

The
SCHOOL
OF
GRADUATE STUDIES
Welcomes You

Please complete our Sign In Document

TSU GRADUATE SCHOOL THESIS / DISSERTATION

BIG 10 QUALITY CHECKS

Drop In Chat Where You
Are in This Process:

- Prospectus
- Defense
- Assembling Your Committee
- Praying for Strength ☺

MARK YOUR CALENDAR



The Graduate School After Hours/Dark.

Graduate students completing/editing their theses & dissertations can drop in with those "final hour" questions.

Saturday Session
March 16th - 9:00 am - 12:30 pm

Thursday After Hours Session
March 21st - 5:30 pm - 7:30 pm

We Are Here to Help

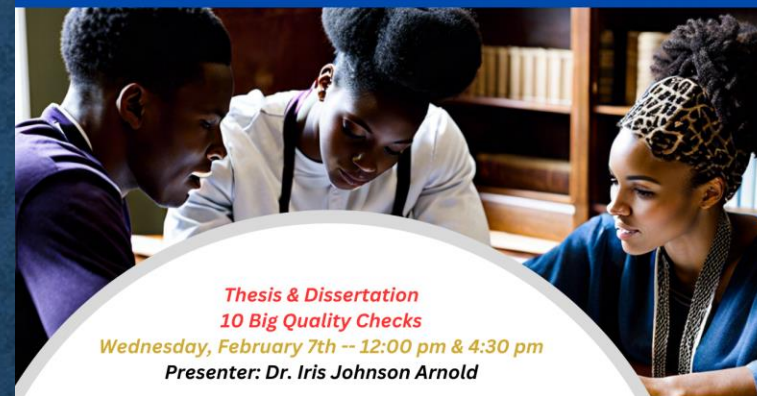
Reach out to Dr. Iris Johnson Arnold with questions
ijohnson@tnstate.edu



THESIS/DISSERTATION WORKSHOP SERIES

Presented by the School of Graduate Studies

The goal of this series is to move students closer to research completion and graduation. Be sure to attend.



Thesis & Dissertation 10 Big Quality Checks

Wednesday, February 7th -- 12:00 pm & 4:30 pm

Presenter: Dr. Iris Johnson Arnold

Qualitative Research

Wednesday, February 21st--12:00 pm

Presenter: Dr. Kisha Bryan Jordan

SPSS & Statistical Analyses

Wednesday, February 28th -- 4:30 pm

Presenter: Dr. Owen Johnson

IRB Process

Wednesday, March 13th - 4:30 pm

Presenter: Dr. Monique McAllister

Library & Research Services

Wednesday, March 20th - 4:30 pm

Presenter: Dean Glenda Alvin

Tools for Reference Formatting: Endnote

Wednesday, -March 27th - 12:00 pm

Led By Dr. Bharat Pokharel

Questions?

Email

Dr. Iris Johnson Arnold
ijohnson@tnstate.edu

TENNESSEE STATE UNIVERSITY IS AN AA/EEO EMPLOYER
TSU-24-070(A)-7g-18000

Thesis and Dissertation Writing Process



Tennessee State University requires a dissertation for all doctoral candidates and a thesis for all thesis option master's candidates. The thesis or dissertation is a scholarly academic writing based on the student's origin research under the supervision of the dissertation committee. The thesis or dissertation should be well-organized, appropriately referenced, and formatted according to writing style requirements by the discipline. The information below is intended to assist students in navigating the thesis/dissertation writing process. Information will be provided on the thesis/dissertation writing process, deadlines, IRB submission, formatting, EDI submission, and completion of appropriate forms.

QUICK LINKS

Thesis and Dissertation Guideline Handbook
Graduate School Calendar
Electronic Thesis and Dissertation Checklist
The 10 Checklist Items

IMPORTANT DEADLINES for SPRING 2024

March 8, 2024, is the last day to defend Thesis and Dissertations
March 15, 2024, is the last day to apply for Spring graduation via myTSU.
March 22, 2024 is the last day to submit Thesis/Dissertations into ETD ProQuest.



STEP 1: Selection of Thesis or Dissertation Committee Chair

- The student must select a thesis or dissertation chair who has full Graduate Faculty Status.
- Click here to review the listing for eligible faculty members with full Graduate Faculty Status.



STEP 2: Selection of Thesis or Dissertation Committee Members

- The chair and student must select thesis or dissertation committee members. The chair must complete the Thesis and Dissertation Committee Appointment Form.
- All committee members must have Graduate Faculty Status.
- Please review the listing for eligible faculty members with Graduate Faculty Status.
- If a committee member does not have Graduate Faculty Status, he/she must apply. Click here for Membership Application Forms.
- Once appropriate committee members have been identified, the dissertation chair must complete the Thesis/Dissertation Committee Appointment Form.



STEP 3: Thesis/Dissertation Proposal

- The student will complete the thesis/dissertation proposal under the supervision of the thesis/dissertation committee.
- While working on the thesis or dissertation, the student should utilize the Thesis and Dissertation Guideline Handbook for formatting purposes.
- Once the proposal is complete, the student will complete an oral thesis/dissertation presentation.
- The dissertation committee will evaluate the student's proposal.
- Once the dissertation committee has approved the thesis or dissertation proposal, the Report on Thesis/Dissertation Proposal Presentation form must be completed.

WHAT'S NEW TO SHARE?

Thesis and Dissertation Writing Process – Graduate School Website

- <https://www.tnstate.edu/graduate/Thesis%20and%20Dissertation%20Workshop.aspx>



STEP 6: Submission of Final Document to ETD

- The student must submit the final document to ProQuest ETD Administrator.
- Before you submit your thesis/dissertation to ProQuest ETD Administrator, please review and follow all the necessary steps for completing and submitting to ETD:

- Electronic Thesis and Dissertation Checklist
- Thesis and Dissertation Guideline Handbook
- The 10 Checklist Items

- Once all requirements have been met, submit your approved manuscripts.
- To start the electronic submission process (ETD), use this link to set up your ProQuest Electronic Thesis and Dissertation (ETD) account with Tennessee State University.



STEP 7: Submission of Final Documents for Degree Certification

- The following documents must be completed prior to degree certification.
 - Signed Report on Thesis/Dissertation Final Oral Examination (Defense)
 - Thesis/Dissertation Checklist
 - A PDF file of Thesis/Dissertation is uploaded to the Tennessee State University ProQuest ETD Administrator portal.
 - Survey of Earned Doctorates (SED) Certificate of Completion. ONLY PH.D. STUDENTS. To access the SED use this link. Once you complete the questionnaire via the web, the Graduate School Administrator automatically receives a confirmation email stating that you completed the survey. You will also receive a confirmation email for your own records.

SPRING 2024 KEY DATES

- March 15, 2024 is the last day to apply for Spring graduation via myTSU

- March 8, 2024 is the last day to defend Theses and Dissertations

- March 22, 2024 is the last day to submit Theses/Dissertations into ETD ProQuest

<https://www.tnstate.edu/graduate/thesesdissertations.aspx>

SUMMER 2024 KEY DATES

- July 15, 2024 is the last day to apply for Summer graduation via myTSU.

- June 27, 2024 is the last day to defend Theses and Dissertations

- July 18th is the last day to submit Theses/Dissertations into ETD ProQuest

<https://www.tnstate.edu/graduate/thesesdissertations.aspx>

March 22nd is the last day to submit Theses/Dissertations into ETD ProQuest for SPRING

The screenshot shows the ProQuest ETD Administrator interface. At the top, the browser address bar displays `etdadmin.com/main/home?siteId=52`. The page header includes the ProQuest ETD Administrator logo, a "Log in" button, and the Tennessee State University logo. A navigation bar contains links for Home, Training and Support, Resources & Guidelines, Submitting Your Dissertation/Thesis, About ETD Administrator, Help, and Contact Support. The main content area features a large heading: "Make your thesis or dissertation available to the research community with ProQuest ETD Administrator". Below this, it specifies "At Tennessee State University". A section titled "Here's why:" lists four bullet points: "It's easy", "Submissions, revisions, re-submissions, and approvals with your administrator, online", "Your work deposited, as applicable, into Tennessee State University repository", and "Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global". Another section titled "Here's the workflow:" displays a five-step process with icons: 1. Submit (You), 2. Review (Your institutional administrator), 3. Revise & Approve (You and your administrator), 4. Deliver (Your administrator, to ProQuest), and 5. Done (Your work is now on ProQuest!). At the bottom, a red button reads "Sign up and get started today!".

etdadmin.com/main/home?siteId=52

Higher Education A... Academic Program... Marketing, Automa... New folder

Log in

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

ProQuest ETD ADMINISTRATOR

Home Training and Support Resources & Guidelines Submitting Your Dissertation/Thesis About ETD Administrator Help Contact Support

Make your thesis or dissertation available to the research community with **ProQuest ETD Administrator**

At Tennessee State University

Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into Tennessee State University repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global
- Our university resources and guidelines just a click away

Here's the workflow:

- 1. Submit**
You
- 2. Review**
Your institutional administrator
- 3. Revise & Approve**
You and your administrator
- 4. Deliver**
Your administrator, to ProQuest
- 5. Done**
Your work is now on ProQuest!

Sign up and get started today!

<https://www.etdadmin.com/main/home?siteId=52>

TSU ELECTRONIC THESIS & DISSERTATION CHECKLIST

ELECTRONIC THESIS & DISSERTATION CHECKLIST

This Checklist is used to simplify the review of your document by the Graduate School. It is to ensure that student has met all thesis/dissertation completion requirements. This form must be completed, signed by student and Chair of the Thesis/Dissertation Committee, and deposited to the Graduate School along with other documents specified in the Checklist. Do NOT submit your electronic thesis/dissertation if you have not met any requirements on this "Checklist."

PRELIMINARY STEPS

<input type="checkbox"/>	Enrolled in thesis/dissertation credits this semester.
<input type="checkbox"/>	Successfully defended my thesis/dissertation.
<input type="checkbox"/>	Read and followed the "Guidelines for the Preparation of Dissertation Projects, and Course Papers" (visit: http://www.tnstate.edu/graduate/thesesdissertations.aspx).
<input type="checkbox"/>	Followed style manual of my discipline: American Psychological Association 7 th edition, MLA 9 th , ACS, IEEE
<input type="checkbox"/>	My thesis/dissertation consistently followed one of the above style manuals
<input type="checkbox"/>	My thesis/dissertation meets the university's academic integrity standards (<i>Graduate Catalog</i>).
<input type="checkbox"/>	Committee Chair has checked my thesis/dissertation with plagiarism software, Grammarly.

ORGANIZATION

<input type="checkbox"/>	Title Page	<p>a. Title Page is the first page in your document is Page Number 1 (Required) 2 inches paper</p> <p>b. Title (Centered/No more than 12 words which means first letter is capitalized letters lower case,</p> <p>c. Keywords: (italicized, no more than five words)</p> <p>d. Running Head no more than 50 spaces</p>
<input type="checkbox"/>	Copyright Page (Optional and included only if the \$75/00 fee is paid)	

<input type="checkbox"/>	Committee Page (required)	<p>a. Committee Members line up (right side) and signatures</p> <p>b. Graduate Dean Line</p>
<input type="checkbox"/>	Dedication Page (Optional)	
<input type="checkbox"/>	Acknowledgments (Optional)	
<input type="checkbox"/>	Abstract (not to exceed 250 words)(Required)	
<input type="checkbox"/>	Contents (Required)	
<input type="checkbox"/>	List of Tables (Required if there are five or more)	
<input type="checkbox"/>	List of Figures, Charts, etc. (Required if there are five or more figures)	
<input type="checkbox"/>	List of Abbreviations (Optional)	
<input type="checkbox"/>	List of Symbols (Optional)	
<input type="checkbox"/>	Text is divided into chapters designated (Chapter 1: Introduction, Chapter 2: Literature, Chapter 3: Methodology, Chapter 4: Findings, Chapter 5: Conclusion)	
<input type="checkbox"/>	References conform to style manual of my discipline: APA 7 th ACS, MLA 9 th , IEEE	
<input type="checkbox"/>	Appendices conform to style manual of my discipline	
<input type="checkbox"/>	Curriculum Vitae (optional)	
<input type="checkbox"/>	IRB Approval (if applicable)	
<input type="checkbox"/>	CITI Certificate (if applicable)	
<input type="checkbox"/>	Instruments (if applicable)	
<input type="checkbox"/>	Letters (if applicable)	

<input type="checkbox"/>	a. Digital Copy: 1 inch top/bottom/left/right
<input type="checkbox"/>	b. Bound Copy: 1.5 inches left, 1 inch top/bottom/right
<input type="checkbox"/>	c. 1 space after punctuation marks. (checking 5 times throughout page)

SPACING

<input type="checkbox"/>	All text is double spaced with no extra before or after paragraphs.
<input type="checkbox"/>	One space after period.

PAGINATION

<input type="checkbox"/>	Every page should be assigned a number
<input type="checkbox"/>	The APA Style rules direct authors to start page numbering at top right corner of the page, flush right (APA, 2020, p. 44). The continue in that position to the last page of the document. Dedication, Acknowledgements, Preface.

MISCELLANEOUS

<input type="checkbox"/>	There are no widows or orphans. Move any widow or orphan to the beginning of the next line.
<input type="checkbox"/>	All page numbers in the Contents correspond with page numbers in the text.
<input type="checkbox"/>	All citations in the text are included in the Reference section.

ELECTRONIC SUBMISSION

<input type="checkbox"/>	After a successful defense and after the requested changes a thesis/dissertation, then convert the Word file to a PDF file: State University ETD ProQuest website: https://www.etsd.edu/bin/student/etd?siteid=52 .
<input type="checkbox"/>	Included and typed names of committee members with each on the Committee Page as page ii (second page) of your manuscript.

ITEMS TO SEND TO THE GRADUATE SCHOOL (After Electronic Submission)

<input type="checkbox"/>	Signed Report on Thesis/Dissertation Final Oral Examination (Defense)
<input type="checkbox"/>	Degree Works approved by advisor to verify and validate programs of study.
<input type="checkbox"/>	Survey of Earned Doctorates (SED) "Certificate of Completion" (Ph.D. candidates only). Open https://sed-ncses.org/login.aspx to access the SED send to Graduate School.

I, the thesis/dissertation student have checked the manuscript for all of the above items.

Student's name (please print): _____

Signature: _____ Date: _____ E-mail Address: _____

I, the thesis/dissertation chair have checked the manuscript for all of the above items. I understand that I am responsible for verifying that the manuscript meets the university's academic integrity standards and the Graduate School's format and style guidelines.

Thesis/Dissertation Chair's Name (please print): _____

Signature: _____ Date: _____ E-mail Address: _____

START WITH COMMITTEE CHAIR

- Responsible for assisting the student in establishing and conducting thesis/dissertation research,
- Assisting student in identifying committee members (aligned to research)
- Collaborating with committee members about:
 - Assisting student with research proposal
 - Review of literature, statement of problem, significant of study, formulation of research questions and/or hypotheses,
 - Methodology, submitting to IRB, research findings, implications, and recommendations,
- Coordinating and convening with committee members the student's proposal defense and oral defense,
- Verifying originality of thesis/dissertation
- Ensuring approved college/department writing format (APA, MLA, IEEE. ACS)
- Adherence to Graduate School Writing Format

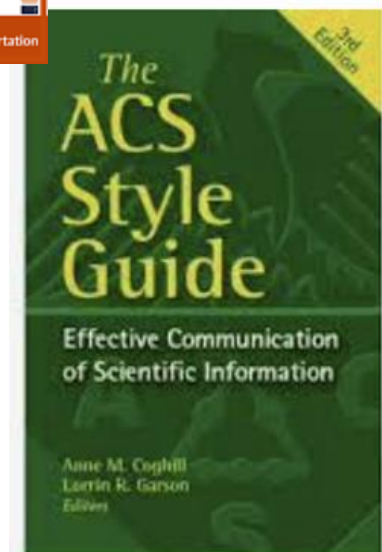
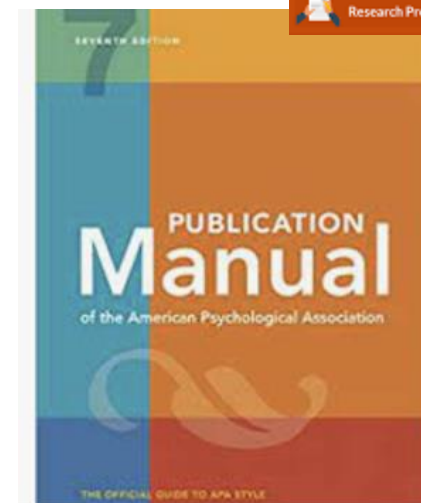
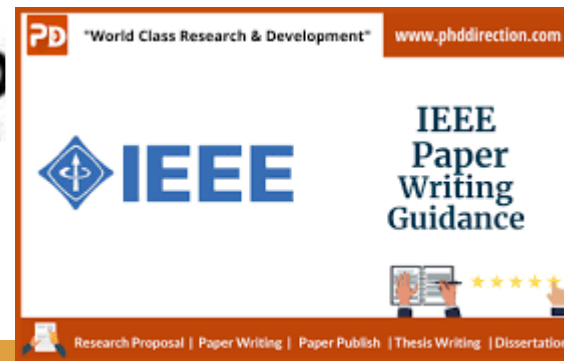
APPROVED WRITING FORMATS

- **APA 7TH EDITION**
 - **American Psychological Association**
- **MLA 9TH EDITION**
 - **Modern Language Association**
- **IEEE**
 - Institute for Electrical and Electronics Engineers
- **ACS**
 - **American Chemical Society**

***PLEASE CHECK WITH YOUR
COLLEGE/DEPARTMENT FOR YOUR
APPROVED FORMAT.**



**MLA
HAND**
NINTH EDITION

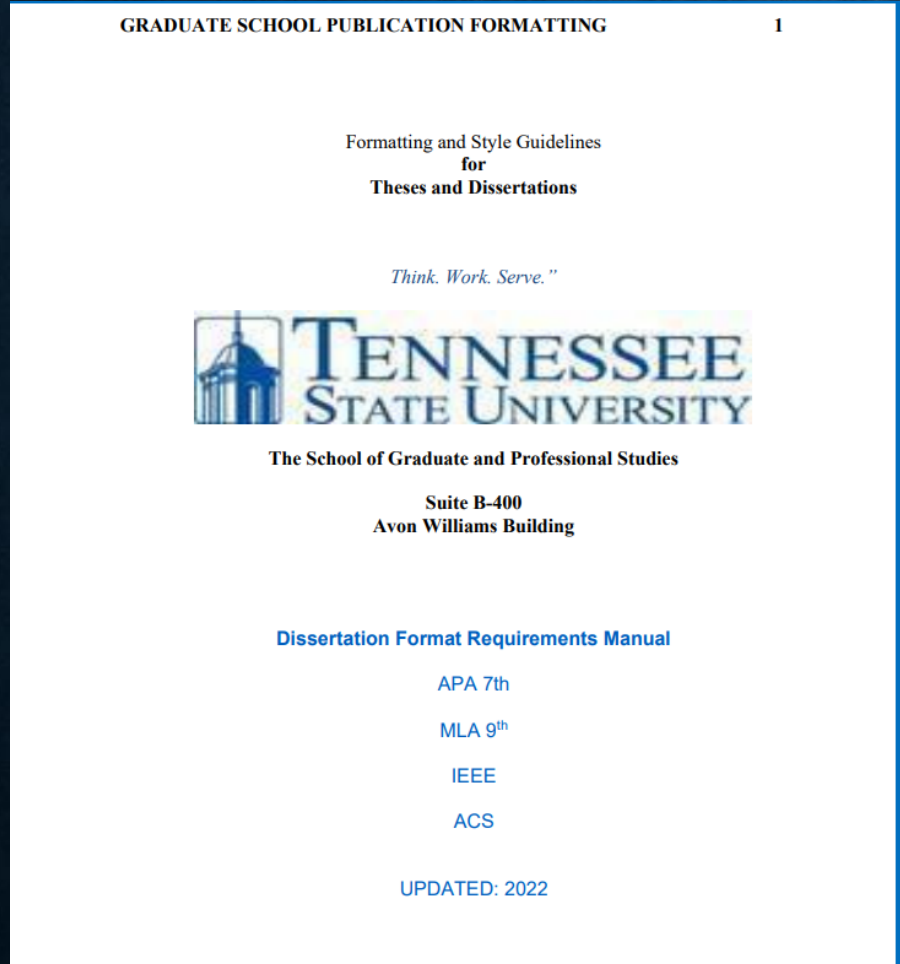


**COMMITTEE
CHAIR :
SUBMIT TO
GRADUATE
SCHOOL**

➤ **Thesis/Dissertation Oral Defense Form**

- Signature of Committee Members
- Approval or denial (if denial to identify area(s) for improvements)
- **Verification originality** (TURNITIN, ETC)
- Adherence to Graduate Writing Format Requirements
- Signature of **Department Chair**
- Signature of **College Dean**
- Coordinate with you/the student any updates from the Graduate School regarding **ProQuest** publication and the chair resubmits to Graduate School

TSU FORMATTING & STYLE GUIDELINES



<https://www.tnstate.edu/graduate/2022%20ThesisDissertation%20Guidelines%20Updated.pdf>

BIG 10 QUALITY CHECKS

1. Title Page
2. Running Head
3. Page Numbers
4. Margins & spacing
5. Fonts
6. Abstract
7. Committee Page
8. Contents Page
9. Headings
10. Appendices

Running Head

The running head is located under the 1 inch margin and flushed left. A running head can be up to 50 characters (including spaces) and written in All CAPITAL LETTERS. It is left-aligned and appears on all pages, including the title page. It is not necessary to put the label "Running head" in front of the title.

Title of Paper –

placed two inches from the top of the page

The title page is numbered (1) in the far right corner

Title (Centered/No more than 12 words/Title Case which means first letter is capitalized and the other letters lower case.

IF MORE THAN ONE LINE,

USE INVERTED PYRAMID FORM

A Thesis or Dissertation

Submitted to

The School of Graduate and Professional Studies

Department Name

Tennessee State University

#1: TITLE PAGE

Running Head (one inch from top)

Title of Paper

- 2 inches from top of paper
- Title (Centered/No more than 12 words)
 - Title Case which means first letter is capitalized and the other letters lower case
 - *Title Case: capitalize the first word, the last word, and all major words in between.
- Capitalize the first word and if it has at least 4 or more letters regardless of its value (When, What, Which, etc.)
- Place Keywords on the title page: (italicized)
 - The word *keywords* is italicized
 - The actual five words are not italicized:
 - no more than five words

EXAMPLE:

Keywords: Phonology, Semantics, Aural Rehabilitation

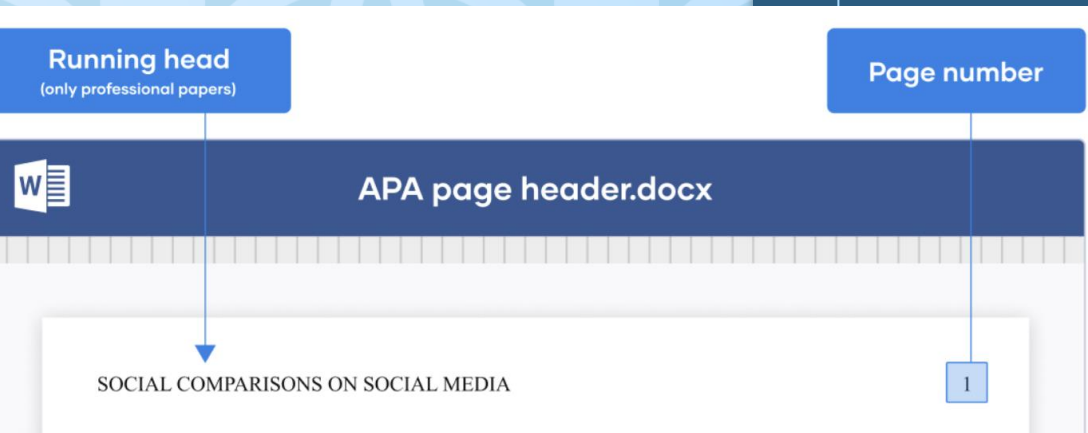
2. RUNNING HEAD

Thesis/Dissertation is considered a Professional Paper

- **Running Head (under the 1 inch margin and flushed left)**

An APA running head can be up to 50 characters (including spaces) and is written in **ALL CAPITAL LETTERS**.

- It's left-aligned and appears on all pages, including the title page.
- It's not necessary to put the label "Running head" in front of the title (as was the case in APA 6).



#3: PAGE NUMBERS

- ALPHANUMERIC PAGE NUMBERS (no Roman Numerals)
 - 1, 2, 3, 4

ALL Pages including title pages

- **Page Numbers**
The APA Style rules direct authors to start page numbering at "1" on the title page in the top right corner of the page, flush right (APA, 2020, p. 44).

The page numbers should continue in that position to the last page of the document.

#4: MARGINS & SPACING

Margins & Spacing

- **Digital Copy: 1 inch top/bottom/left/right**
- **Bound Copy: 1.5 inches left, 1 inch top/bottom/right**
- **1 space after punctuation marks.**

****Graduate School: (checking 5 times throughout page)**

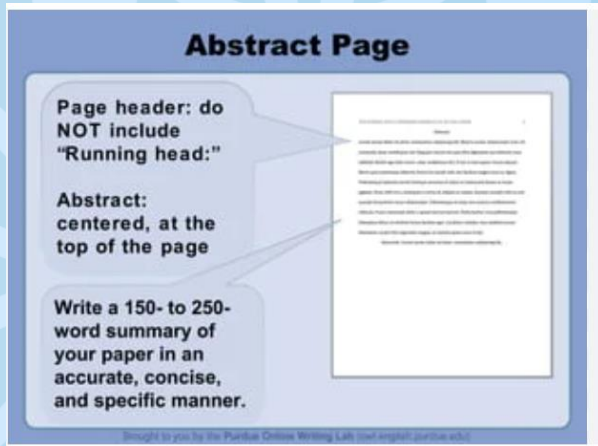
#5: FONTS

- Times New Roman 12pt
- Arial 11pt.
- Georgia 11 pt

6: ABSTRACT

(NO MORE THAN 250 WORDS)

PAST TENSE NOTING RESEARCH WAS COMPLETED.



- Your abstract page should already include the **page header**
- On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks).
- Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.)
- Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions.
- You may also include possible implications of your research and future work you see connected with your findings.


6: Abstract

Abstract Page

Page header: do NOT include "Running head:"

Abstract: centered, at the top of the page

Write a 150- to 250-word summary of your paper in an accurate, concise, and specific manner.

A diagram of a page layout for an abstract. It shows a page with a header area at the top, a centered abstract paragraph below it, and a footer area at the bottom. Callout boxes point to the header and abstract areas with instructions.

Brought to you by the Purdue Online Writing Lab (owl.purdue.edu)

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec non pretium ante. Phasellus tincidunt tristique est vitae tempor. Curabitur eros orci, accumsan vel porttitor vel, dignissim ac sem. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vivamus sagittis mauris eget augue bibendum iaculis. Maecenas rutrum, diam non condimentum convallis, arcu dolor suscipit justo, ultrices tincidunt enim turpis vel felis. Nullam fringilla fermentum orci, at euismod nibh blandit faucibus. Nam ultricies adipiscing orci vitae adipiscing. Cras pretium ipsum vitae orci tincidunt dapibus et nec diam. Nullam in tellus vel turpis sagittis posuere. Nam pellentesque laoreet magna sit amet adipiscing. Pellentesque ante arcu, porta eget dignissim ut, rhoncus eget est. Sed euismod, quam eu viverra pretium, magna velit dignissim lectus, sed dictum nisi mauris a arcu. Curabitur sit amet est aliquet turpis interdum ornare. In placerat vestibulum commodo. Nulla vitae arcu risus. Dais vel urna ut dolor pulvinar placerat. Aliquam sagittis pulvinar ultricies.

Your abstract should be a single paragraph, double-spaced.
Your abstract should be between 150 and 250 words.

7: COMMITTEE PAGE

- **Committee Page**

- Committee Members line up (right side) and signatures
- Be mindful to include the correct degree (Ph.D., Ed.D, M.S., etc) for your committee members
- Graduate Dean Line

To the Graduate School:

We are submitting a dissertation by Name of Student entitled, (italic)Leadership Awareness and Attitudes of Open Educational Resources (OER) for Educational Access and Affordability. We recommend that it be accepted in partial fulfillment of the requirements for the degree, Doctor of Education in Educational Leadership with a concentration in Higher Education Leadership.

|

Nicole Smith, Ed.D.
Chairperson

Jerome Brown, Ed.D.
Committee Member

Robin Life, Ph.D.
Committee Member

William Howard, Ed.D.
Committee Member

Accepted for the Graduate School:

Trinetia Respress, Ed.D.
Dean of the Graduate School

COMPONENTS OF DISSERTATION

1. Title
2. Copy Right (optional) *Included only if the fee is paid \$75.)
3. Committee Page (required)
4. Dedication Page (optional)
5. Acknowledgements (optional)
6. Abstract (required)
7. Contents
8. List of Tables (if more than 5)
9. List of Figures (if more than 5)
10. List of Illustrations (if more than 5)
11. List of Abbreviation (it more than 5)
12. List of Symbols (optional)
13. Chapter 1: Introduction
14. Chapter 2: Review of Literature
15. Chapter 3: Methodology
16. Chapter 4: Findings
17. Chapter 5: Conclusion
18. References
19. Appendices
20. Curriculum Vita
21. IRB Approval (if applicable)
22. CITI Certificate (if applicable)
23. Instrument (if applicable)
24. Letters (if applicable)

8: CONTENTS PAGE

The diagram illustrates the structure of a Table of Contents page. It shows a list of items with their corresponding page numbers, connected by dotted lines. Annotations include:

- Level 1 heading:** Points to "Chapter 1-Basic of InDesin".
- Level 2 heading:** Points to "History of InDesign".
- Level 3 heading:** Points to "InDesign in Ancient Greek".
- Heading:** Points to a box labeled "Contents".
- Page number:** Points to a box labeled "1".

Chapter 1-Basic of InDesin	4
History of InDesign	6
InDesign in Ancient Greek	9
The Birth of InDesign	20
The death of InDesign	27
The Best Publishing Software	36
What About Quark	39
What About Office	48

• Contents Page

- No word 'Table' only **Contents** (centered, bold)
- Headings and Subheadings
- Page Numbering
Graduate School will conduct a (5) random check of page numbers verification with pages)
- You should have a 'Table Page' (if you have more than 5 tables)
- You should have a 'Figure Page' (if you have more than 5 figures)

	Contents	1
Level 1 heading	Chapter 1-Basic of InDesin.....	4
	Level 2 heading History of InDesign.....	6
	Level 3 heading InDesign in Ancient Greek.....	9
	The Birth of InDesign.....	20
	The death of InDesign.....	27
	The Best Publishing Software.....	36
	What About Quark.....	39
	What About Office.....	48

TABLES

Number

Table 1

Title

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Body
(rows and
columns)

Answer	%	<i>n</i>
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Note
(optional)

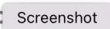
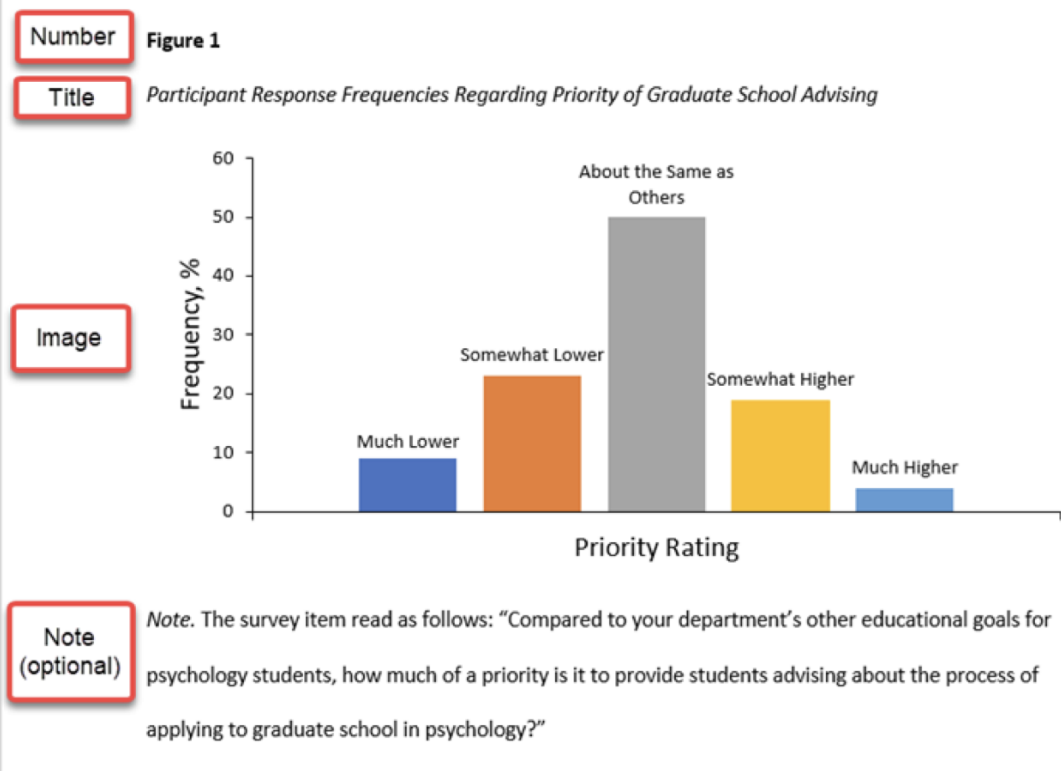
Note. The survey item read as follows: "What format requirements does your department have for students to learn about  school in psychology? Check all that apply."

Figure Elements



**FIGURE
EXAMPLE**

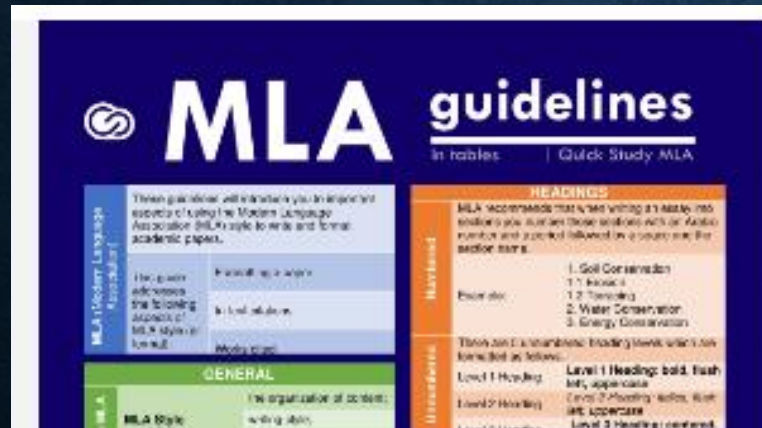
#9. HEADINGS

- The Graduate School will be reviewing the headings for the appropriate format (which may vary)
- APA 7TH EDITION
 - American Psychological Association
- MLA 9TH EDITION
 - Modern Language Association
- IEEE
 - Institute for Electrical and Electronics Engineers
- ACS
 - American Chemical Society

9: HEADINGS CENTERED, BOLDFACE, TITLE CASE

Title Case: capitalize the first word, the last word, and all major words in between.

APA Headings	
Level	Format
1	Centered, Boldface, Title Case Heading Text starts a new paragraph.
2	Flush left, Boldface, Title Case Heading Text starts a new paragraph.
3	<i>Flush Left, Boldface Italic, Title Case Heading</i> Text starts a new paragraph.
4	Indented, Boldface Title Case Heading Ending With a Period. Paragraph text continues on the same line as the same paragraph.
5	<i>Indented, Boldface Italic, Title Case Heading Ending With a Period.</i> Paragraph text continues on the same line as the same paragraph.



Level	IEEE Heading Format
1	I. CENTERED, SMALL CAPS, TITLE CASE Text begins on a new line (first line indented).
2	A. Left-Aligned, italicized, Title Case Text begins on a new line (first line indented).
3	1) Indented, italicized, sentence case: Text begins on the same line.
4	a) Indented further, italicized, sentence case: Text begins on the same line.
Component	CENTERED, SMALL CAPS, TITLE CASE Text begins on a new line (first line indented).

Figure Line Spacing

Double-space
number and title

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising



Default settings for
spacing in image
(adjust as needed for
readability)

Double-space
note

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

9: REFERENCE PAGE

Random format check of 3 citations per page

Reference List (*APA Manual* 2.12, chapter 9)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and a flush-right page number in the header. List sources alphabetically with no extra lines between sources.

References

Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.

American Psychological Association. (2017). *Stress in America: The state of our nation*. <https://www.apa.org/news/press/releases/stress/2017/stress-in-america>

Baskler, L., Ussely, B., & Kaplan De-Nour, A. (2016). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 38(5), 340-347. <https://doi.org/10.1016/j.genhosppsych.2016.09.002>

Ball, T. M., Shapiro, D. E., Monheirn, C. J., & Weyler, J. (1981). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, 43(6).

Title (9.43): Center the bolded word “References” in the same size and font as the title of your paper.

Hanging Indent (9.43): Set a ½-inch indent for citations that extend more than one line. Do not attempt to create this appearance manually by adding spaces, hard returns, and tabs. Instead, use your program's built-in process for hanging indents.



IEEE Citation Format

Bracketed numbers have to be placed before the start of each entry.

The author's name should be listed as First Initial and Last Name. For example, Einar Jonas Halldorsson should be cited as G. Jonas Halldorsson and not as Jonas Einar, Halldorsson.

[Number] First Name Initial(s) Last Name. "Page Title." Website Title. Web Address [accessed Month Day Year].

Articles have to be put in quotation marks.


journal or book has to be in italics.

Example in Bibliography:

[8] D. Wilson, "Aeronautics Management and Psyche: Templates," Nevada Center Engineering Institute, <http://www.site.org> [accessed Feb. 14, 2018].

ACS Citation Format

Books in Print:

King, L. W. Multidimensional 2D chemistry models: a general laboratory approach, 7th ed.; Larson
Hall Publishing: Jacksonville, Fla., 2009; p 34.  mark the names of scientific journals and the

Electronic Book:

Doningus, K. R.; Farlington, C. *Quantum Theory & Chemical Relativity* [Online]; Liverpool University Press: Liverpool, UK, 2017; p 11. http://liguides.liverpool.ac.uk/subject_chemistry/ (accessed Jan 26, 2015).

[Chemistry Encyclopedia:](#)

Quartz Crystals, *Encyclopedia of Industrial Chemistry*, 8th ed., 22: 1164a, Dechema, 1978, Vol. 42, pp 502-531.

Scientific journals:

Sakamuro, T.; Sakakibara, K.; Noda, K.; Harano, K.; Nakamura, E. Capturing The Moment Of Emergence Of Crystal Nucleus From Disorder. *Journal of the American Chemical Society* 2021.

Website:

Link: <https://www.chemistryworld.com/news/ten-chemistry-innovations-that-ipsa-says-could-change-the-world/4912741.article> [accessed Jan 20, 2021]

"References"
section label

9

References

Alphabetical list of
references

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines for the undergraduate psychology major* (Version 2.0).

<https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf>

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Teaching of Psychology, 33(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate

Departments of Psychology.

[https://www.cogdop.org/page_attachments/0000/0199/FLA White Paper for cogop posting.
pdf](https://www.cogdop.org/page_attachments/0000/0199/FLA%20White%20Paper%20for%20cogop%20posting.pdf)

Screenshot

Double-space the
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Italics in reference
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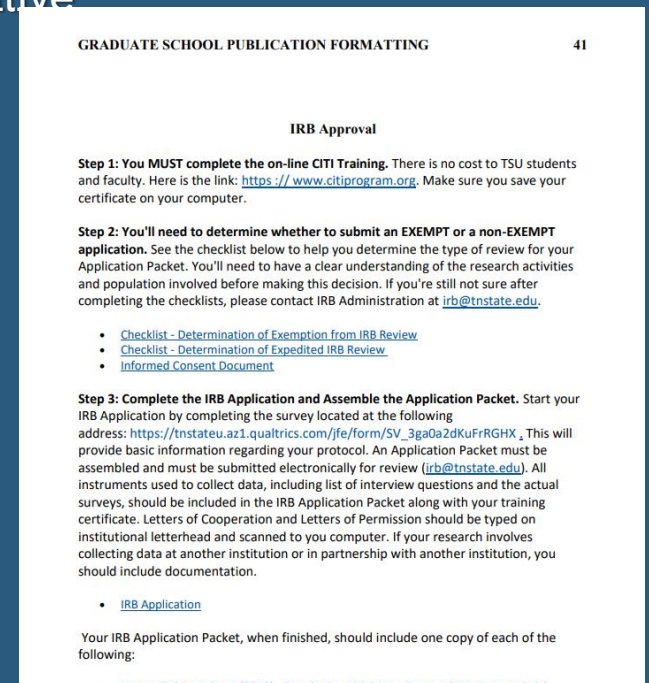
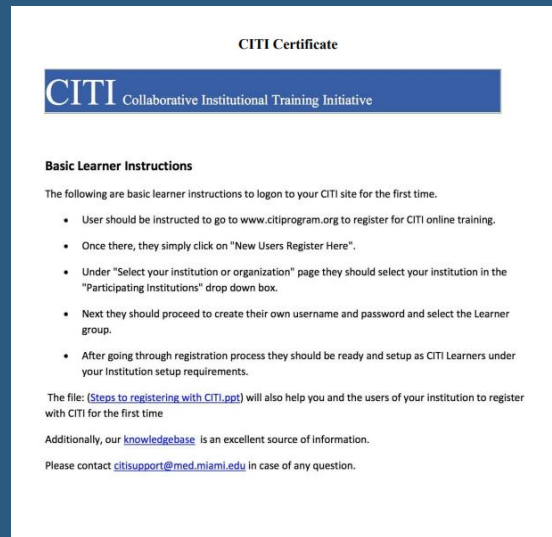
on the title
(e.g., webpages,
books, reports)

or

on the source
(e.g., journal articles,
edited book chapters)

10: APPENDICES

- IRB
 - Institutional Review Board
- CITI Certificate
 - Collaborative Institutional Training Initiative
- *Copy of Instrument/Survey



ADDITIONAL RESOURCES

- APA 7th Edition: <https://youtu.be/Pm-hDUC2Hgo>
- Literature Review APA 7th: <https://youtu.be/wKE8URD0YT8>
- Section Headings APA 7th: <https://youtu.be/oPvvikR-zZA>
- Citations APA 7th : https://youtu.be/F_yHfsX3SG8

Purdue Online Writing Lab. (n.d.). *APA Tables and Figures*. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html

- APA 7th Edition <https://youtu.be/Ae6mQBUVqVE>
- APA 7th Edition for Tables and Figures: <https://youtu.be/ytnies1s65o>

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Qualitative Research

Wednesday, February 21st--12:00 pm

Presenter: Dr. Kisha Bryan Jordan

SPSS & Statistical Analyses

Wednesday, February 28th -- 4:30 pm

Presenter: Dr. Owen Johnson

IRB Process

Wednesday, March 13th - 4:30 pm

Presenter: Dr. Monique McAllister

Library & Research Services

Wednesday, March 20th - 4:30 pm

Presenter: Dean Glenda Alvin

Tools for Reference Formatting: Endnote

Wednesday, -March 27th - 12:00 pm

Questions?

Email

Dr. Iris Johnson Arnold
ijohnson@tnstate.edu