

RULES FOR PREPARING A MANUSCRIPT

Mechanics

Begin each new chapter on a new page. Leave a blank page before the new chapter.
Do not split references in your bibliography; always complete an entry on a single page.
Do not split captions in the lists of tables and figures. Complete each on the same page.

Type: Size, Fonts, Style

For consistency, the same 10- to 12-point font is to be used throughout the entire manuscript.

The font must be easy to read.

Do not vary fonts in the main text of the manuscript.

Tables and figures, appendices and equations may be reproduced in different size and style fonts other than those of the main text of the manuscript.

Boldface may be used for headings, chapter titles, subheadings, title.

Italics may be used sparingly only for special emphasis, foreign words, technical or key terms, mathematical expressions, or book and journal titles.

Page Numbers

Every page must be counted for purposes of numbering pages. Every page must have a page number printed on it, except the title page, copyright page.

All pages must be paginated consecutively.

The introductory pages (Acknowledgments, Abstract, List of Tables, List of Figures, Glossary, and Preface) must be numbered in lower-case Roman numerals. The numbers appear on the bottom of the pages.

Example:

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Acknowledgements	iii
Abstract	v
Resumo	vii
Contents	ix
List of Figures	xiii

The body of the text starts with Arabic numeration continuing the previous pages.

PARTS OF THE MANUSCRIPT

Your manuscript will consist of three parts:

Preliminary pages

Text (Body of manuscript)

Reference materials

Title Page	required
Signature Page	required
Dedication	optional
Acknowledgments	optional
Abstract Page	required
Resumo	required
Table of Contents	required
List of Tables	when appropriate
List of Figures	when appropriate
List of Symbols or Abbreviations	when appropriate
Appendices	when appropriate
Bibliography	required

Title Page (required)

The Title Page is considered page i, but it must not be numbered.

Acknowledgment Page (optional)

On the Acknowledgment Page, the author expresses her or his professional and personal indebtedness, including any permission to use previously copyrighted material. The Acknowledgment Page follows the Signature Page and is numbered in lower case Roman numerals accordingly.

The page should begin with the title ACKNOWLEDGMENTS.

When writing the acknowledgments, be sure that your use of “person” is consistent. If you begin with “the author” use third person throughout. If you begin with the first person (I, me, my), use first person throughout.

Abstract Page (required)

The abstract is a brief summary of the contents of the manuscript.

Table of Contents (required)

It may be titled “TABLE OF CONTENTS” or “CONTENTS.”

Fundamentally, a Table of Contents is a topic outline of the manuscript. It must accurately reflect the organization within the text.

Major divisions are chapters. Often, it is necessary to subdivide chapters. Organizational schemes help you arrange numerous parts into a unified, cogent whole. Your ideas should develop in a logical way from general to specific.

Whenever possible, avoid splintering your manuscript into minute fragments. Often, a heading can be incorporated into the flow of the text.

Be sure that the headings in the manuscript match the headings listed in the Table of Contents.

Each chapter must have a chapter header in the manuscript and the chapter title placed on your Table of Contents.

Chapters must be numbered using either Roman (I, II, III) or Arabic (1, 2, 3) numerals. The numbering system and form must be consistent in both the Table of Contents and the text. All Appendices must have a title.

Do not designate an Appendix "A" unless there is an Appendix "B". List Appendix titles, with page numbers.

[Example]

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List of Tables/List of Figures (when appropriate)

If a table or figure is included in the manuscript then a List of Tables or List of Figures page must be included.

Title your List of Tables “LIST OF TABLES” and List of Figures “LIST OF FIGURES”

All Table/Figure captions listed on your List of Tables/List of Figures must match their counterpart Table/Figure captions within your manuscript word for word.

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Brief re-cap of preliminary pages

Title Page (counted in the page count but **not numbered**)

Copyright Page (counted in the page count but **not numbered**)

Signature Page (counted in the page count but **not numbered**)

Dedication (counted in the page count **but not numbered**)

Acknowledgments (**first page that is numbered with lower case roman numeral**)

Abstract (**numbered with lower case roman numeral**)

Table of Contents (**numbered with lower case roman numeral**)

List of Tables (**numbered with lower case roman numeral**)

List of Figures (**numbered with lower case roman numeral**)

TEXT/MANUSCRIPT

The body of the manuscript must follow a consistent format throughout.

The first non-preliminary page is numbered. Continue with Arabic numbering throughout the entire body of the manuscript. All page numbers should be **at the bottom of the page**.

Chapters must follow a consistent format and match the numbering sequence and format presented in the Table of Contents. The style or format must not change at any point in the text.

Subheadings and sub-subheadings must match the scheme presented in the Table of Contents and must not change or combine styles or formats at any point in the text.

Chapters

Each chapter must have a title. Do not underline.

Chapters must be numbered using either Roman (I, II, III) or Arabic (1, 2, 3) numerals. The numbering system and form must be consistent in both the Table of Contents and the text. Do not spell out numbers (ONE, TWO).

Subheadings and sub-subheadings

Subheadings and Sub-subheadings must match the scheme presented in the Table of Contents and must not change or combine styles or formats at any point in the text.

Tables and Figures WITHIN the manuscript

Tables and figures must be numbered in a consistent manner, using Arabic numbers (1, 2,3) and must match what is listed on your List of Tables or List of Figures.

They must either be numbered sequentially throughout the document (1,2,3), or within chapters and appendices (1.1, 1.2, A.1, A.2). If you use the within chapter numbering option, use this option throughout the entire manuscript. You must use a consistent numbering sequence for both tables and figures.

[Example]



Figure Error! No text of specified style in document. Two girls using the digital manipulative.

[Example]

Table 3-1 Learning approaches.

	Objects	Models	Exploration	Social	Scaffolding
Fröbel	x	x	x		
Montessori	x	x	x		
Piaget	x	x	x		
Vygotsky				x	x
Bruner	x	x	x	x	x
Papert	x	x	x	x	
TOK	x	x	x	x	x

Appendices (optional)

Appendices are useful, particularly as a place for explanations too long for the main text and for documents, charts, copied forms or data sheets related to the main text.

All Appendices must have a title.

All appendix titles (with the exception of when only one appendix is used) should have a letter assigned to them (A, B, C).

Appendices should have headers which are formatted exactly as chapter

REFERENCE MATERIALS

Notes (optional)

Notes serve the purpose of acknowledging facts, ideas, or materials from the works of others: they serve as amplification or parenthetical remarks (content notes) within the text or as citations of literature referred to in the text (reference notes).

They may be placed at the end of the manuscript, at the end of each major section or chapter (endnotes), or on the page where the reference occurs (footnotes).

Bibliography (Required)

A Bibliography is a list of the sources quoted or used in the manuscript. This list of sources must be comprehensive: that is, including all sources of cited material and other works consulted even if not formally cited within the main text.

Citation rules

<http://www.cws.illinois.edu/workshop/writers/citation/apa/intextcitation/#sameauthor>

<http://www.bibme.org/citation-guide/apa/book/>

<http://www.bibme.org/apa>

<http://libguides.scu.edu.au/c.php?g=356657&p=2407535>

APA Citation Components:

How to Structure Authors in APA:

Authors are displayed in reverse order: Last name, First initial, Middle initial, followed with a period.

Example:

Kirschenbaum, M.A.

Basic Format

The basic format for APA in-text citation is as follows:

(Author's last name, year of publication)

Example

One recent study finds a genetic link to alcoholism (Jones, 1997).

If the author's last name appears in the citation, then only the year is required:

e.g., Jones (1997) finds a genetic link to alcoholism.

Multiple Authors

When a work has only two authors, use both of their names each time their work is cited, joined by an ampersand (&) if in parentheses, or by the word "and" if in text:

In parentheses: (Cortez & Jones, 1997)

In text: Cortez and Jones (1997)

For three, four, or five authors, refer to all authors in the first citation, then use the first author's last name followed by the abbreviation "et al." (not italicized and with a period after "al") in all subsequent citations:

First citation: (Cortez, Jones, Gold, & Hammond, 1998)

Subsequent citations: (Cortez et al., 1998)

For six or more authors, use the first author's last name followed by the abbreviation et al.:

In all citations: (Burke et al., 1999)

Different Authors with the Same Last Name

When citing different authors with the same last name, include their first and middle initials, so that a reader can differentiate between them:

B. A. Jones (1998) and R. F. Jones (1998) also found

More Than One Work by the Same Author

If you are citing more than one work by the same author, include enough information so that your reader can differentiate between them. For instance, if you have used two studies by the same authors (from different years), you simply need to include their dates of publication:

- (Jones, Crick, & Waxson, 1989); (Jones, Crick, & Waxson, 1998)

or, if you are citing both at once:

- (Jones, Crick, & Waxson, 1989, 1998)

If you are citing more than one work from the same year, use the suffixes "a," "b," "c" etc., so that your reader can differentiate between them (these suffixes will correspond to the order of entries in your references page):

- (Jones, Crick, & Waxson, 1999a); (Jones, Crick, & Waxson, 1999b)

Multiple Authors Cited Together

Order the authors in alphabetical order by last name. Semicolons are used to differentiate between the entries:

- (Heckels, 1996; Jones, 1998; Stolotsky, 1992)

Citing Quotations

To cite a direct quote, include the name(s) of the author(s), the date of publication, and the page number:

(Asaki & Klotzky, 1987, p. 333)

Asaki & Klotzky (1987) found that "the addition of the compound problematized the results" (p. 333).

APA Reference List:

All APA references, are listed in alphabetical order by the author's last name.

If you have two sources by the same author, place them in order by the year of publication.

Example:

Thompson, H.S. (1971). *Fear and loathing in Las Vegas: A savage journey to the heart of the American dream*.

Thompson, H.S. (1998). *The rum diary*.

Book

Author, A. (Year of Publication). *Title of work*. Publisher City, State: Publisher.

Finney, J. (1970). *Time and again*. New York, NY: Simon and Schuster.

Notes: When citing a book in APA, keep in mind:

The full title of the book, including any subtitles, should be stated and italicized.

Journal article found online

Author, A. (Publication Year). Article title. *Periodical Title*, Volume(Issue), pp.-pp.

DOI:XX.XXXXX or Retrieved from journal URL

APA format example:

Jameson, J. (2013). E-Leadership in higher education: The fifth “age” of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. DOI: 10.1111/bjet.12103

A **DOI** (digital object identifier) is an assigned number that helps link content to its location on the Internet. It is therefore important, if one is provided, to use it when creating a citation. All DOI numbers begin with a 10 and are separated by a slash.

Conference proceedings

Raffle, H., Parkes, A. and Ishii, H. (2004). Topobo: A Constructive Assembly System with Kinetic Memory. In *Proceedings of the International Conference on Computer Graphics and Interactive Techniques*. New York, NY: ACM Press.

Websites:

Author's Last name, F.M. (Year published). *Title of article or page*. Retrieved from URL

Example:

Mardell, M. (2017). *Facing the robotic revolution*. Retrieved from

<http://www.bbc.com/news/technology-39028030>