

**GORDON COLLEGE**

Olongapo City Sports Complex, East Tapinac, Olongapo City

**THESIS WRITING MANUAL**

**Series 2017**

**GORDON COLLEGE**

**VISION-MISSION STATEMENT**

**VISION**

A premiere institution of higher learning committed to the holistic development of the human person and society.

**MISSION**

To produce well-trained, skilled, dynamic, and competitive individuals imbued with values and attitudes and responsive to the changing needs of the local, national and global communities.

**GOALS**

1. Provide opportunities that will enable individuals to acquire a high level of professional, technical and vocational courses of studies
2. Develop innovative programs, projects and models of practice by undertaking research and studies
3. Promote community development through relevant extension programs
4. Provide opportunities for entrepreneurship and employability of graduates.

**Types of Research**

There are many types of research and the most commonly used scientific research in education, business, nursing and governance are experimental research, correlational research, causal-comparative research, survey research, ethnographic research, historical research, and action research.

1. Experimental research manipulates conditions and studies effects.
2. Correlational research studies relationships among variable within a single group and frequently suggests the possibility of cause and effect.
3. Causal-comparative research compares known groups who have had different experiences to find out possible causes of group membership.
4. Survey research involves describing the characteristics of a group by means of such tools as questionnaires to draw responses to questions during interview.
5. Ethnographic research documents daily experiences of respondents through interviews or observation. This type is qualitative research where the common forms are the case study, biography, phenomenology, and grounded theory. A case study is a detailed analysis of one individual or a few individuals.
6. Historical research involves studying some aspects of the past.
7. Action research is a type undertaken by a practitioner that aims to improve practice.
8. Other studies align with the discipline of the writer.

**PRELIMINARY PAGES**

**The Title Page**

The title page is the first page of the thesis. This page is not shown but it is the small Roman numeral “i”,

In the cover page, the top part is the title of the thesis, the upper middle part is the thesis presentation, the lower middle part is the degree to which the study is a partial requirement, and the bottom part is the full name of the graduate student, the month and year in which the degree is conferred.

All text should be symmetrical from the center vertical line to start on the 11 single spaces from the top of the page. The study title is in capital letters and typed in an inverted pyramid shape.

A uniform font size and font style (Tahoma 12) must be observed throughout the entire paper. While the title is in double space, the three others in the upper middle, lower middle and bottom parts are in single space.

**The Approval Sheet**

This page includes: a) title of the study, b) the name of the graduate student, c) the academic degree for which the thesis/dissertation committee and panel of examiners, and the dean, Institute of Graduate Studies.

**APPROVAL SHEET**

This Thesis entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been examined and is recommended for acceptance for approval for ORAL EXAMINATION.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser

PANEL OF EXAMINERS

Approved by the Committee on Oral Examination with a grade of \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Member

Accepted and approved in partial fulfillment of the requirements for the degree of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Oral Examination Dean, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement**

Acknowledgement is on the next page which follows the Dedication. This is the graduate student’s saying thank you to persons who had helped in completing the study.

**Dedication**

Dedication is on the next page which follows the Approval Sheet. This is the portion of the manuscript wherein the graduate student’s dedicating this work of art to all who helped and supported him in the conduction of the study.

**Abstract**

An abstract is a brief presentation of the entire study. It is a two-page, typed double spaced that covers the problem statement, and the methodology used, the major findings, the conclusion, and the recommendation.

**Table of the Contents**

***Example***

**TABLE OF CONTENTS**

Page

Title Page i

Approval Sheet ii

Abstract iii

Acknowledgement iv

Dedication v

Table of Contents vi

List of Tables vii

List of Figures viii

List of Appendixes ix

**Chapter 1**

**THE PROBLEM AND ITS BACKGROUND**

Introduction

Theoretical/Conceptual Framework

Statement of the Problem

Null Hypothesis

Basic Assumptions

Scope and Delimitation of the Study

Significance of the Study

Definition of Term

**Chapter 2**

**RESEARCH METHODOLOGY**

Research Design

Population and Samples

Locale of the Study

Research Instrument

Validity of the Instrument

Data Gathering Procedure

Statistical Treatment of Data

**Chapter 3**

**PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA**

**Chapter 4**

**SUMMARY, FINDINGS, CONCLUSION AND RECOMMENDATION**

Summary

Findings

Conclusions

Recommendations

**BIBLIOGRAPHY**

1. Books
2. Journals/Articles/Issuances /Periodicals
3. Electronic Sources

**APPENDICES**

1. Output / Outcome of the Study
2. Letter of Request to Conduct a Study
3. Letter to the Respondents
4. Questionnaire
5. Computation of Reliability Test of the Questionnaire (if necessary)
6. Other

***Note:***

***Research Literature and Studies may be presented as Implications in Chapter III – Presentation, Analysis and Interpretation of Data***

**Title Proposal Format**

For proposal hearing, thesis has the following format:

**Chapter 1**

**THE PROBLEM AND ITS BACKGROUND**

Introduction

Theoretical/Conceptual Framework

Statement of the Problem

Null Hypothesis

Basic Assumptions

Scope and Delimitation of the Study

Significance of the Study

Definition of Terms

**Chapter 2**

**RESEARCH METHODOLOGY**

Research Design

Population and Samples

Locale of the Study

Research Instrument

Validity of the Instrument

Data Gathering Procedure

Statistical Treatment of Data

**The Questionnaire / Instrument**

**Final Oral Format**

For Oral Defense and final hardbound book/manuscript, thesis format is as follows:

Title Page i

Approval Sheet ii

Abstract iii

Acknowledgement iv

Dedication v

Table of Contents vi

List of Tables vii

List of Figures viii

List of Appendixes ix

**Chapter 1**

**THE PROBLEM AND ITS BACKGROUND**

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Theoretical/Conceptual Framework

Statement of the Problem

Null Hypothesis

Basic Assumptions

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Research Instrument

Validity of the Instrument

Data Gathering Procedure

Statistical Treatment of Data

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Conclusions

Recommendations

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1. Output / Outcome of the Study
2. Letter of Request to Conduct a Study
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4. Questionnaire
5. Computation of Reliability Test of the Questionnaire (if necessary)
6. Other

***Note:***

***Research Literature and Studies may be presented as Implications in Chapter III – Presentation, Analysis and Interpretation of Data***

**Format and Organization of Thesis**

**Organization of Parts of the Manuscript**

The manuscript is arranged in the following order:

1. **Front Parts**

**Preliminary Pages Page Number**

Title Page Page i but page does not appear

Approval Sheet ii

Abstract iii

Acknowledgement iv

Dedication v

Table of Contents vi

List of Tables vii

List of Figures viii

List of Appendixes ix

1. **Text (body of the thesis)**

|  |  |
| --- | --- |
| **Section** | **Page Number** |
| **Chapter 1**  **THE PROBLEM** | 1, but number does not appear |
| Introduction | Number Continues |
| Theoretical / Conceptual Framework | Number Continues |
| Statement of the Problem | Number Continues |
| Null Hypothesis | Number Continues |
| Basic Assumptions | Number Continues |
| Scope and Delimitation of the Study | Number Continues |
| Significance of the Study | Number Continues |
| Definition of Terms | Number Continues |
| **CHAPTER 2**  **RESEARCH METHODOLOGY** | Number Continues but does not appear |
| Research Design | Number Continues |
| Population and Samples | Number Continues |
| Locale of the Study | Number Continues |
| Research Instrument | Number Continues |
| Validity of the Instrument | Number Continues |
| Data Gathering Procedure | Number Continues |
| Statistical Treatment of Data | Number Continues |
| **Chapter 3**  **PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA** | Number Continues but does not appear |
| **CHAPTER 4**  **SUMMARY, FINDINGS, CONCLUSIONS AND RECOMMENDATIONS** | Number Continues but does not appear |
| Summary | Number Continues |
| Findings | Number Continues |
| Conclusions | Number Continues |
| Recommendations | Number Continues |

1. **Back Parts**

**Section Page Number**

Bibliography Number continues

Appendices Number Continues

Curriculum Vitae Number Continues

**Details of each Section of the Manuscript**

1. **Front Parts**
   1. **Title Page**
      1. This page contains four (4) blocks of words: 1) the title, 2) thesis submitted to Institute of Graduate Studies, 3) degree, and 4) author and date (month and year of publication).
      2. The blocks are balanced within the page, with block 1 on the top line and block 4 on the last two (2) lines. The final line is the month and year.
      3. The title page is counted as page i (lower-cased Roman numeral), but number does not appear on the page. Pagination is indicated in the Table of Contents.
      4. The title is in uppercase and centered which should be typed in descriptive words to facilitate electronic retrieval.
      5. If possible, use word as substitute for formulae, symbols and subscripts/superscripts.
      6. Title should be in lines only in inverted pyramid shape.
   2. **Approval Sheet** 
      1. The purpose of the APPROVAL SHEET is to enable the student’s adviser, the panel of examiners, the Graduate Studies Dean to certify that the study satisfies the requirement of the degree.
      2. Shows signatures of members of the panel of examiners, adviser and the Graduate Studies Dean. Signatures should be original and in black ink.
      3. The Approval Sheet form is used.
   3. **Abstract**
      1. ABSTRACT is printed in uppercase bold letters, centered without punctuation.
      2. Before the abstract proper, information on: title, researcher, degree, adviser, university and year completed, where each information is written in bold and capital letters, indented and in title case.
      3. The body of the abstract, printed single space starts on the fourth line below the heading, maximum length is 250 words.
      4. An abstract is an overview or summary of the study, problem statement, procedure used, results, and the conclusion.
      5. It is clear that will enable readers to decide whether the full contents will be of benefit to them.
      6. Pertinent places, full names of people and other proper nouns useful in electronic retrieval must be included.
      7. Diagrams, charts and tables, or other illustrations and formulae and equations should not be included.
      8. Symbols, as well as foreign words and phrases, must be clearly and accurately displayed.
      9. Transliterations for characters other that Roman and Greek letters and Arabic numerals including accents diacritical marks are included.
      10. Use past form in all sentence construction, if possible.
   4. **Acknowledgement** 
      1. ACKNOWLEDGEMENT is printed in uppercase bold, should be centered.
      2. This page is the students expression of gratitude for any assistance made by individuals or institutions, not mentioned in the study but have made important contribution to the study.
   5. **Dedication** 
      1. DEDICATION is printed in uppercase bold, should be centered.
      2. This is the portion of the manuscript wherein the graduate student’s dedicating this work of art to all who helped and supported him in the conduction of the study.
   6. **Table of Contents**
      1. TABLE OF CONTENTS is printed in uppercase, bold, and centered without punctuation.
      2. The title of chapters or sections must be listed and worded exactly as they appear in the manuscript.
      3. Titles for the preliminary pages and for all chapters are in bold uppercase format.
      4. The page number for the starting page of each part is listed flush at the right margin.
      5. Any space between the last word of the title and the page number should be filled with a dot leader
   7. **List of Tables/Figures**
      1. The headings for these pages are in uppercase and bold, centered without punctuation
      2. All tables and figures are arranged in increasing Arabic numerals
      3. Appendices, symbols and abbreviations are arranged alphabetically
      4. Each entry must list in the same caption or title used for a table/figure
2. **Text**
   1. **Body of the Manuscript**
      1. The Manuscript is organized into logical chapters and sections (please see example above)
   2. **Chapters and Sections** 
      1. The heading of each chapter is centered line on the first line of the page without punctuation and printed 1.5” below the top of the page. On the third line is the title of the chapter
      2. The section title starts on the third line below the title of the chapter
      3. The section heading (or the second level heading) is flush to the left margin in bold letters and in Title case without any terminal punctuation mark
      4. At least one paragraph of text should be placed between heading and its first sub-heading
      5. The subsection heading is usually referred as Prefatory statement
      6. Divisions beyond the third level should be avoided. However, if necessary, such heading should take the form of the enumerated paragraph
      7. The first page of each chapter is counted, but the number does not appear. All other pages are marked at the upper right hand margin using Arabic numerals
      8. All major chapters must start on a new page while sections/subsections don’t
      9. Whenever the heading of a section/subsection appears near the bottom of a page, it must be followed by at least one line of text, or the heading should be forced to the top of the next page.
      10. Sections/subsections should be separated by a triple space from the last line of the previous section/subsection
   3. **Tables and figures** 
      1. Table designates tabulated numerical data used in the body of the manuscript and the appendices. Figure designated all other non-verbal materials such as illustrations, charts, graphs, maps, photographs, drawings, diagrams, and the like
      2. All tables and figures should be located right after the text that is referring to it and, if possible, should be located such that they do not run over into the next page. If this happens, subsequent pages of the illustrations must include at least the illustration number and the notation that is continued e.g. Table 1 continued
      3. Illustrations may be presented horizontally or vertically. In either case, illustrations must fit within the required margins, and page numbers must be placed consistently throughout the entire manuscript
      4. Table captions are typed with one blank line above the table and figure captions are typed with a blank line below the figure. If an illustration is rotated, the coordination caption must also be rotated.
      5. For tables and figures copied from other sources, the caption of such should include the source
      6. The captions for tables and figures must be identical with those used in the LIST OF TABLES and the LIST OF FIGURES in the preliminary pages
      7. Illustrations must be numbered consecutively throughout the entire manuscript. A straight sequence (1, 2, 3, 4, etc). The decimal approach may also be used (1.1, 1.2…2.1.2.2…etc) where the first digit is the chapter number, and the digit after the decimal point is the illustration
      8. Photographs, as a figure, must be scanned and converted to an electronic format for simultaneous printing with the page
      9. Oversized illustrations should be reduced; however, legibility must be maintained. If this is not possible, a folded, oversized page may be included, which may accordion – folder, so that it may be bound with the rest of the document. In this case, the page number must appear in a manner consistent with the rest of the document
      10. Alternatively, the oversized illustration may be folded and inserted in a manila envelope no larger than 6.5” by 9.5”, which then may be mounted on a sheet of white dissertation paper. Each page enclosed in the envelope must be included in the pagination of the thesis.
3. **Back Parts**
   1. **Bibliography**
      1. Theses must have a bibliography or a list of references, and the documentations style should be appropriate to the discipline of the study
      2. This must be in the same font type and font size as the rest of the manuscript
      3. BIBLIOGRAPHY is a list of all references at the end of the manuscript. Some disciplines (science and engineering) list their references at the end of each chapter, and their appropriate headings is LIST OF REFERENCES
      4. Entries are listed alphabetically by the author’s last name or by the title of the article/book if there is no author or editor
      5. The first line of each entry starts at the margin, the second and third lines are indented five spaces (one tab). Single-space each entry and leave a single space between entries
      6. Use the latest publishing date for the book or encyclopedia and the complete date of newspapers, magazines or the internet.
   2. **Appendix**
      1. APPENDIX provides a place for a supplementary material that is not necessary for inclusion in any of the chapters. Tables that are too detailed for the text presentations, figures, technical notes, raw data, computer programs, musical scores, sample questionnaires, schedules, and case studies are common appendix materials
      2. Appendices are presented alphabetically (A, B, C, D…), and may be single-spaced, appear at the end of the manuscript
      3. The font type and font size for the main heading, sub-headings, and illustrations captions of an appendix must match that of the text, but the font type and font size of the materials in the body of the appendix may be different
      4. Appendix material may also be included in a CD with the appropriate label: name, title of the study, degree, university name and year of year of graduation, and appendix letter and appendix name
      5. The existence of a CD appendix must be indicated in a corresponding paper appendix page
   3. **Curriculum Vitae**
      1. This is the author’s professional biography that may include place and date of birth, educational background, degrees and honors received titles of publications, and professional and teaching experiences
      2. It should be concise, written in the third person and in the same font type and font size as the rest of the manuscript, and typed double-space

**Technical Matters**

1. **Paper Size and Quality**
   1. The 8.27” x 11.69” A4, white, substance-29 book papers must be used.
   2. Manuscript printed on better quality paper will look more professional and can be archived better.
2. **Paper Layout**

2.1 Paper must be printed in portrait mode. Landscape mode is not allowed except to accommodate unusually large tables, illustrations and the like.

1. **Margins**
   1. To provide allowance for trimmings during binding and later ease in microfilming and copying, every page of the manuscript must meet minimum standards: top margin-1” (pagination is at 1.25” from top of the page), bottom margin-1”, right margin-1”; and left margin-1.5” (binding edge)
   2. All manuscript materials must fit within these margin requirements (including tables, figures and graphs)
2. **Fonts and Font Size**
   1. Any legible font (Tahoma, Times New Roman, Arial, Helvetica or Century Gothic) except Script, *Italic* or Ornamental, acceptable for the body of the text
   2. A 12 font size if for Tahoma and Times New Roman fonts, while 11 or 12 font size is for Arial, Helvetica, or Century Gothic fonts
   3. A consistent font and font size must be observed throughout the manuscript
   4. *Italic* may be used for quotations and words in a foreign language
3. **Spacing**
   1. The manuscript, excluding the abstract and, acknowledgement, must be double-spaced and consistently used throughout.
   2. Bibliographic entries, long quotations, items in lists, table of contents, and appendices may be single-spaced, e.g. if that style is recommended by the discipline
4. **Pagination**
   1. Each page must be numbered except the title page and the chapter pages
   2. Preliminary pages are numbered consecutively in lower-cased Roman numerals at the bottom center; the first page to be numbered is the Approval Sheet which is marked iii
   3. The text and the back parts are numbered consecutively in Arabic numerals, starting with 1 (number does not appear) on the first page of the text.
   4. Page numbers must appear in the same location (upper right hand corner 1.25” below the top edge and 1.25 from the right edge) on each page except on the first page of each chapter where the page is counted (number does not appear)
   5. Page numbers must have the same font and font size as that of the text
5. **Text Citations of References**
   1. Citation practices may vary per discipline. What is practiced in their respective universities should be the ones followed
   2. Generally, references may be cited by giving the last name(s) of the author(s) and the year of publication, for example…was experimented (Villanueva, 1990)
6. **Equations** 
   1. Equations must be numbered consecutively from (1.1, 1.2, 3.1, 3.2…etc. up to the end of the paper including the appendices.
   2. The first number refers to the chapter the second number refers to the nth occurrence of the equation within the chapter, for example:

x=Σx/n = n (1.1)

1. **Corrections and Errata** 
   1. No correction in the form of correction tape or fluid, erasures, crash-out, and the like must be made on the final copy.
2. **Printing**

10.1 All print should be letter quality with dark black characters that are consistently clear and dense

10.2 Dot matrix printing is not acceptable

* 1. Ink jet, laser jet or similar high-quality printer should be used

1. **Binding and Labeling**
   1. Manuscript is bound using a hard cover, may be wrapped in transparent plastic, in green color for thesis
   2. The hard cover contains four blocks of words: 1) title, 2) author, 3) university and place, 4) date (month and year) of submission and acceptance of final copy, all of which are stamped in gold foil
   3. All the blocks are balanced within the page with block (1) occupying the first lines and block (4) for the last lines of the hard cover, applying the same margin settings as in the manuscript
   4. Font size must be 12, bold Tahoma
   5. Except for the date, all other items are in uppercase

**BIBLIOGRAPHIC REFERENCES**

**In APA Formats**

**(Citations and Crediting of Sources)**

**APA Format**

Examples are from http://owl.english.purdu.edu/owl/resources/590/01/

**Basic Rules**

1. All lines after the first line of each entry in the reference list should be indented one-half from the left margin. This is called hanging indention.
2. Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work for up to an including seven authors. If the work has more than seven authors, list the last author’s name of the work
3. Reference list entries should be alphabetized by the last name of the first authors of each work
4. If there is more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
5. When referring to any work that is not a journal, such as a book, article, or webpage, capitalize only the first letter of the first word of a title and subtitle, the word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
6. Capitalize all major words in journal titles.
7. Italicize titles of longer works such as books and journals.
8. Do not italicize, underline or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
9. **Books**

**Basic Format for Books**

Author, A.A. (Year of Publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

Note: For “location” always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Calfee, R.C. & Valencia, R.R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

**Edited Books, No Author**

Duncan, G.J., & Brook-Gunn, J. (Eds.). (1997). Consequences of growing up poor. New York, NY: Russell Sage Foundation.

**Edited Books with an Author or Authors**

Plath, S. (2001). The unab ridges journals K.V. Kukil, (Ed.). New York, NY: Anchor.

**A Translation**

Laplace, P.S. (1951). A philosophical essay on possibilities. (F.W. Transcott & F.L. Emory, Trans.). New York, NY. Dover (Original work published 1814).

Note: When citing a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951)

**Edition Other Than the First**

Helfer, P.S., Keme, R.S., & Drudman, R.D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

**Article or Chapter in an Edited Book**

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.). Title of book pages of chapter). Location: Publisher.

Note: When listing the pages of the chapter or essay in parentheses after the book title, use “pp” before the number (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical reference, except for newspapers.

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

**Multivolume Work**

Weiner,P. (Ed.). (1971). Dictionary of the history of ideas (Vols. 1-4). New York. NY: Scribner’s.

1. **Journals/Articles/Periodicals**

**Basic Form**

APA style dictates that the authors are named last name followed by initials, publication year goes between parentheses, followed by a period. The tilte of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlines.

Author, A.A., Author, B.B., & Author, C.C. (Year). Title of article. Title of periodical, volume number 1. Pages.

**Article in Journal Paginated by Volume**

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Harlow, H.F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55, 893-896.*

**Article in Journal Paginated by Issue**

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and the issue numbers are italicized or underlined.

Scruton, R. (1996). The eclipse of listening. *The New Criterion* , 15 (30), 5 136.

**Article in Magazine**

Henry, W.A., III. (1990, April 9). Making the grade in today’s school. *Time,* 135, 28-31.

**Article in Newspaper**

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g. pp.B2, B4 or pp. C1, C2-C4.

Schults, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today,* pp. 1A, 2A.

Note: Because of issues with html coding, the listings below using brackets contain spaces that are not to be used in the listings. Use a space as normal before the brackets, but do not include a space following the bracket.

**Letter to the Editor**

Moller, G. (2002, August). Ripples versus rumbles (Letter to the editor). *Scientific American,* 287 (2), 12.

**Review**

Baumelster, M.F. (1991). Exposing the self-knowledge myth (Review of the book *The self-knower: A hero under control,* by R.A. Wicklund & M. Eckert). *Contemporary Psychology,* 38. 466-467.

1. **Other Print Sources**

**Entry in Encyclopedia**

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

Work Discussed in a Secondary source

List the source the work was discussed in:

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.*

Note: Give the secondary source in the reference list; in the 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 original work, list the Coltheart et al. reference in the Bibliograpy. In the text use the following citation:

In Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins and Haller, 1993), …

**Published Dissertation Abstract**

Yoshida, Y. (2001). Essays in urban transportation (doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International, 62, 7741A.*

**Government Document**

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

**Report form a Private Organization**

American Psychiatric Association. (2001). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

Conference Proceedings

Schnase, J.L., & Cunnius, E.L. (Eds.). (1995). Proceedings from CSCL ’95: *The First International Conference on Computer Support for Collaborative Learning.* Mahwah, NJ: Erlbaum.

1. **Online Sources (Web Publication)**

**Article from an Online Periodical**

Note: In 2007, the APA released several additions/modification for documentation of electronic sources in the APA Style Guide References. These changes are reflected in the entries below. Please note that there are no spaces used with brackets in APA.

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A.A., Author, B.B. (Date of Publication). Title of article. *Title of Online Periodical*, volume number (issue number, if available). Retrieved from http://www.someaddress.com/full/url/

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites,* 149. Retrieved from http://www.alistapart.com/articles/writeliving/

**Online Scholarly Journal Article**

Since online materials can potentially change URL’s APA recommends providing a Digital Object Identifier (DOI), when it is available; as opposed to the URL DOI’s are an attempt to provide stable long-lasting links for online articles. They are unique in their documents and consist of a long alphanumeric code. Many-but not all – publishers will provide an article’s DOI on the first page of the document.

Note that some online bibliographies provide an article’s DOI but may “hide” the code under a button which may read “Article” or may be an abbreviation of a vendors name like “CrossRef” or “PubMed.” This button will usually lead the ones that go to dead links with CrossRef.org’s DOI Resolver, which is displayed in a central location on their home page.

**Article from an Online Periodical with DOI Assigned**

Author, A.A., author, B.B. (Date of Publication). Title of article. *Title of Journal,* volume number. Doi:0000000/00000000000

Brownile, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing,* 41(11/12). 12444445 1283. Doi: 10.1108/03090560710821161

**Article form an Online Periodical with no DOI Assigned.**

**Online scholarly journal articles without a DOI require a URL**

Author, A.A., & Author, B.B. (Darte of publication). Title of article. *Title of\ Journal*, volume number. Retrieved from http://www.someaddress.com/full/url

Kenneth, I.A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics. 8.* Retrieved from http://www.cac.psu.edu/jbe/twocont.html

If the article appears as a printed version as well, the URL is not required. Use “Electronic” version in brackets after the article’s title.

Whitmeyer, J.M. (2000). Power through appointment (Electronic version). *Social Science Research,* 29, 535-555.

**Article from a Database**

When retrieving material obtained from an online database (such as database in the library), provide appropriate print citation information (formatted just like a “normal” print citation would be for that type of work). This will allow people to retrieve the print version if they do not have access to the database from which you retrieved the article. You can also include the item number in parentheses at the end, but the APA manual says that this is not required. For articles that are easily located, do not provide database information. If the article is difficult to locate, then you can provide database information. Only use retrieval dates if the source could change, such as Wikis.

Smyth, A.M., Parker, A.L. & Pease, D.L. (2000). A study enjoyment of peas. *Journal of Abnormal Eating,* 8 (3). 120-125.

**Abstract**

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding “[Abstract]” after the article or source name.

Peterson, P. (2008). How well do young offenders with Asperser Syndrome cope in custody?: Two prison case studies [Abstract]. *British Journal of Learning Disabilities,* 36(1) 54-58.

Bossong, G. Ergativity in Basque. Linguistics, 22(3), 341-33

**Newspaper Article**

Author, A.A., (Year, month day). Title of article. *Title of Newspaper*. Retrieved from http://www.someaddress.com/full/url/

Poker-Poe, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times.* Retrieved from http://www/nytimes.com

**Electronic Books**

Electronic books may include books found on personal websites, database, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use “Available from” rather than “Retrieved from,” and point readers to where they can find it. For books available in print form and electronic form, include the publication date in parentheses after the author’s name.

De Huff, E.W. (n.d.). Tatay’s tales: *Traditional Pueblo Indian tales.* Retrieved from <http://digital>.library.upenn.edu/women/dehuff/taytay/taytay/html

Davis, J. (n.d). *Familiar birdsongs of the Northwest.* Available from http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0

**Chapter/Section of a Web document or Online Book Chapter**

Author, A.A., & Author, B.B. (Date of publication). Title of article. *In Title book or larger document (chapter or section number).* Retrieved from http://www.someaddress.com/full/url/

Engelshcall, R.S. (1997). Module mod\_rewriteL URL Rewriting Engine. In *Apache HTTP Server Version 1.3. Documentation (apache modules.)* Retrieved from http://httpd.apached.org/docs/1.3.mod\_rewrite.html

Peckingpaugh, J. (2003). Change in the Nineties. In J.S. Bough and G.B. Dubois (Eds.), *A century of growth in America*. Retrieved from Goldstar database.

Note: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

**Online Book Reviews**

Cite the information as you normally would for the work you are quoting. (The example below is from a newspaper article: the second is from a scholarly journal.) In brackets, write “Review of the book” and give the title of the reviewed work. Provide the web address after the words “Retrieved from” if the review is freely available to anyone. If the review comes from a subscription service or database, write “Available from” and provide the information where the review can be purchased.

Zachareck, S. (2008, April 27). Natural women (Review of the book *Girls like us). The New York Times.* Retrieved for http://www.nytimes.com/2008/4/27/books/review/Zachareck

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce, Joyce’s critics: Transitions in reading and culture, messianic self*]. *Modern Fiction Stuides,* 50(1), 163-173. Available from Project MUSE Web site: http://muse.jhu.edu/journals/modern\_fiction\_studies/toc/

**Thesis/Dissertation from a Database**

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson’s disease.* Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

Online Encyclopedias and dictionaries do not provide by lines (author’s name). When no by line is present, move the entry name to the front of the citation. Provide publication dates if present of specify (n.d.) if no date is present in the entry.

Feminism. (n.d.). In *Encyclopedia Britanica online.* Retrieved from http://www.britannica.com/EBchecked/topic/724633/feminism

**Data Sets**

Point readers to raw data by providing a Web address (use “Retrieved from”) or a general place that houses data on the site (use “Available from”).

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in\_fy2008.pdf

**Graphic Data (e.g. Interactive Maps and Other Graphic Representative of Data)**

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of the type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Special Plot May 8, 2008]]. *Solar Special Data Access from the SIM, SOLSTICE, and XPS Instruments.* Retrieved from http://lasp.colorado.edu/cgi-bin/ion-p?page=input\_data\_for\_spectra.ion

**Quantitative Data and Online Interviews**

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in bracket (e.g., [Interview transcript, Interview audio file]:

Butler, C. (Interviewer) & Stevenson, R. (Interviewer). (1999). *Oral History 2* [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: http://www11.jsc.nasa.gov/history/iral\_histories/oral\_histories.html

**Online Lecture Notes and Presentation Slides**

When citing online lecture notes, be sure to provide the file format in bracket after the lecture title (e.g. Powerpoint Slides, Word document).

Hellam A. *Duality in consumer theory [PDF document].* Retrieved from Lecture Notes Online Web Site: http://www.econ.istate.edu/classes/econ501/Halla/index.html

Roberts, K.F. (1993). Federal regulations of chemicals in the environment [PowerPoint Slides]. Retrieved from http://siri.uvm.edu/ppt/40renv/index/html

**Non-periodical Web Document, Web Page, or Report**

List as much of the following information as possible (you sometimes have to hunt around to find the information: don’t be lazy. If there is a page like http://www.somesite.comsomepage.htm and somepage.htm doesn’t have the information you’re looking for, move up the URL to http://www.somesite.com/

Author, A.A., & Author, B.B. (Date of publication). Title of document. Retrieved from http://webaddress.

Note: When an Internet document is more than one Web page, provide a URL, that links to the home page of entry page for the document. Also, if there isn’t a date available for the document use (n.d.) for no date.

**Computer Software/Downloaded Software**

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized Software.

Ludwig, T. (2002). PscyhInquiery (computer) New York: Worth.

Software that is downloaded from a Web site should provide the software’s version and year when available.

Hayes, B., Teesar, B., & Zuraw, K. (2003). OTSoft: Optimality Theory Software (Version 21). [software]. Available from http://www.linguistics.ecla.edu/pople/hayes/otsoft/

**E-mail**

E-mails are not included in the list of the references, through you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Online forum of Discussion Board Posting

Include the title of the message, and the URL, of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, fora) are italicized. If the author’s name is not available, provide the screen name. Place identifiers like post of message numbers, if available, in brackets. I available, provide the URL where the message is archived (e.g. “message posted to…,archived at…”).

Author, A.A. & Author, B.B. (Date of publication). Title of document. Retrieved from http://webaddres

**Blog (Weblog) and Video Blog Post**

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, fora) are not italicized. If the author’s name is not available, provide the screen name.

Dean, J. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from http://www.spring.org.uk/

Thelasttransport, (2004, Septemeber 26). Psychology Video blog #3 [Video file]. Retrieved from http://www.youtube.com/watch ?v=1qM90wQi5-M

**Wikis**

Please note that the *APA Style Guide to Electronic Reference*  warns writes that wikis (like Wikipedia, for example) are collaborative projects which cannot guarantee the verifiability or expertise of their entries.

OLPC Peru/Arahuay. (n.d.). Retrieved from the OLPC Wiki: http://wiki.laptop.org/go/OLPC\_Peru/Arahuay

**Audio Podcast**

For all podcasts, provide as much information as possible, not all the following information will be available. Possible additional identifiers may include Producer, Director, etc.

Bell, T. & Phillips, T. (2008, May 6). A solar flare. Science @ NASA Podcast. Podcast retrieved from http://science.nasa.gove/podcast.hmt.

**Video Podcast**

For all podcasts, provide as much information as possible, not all the following information will be available. Possible identifiers may include Producer, Director, etc.

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7]. Adventures in Education. Podcast retrieved from http://www.Adveeducation.com

1. **Other Non-print Sources**

**Interviews, Email and Other Personal Communication**

No personal communication is included in your reference list; instead, parenthetically cite the communicators name, the fact that it was personal communication, and the date of the communication you main only.

(E.Robbins, personal communication, January 4, 2001).

A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 2, 2002).

**Motion Picture**

**Basic reference list format:**

Producer, P.P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

Note: If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin (Available from distributor name, full address and zip code).

**A Motion Picture or Video Tape with International or National Availability**

Smith, J.D. (Producer), & Schultz, A.F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

**A Motion Picture of Video Tape with Limited Availability**

Harris, M. (Producer), & Turley, M.J.(Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907).

**Television Broadcast or Series Episode**

Producer, P.P. (Producer). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. City of origin: Studio or distributor.

**Single Episode of a Television Series**

Writer, W.W. (Writer), & Director, D.D. (Director). (Date of publication. Title of episode [Television series episode]. In P. Producer (Producer). *Series title.* City of origin: Studio or distributor.

Wendy, S.W. (Writer), & Martin, I.R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Daley (producer). *Creatures and monsters.* Los Angeles, CA: Belarus Studios

**Television Broadcast**

Producer, P.P. (Producer). (1990, October 2). *The nightly news hour* [Television broadcast]. New York, NY: Central Broadcasting Service.

**Television Series**

Bellisario, D.I. (Producer). (1992). *Exciting action shows* [Television Series]. Hollywood: American Broadcasting Company.

**Music Recording**

Songwriter, A.Z. (Date of copyright). Title of song [Recorded by artist if different from song writer] On *Title of album* [Medium of recording]. Location:



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College President

February 2017