



CHRIST
(DEEMED TO BE UNIVERSITY)
BANGALORE · INDIA

Supplemental Guidelines for APA Based PhD Theses

CENTRE FOR RESEARCH

Version 1.1

2018

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Guidelines for the format of the main body of the thesis using American Psychological Association, 6th Edition

(Applicable to Social Sciences, Commerce and Management, and English Language Training.)

Scholars are advised to familiarize themselves with the publication guidelines of the American Psychological Association, 6th edition. They are also encouraged to use the Online Writing Lab of Purdue University, which has up to date and detailed information on the use of APA Style guide. [OWL at Purdue](#)

In this manual, some of the aspects that are not clearly explained in the APA publication manual and specific University deviations from the manual are explained.

Scholars are reminded to read the Common PhD guidelines of CHRIST (Deemed to be University) for general guidelines on formats of preliminary pages and Title page, Binding instructions and so on.

Table of Contents

APA 6th edition does not specify a particular way of creating a table of contents. Scholars are advised to use Microsoft Word table of contents function to create the table of contents for their thesis. There might be variations between different versions of WORD.

Using Microsoft Word 2010 for Your Dissertation
A University of Michigan Library Instructional Technology Workshop

AUTOMATIC TABLE OF CONTENTS

You cannot generate any automatic tables without first using styles effectively throughout your document. Microsoft Word can scan your document and find everything in the Heading 1 style and put that on the first level of your table of contents, put any Heading 2's on the second level of your table of contents, and so on.

If you want an automatic table of contents you need to label all of your chapter titles and front matter headings (e.g. "Dedication" and "Acknowledgements") in the style Heading 1. All major headings within your chapters should be labeled Heading 2. All subheadings should be labeled Heading 3, and so on.

If you have used Heading styles in your document, creating an automatic table of contents is easy.

1. Place your cursor where you want your table of contents to be.
2. On the References Ribbon, in the **Table of Contents Group**, click on the arrow next to the Table of Contents icon, and select *Insert Table of Contents....*
3. If you want to change the style of your table of contents (e.g. you want more space between the items on level 1 and level 2 of your table of contents, or you want all your level 1 items to be bold), click on the *Modify* button, select the TOC level you want to change, then click the *Modify* button to do so.
4. If you want to change which headings appear in your table of contents, you can do so by changing the number in the *Show levels:* pulldown.
5. Click *OK* to insert your table of contents.

The table of contents is a snapshot of the headings and page numbers in your document. At any time, you can update it by right-clicking on it and selecting *Update field*. Notice that once the table of contents is in your document, it will turn gray if you click on it. This indicates that it is getting information from somewhere else.

Figure 1. Screenshot of part of the handout 'using WORD 2010 for your dissertation (PC)' produced her under stipulations of creative commons attribution 4.0 license.

Source: University of Michigan Library [Link to Full Handout on University of Michigan Site](#)

For detailed instructions on how to use Microsoft Word for thesis formatting see University of Michigan Library, Research Guides (<http://guides.lib.umich.edu/word2010>)

List of Tables, Figures

If you have captioned your figures, table and equations using Microsoft Word's captioning feature, you can have Word generate your lists for you automatically. [Link to Full Handout on University of Michigan Site](#)

Automatic Lists of Figures, Tables and Equations

If you have captioned your figures, table and equations using Microsoft Word's captioning feature (see Inserting Captions on page 4 for details), you can have Word generate your lists for you automatically.

1. Place your cursor where you want your list to be.
2. On the References Ribbon, in the **Captions Group**, click the Insert Table of Figures icon () (even for lists of tables and equations).
3. In the Table of Figures dialog box, select the label for which you want to make a list from the *Caption Label* pulldown.
4. If you want to change the style of your table of contents (e.g. you want more space between each item in the list), click on the *Modify* button, select the *Table of Figures* style, then click the *Modify* button to do so. Click *OK* when you are done.
5. Click *OK* to insert your table of contents.

Repeat these steps to insert other lists into your document (Rackham requires separate lists for tables, equations, figures, and any other label you've used).

Figure 2. Screenshot from University of Michigan Library Guide on use of Microsoft Word for creating list of tables and figures

Running head

All APA papers including dissertations expect a running head / page headers. Include a **page header** (also known as the "running head") at the top of every page. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in

the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

Please note that an exception from APA guidelines, CHRIST PhD theses will not have running head on the title page but will start from Abstract page.

Abstract

Your abstract page should already include the **page header** (described above). 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. Your abstract should be a single paragraph, double-spaced. Your abstract should be between 150 and 250 words. However for PhD theses at CHRIST you are permitted to go up to 500 words.

You must also type in key words from your thesis in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords*: (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

Note that the sample Abstract page given in the preliminary pages document has the title Abstract in Bold and Uppercase. However, Scholars following APA style are expected to follow the guideline printed here.

Headings and Levels

Please see [OWL at purdue](#) for detailed explanation and illustrations of use of APA style for headings and sertation.

APA Headings	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period.
4	Indented, boldface, italicized, lowercase heading with a period.
5	Indented, italicized, lowercase heading with a period.

Figure 3. APA headers levels

Font and paragraph spacing

The font used in the main text and references as well as typed appendices will be **Times New Roman** and the font size will be **12** for headers, sections separators and main text. At no point in the text will the scholar require to use a font that is of different type or size. The default paragraph setting for main text is 1.5 spacing and scholars are required to use 1.5 instead of double spacing.

References are page numbered continuously from the main text. Appendices are also numbered in continuation from the references. Positioning of page numbers will be as explained under the section running head, top left corner (flush left)

Chapters

Conventionally, the main thesis is divided into the following chapters:

1. Introduction
2. Review of Literature
3. Methods
4. Results
5. Discussion
6. Summary and Conclusions

Variations from this sequence is permitted based on the nature of thesis and presentation. Chapter separators using blank pages or otherwise are not encouraged. Scholars may print the thesis on both sides or one side.

According to the APA publication manual, the introduction section is not normally titled as introduction. However for the PhD thesis at CHRST candidates may place the headers <Chapter 1> <Introduction> one below the other. The same headers may be considered for other chapters. The chapter head will be considered as the first level headers.

If scholars have any questions and they are not covered either here, in the APA Publication Manual and its websites or at the Online Writing Lab at Purdue website, or the University of Michigan library guide they may get in touch with the Centre for Academic and Professional Support (CAPS) on the 10th floor of Central block or write to caps@christuniversity.in

Useful Links

[Publication Manual of the American Psychological Association, Sixth Edition](#)

[Microsoft word for dissertations](#)

[OWL at Purdue for APA](#)