the thesis in the manner described on page 56.

THEORETICAL FRAMEWORK

**Sample
Theoretical Framework**

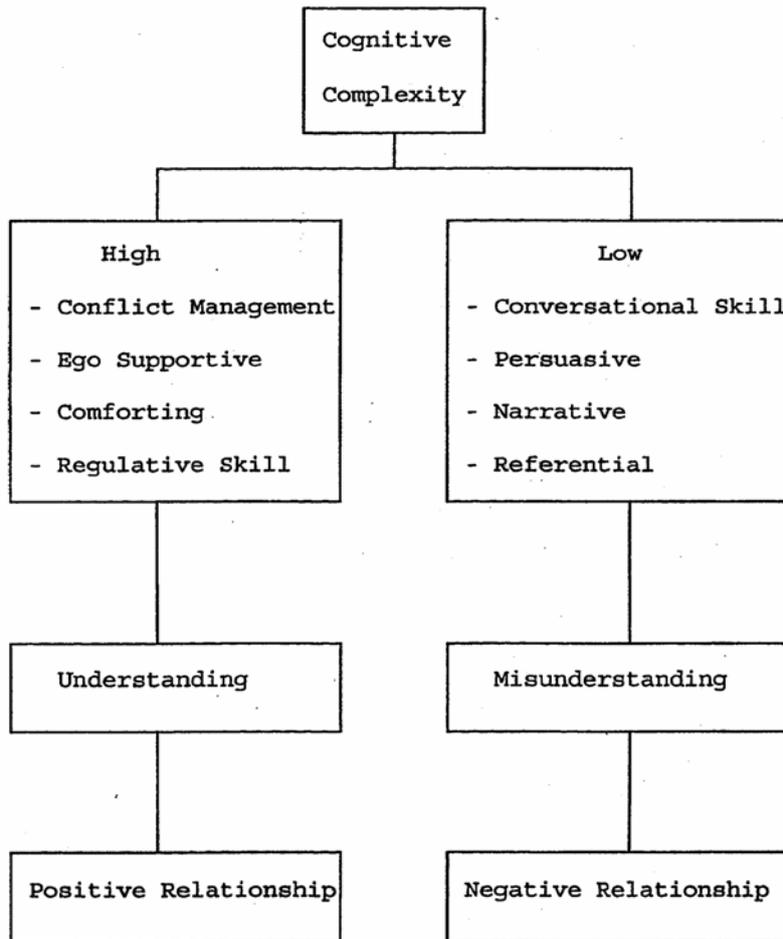


Figure 1 : Theoretical Framework

ORAL EXAMINATION

Master's Degree Candidates make arrangements with the Graduate School for the oral examination on the thesis at least 1 month before the examination date. You should give each member of the committee a completed copy of the thesis at least two weeks prior to the oral examination.

Doctoral Candidates must submit arrangements for the oral examination to the Graduate School at least 1 month before the examination date. Forms for submitting these arrangements may be obtained from the Graduate School Office. The Graduate School will send a notice of the exam to each member of the committee. You must deliver a completed copy of the dissertation to each member of the committee at least two weeks before the exam.

CHAPTER 6

PROCEDURE FOR SUBMITTING THE COMPLETED THESIS OR DISSERTATION

Following the oral examination, any changes or corrections advised by your committee or by the Graduate School are incorporated in the manuscript. Only after changes have been approved is the thesis or dissertation ready for approval signatures. Typographical errors or poor quality typing or reproduction must be corrected before the Graduate School's approval is given. Pagination of each copy should be checked before the copies are brought to the Graduate School. The reports of the oral examination are filed by the thesis advisor or dissertation advisor with the Graduate School, immediately after the committee has given final approval to the manuscript. THE REPORT OF THE ORAL EXAMINATION MUST BE IN THE GRADUATE SCHOOL BEFORE ANY DISSERTATION OR THESIS WILL BE ACCEPTED.

What to File:

A hard bound copy. (Two copies for dissertation) Label as indicated.

Title of Thesis or Dissertation.

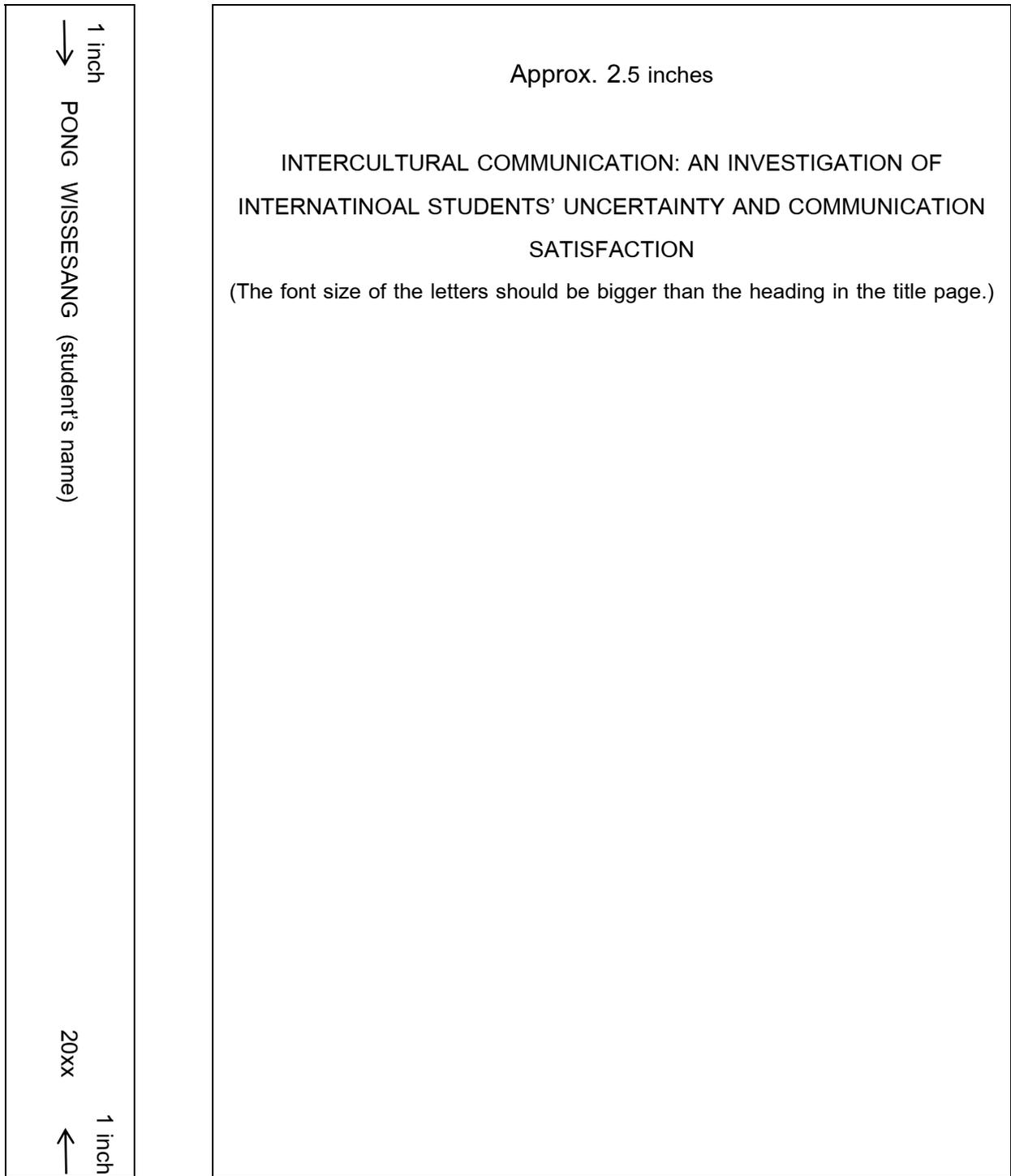
(The scripts should be capitalized in gold scripts.)

Student's Name and Degree Date is on the backbone of the manuscript.

Sample Cover Below

(Backbone of
the manuscript)

(Sample Cover)



↑ year of graduation

Remarks

The cover should be hard bound, black and the scripts should be capitalized in gold scripts.

After the oral examination is completed and the thesis or dissertation advisor has signed each copy as well as the three copies of the thesis or dissertation abstract, bring all the copies to the Graduate School. Each copy must have an original signature; no photo copies signatures will be accepted.

If there are any problems with your thesis or dissertation, you will be notified within one week. Should problems exist with the manuscript, you will be asked to correct them and resubmit the copies.

Once you have completed and turned in all forms and your manuscript is in correct form, your thesis or dissertation will be signed and the copies will be deposited at the library together with the CD-ROM or diskette of the thesis prepared on Microsoft Word (version at least 95). The Graduate School will be responsible for depositing the final copies.

PROCEDURE FOR SUBMITTING RECORDINGS AND VIDEOTAPES

All tapes and recordings must be in appropriate containers and labeled with your name, title, degree, and the date the degree is conferred. If a videotape is filed, only one tape is required. It is filed with the Graduate School.

CHAPTER 7

REFERENCE

REFERENCE CITATIONS IN TEXT

Document your study throughout the text by citing the author and date the works you researched. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the manuscript.

1. One Work by One Author

APA journals use the author-date method of citation; that is, the surname of the author (do not include suffixes such as Jr.) and the year of publication are inserted in the text at the appropriate point:

Rogers (2000) compared reaction times

In a recent study of reaction times (Rogers, 2000)

If the name of the author appears as part of the narrative, as in the first example, cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses (as in the second example). Include only the year, even if the reference includes month and year. In the rare case in which both the year and the author are given as part of the textual discussion, do not add parenthetical information.

In 2000, Rogers compared

Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article:

In a recent study of reaction times, Rogers (1994) described the method

. . . . Rogers also found

2. One Work by Multiple Authors

When a work has two authors, always cite both names every time the reference occurs in text.

When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by “et al.” (not underlined and with a period after “al”) and the year if it is the first citation of the reference within a paragraph:

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found **[first citation in text]**

Wasserstein et al. (1994) found **[subsequent first citation per paragraph thereafter]**

Wasserstein et al. found **[omit year from subsequent citations after first citation within a paragraph]**

Exception: If two references with the same year shorten to the same form (e.g., both Bradley, Ramirez, & Soo, 1994, and Bradley, Soo, Ramirez, & Brown, 1994, shorten to Bradley et al., 1994), cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and “et al.”:

Bradley, Ramirez, and Soo (1994) and Bradley, Soo, et al. (1994)

When a work has six or more authors, cite only the surname of the first author followed by “et al.” (not underlined and with a period after “al”) and the year for the first and subsequent citations. (In the reference list, however, provide the initials and surnames of each author.)

If two references with six or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as are necessary to distinguish the two references, followed by “et al.” For example, suppose you have entries for the following references:

Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1992)

Kosslyn, Koenig, Gabrieli, Tang, Marsolek, and Daly (1992)

In text you would cite them, respectively, as

Kosslyn, Koenig, Barrett, et al. (1992) and

Kosslyn, Koenig, Gabrieli, et al. (1992)

Join the names in a multiple-author citation in running text by the word and. **In parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&):**

3. Groups as Authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty. If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, write out the name each time it occurs.

Example of citing a group author (e.g., association, government agency) that is readily identified by its abbreviation:

Entry in reference list:

National Institute of Mental Health. (1991)

First text citation:

(National Institute of Mental Health [NIMH], 1991)

Subsequent text citations:

(NIMH, 1991)

Example of citing a group author in full:

Entry in reference list:

University of Pittsburgh. (1993)

All text citations:

(University of Pittsburgh, 1993)

4. Works With No Author (Including Legal Materials) or With an Anonymous Author

When a work has no author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and **italicize** the title of a periodical, book, brochure, or report:

on free care ("Study Finds," 1982)

the book *College Bound Seniors* (1979)

Treat references to legal materials like references to works with no author; that is, in text, cite materials such as court cases, statutes, and legislation by the first few words of the reference and the year .

When a work's author is designated as "Anonymous," cite in text the word *Anonymous* followed by a comma and the date:

(Anonymous, 1993)

In the reference list, an anonymous work is alphabetized by the word *Anonymous*.

5. Authors with the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references:

R. D. Luce (1959) and P. A. Luce (1986) also found

J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied

6. Two or More Works within the Same Parentheses

Order the citations of two or more works within the same parentheses in the same order in which they appear in the reference list, according to the following guidelines.

Arrange two or more works by the same authors in the same order by year of publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work give only the date.

Past research (Edeline & Weinberger, 1991, 1993)

Past research (Gogel, 1984, 1990, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by the title (of the article, chapter, or complete work) that immediately follows the date element.

Several studies (Zola-Morgan & Squire, 1986, 1990, in press-a, in press-b)

Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press-b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. **Separate the citations by semicolons.**

Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)

Exception: You may separate a major citation from other citations within parentheses by inserting a phrase, such as “see also,” before the first of the remaining citations, which should be in alphabetical order:

(Overmier, 1993; see also Abeles, 1992; Storandt, 1990)

7. Classical Works

When a work has no date of publication, cite in text the author's name, followed by a comma and n.d. for “no date.” When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by trans., or the year of the version you used, followed by version. When you know the original date of publication, include this in the citation.

(Aristotle, trans., 1931) or James (1890/1983)

Reference entries are not required for major classical works, such as ancient Greek and Roman works and the Bible; simply identify in the first citation in the text the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 13:1 (Revised Standard Version)

8. Specific Parts of a Source

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that the words “page” and “chapter” are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

To cite parts of classical works, use the specific line, book, and section numbers as appropriate, and “do not” provide page numbers, even for direct quotations.

9. Personal Communications

Personal communications may be letters, memos, some electronic communications (e.g., E-mail, discussion groups, messages from electronic bulletin boards), telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. **Cite personal communications in text only.** Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

K. W. Schaie (personal communication, April 18, 1993)

(V.-G. Nguyen, personal communication, September 28, 1993)

10. Citations in Parenthetical Material

In a citation that appears in parenthetical text, use commas (not brackets) to set off the date:

11. Internet

If possible, cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses (Italicize book's name / use " " with article's name). Use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring (*Tutoring and APA*, n.d.).

AGREEMENT OF TEXT AND REFERENCE LIST

References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text. The student must make certain that each source referenced appears in both places and that the text citation and reference list entry are identical in spelling and year.

APA STYLE

APA style for the preparation of references is detailed in on page 66 to 89. Because a reference list includes only references that document the article and provides recoverable data, do
not

include personal communications, such as letters, memoranda, and informal electronic communication. Instead, cite personal communications only in text.

The reference list must be double-spaced, and entries should start with a paragraph indent; entries will then be typeset with hanging indents. (Incomplete or improperly prepared references will be returned to students for correction.)

Abbreviations. Acceptable abbreviations in the reference list for parts of books and other publications include

chap.	chapter
ed.	edition
Rev. ed	revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator (s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	Volume (as in Vol. 4)
vols.	volumes (as in 4 vols.)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement

Publisher's locations. Give the location (**city and state for U.S. publishers, city and country for publishers outside of the United States**) of the publishers of books, reports, brochures, and other separate, nonperiodical publications. The names of states and territories are abbreviated in the reference list and in the Method section (suppliers' locations); use the official two-letter U.S. Postal Service abbreviations listed in Table 1.

The following locations can be listed without a state abbreviation or country because they are major cities that are well known for publishing:

Amsterdam	Chiengmai	Moscow	San Francisco
Baltimore	Jerusalem	New York	Stockholm
Bangkok	Los Angeles	Paris	Tokyo
Boston	London	Philadelphia	Vienna
Chicago	Milan	Rome	

TABLE 1 : Abbreviations for States and Territories

Location	Abbreviation	Location	Abbreviation
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
American Samoa	AS	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY

INTRODUCTION TO APA REFERENCE STYLE

General Forms

Periodical:

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*,
xx, xxx-xxx.

Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, and so on.

Nonperiodical:

Author, A. A. (1994). *Title of work*. Location: Publisher.

Part of a nonperiodical (e.g., book chapter):

Author, A. A., & Author, B. B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor
(Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Nonperiodicals include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media.

Online periodical:

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Periodical*,
xx, xxx-xxx. Retrieved month day, year, from source.

Online document:

Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source.

Electronic sources include aggregated databases, online journals, Web sites or Web pages, newsgroups, Web-or e-mail-based discussion groups, and Web-or e-mail-based newsletters.

Authors

Periodical:

Kernis, M. H., Cornell, D. P., Sun, C.-R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Nonperiodical:

Robinson, D. N. (Ed.). (1992). *Social discourse and moral judgment*. San Diego, CA: Academic Press.

- Invert all authors' names; give surnames and initials for only up to and including six authors. When authors number seven or more, abbreviate the seventh and subsequent authors as et al.
- If an author's first name is hyphenated, retain the hyphen and include a period after each initial.
- **Use commas to separate authors, to separate surnames and initials, and to separate initials and suffixes** (e.g., Jr. and III); with two or more authors, **use an ampersand (&) before the last author.**
- Spell out the full name of a group author (e.g., Australian In Vitro Fertilization Collaborative Group; National Institute of Mental Health).
- If authors are listed with the word with, include them in the reference in parentheses, for example, Bulatao, E. (with Winford, C.A.). The text citation, however, refers to the primary author only.
- In a reference to an edited book, place the editors' names in the author position, and enclose the abbreviation Ed. or Eds. in parentheses after the last editor's name.
- In a reference to a **work with no author, move the title to the author position**, before the date of publication.
- Finish the element with a period. In a reference to a work with a group author (e.g., study group, government agency, association, corporation), the period follows the author element. In a reference to an edited book, the period follows the parenthetical abbreviation (Eds.). In a reference to a work with no author, the period follows the title, which is moved to the author position. (When an author's initial with a period ends the element, do not add an extra period.)

Publication Date

Fowers, B. J., & Olson, D. H. (1993). ENRICH Marital Satisfaction Scale: A brief research and clinical tool. *Journal of Family Psychology*, 7, 176-185. [journals, books, audiovisual media]

(1993, June). [meetings; monthly magazines, newsletters, and newspapers]

(1994, September 28). [dailies and weeklies]

(in press). [any work accepted for publication but not yet printed]

(n.d.). [work with no date available]

- Give in parentheses the year the work was copyrighted (for unpublished works, give the year the work was produced).
- For magazines, newsletters, and newspapers, give the year followed by the exact date on the publication (month or month and day) in parentheses.
- Write in press in parentheses for articles that have been accepted for publication but that have not yet been published. Do not give a date until the article has actually been published.
- If no date is available, write n.d. in parentheses.
- Finish the element with a period after the closing parenthesis.

Title of Article or Chapter

Periodical:

Deutsch, F. M., Lussier, J. B., & Servis, L. J. (1993). Husbands at home: Predictors of paternal participation in childcare and housework. *Journal of Personality and Social Psychology*, 65, 1154-1166.

Nonperiodical:

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

- Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; **do not underline, italicize the title or place quotation marks around it.
- Enclose nonroutine information that is important for identification and retrieval in brackets immediately after the article title. Brackets indicate a description of form, not a title.
- Finish the element with a period.

Title of Work and Publication Information: Periodicals

Journal:

Buss, D. M., & Schmitt, D. P. (1993). Sexual strategies theory: An evolutionary perspective on human mating. *Psychological Review*, 100, 204-232.

Magazine:

Henry, W. A., III. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

- Give the periodical title in full, in uppercase and lowercase letters.
- Give the volume number of journals, magazines, and newsletters. Do not use Vol. before the number.
- If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (1994, April).
- **Italicize the name of the periodical and the volume number**, if any.
- Give inclusive page numbers. Use pp. before the page numbers in references to newspapers.
- Use commas after the title and volume number.
- Finish the element with a period.

Title of Work: Nonperiodicals

Saxe, G. B. (1991). *Cultural and cognitive development: Studies in Mathematical Understanding*. Hillsdale, NJ: Erlbaum.

- Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; **italicize** the title.
- Enclose additional information given on the publication for its identification and retrieval (e.g., edition, report number, volume number) in parentheses immediately after the title. Do not use a period between the title and the parenthetical information; do not underline the parenthetical information.
- Finish the element with a period.

Title of Work: Part of a Nonperiodical

(Book Chapters)

The title element for an edited book consists of (a) the name of the editor (if any) preceded by the word *In* and (b) the book title with parenthetical information.

Editor:

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

- Because the editor's name is not in the author position, do not invert the name; use initials and surname. Give initials and surnames for all editors (for substantial reference works with a large editorial board, naming the lead editor followed by *et al.* is acceptable).
- With two names, use an ampersand (&) before the second surname, and do not use commas to separate the names. With three or more names, use an ampersand before the final surname, and use commas to separate the names.
- Identify the editor by the abbreviation *Ed.* in parentheses after the surname.
- For a book with no editor, simply include the word *In* before the book title.
- Finish this part of the element with a comma.

Book title with parenthetical information:

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

- Give inclusive page numbers of the article or chapter in parentheses after the title.
- If additional information is necessary for retrieval (e.g., edition, report number, or volume number), this information precedes the page numbers within the parentheses and is followed by a comma.
- Finish the element with a period.

Publication Information: Nonperiodicals

Location, ST: Publisher.	Hillsdale, NJ: Erlbaum.
Location, Province, Country: Publisher.	Ontario, Canada: University of Toronto Press.
Location, Country: Publisher.	Oxford, England: Basil Blackwell.
Location, Province, Country: Publisher.	Amsterdam: Elsevier.

- If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the state or province in the publisher location.
- Give the name of the publisher in as brief a form as is intelligible. Write out the names of associations, corporations, and university presses, **but omit superfluous terms, such as Publishers, Co., or Inc.**, which are not required to identify the publisher. **Retain the words books and Press.**
- If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's home office.
- Finish the element with a period.

Retrieval Information: Electronic Sources

The retrieval statement provides the date the information was retrieved, along with the name and/or address of the source.

Electronic reference formats recommended by the American Psychological Association. (2000, October 12). Retrieved October 23, 2000, from <http://www.apa.org/journals/webref.html>

Eid, M., & Langeheine, R. (1999). The measurement of consistency and occasion specificity with latent class models: A new model and its application to the measurement of affect.

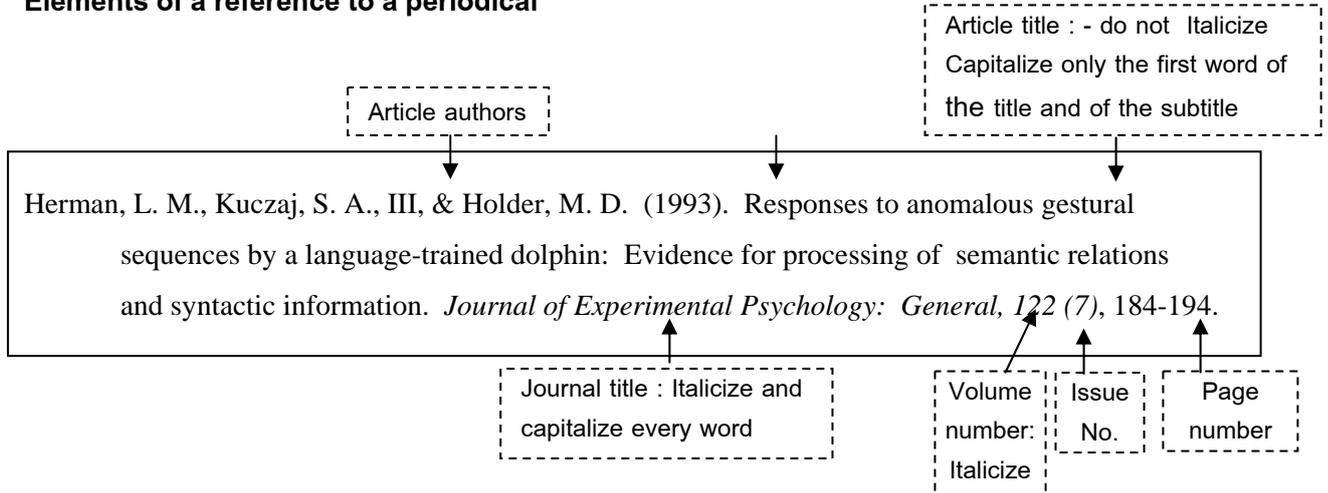
Psychological Methods, 4, 100-116. Retrieved November 19, 2000, from the PsycARTICLES database.

- If information is obtained from a document on the Internet, provide the Internet address for the document at the end of the retrieval statement.
- If information is retrieved from an aggregated database, providing the name of the database is sufficient; no address is needed.
- Use available from to indicate that the URL leads to information on how to obtain the cited material, rather than to the material itself.
- Finish the retrieval element with a period, unless it ends with an Internet address.

ELEMENTS AND EXAMPLES OF REFERENCE IN APA STYLE

A. PERIODICALS

Elements of a reference to a periodical



Article authors: Herman, L. M., Kuczaj, S. A., III, & Holder, M. D.

Date of publication: (1993).

Article title: Responses to anomalous gestural sequences by a language-trained dolphin:
Evidence for processing of semantic relations and syntactic information.

- Capitalize only the first word of the title and of the subtitle, if any, and any proper names;
**do not underline Italicize the title or place quotation marks around it.
- Enclose nonroutine information that is important for identification and retrieval in brackets immediately after the article title (e.g., [Letter to the editor]). Brackets indicate a description of form, not a title.
- Finish the element with a period.

Periodical title and publication information: *Journal of Experimental Psychology: General*, 122, 184-194.

In-text Citation :

(Herma, Kuczaj, & Holder, 1993).

Or

Herman, Kuczaj, and Holder (1993) found that.....

EXAMPLES OF REFERENCES TO PERIODICALS

1. Journal article, one author

References:

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

In-text citation: (Bekerian, 1993)

With page number: (Bekerian, 1993, p. 35)

2. Journal article, two authors, journal paginated by issue

References:

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

In-text citation: (Klimoski & Palmer, 1993)

With page number: (Klimoski & Palmer, 1993, p.

3. Journal article, three to five authors

References:

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449.

First in-text citation: (Borman, Hanson, Oppler, Pulakos, & White, 1993)

Subsequent in-text citations: (Borman, et al., 1993)

4. Journal article, more than six authors

References:

Kneip, R. C., Delamater, A. M., Ismond, T., Milford, C., Salvia, L., & Schwartz, D. (1993). Self- and spouse ratings of anger and hostility as predictors of coronary heart disease. *Health Psychology*, 12, 301-307.

First in-text and subsequent in-text citation: (Kneip, et al., 1993)

- After the sixth author's name and initial, use et al. to indicate the remaining authors of the article.

5. Journal article in press

References:

Zuckerman, M., & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

In-text citation: (Zuckerman & Kieffer, in press).

- Do not give a year, a volume, or page numbers until the article is published. In text, use the following parenthetical citation: (Zuckerman & Kieffer, in press).
- If another reference by the same author (or same order of authors for multiple authors) is included in the list of references, place the in-press entry after the off-press (published) entry. If there is more than one in-press reference, list the entries alphabetically by the first word after the date element, and assign lowercase letter suffixes to the date element (e.g., in press-a).

6. Magazine article

References:

Kandel, E. R., & Squitre, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

In-text citation: (Kandel & Squitre, 2000, November 10).

- Give the date shown on the publication—month for monthlies or month and day for weeklies.
- Give the volume number.

7. Newsletter article

References:

Brown, L. S. (1993, Spring). Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87.

In-text citation: (Brown, 1993).

- Give the date as it appears on the issue.
- Give a volume number.

8. Newsletter article, no author

References: The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.

In-text citation: (“The new health-care lexicon”, 1993)

- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title (or the full title if it is short) for the parenthetical citation: (“The New Health-Care Lexicon,” 1993).
- Give a volume number.

9. Daily newspaper article, no author

References:

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

In-text citation: (“New drug”, 1993)

- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title for the parenthetical citation: (“New Drug,” 1993).
- Precede page numbers for newspaper articles with “p.” or “pp.”

10. Daily newspaper article, discontinuous pages

References:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

In-text citation: (Schwartz, 1993)

- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).

11. Weekly newspaper article, letter to the editor

References:

Berkowitz, A. D. (2000, November 24). How to tackle the problem of student drinking [Letter to the editor]. *The chronicle of Higher Education*, p. B20.

In-text citation: (Berkowitz, 2000)

12. Entire issue of a journal

References:

Barlow, D. H. (Ed.). (1991). Diagnoses, dimensions, and DSM-IV: The science of classification [Special issue]. *Journal of Abnormal Psychology*, 100 (3).

In-text citation: (Barlow, 1991)

- To cite an entire issue of a journal (in this example, a special issue), give the editors of the issue and the title of the issue.
- If the issue has no editors, move the issue title to the author position, before the year of publication, and end the title with a period. Alphabetize the reference entry by the first significant word in the title. In text, use a short title for the parenthetical citation, for example: ("Diagnoses," 1991).
- For retrievability, provide the issue number instead of page numbers.

13. Monograph with issue number and serial (or whole) number

References:

Harris, P. L., & Kavanaugh, R. D. (1993). Young Children's understanding of pretense. *Monographs of the Society for Research in Child Development*, 58 (1, Serial No. 231).

In-text citation: (Harris & Kavanaugh, 1993)

- Give the volume number, and immediately after in parentheses, the issue and serial (or whole) numbers. Use the word "Whole" instead of "Serial" if the monograph is identified by a whole number.

14. Monograph bound separately as a supplement to a journal

References:

Battig, W. F., & Montague, W. E. (1969). Category norms for verbal items in 56 categories: A replication and extension of the Connecticut category norms. *Journal of experimental Psychology Monographs*, 80 (3, Pt. 2).

In-text citation: (Battig & Montague, 1969)

- Give the issue number and supplement or part number in parentheses immediately after the volume number.

15. Monograph bound into journal with continuous pagination

References:

Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. *Journal of Applied Psychology*, 76, 143-168.

In-text citation: (Ganster, Schaubroeck, Sime, & Mayes, 1991)

- Include "Monograph" in brackets as a description of form.

16. Abstract as original source

References:

Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning. *Society for Neuroscience Abstracts*, 17, 480.

In-text citation: (Woolf, Young, Fanselow, & Butcher, 1991)

- If the title of the periodical does not include the word abstracts, place Abstract in brackets between the abstract title and the period.

17. Abstract from a secondary source

References:

Nakazato, K., Shimonaka, Y., & Homma, A. (1992). Cognitive functions of centenarians: The Tokyo Metropolitan Centenarian study. *Japanese Journal of Developmental Psychology*, 3, 9-16. (From *PsycSCAN: Neuropsychology*, 1993, 2, Abstract No. 604)

In-text citation: (Nakazato, Shimonaka, & Homma, 1992).

- The term secondary source refers to such things as abstracts, article summaries, book reviews, and so forth. These are derived from primary sources (journal articles, books), often by someone other than the original author (s). In scholarly research, it is preferable to read and cite primary sources whenever possible.
- Cite the secondary source in a retrieval statement at the end of the reference, beginning with the words Abstract obtained from, followed by the title of the secondary source, the year of publication, the volume number, and the abstract identifier (if applicable).
- If the date of the secondary source is different from the date of the original publication, cite in text both dates, separated by a slash, with the original date first: Nakazato, Shimonaka, and Homma (1992/1993).

18. Journal supplement

References:

Regier, A. A., Narrow, W. E., & Rae, D. S. (1990). The epidemiology of anxiety disorders: The epidemiologic catchment area (ECA) experience. *Journal of Psychiatric Research*, 24 (Suppl. 2), 3-14.

In-text citation: (Regier, Narrow, & Rae, 1990).

- Give the supplement number in parentheses immediately after the volume number.

19. Periodical published annually

References:

Fiske, S. T. (1993). Social cognition and social perception. *Annual Review of Psychology*, 44, 155-194.

In-text citation: (Fiske, 1993)

- Treat series that have regular publication dates and titles as periodicals, not books. If the subtitle changes in series published regularly, such as topics of published symposia (e.g., the Nebraska Symposium on Motivation and the Annals of the New York Academy of Sciences), treat the series as a book or chapter in an edited book.

20. Non-English journal article, title translated into English

References:

Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials: Are impulsive individuals augmenters or reducers?]. *Zeitschrift für Differentielle und Diagnostische Psychologie*, 21, 208-217.

In-text citation: (Ising, 2000).

- If the original version of a non-English article is used as the source, cite the original version. Give the original title and, in brackets, the English translation.
- Use diacritical marks and capital letters for non-English words as done in the original language (umlauts and capitals for the nouns in this example).

21. English translation of a journal article, journal paginated by issue

References:

Stutte, H. (1972). Transcultural child psychiatry. *Acta Paedopsychiatrica*, 38(9), 229-231.

In-text citation: (Stutte, 1972).

he English translation of a non-English article is used as the source, cite the English translation: Give the English title without brackets.

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22. Citation of a work discussed in a secondary source (e.g., for a study by Seidenberg and McClelland cited in Coltheart et al.)

References:

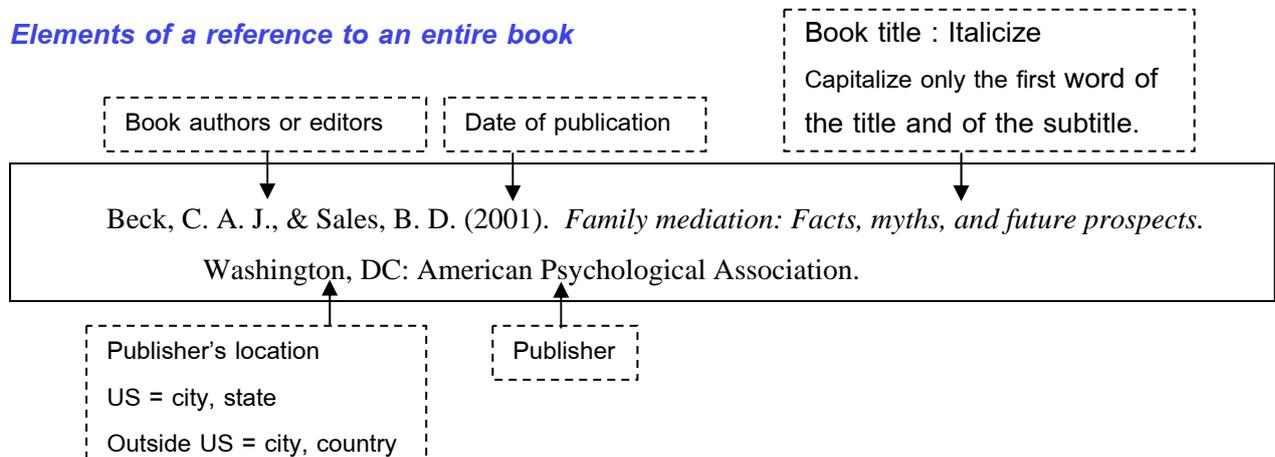
Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*, 589-608.

In-text citation: Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

- Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the work cited, list the Coltheart et al. reference in the References.

B. BOOKS, BROCHURES, AND BOOK CHAPTERS

Elements of a reference to an entire book



Book authors or editors: Beck, C. A. J., & Sales, B. D.

Date of publication: (2001).

Book title: *Family mediation: Facts, myths, and future prospects*.

Publication information: Washington, DC: American Psychological Association.

- If a book has more than six authors, follow the rule for journals and abbreviate remaining authors as et al. [not italicized and with a period after "al"] in the first and subsequent text citations.

Examples of reference to entire book

23. Book, third edition, Jr. in name

References:

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

In-text citation: (Mitchell, & Larson, 1987) With page number : (Mitchell, & Larson, 1987, p. 35)

24. Book, group author (government agency) as publisher

References:

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: Author.

In-text citation: (Australian Bureau of Statistics, 1991)

- Alphabetize group authors by the first significant word of the name.
- When the author and publisher are identical, use the word *Author* as the name of the publisher.

25. Edited book

References:

Gibbs, J. T. & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

In-text citation: (Gibbs & Huang, 1991)

- For a book with just one author and an editor as well, give the author first, and list the editor in parentheses after the title, as a translator is treated.

26. Book, no author or editor

References:

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

In-text citation: (*Merriam-Webster's Collegiate Dictionary*, 1993)

- Place the title in the author position.
- Alphabetize books with no author's or editor by the first significant word in the title (Merriam in this case).
- In text, use a few words of the title, or the whole title if it is short, in place of an author's name in the citation: (*Merriam-Webster's Collegiate Dictionary*, 1993).

27. Book, revised edition

References:

Rosenthal, R. (1987). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage.

In-text citation: (Rosenthal, 1987)

28. Several volumes in a multivolume edited work, publication over period of more than 1 year

References:

Koch, S. (Ed.). (1959-1963). Psychology: A study of science (Vols. 1-6). New York: McGraw-Hill.

In-text citation: (Koch, 1959-1963)

29. Diagnostic and Statistical Manual of Mental Disorders

References:

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

In-text citation: (American Psychiatric Association, 1994)

- The association is both author and publisher.
- Cite the edition you used, with Arabic numerals in parentheses.
- In text, cite the name of the association and the name of the manual in full at the first mention in the text; thereafter, you may refer to the traditional DSM form (underlined) as follows:

<u>DSM-III</u>	(1980)	third edition
<u>DSM-III-R</u>	(1987)	third edition, revised
<u>DSM-IV</u>	(1994)	fourth edition
DSM-IV-TR	(2000)	text edition

30. Encyclopedia or dictionary

References:

Sadie, S. (Ed.). (1980). The new Grove dictionary of music and musicians (6th ed., Vols. 1-20). London: Macmillan.

In-text citation: (Sadie, 1980)

- For major reference works with a large editorial board, you may list the name of the lead editor, followed by “*et al.*”

31. Non-English book

References:

Piaget, J., & Inhelder, B. (1951). *La genese de l' idée de hasard chez l' enfant* [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France.

In-text citation: (Piaget & Inhelder, 1951).

- If the original version of a non-English book is used as the source, cite the original version: Give the original title and, in brackets, the English translation.

32. English translation of a book

References:

Laplace, P. -S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

In-text citation: (Laplace, 1814/1951).

- If the English translation of a non-English work is used as the source, cite the English translation: Give the English title without brackets (for use of brackets with non-English works, see Examples 20, 31, and 37).
- In text, cite the original publication date and the date of the translation: (*Laplace, 1814/1951*).

33. Brochure, corporate author

References:

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.). [Brochure]. Lawrence, KS: Author.

- Format references to brochures in the same way as those to entire books.
- In brackets, identify the publication as a brochure.

Elements of a reference to an [article or chapter in an edited book](#)

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association.

Article or chapter author: Massaro, D.

Date of publication: (1992).

Article or chapter title: Broadening the domain of the fuzzy logical model of perception.

Book editors: In H. L. Pick, Jr., P. van den Broek, & D. C. Knill (Eds.),

Book title and article or chapter page numbers: *Cognition: Conceptual and methodological issues* (pp. 51-84)

Publication information: Washington, DC: American Psychological Association.

Examples Of References To Articles Or Chapters In Edited Books

34. Article or chapter in an edited book, two editors

References:

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

In-text citation: (Bjork, 1989)

- For a chapter in book that is not edited, include the word “In” before the book title.

35. Article or chapter in an edited book in press, separately titled volume in a multivolume work (two-part title)

References:

Auerbach, J. S. (in press). The origins of narcissism and narcissistic personality disorder: A theoretical and empirical reformulation. In J. M. Masling & R. F. Bornstein (Eds.), *Empirical studies of psychoanalytic theories: Vol. 4. Psychoanalytic perspectives on psychopathology*. Washington, DC: American Psychological Association.

In-text citation: (Auerbach, in press).

- Do not give the year unless the book is published. In text, use the following parenthetical citation: (Auerbach, in press).
- Page numbers are not available until a work is published; therefore, you cannot give inclusive page numbers for articles or chapters in books that are in press.

36. Chapter in a volume in a series

References:

Maccoby, E. E., & Martin, J. (1983). Socialization in the context of the family: Parent-child interaction. In P. H. Mussen (Series Ed.) & E. M. Hetherington (Vol. Ed.), *Handbook of child psychology: Vol. 4. Socialization, personality, and social development* (4th ed., pp. 1-101). New York: Wiley.

In-text citation: (Maccoby & Martin, 1983)

- List the series editor first and the volume editor second so that they will be parallel with the titles of the works.

37. Non-English article or chapter in an edited book, title translated into English

References:

Davydov, V. V. (1972). De introductie van het begrip grootheid in de eerste klas van de basisschool: Een experimenteel onderzoek [The introduction of the concept of quantity in the first grade of the primary school: An experimental study]. In C. F. Van Parreren & J. A. M. Carpay (Eds.), *Sovietpsychologen aan het woord* (pp. 227-289). Groningen, The Netherlands: Wolters-Noordhoff.

In-text citation: (Davydov, 1972)

- If the original version of a non-English article or non-English book is used as the source, cite the original version: Give the original title and, in brackets, the English translation.

38. Entry in an encyclopedia

References:

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

In-text citation: (Bergmann, 1993).

- If an entry has no byline, begin the reference with the entry title and publication date.

39. English translation of an article or chapter in an edited book, volume in a multivolume work, republished work

References:

Freud, S. (1961). The ego and the id. In J. Strachey (Ed. and Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66). London: Hogarth Press. (Original work published 1923)

In-text citation: (Freud, 1961).

- If the English translation of a non-English work is used as the source, cite the English translation: Give the English title without brackets.

■ **40. English translation of an article or chapter in an edited book, reprint from another**

References:

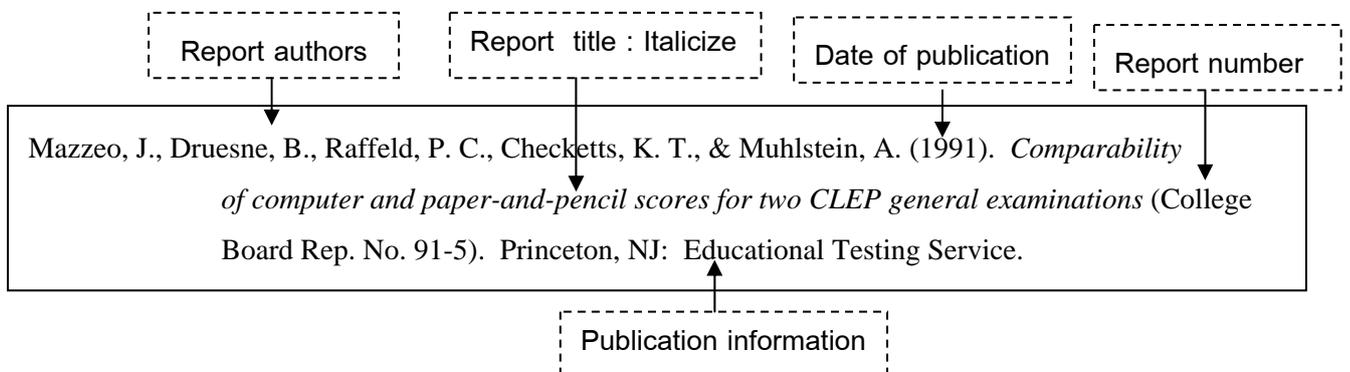
Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), *Cognitive development to adolescence: A reader* (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from *Manual of child psychology*, pp. 703-732, by P. H. Mussen, Ed., 1970, New York: Wiley)

In-text citation: (Piaget, 1970-1988).

source

- If the English translation of a non-English work is used as the source, cite the English translation: Give the English title without brackets (for use of brackets with non-English works).
- In text, use the following parenthetical citation: (Piaget, 1970-1988).

C. TECHNICAL AND RESEARCH REPORTS



Elements of a reference to a report

Report authors: Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A.

Date of publication: (1991).

Report title: *Comparability of computer and paper-and-pencil scores for two CLEP general examinations*

Report number: (College Board Rep. No. 91-5)

Publication information: Princeton, NJ: Educational Testing Service.

- If the issuing organization assigned a number (e.g., report number, contract number, monograph number) to the report, give that number in parentheses immediately after the title. Do not use a period between the report title and the parenthetical material; do not underline

the parenthetical material. If the report carries two numbers, give the number that best aids identification and retrieval.

- Give the name, exactly as it appears on the publication, of the specific department, office, agency, or institute that published or produced the report. Also give the higher department, office, agency, or institute only if the office that produced the report is not well known. For example, if the National Institute on Drug Abuse, an institute of the U.S. Department of Health and Human Services, produced the report, give only the institute as publisher. Because this institute is well known, it is not necessary to give the higher department as well. If you include the higher department, give the higher department first, then the specific department.
- For reports from a document deposit service (e.g., NTIS or ERIC), enclose the document number in parentheses at the end of the entry. Do not use a period after the document number.

Examples Of References To Reports

41. Report available from the Government Printing Office (GPO), government institute as group author

References:

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

In-text citation: (National Institute of Mental Health, 1990)

- Government documents available from GPO should show GPO as the publisher.

46. Report from a university

References:

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

In-text citation: (Broadhurst & Maller, 1991).

- If the name of the state is included in the name of the university, do not repeat the name of the state in the publisher location.

- Give the name of the university first, then the name of the specific department or organization within the university that produced the report.

47. Report from a university, edited report, monograph

References:

Shuker, R., Openshaw, R., & Soler, J. (Eds.). (1990). *Youth, media, and moral panic in New Zealand: From hooligans to video nasties* (Delta Research Monograph No. 11). Palmerston North, New Zealand: Massey University, Department of Education.

In-text citation: Shuker, Openshaw, & Soler, 1990).

48. Report from a private organization

References:

Employee Benefit Research Institute. (1992, February). *Sources of health insurance and characteristics of the uninsured* (Issue Brief No. 123). Washington, DC: Author.

Text citation: (Employee Benefit Research Institute, 1992).

- Use this form for issue briefs, working papers, and other corporate documents, with the appropriate document number for retrieval in parentheses.

D. PROCEEDINGS OF MEETINGS AND SYMPOSIA

49. Published proceedings, published contribution to a symposium, article or chapter in an edited book

References:

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on Motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

In-text citation: (Deci & Ryan, 1991)

- Capitalize the name of the symposium, which is a proper name.

▪ **50. Proceedings published regularly**

References:

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

In-text citation: (Cynx, Williams, & Nottebohm, 1992)

- Treat regularly published proceedings as periodicals.
- Indicate after the article title if only an abstract of the article appears in the proceedings. Use brackets to show that the material is a description of form, not a title.

51. Unpublished contribution to a symposium

References:

Lichstein, K. L., Johnson, R. S., Womack, T. D., Dean, J. E., & Childers, C. K. (1990, June), Relaxation therapy for polypharmacy use in elderly insomniacs and noninsomniacs. In T. L. Rosenthal (Chair), *Reducing medication in geriatric populations*. Symposium conducted at the meeting of the First International Congress of Behavioral Medicine, Uppsala, Sweden.

First in-text citation: (Lichstein, Johnson, Womack, Dean, & Childers, 1990)

Subsequent in-text citations: (Lichstein, et al.,1990)

- Give the month of the symposium if it is available.

52. Unpublished paper presented at a meeting

References:

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

In-text citation: (Lanktree & Briere, 1991)

53. Poster session

References:

Ruby, J., & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster session presented at the annual meeting of the Society for Scholarly Publishing, Washington, DC.

In-text citation: (Ruby & Fulton,1993)

- Give the month of the meeting if it is available.

E. DOCTORAL DISSERTATIONS AND MASTER'S THESES

54. Doctoral dissertation abstracted in Dissertation Abstracts International (DAI) and obtained on university microfilm (UMI)

References:

Bower, D. L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors. *Dissertation Abstracts International*, 54(01), 534B. (University Microfilms No. AAD93-15947)

In-text citation: (Bower, 1993)

- If the dissertation is obtained from UMI, give the UMI number as well as the volume and page numbers of DAI (see Example 56 for an unpublished doctoral dissertation).
- For a master's thesis abstracted in Masters Abstracts International and obtained from UMI, use the format shown here, and give as publication information the title, volume number, and page number as well as the UMI number. Prior to Volume 54, the title of Masters Abstracts International was Masters Abstracts.

55. Doctoral dissertation abstracted in Dissertation Abstracts International (DAI) and obtained from the university

References:

Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 49, Z5055.

In-text citation: (Ross, 1990)

- If a manuscript copy of the dissertation from the university was used as the source, give the university and year of the dissertation as well as the volume and page numbers of DAI.
- For a master's thesis abstracted in Masters Abstracts International and obtained from the university, use the format shown here and give as publication information the title, volume number, and page number of "Masters Abstracts International" as well as the university and year of the thesis (see Example 57 for an unpublished master's thesis).

56. Unpublished doctoral dissertation

References:

Wilfley, D. E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

In-text citation: (Wilfley, 1989)

- If a dissertation does not appear in DAI, use the format shown here. (For dissertations that appear in DAI, see Examples 54 and 55.)
- Give the name of the city and, (except for the major cities), the name of the state. (Do not give the name of the state if it is included in the name of the University.)
- Give the city and, (except for the major cities), state or province (if applicable) and country of a university outside the United States.

57. Unpublished master's thesis, university outside the United States

References:

Almeida, D. M. (1990). *Fathers' participation in family work: Consequences for fathers' stress and father-child relations*. Unpublished master's thesis, University of Victoria, Victoria, British Columbia, Canada.

In-text citation: (Almeida,1990).

- Give the name of the city and, (except for the major cities), the name of the state. (Do not give the name of the state if it is included in the name of the University.)
- Give the city and, (except for the major cities), state or province (if applicable) and country of a university outside the United States.

F. UNPUBLISHED WORK AND PUBLICATIONS OF LIMITED CIRCULATION

58. Unpublished manuscript not submitted for publication

References:

Stinson, C., Milbrath, C., Reidbord, S., & Bucci, W. (1992). *The matic segmentation of psychotherapy transcripts for convergent analyses*. Unpublished manuscript.

In-text citation: Stinson, Milbrath, Reidbord, & Bucci, (1992).

- For an unpublished manuscript with a university cited, see Example 59.

59. Unpublished manuscript with a university cited

References:

Dépret, E. F., & Fiske, S. T. (1993). *Perceiving the powerful: Intriguing individuals versus threatening groups*. Unpublished manuscript, University of Massachusetts at Amherts.

In-text citation: (Dépret & Fiske, 1993)

- Give the name of the city and, if the city is not major city,, the name of the state or province. If the university is located outside the United States, identify the country as well.

Exception: Do **not** give the name of the state, province, or country if it is included in the name of the university. In this example, both the city and state are included in the name of the university, so neither is repeated.

60. Manuscript in progress or submitted for publication but not yet accepted

References:

McIntosh, D. N. (1993). *Religion as schema, with implications for the relation between religion and coping*. Manuscript submitted for publication.

In-text citation: (McIntosh, 1993)

- Do not give the name of the journal or publisher to which the manuscript has been submitted.
- Treat a manuscript accepted for publication but not yet published as an in-press reference.
- Use the same format for a draft or work in progress, but substitute the words “Manuscript in preparation” for the final sentence. Use the year of the draft you read (not “In preparation”) in the text citation.
- Give the university if available.

61. Unpublished raw data from study, untitled work

References:

Bordi, F., & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.

In-text citation: (Bordi & LeDoux, 1993)

- Do not italicize the topic; use brackets to indicate that the material is a description of content, not a title.

62. Publication of limited circulation

References:

Klometers, N. (Ed.). (1993, Spring). *ADAA Reporter*. (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, Suite 513, Rockville, MD 20852).

In-text citation: (Klometers, 1993)

- For a publication of limited circulation, give in parentheses immediately after the title a name and address from which the publication can be obtained.
- If a publication can be obtained via the Web, a Web address may be given in place of or in addition to a mailing address.

G. REVIEWS

Elements of a reference to a review

Mroczek, D. K. (2000). The emerging study of midlife [Review of the book *Life in the middle: Psychological and social development in middle age*]. *Contemporary Psychology: APA Review of Books*, 45, 482-485.

Review author: Mroczek, D. K.

Date of publication: (2000).

Review title: The emerging study of midlife

Medium being reviewed: Review of the book

Work being reviewed: *Life in the middle: Psychological and social development in middle age*.

Periodical title and publication information: *Contemporary Psychology: APA Review of Books*, 45, 482-485.

Example of References to Reviews

63. Review of a book

References:

Schatz, B. R. (2000). Learning by text or context? [Review of the book *the social life of information*]. *Science*, 290, 1304.

In-text citation: (Schatz, 2000)

- If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.
- Identify the type of medium being reviewed in brackets (book, motion picture, television program)

64. Review of a motion picture

References:

Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

In-text citation: (Kraus, 1992).

H. AUDIOVISUAL MEDIA

65. Motion picture

References:

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2001). *You can count on me* [Motion Picture]. United States: Paramount Pictures.

In-text citation: (Scorsese & Lonergan, 2001)

References:

Harrison, J. (Producer), & Schimechen, R. (Director). (1992). *Changing our minds: The story of Evelyn Hooker* [Motion picture]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023)

In-text citation: (Harrison & Schimechen, 1992)

References:

American Psychological Association (Producer). (2002). *Responding therapeutically to patient expressions of sexual attraction: A stimulus training tape* [Motion picture]. (Available from the American Psychological Association, 750 First Street, NE, Washington, DC 20002-4242)

In-text citation: (American Psychological Association, 2002).

- Give the name and, in parentheses, the function of the originator or primary contributors (the director or producer, or both).
- Identify the work as a motion picture in brackets immediately after the title.
- Give the motion picture's country of origin (where it was primarily made and released) as well as the name of the movie studio. Note that depending on the film, a movie studio can be represented by different countries. In the example, the primary production and release of *You Can Count on Me* took place in the United States, but Miramax Films's *Il Postino* (The Postmen) was primarily made in Italy and released there first, so the country of origin listed for that film would be Italy.
- When a motion picture is of limited circulation, provide the distributor's name and complete address in parentheses at the end of the reference.

66. Television broadcast

References:

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour*.
New York and Washington, DC: Public Broadcasting Service.

In-text citation: (Crystal, 1993)

67. Television series

References:

Miller, R. (Producer). (1989). *The mind*. New York: WNET.

In-text citation: (Miller, 1989).

68. Single episode from a television series

References:

Hall, B. (1991). The rules of the game (J. Bender, Director). In J. Sander (Producer), *I'll fly away*. New York: New York Broadcasting Company.

In-text citation: (Hall, 1991)

- In the author position, list script writers first, followed by the director (identify his or her function in parentheses after the name).
- Place the producer of the series in the editor position.

69. Music recording

General form:

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On
Title of album [Medium of recording: compact disk, record, cassette, etc.]. Location:
Label. (Recording date if different from copyright date)

Recording:

References:

Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New York: Poly Gram Music.

In-text citation: (Shocked, 1992)

Rerecording by artist other than writer:

References:

Goodenough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. Mayo, & E. Trickett]. On *And so will be yet* [CD]. Sharon, CT: Folk-Legacy Records. (1990).

In-text citation: (Goodenough, 1982, track 5).

- In text citations, include side and band or track numbers: “Tails and Trotters” (Goodenough, 1982, track 5).

70. Audio recording

References:

Costa, P. T., Jr. (Speaker). (1988). *Personality, continuity, and changes of adult life* (Cassette Recording No. 207-433-88A-B). Washington, DC: American Psychological Association.

In-text citation: (Costa, 1988)

- Give the name and function of the originators or primary contributors (in this example, Costa, who is the speaker).
- Specify the medium in brackets immediately after the title (in this example, the medium is cassette recording). Give a number for the recording if it is necessary for identification and retrieval. Use parentheses if a number is necessary. If no number is necessary, use brackets.
- Give the location and name of the distributor (in this example, American Psychological Association).

I. ELECTRONIC MEDIA

Periodicals

71. Internet articles based on a print source

At present, the majority **of the articles retrieved from online publications** in psychology and the behavioral sciences are **exact duplicates of those in their print versions** and are unlikely to have additional analyses and data attached. If you have viewed the article only in its electronic form, you should add in brackets after the article title [Electronic version] as in the following fictitious example:

References:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

In-text citation: (VandenBos, Knapp, & Doe, 2001)

If you are referencing [an online article that you have reason to believe has been changed](#) (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add **the date** you retrieved the document and the URL.

References:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>.

In-text citation: (VandenBos, Knapp, & Doe, 2001)

72. Article in an Internet-only journal

References:

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

In-text citation: (Fredrickson, 2000)

73. Article in an Internet-only journal, retrieved via file transfer protocol (ftp)

References:

Crow, T. J. (2000). Did Homo sapiens speciate on the y chromosome? *Psychology*, 11.
Retrieved March 25, 2001, from [http://ftp.princeton.edu/harnad/Psycology/
2000.volume.11/psyc.00.11.001.language-sex-chromosomes.l.crow](http://ftp.princeton.edu/harnad/Psycology/2000.volume.11/psyc.00.11.001.language-sex-chromosomes.l.crow)

In-text citation: (Crow, 2000)

74. Article in an Internet-only newsletter

References:

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy—Project update. *Telehealth News*, 2 (2). Retrieved June 6, 2000, from [http://www.telehealth.net
/subscribe/newsletr_4a.html#1](http://www.telehealth.net/subscribe/newsletr_4a.html#1)

In-text citation: (Glueckauf, Whitton, Baxter, Kain, Vogelgesang, Hudson, et al., 1998)

- Use the complete publication date given on the article.
- Note that there are no page numbers.
- In an Internet periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is all that can be provided in the reference.
- Break a URL that goes to another line after a slash or before a period. Do not insert (or allow your word-processing program to insert) a hyphen at the break.

Nonperiodical Documents on the Internet

75. Multipage document created by private organization, no date

References:

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from <http://www.familymealtime.org>

In-text citation: (Greater New Milford (Ct) Area Healthy Community 2000, n.d.)

- When an Internet document comprises multiple pages (i.e., different sections have different URLs), provide a URL that links to the home (or entry) page for the document.
- Use n.d. (no date) when a publication date is not available.

76. Chapter or section in an Internet document

References:

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved August 18, 2001, from <http://www.benton.org/Library/Low-Income/two.htm>.

In-text citation: (Benton Foundation, 1998)

- Use a chapter or section identifier (if available) in place of page numbers.
- Provide a URL that links directly to the chapter or section.

77. Stand-alone document, no author identified, no date

References:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey1997-10/

In-text citation: (*GVU's 8th WWW user survey*, n.d.).

- If the author of a document is not identified, begin the reference with the title of the document.

78. Document available on university program or department Web site

References:

Chou, L, McClintock, R., Moretti, F., & Nix, D. H.. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwinel.html>

In-text citation: (Chou, McClintock, Moretti, & Nix, 1993)

- If document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

Technical and Research Reports

79. Report from a university, available on private organization Web site

References:

University of California, San Francisco, Institute for Health and Aging. (1996, November). *Chronic care in America: A 21st century challenge*. Retrieved September 9, 2000, From the Robert Wood Johnson Foundation Web site: <http://www.rwif.org/library/chrcare/>

In-text citation: (University of California, 1996)

- When the author of a document is markedly different from the provider (e.g., the host organization), explicitly identify the latter in the retrieval statement.
- Note. This document is no longer available on this site. In most papers, such a reference should be updated or deleted.

80. U.S. government report available on government agency Web site, no publication date Indicated

References:

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

In-text citation: (United States Sentencing Commission, n.d.).

81. Report from a private organization, available on organization Web site

References:

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

In-text citation: (Canarie, Inc., 1997)

82. Abstract of a technical report retrieved from university Web site

References:

Kruschke, J. K., & Bradley, A. L. (1995). *Extensions to the delta rule of associative learning* (Indiana University Cognitive Science Research Report No. 14). Abstract retrieved October 21, 2000, from http://www.indiana.edu/~kruschke/deltarule_abstract.html

In-text citation: (Kruschke & Bradley, 1995).

- If the document retrieved is an abstract rather than a full paper begin the retrieval statement with Abstract retrieved.

83. Paper presented at a symposium, abstract retrieved from university Web site

References:

Cutler, L. D., Frolich, B., & Hanrahan, P. (1997, January 16). *Two-handed direct manipulation on the responsive workbench*. Paper presented at the 1997 Symposium on Interactive 3D Graphics. Abstract retrieved June 12, 2000, from <http://www.graphics.stanford.edu/papers/twohanded/>

In-text citation: (Cutle, Frolich & Hanrahan, 1997)

84. Paper presented at a virtual conference

References:

Tan, G., & Lewandowsky, S. (1996). *A comparison of operator trust in humans versus machines*. Paper presented at the CybErg 96 virtual conference. Retrieved May 16, 2000, from <http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan>

In-text citation: (Tan & Lewandowsky, 1996)

- Note that there is no geographic location for a virtual conference (i.e., a conference that takes place entirely online).

■

Other electronic sources

85. Electronic copy of a journal article, three to five authors, retrieved from database

References:

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

In-text citation: (Borman, Hanson, Oppler, Pulakos, & White, 1993)

86. Daily newspaper article, electronic version available by search

References:

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

In-text citation: (Hilts, 1999)

87. Electronic copy of an abstract obtained from a secondary database

References:

Fournier, M., de Ridder, D., & Bensing, J. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? *Journal of Behavioral Medicine*, 22, 303-326. Abstract retrieved October 23, 2000, from PsycINFO database.

In-text citation: (Fournier, de Ridder, & Bensing, 1999)

Computer programs, software, and programming languages.

Do provide reference entries for specialized software or computer programs with limited distribution.

88. Computer software

References:

Miller, M. E. (1993). *The Interactive Tester (Version 4.0)* [Computer software].
Westminster, CA: Psytek Services.

89. Computer software and manual available on university Web site

References:

Schwarzer, R. (1989). *Statistics software for meta-analysis* [Computer software and manual]. Retrieved from http://www.yorku.ca/faculty/academic/schwarze2meta_e.htm

- Do not italicize names of software, programs, or languages.
- If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.
- In brackets immediately after the title, identify the source as a computer program, language, or software. Do not use a period between the title and the bracketed material.
- Give the location and the name of the organization that produced the work, if applicable, in the publisher position.
- To reference a manual, give the same information. However, in the brackets after the title, identify the source as a computer program or software manual.

90. Data file, available from government agency

References:

National Health Interview Survey–Current health topics: 1991–Longitudinal study of aging
(Version 4) [Data file]. Hyattsville, MD: National Center for Health Statistics.

- In brackets at the end of the title (before the period), give a description of the material (e.g., Data file).

■ BANGKOK UNIVERSITY
GRADUATE SCHOOL

CHECKLIST FOR BASIC REQUIREMENTS FOR THESIS/DISSERTATION

This checklist is designed to help degree candidates in the preparation of the final copies of the thesis/dissertation in compliance with the requirements of Bangkok University.

TO BE CHECKED AND COMPLETED BY THE DEGREE CANDIDATE:

- _____ 1. The TITLE PAGE is properly and correctly worded and positioned on the page.
- _____ 2. The APPROVAL PAGE is properly prepared and signed.
- _____ 3. The completed TABLE OF CONTENTS is included.
- _____ 4. The typing is clear and clean; on one side of the paper; and double spaced for textual materials.
- _____ 5. All letters are sharp and in black. Only one acceptable Type style is used throughout the text. (No bold, italic letter or bullet point)
- _____ 6. All papers used are at least 80 gram weight, and are standard A4 size.
- _____ 7. When paper of larger sizes must be used for charts, graphs, maps, and tables, they are carefully folded into the manuscript.
- _____ 8. All pages are numbered consecutively and correctly.
- _____ 9. Left-hand and top margins must be one and one-half inches; all other margins--right-hand and bottom--must be one inch.
- _____ 10. All corrections made are not visible in the 1 final copy. (2 for Dissertation)
- _____ 11. Fly leaves (blank pages) of thesis quality paper are included in the front and back of the thesis/dissertation.
- _____ 12. The 1 final copies (2 for Dissertation) are to be hardbound and labeled as follows:

TITLE OF THESIS/DISSERTATION

(golden scripts/ all capital letters approximately $2 \frac{1}{2}$ inches from the top)

Student's name and date degree will be conferred is on the backbone of the manuscript.

- _____ 13. The CD-ROM of the manuscript is prepared on Microsoft Word (version at least 95).

