CENTRE FOR RESEARCH

# Supplemental Guidelines for APA Based PhD Theses

Version 1.3 - 2025

# Table of Contents

**Guidelines for the format of the main body of the thesis using American Psychological Association, 7th 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, 7th 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 the 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 7th 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.*

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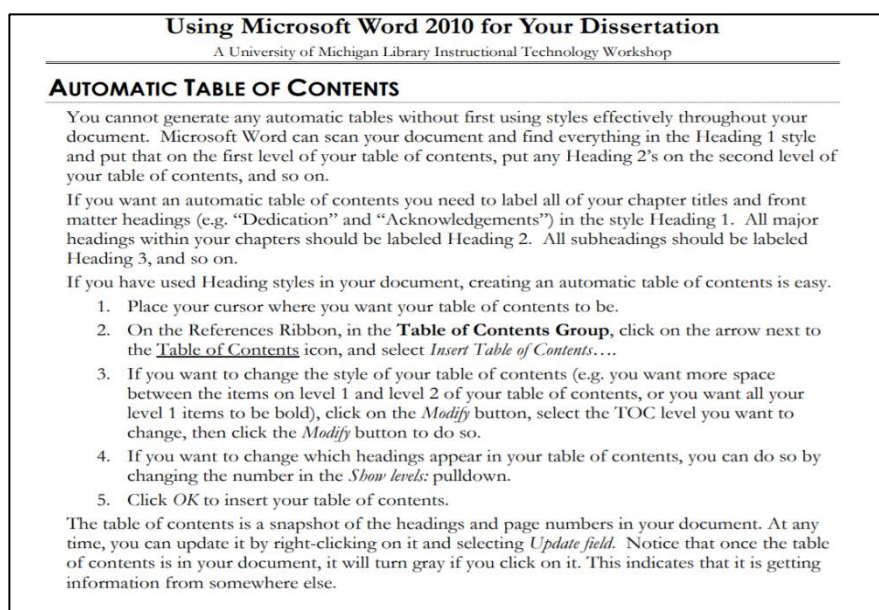
For detailed instructions on how to use Microsoft Word for thesis formatting see University of Michigan Library, Research Guides ( http://guides.lib.umich.edu/word2010)

**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

**Figure 2.**

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

**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).

**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 abbreviated version of the "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 keywords 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 serration.

**Figure 3**

*APA headers levels*

| 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.* |

**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, section separators, and main text. At no point in the text will the

scholar be required to use a font that is of a 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. Do not add extra space before or after paragraphs.

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 form 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, Seventh Edition (2020)

Microsoft word for dissertations

OWL at Purdue for APA

California State University, Dominguez Hills https://libguides.csudh.edu/citation/apa-7