CULMINATING UNDERGRADUATE EXPERIENCE: THESIS
WRITTEN THESIS MANUSCRIPT REQUIREMENTS
Required APA Style/Format as of **Summer 2018**, Version 1.3

Kettering University has adopted the nationally recognized **APA style** for the written thesis document. There are numerous resources available to assist in meeting the APA style requirements, which include:

- "Publication Manual of the American Psychological Association", 6th Edition, Published by APA, ISBN: 1-4338-0561-6 (copies available in the Kettering Library)
- Microsoft 365 Available Under My.Kettering Tools and Apps for APA **Format** Template (page numbering, running head, etc.) – see APA Manual for **Content** of Thesis Manuscript (Introduction chapter, Methods chapter, etc.)
- Purdue OWL for Format Specifications (https://owl.purdue.edu/owl/research_and_citation/apa6_style/apa_formatting_and_style_guide/general_format.html)
- Academic Success Center Lab for Writing Support - (https://my.kettering.edu/page/writing-support)
- Kettering University Library - LibGuide for the Culminating Undergraduate Experience: Thesis (http://libguides.kettering.edu/cile400)
- ThinkingStorm Free Online Tutoring Available at (https://kettering.blackboard.com/webapps/portal/execute/tabs/tabAction?tabId=_41620_1&tab_tab_group_id=_236_1)

Modifications to the APA Style that Kettering requires include:

- **Written in third person, active or passive voice (NOTE: N/A for Culminating Reflection Report)**
- **Left margin set at 1 ½ inch**
- **Predefined content in the "Author Note"**
- **Inclusion of the "Table of Contents" and "Conclusions and Recommendations" sections**
- **Order of the Kettering written thesis document**
  The order required within the Kettering written thesis is to follow one of the two options in Table 1. The decision on what structure to use is to be agreed upon by the Student, Co-op Employer Thesis Advisor (Co-op Thesis Option only) and Kettering Faculty Thesis Advisor.

Table 1: Required Elements and Order of the Kettering Written Thesis Document

Option 1 – Traditional Thesis	Option 2 – Custom Publication
1. Title Page: Title, Author Name & Author Note (*see attached example)	1. Title Page: Title, Author Name & Author Note (*see attached example)
2. Abstract	2. Abstract
3. Table of Contents (*see attached example)	3. Table of Contents (*see attached example)
4. Introduction	4. Introduction
5. Conclusions and Recommendations (*see attached example)	5. Conclusions and Recommendations (*see attached example)
6. Method	6. References (section 1 -5 only)
7. Results	7. The text of a Journal Publication, Business Plan, Company Training Manual, etc. . . (1 ½" left margin and page numbering can be separate, meaning non-sequential numbering from elements 1-6)
8. Discussion	8. Appendices and Supplemental Materials (Optional)
9. Multiple Experiments (Optional)	
10. Meta-Analyses (Optional)	
11. References	
12. Footnotes (Optional)	
13. Appendices and Supplemental Materials (Optional)	

Content for each element is provided in sources of APA style, except for the "Table of Contents" and "Conclusions and Recommendations" sections. Content for these elements are provided in a separate attachment. Additionally, a sample title page is provided for further clarification to include verbatim wording in respect to the "Author Note".

Please consult the APA resources listed above for questions about the APA Style. For further clarification, questions can be directed to the Academic Success Center Lab at https://my.kettering.edu/page/writing-support. Questions concerning Kettering University's Thesis Manuscript Submission Requirements can be directed to thesis@kettering.edu or by calling (810) 762-9947.