School of Graduate Studies and Research
Summer Workshop Series 2019

Formatting Your Thesis/Dissertation

Topics Covered

- IUP Thesis-Dissertation Manual
  - Latest edition is available online
- Formatting Thesis or Dissertation
  - Title Page, Table of Contents, etc.
- APA 6th edition
- MLA 8th edition
- IUP Thesis-Dissertation Website
- iThenticate Plagiarism Software

Formatting Your Thesis/Dissertation

General Points & Getting Started Right

Formatting Thesis/Dissertation

- Go here for a Checklist for Common Formatting Errors prior to submission
- General Points
  - Double-space thesis/dissertation body & references
  - Use a consistent font
    - Serif fonts (Times New Roman) are easier to read on paper
    - Sans Serif fonts (Arial) are easier to read online
  - Use a consistent text size
    - Most students use 12pt
    - Tables & Figures can have a smaller text size, but must be consistent

Formatting Thesis/Dissertation

- General Points (cont'd)
  - DO NOT create separate Word documents for each chapter.
    - This is a major headache when putting them together
    - Especially difficult if you are using chapter end notes (English Literature &Criticism students)
  - Use Section Breaks to control page numbering
  - Use Page Breaks to start a new page for each chapter

Formatting Process

- After you have completed your thesis/dissertation, you must submit your document for format review.
- Process:
  - After submission to grad-research@iup.edu, it is sent to the graduate assistants
  - We run it through iThenticate first
  - If no issues, we look through your document to check for formatting concerns (We do not read the content)
  - You will receive back a Word document where we write out exactly what needs to be fixed AND a PDF of the scanned pages with red marks on them (in addition to an iThenticate report)
  - After you make changes, convert your document to a PDF, and upload to ProQuest, we look at your document again to make sure all the changes have been made

Front Matter

Follow the IUP Thesis-Dissertation Manual

Front Matter: Title Page

DERIVATIVES FROM A CHIRAL

BORANE-AMINE ADDUCT

A Thesis

Submitted to the School of Graduate Studies and Research

in Partial Fulfillment of the

Requirements for the Degree

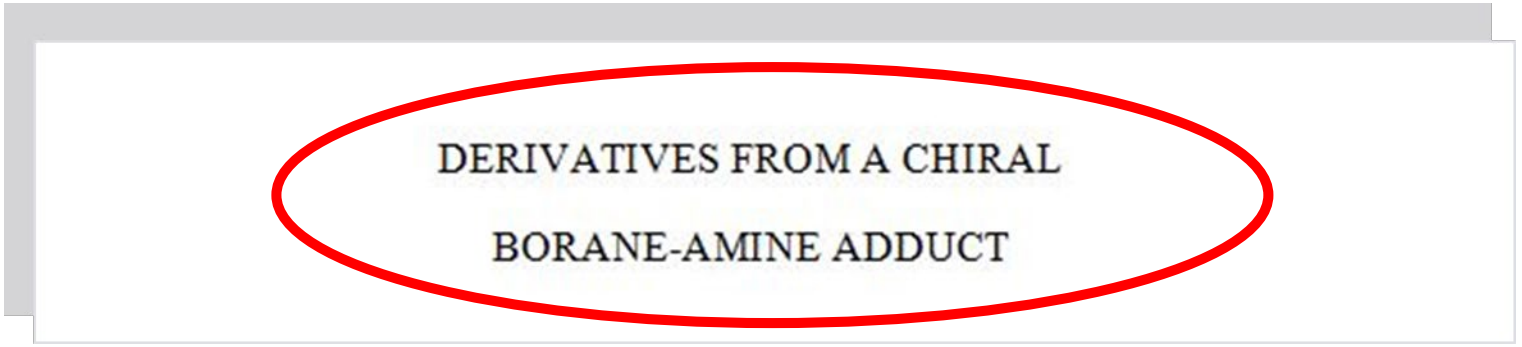
Master of Science

John H. Doe

Indiana University of Pennsylvania

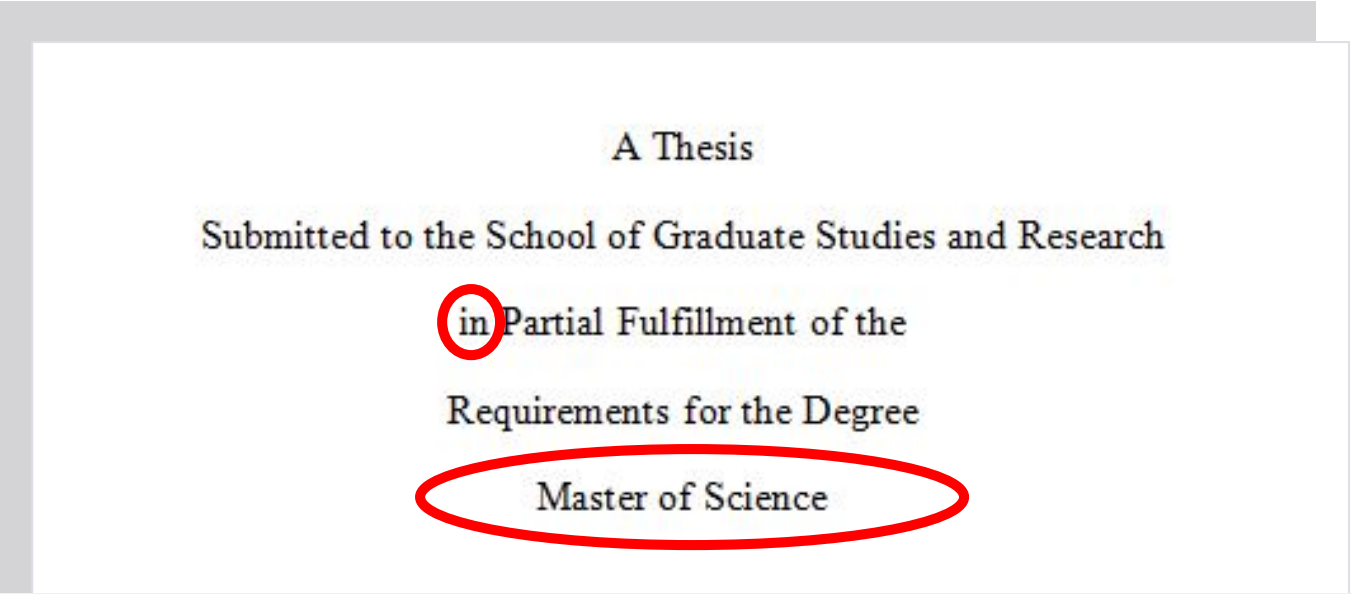
August 2014

Front Matter: Title Page



- Title should be in all caps and centered at the very top of the page.
- Note: MS Word ***does not spell check*** all caps unless you change the settings to do so.

Front Matter: Title Page


A Thesis

Submitted to the School of Graduate Studies and Research

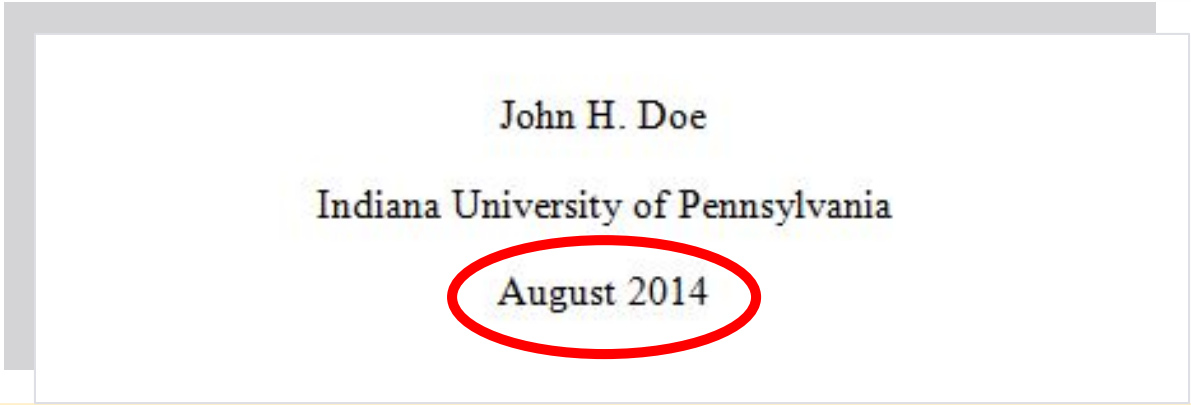
in Partial Fulfillment of the

Requirements for the Degree

Master of Science

- Centered vertically
- Description of document ("Thesis" or "Dissertation")
- Make sure that Word doesn't automatically capitalize "in"
- Identify your degree
  - Do not include program or department (i.e. "Biology" or "Physics")

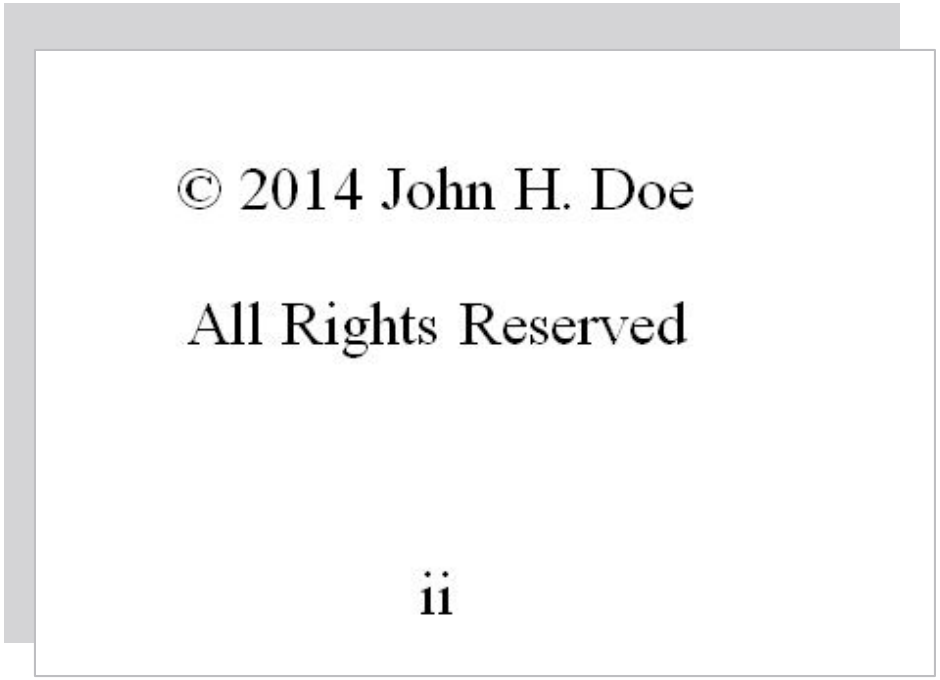
Front Matter: Title Page



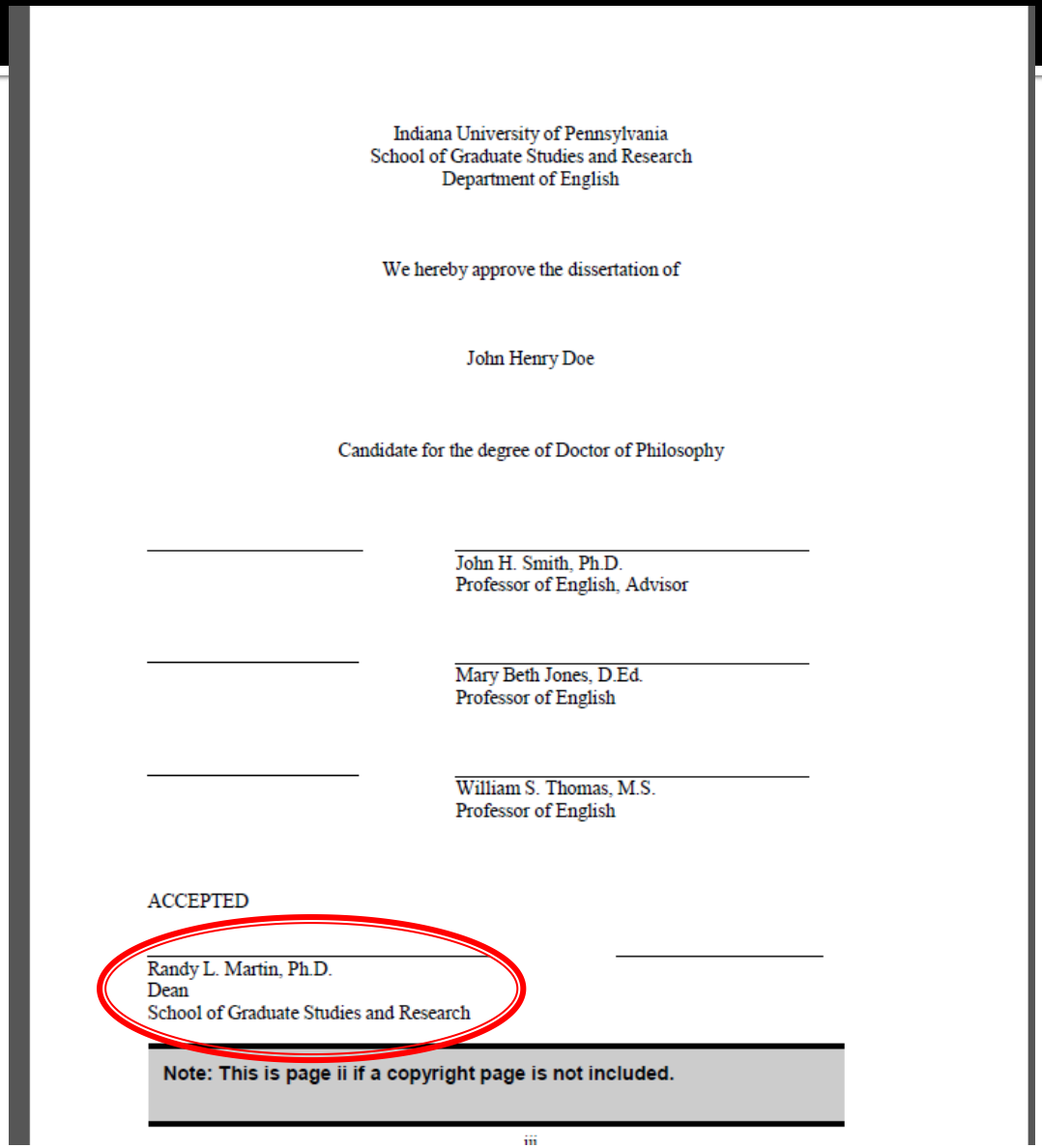
- Your Name
  - As It Appears in URSA
- Graduation Date
  - May, August, or December
  - Year – Not Your Defense Date
- No Page Number on Title Page
- At the very bottom of the page

Front Matter: Copyright Page

- **Optional**
- Name should match exactly with the name on the title and abstract pages
- Page number appears
  - Starts at ii
  - Use roman numerals



Front Matter: Signature Page



Indiana University of Pennsylvania
School of Graduate Studies and Research
Department of English

We hereby approve the dissertation of

John Henry Doe

Candidate for the degree of Doctor of Philosophy

John H. Smith, Ph.D.
Professor of English, Advisor

Mary Beth Jones, D.Ed.
Professor of English

William S. Thomas, M.S.
Professor of English

ACCEPTED

Randy L. Martin, Ph.D.
Dean
School of Graduate Studies and Research

Note: This is page ii if a copyright page is not included.

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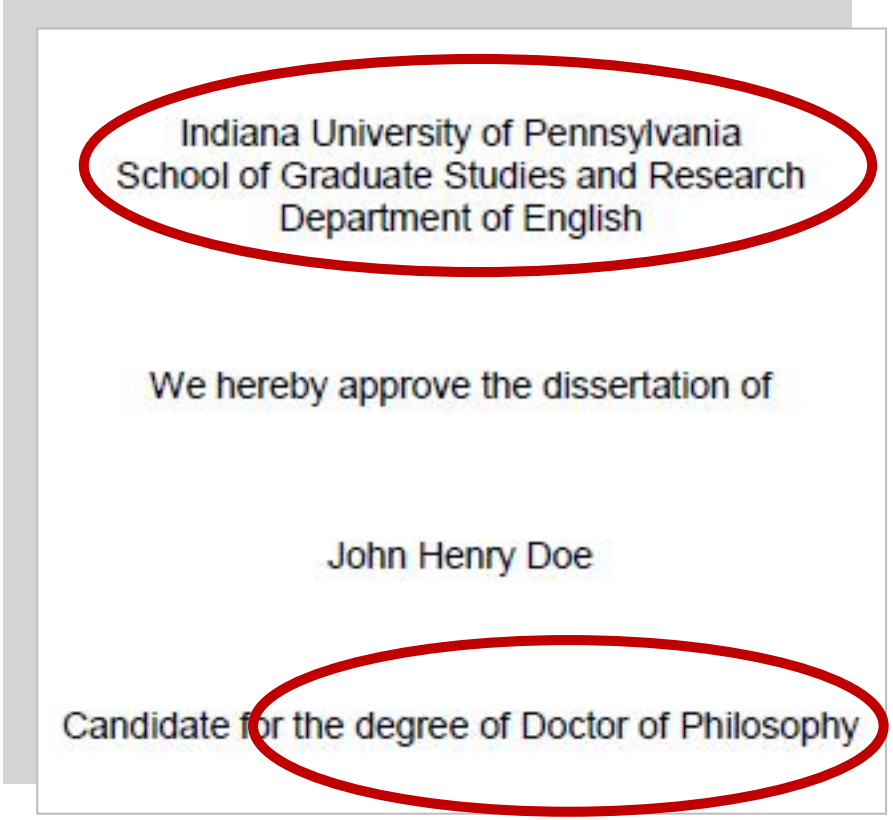
To save time later, we ask that you submit your signature page to us at least 5 business days before your defense to avoid errors prior to final signing by your committee . That way if changes do need to be made, you won't have to track down your committee to sign a revised copy later.

There are now sample signature page templates for each department/ degree on the Thesis-Dissertation website http://www.iup.edu/page.aspx?id=178978

Front Matter: Signature Page

- Top of page
  - University name
  - College name (without "the")
  - Department name
  - Your name as it appears on the title page
  - Degree (not program)


Indiana University of Pennsylvania
School of Graduate Studies and Research
Department of English

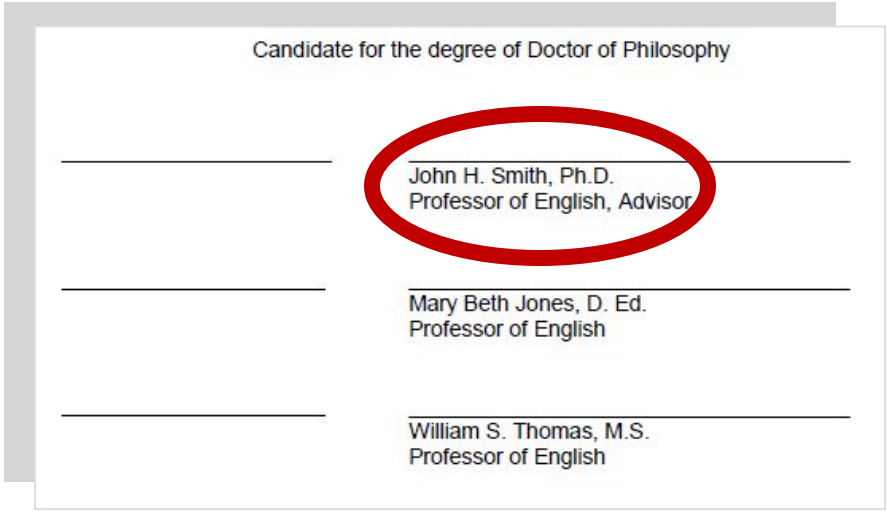
We hereby approve the dissertation of

John Henry Doe

Candidate for the degree of Doctor of Philosophy

Front Matter: Signature Page

- Committee Signatures
  - Make sure the committee members on the RTAF are the same on the signature page
  - If your committee has changed since your RTAF
    - Submit a Committee Change Form
  - Make sure committee degrees and titles are correct and include the word "Advisor" or "Chair" after your Advisor's name


Candidate for the degree of Doctor of Philosophy

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Professor of English, Advisor

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Professor of English

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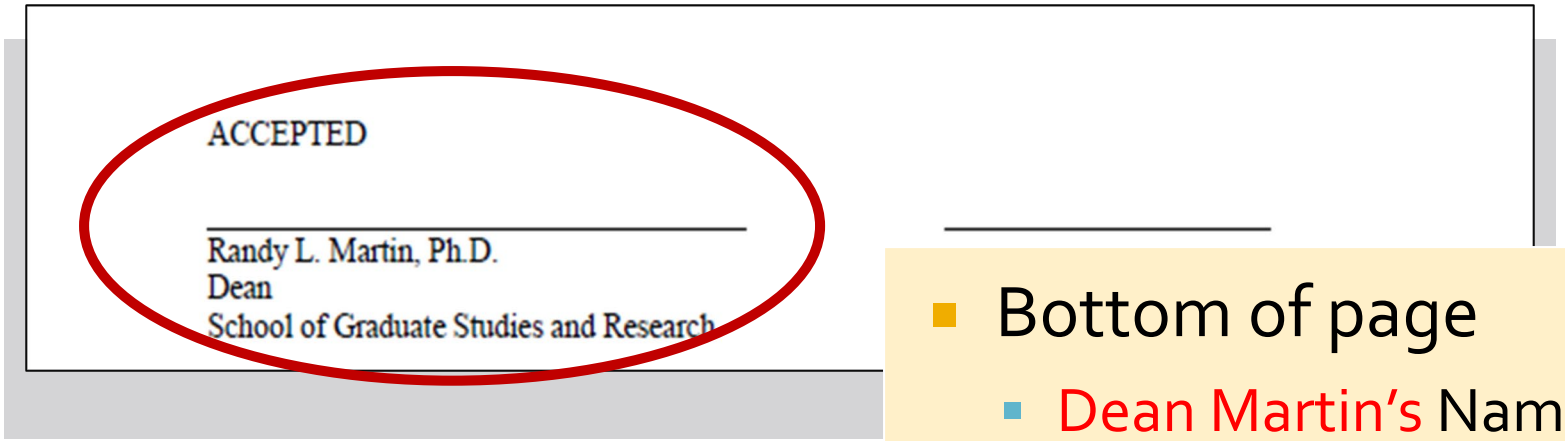
Professor of English

Front Matter: Signature Page


ACCEPTED

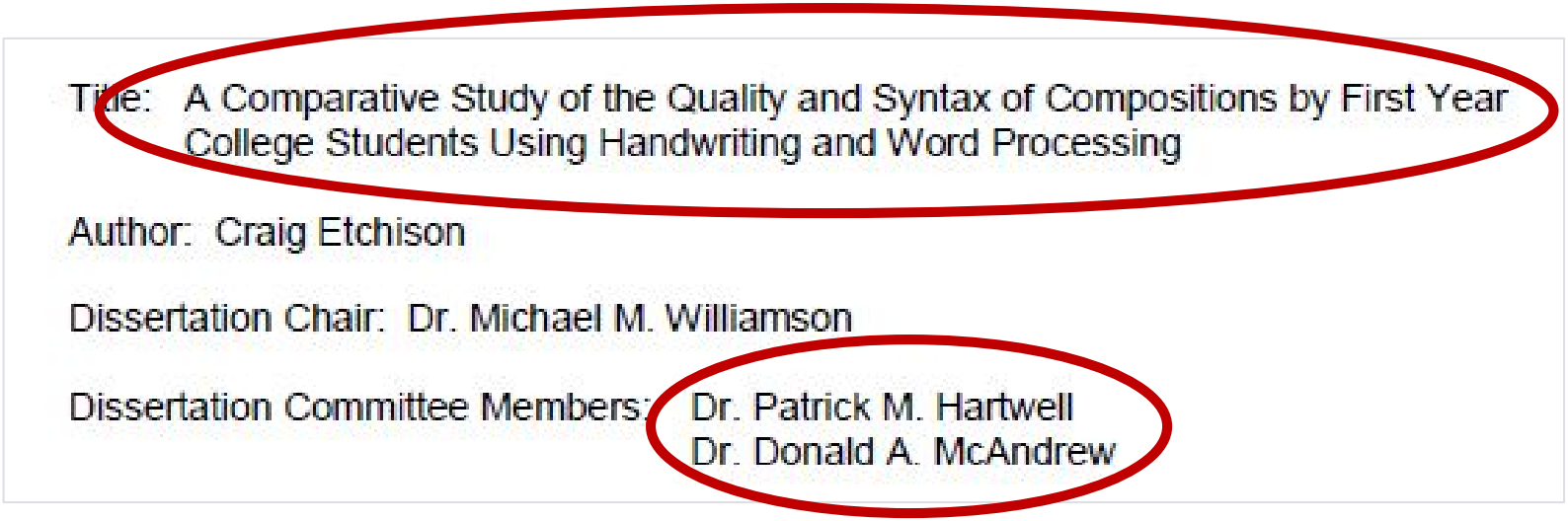
_____

Randy L. Martin, Ph.D.
Dean
School of Graduate Studies and Research

- Bottom of page
  - Dean Martin's Name, not Dr. Creely's name
  - Leave room for him to sign
  - "School of Graduate Studies and Research (without "the")

Front Matter: Abstract Page

- Title must match with title page
  - Use Title Case rather than ALL CAPS
  - Single Space multiline titles
- Your name as it appears on the title page—be consistent.
- Single space committee member names and include middle initials if they appear on the signature page.



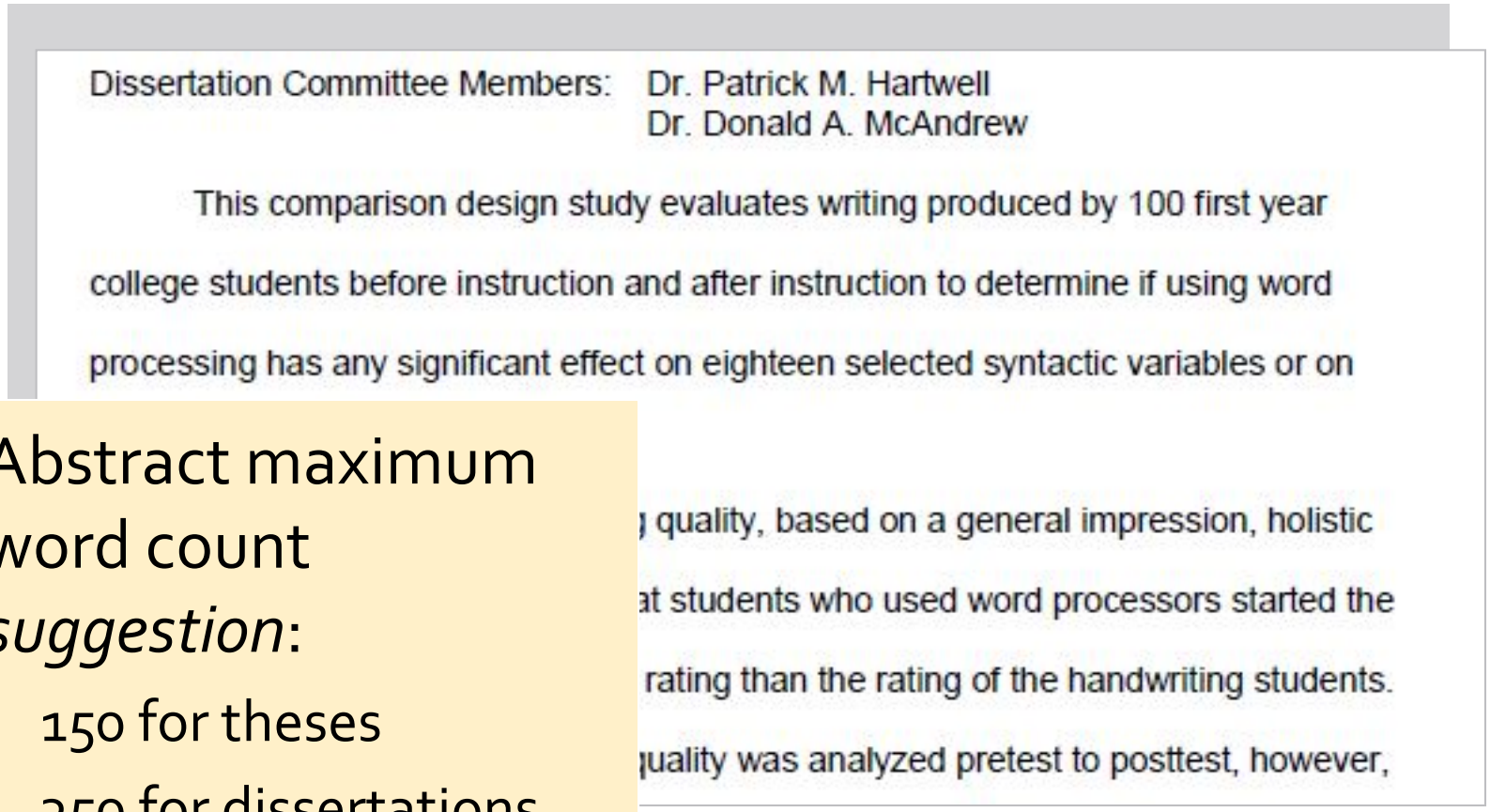
Title: A Comparative Study of the Quality and Syntax of Compositions by First Year College Students Using Handwriting and Word Processing

Author: Craig Etchison

Dissertation Chair: Dr. Michael M. Williamson

Dissertation Committee Members: Dr. Patrick M. Hartwell
Dr. Donald A. McAndrew

Front Matter: Abstract Page



Dissertation Committee Members: Dr. Patrick M. Hartwell
Dr. Donald A. McAndrew

This comparison design study evaluates writing produced by 100 first year college students before instruction and after instruction to determine if using word processing has any significant effect on eighteen selected syntactic variables or on

quality, based on a general impression, holistic

at students who used word processors started the

rating than the rating of the handwriting students.

uality was analyzed pretest to posttest, however,

- Abstract maximum word count *suggestion*:
  - 150 for theses
  - 350 for dissertations

Front Matter: Acknowledgments

- **This page is optional**
- "ACKNOWLEDGMENTS" should appear at the top of the page, centered, ALL CAPS, not bolded
- Otherwise free form
- No word or page limit
- Dedications, if any, should appear in this section and not in a separate section
- Still use roman numerals for page numbers

Front Matter: Table of Contents

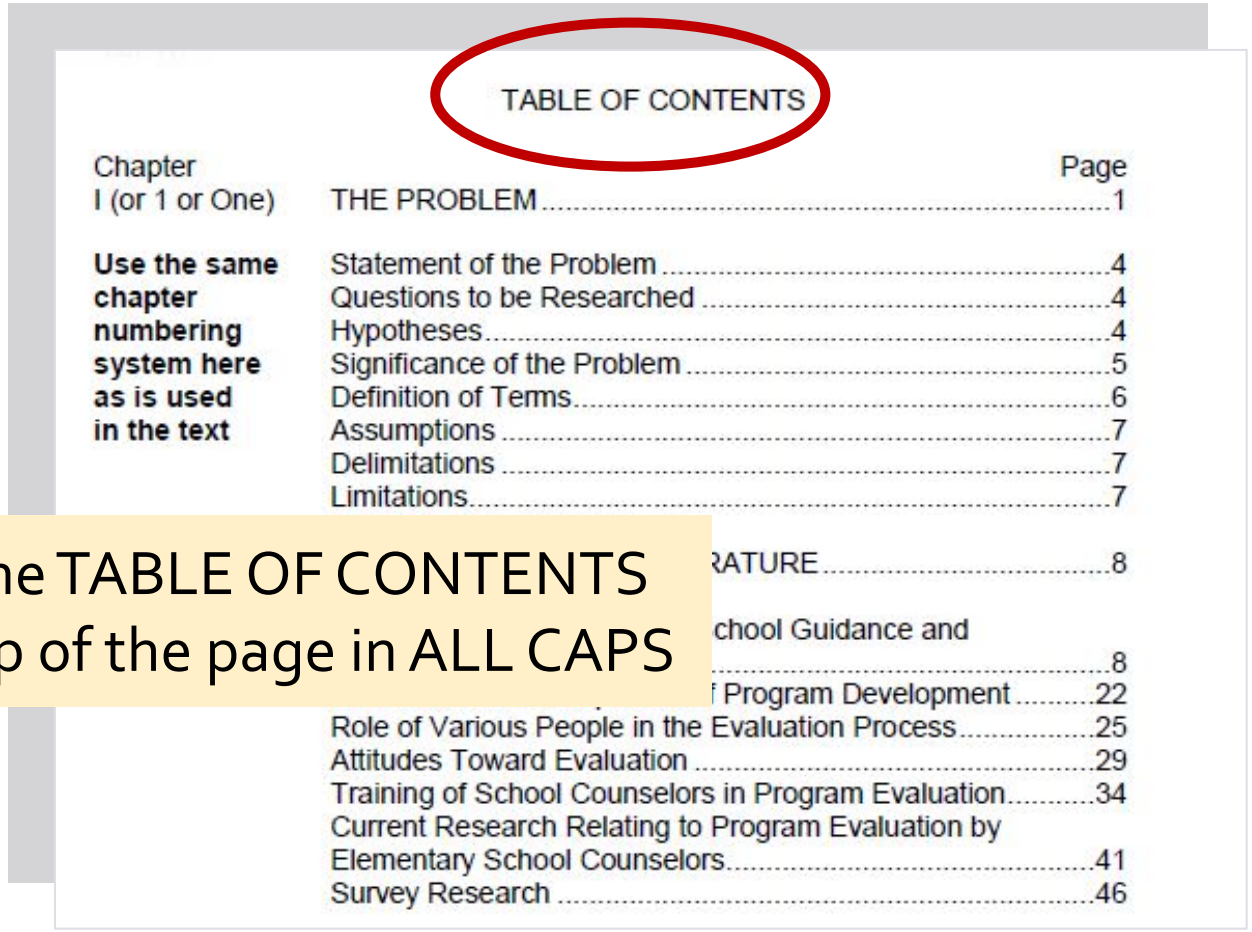


TABLE OF CONTENTS

Chapter		Page
I (or 1 or One)	THE PROBLEM	1
Use the same chapter numbering system here as is used in the text	Statement of the Problem	4
	Questions to be Researched	4
	Hypotheses	4
	Significance of the Problem	5
	Definition of Terms	6
	Assumptions	7
	Delimitations	7
	Limitations	7
	RATURE	8
	chool Guidance and	
		8
	Program Development	22
	Role of Various People in the Evaluation Process	25
	Attitudes Toward Evaluation	29
	Training of School Counselors in Program Evaluation	34
	Current Research Relating to Program Evaluation by Elementary School Counselors	41
	Survey Research	46

- Center the TABLE OF CONTENTS at the top of the page in ALL CAPS

Front Matter: Table of Contents

- Use Dot Leaders to manually create the TOC following the example in the IUP TD Manual.

- While you may use automatic heading formats in Word, the IUP Thesis and Dissertation Office Staff does **NOT** recommend using Word to automatically generate a TOC.

Front Matter: Table of Contents

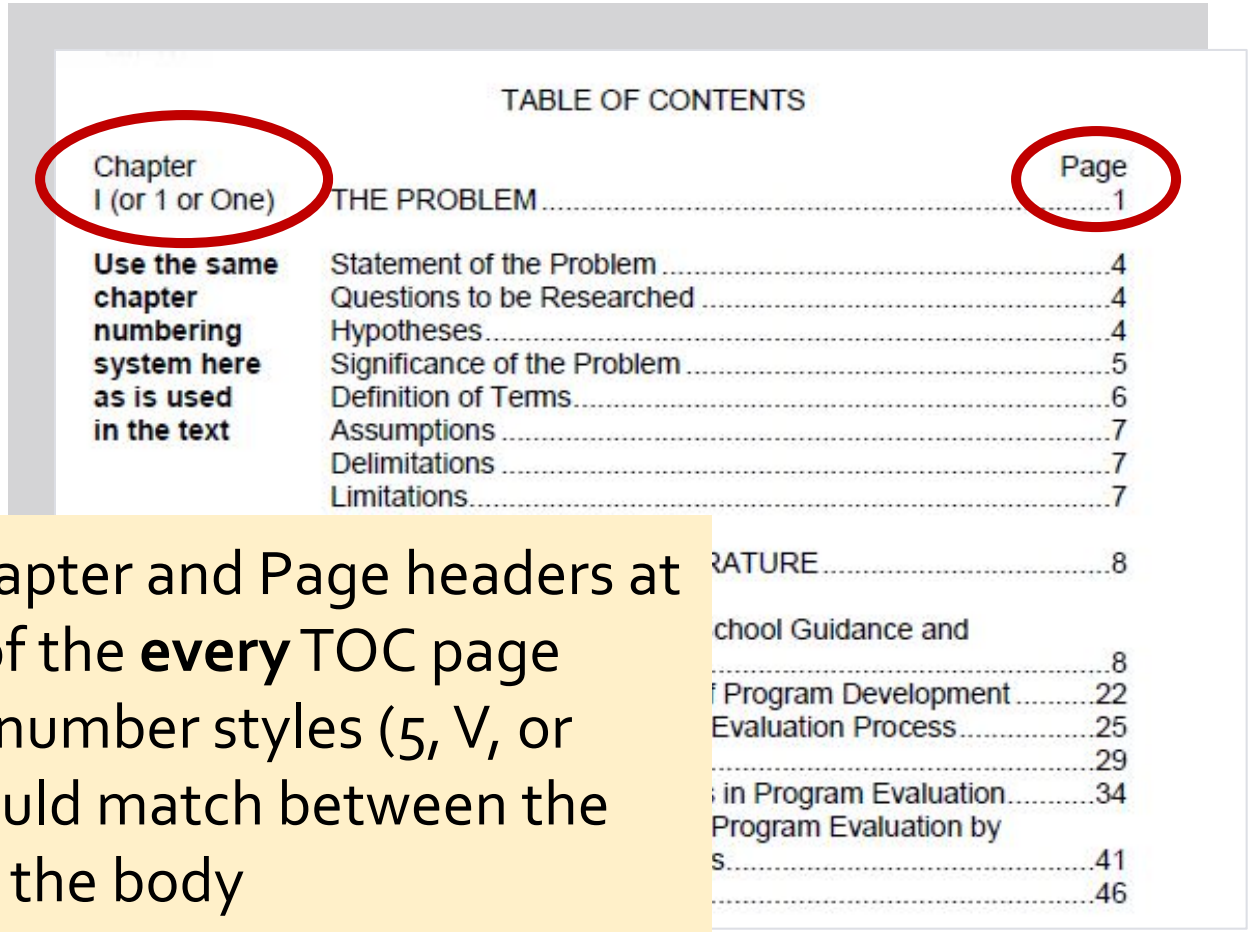


TABLE OF CONTENTS

Chapter — Page

I (or 1 or One) THE PROBLEM 1

Use the same chapter numbering system here as is used in the text

Statement of the Problem 4
Questions to be Researched 4
Hypotheses 4
Significance of the Problem 5
Definition of Terms 6
Assumptions 7
Delimitations 7
Limitations 7

RATURE 8

chool Guidance and
..... 8
Program Development 22
Evaluation Process 25
..... 29
in Program Evaluation 34
Program Evaluation by
s 41
..... 46

- Place Chapter and Page headers at the top of the **every** TOC page
- Chapter number styles (5, V, or Five) should match between the TOC and the body

Front Matter: Table of Contents

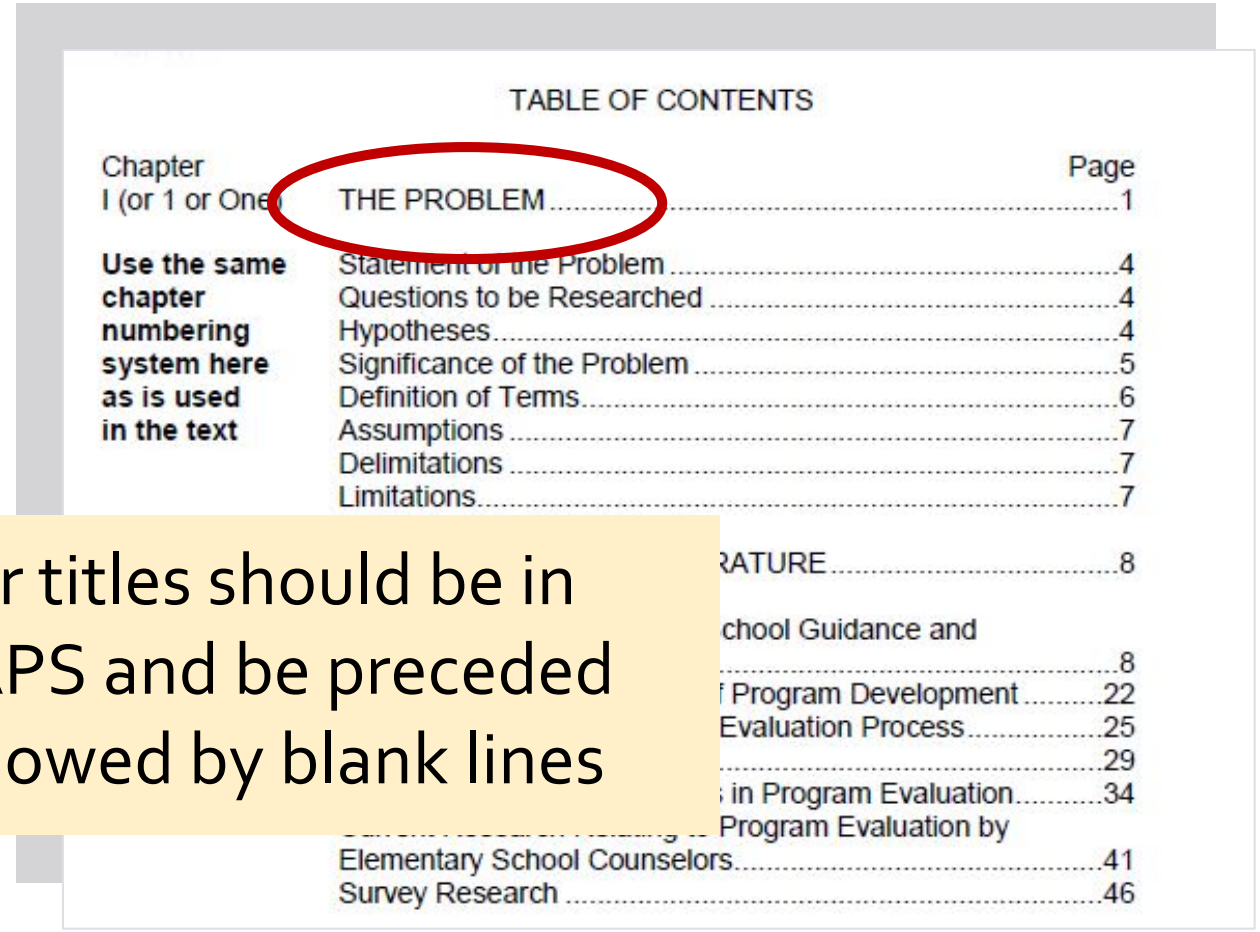


TABLE OF CONTENTS

Chapter — Page

I (or 1 or One) THE PROBLEM 1

Use the same chapter numbering system here as is used in the text

Statement of the Problem 4
Questions to be Researched 4
Hypotheses 4
Significance of the Problem 5
Definition of Terms 6
Assumptions 7
Delimitations 7
Limitations 7

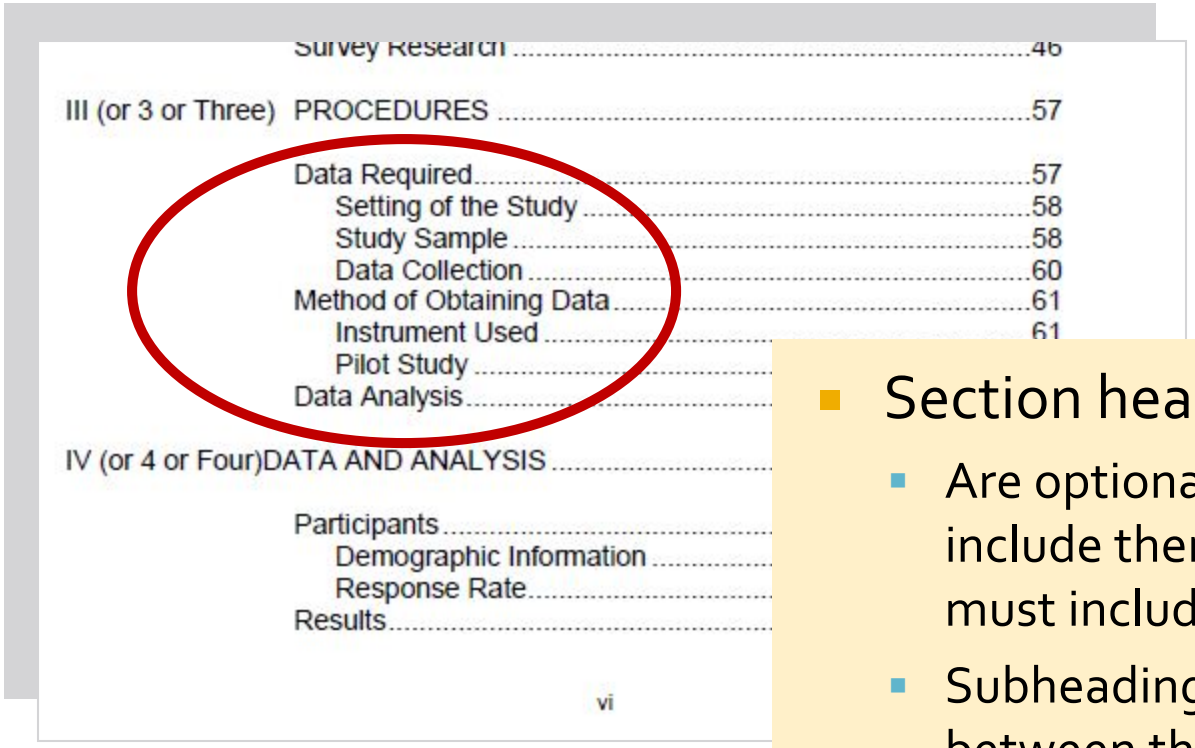
RATURE 8

chool Guidance and

..... 8
Program Development 22
Evaluation Process 25
..... 29
in Program Evaluation 34
Program Evaluation by
Elementary School Counselors 41
Survey Research 46

- Chapter titles should be in ALL CAPS and be preceded and followed by blank lines

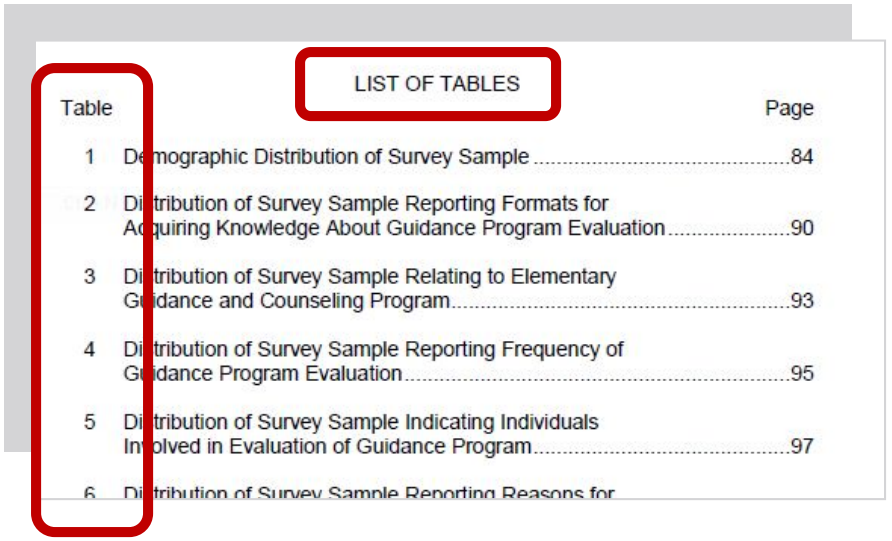
Front Matter: Table of Contents



- Section headings
  - Are optional on the TOC, but if you include them for one chapter you must include them for all chapters
  - Subheadings must match exactly between the TOC and the body (including punctuation and capitalization)

Front Matter: List of Tables/Figures

- List of Tables &
  List of Figures
  - Each is a **separate page**
  - Similar format to the TOC
    - LIST OF TABLES (or LIST OF FIGURES) centered & ALL CAPS
    - Create headings of Table (or Figure) and Page, and **do not repeat the words Table or Figure for each item on the list**
    - Table titles must the document
    - Figure captions can be shortened to the first statement or sentence of a document caption



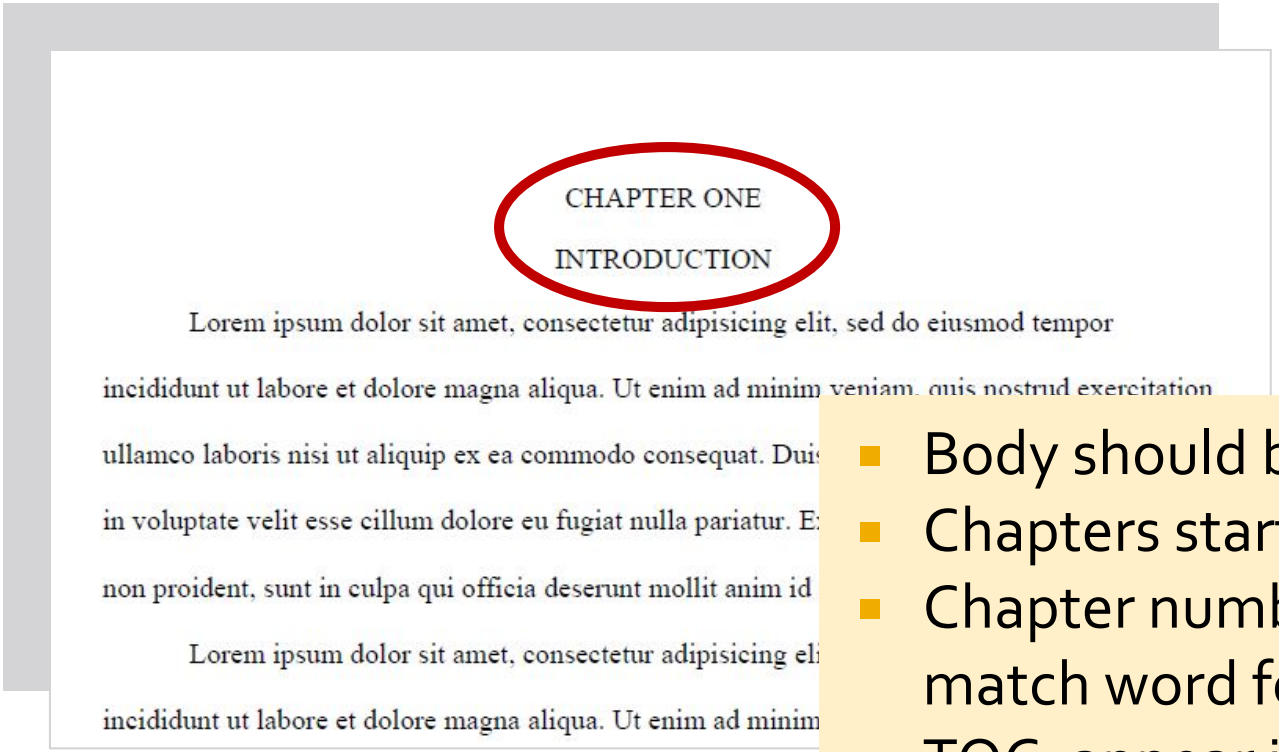
LIST OF TABLES

Table		Page
1	Demographic Distribution of Survey Sample	84
2	Distribution of Survey Sample Reporting Formats for Acquiring Knowledge About Guidance Program Evaluation	90
3	Distribution of Survey Sample Relating to Elementary Guidance and Counseling Program	93
4	Distribution of Survey Sample Reporting Frequency of Guidance Program Evaluation	95
5	Distribution of Survey Sample Indicating Individuals Involved in Evaluation of Guidance Program	97
6	Distribution of Survey Sample Reporting Reasons for	

Formatting the Body

Follow the IUP Thesis-Dissertation Manual & the Publishing Style Guide

Formatting the Body



CHAPTER ONE

INTRODUCTION

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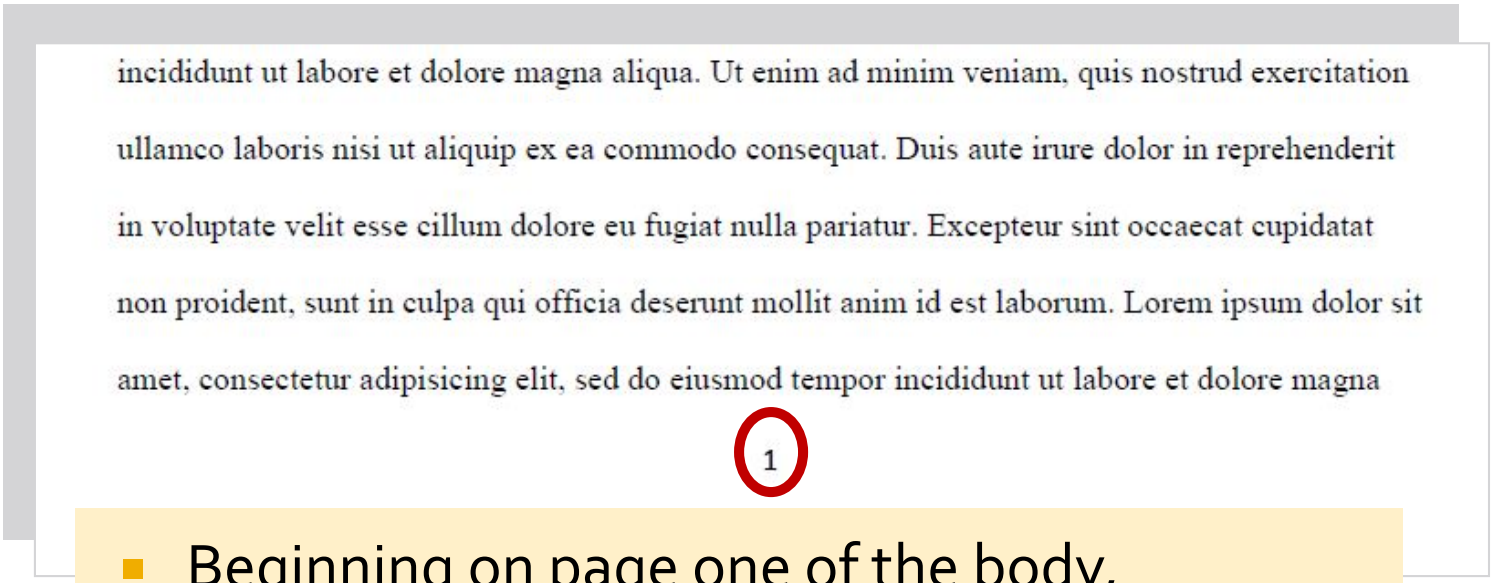
- Body should be double spaced
- Chapters start on new pages
- Chapter number/title must match word for word on the TOC, appear in ALL CAPS, and be on separate lines from each other

Formatting the Body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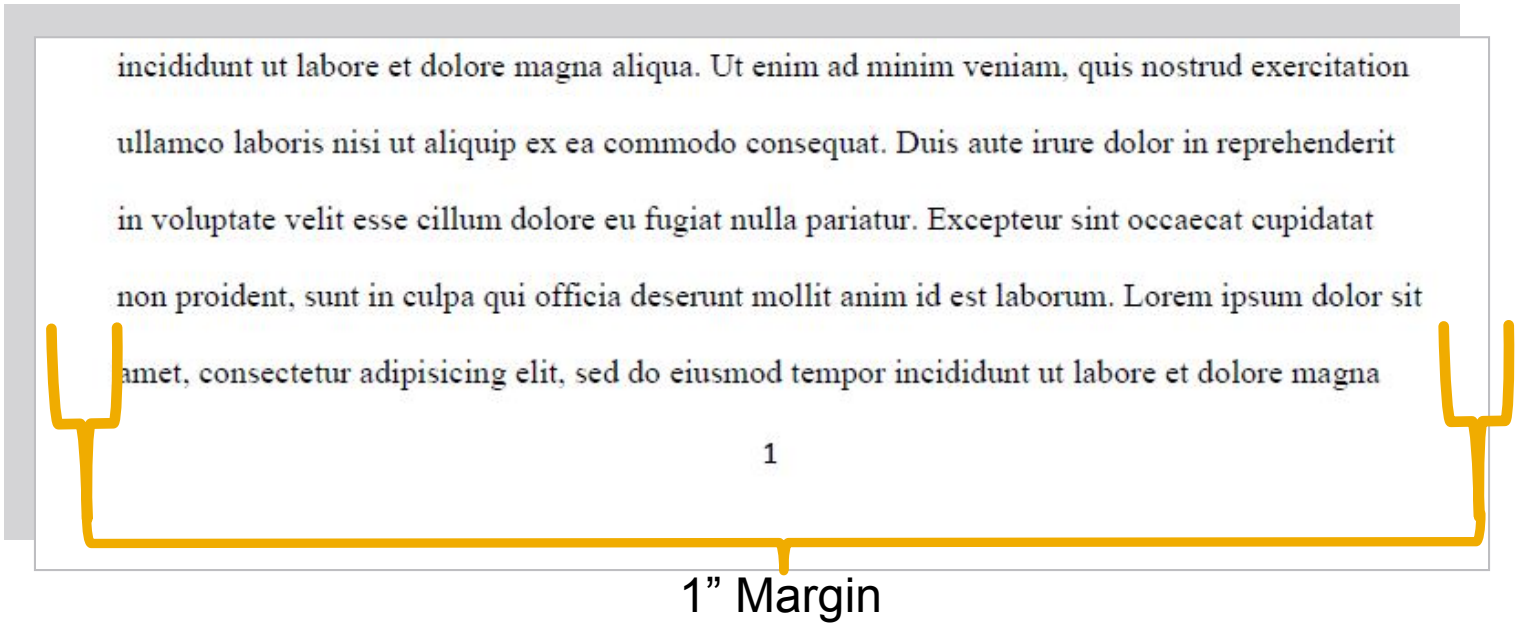
1

- Beginning on page one of the body, pagination starts over with Arabic numerals (use a section break)
- Use the same font style and size as the document font.

Formatting the Body



- Margins should generally be one inch on all sides
  - Leave an inch and a half on the left side if printing/binding
  - IUP no longer provides binding, but we have a webpage with a list of possible bindery services

Formatting Tables

Table 1

Example of a Table in a Thesis/Dissertation

Column A	Column B	Column C	Column D value %
Data Value One	75	15	90
Data Value Two	65	30	95
Data Value Three	50	45	95

- Number & description above the table
- In APA 6th Edition
  - Table number is roman
  - Table description is in italics
- In MLA 8th Edition
  - Table description is roman (eg, not italics)
- Description should match the description on the LOT

Formatting Tables

labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut. The results of the participant survey are displayed in Table 1. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Table 1

Example of a Table in a Thesis/Dissertation

Column A	Column B	Column C	Column D value %
Data Value One	75	15	90
Data Value Two	65	30	95

- Identify and describe your tables and figures in the text before displaying them.
- Do not span across pages unless you cannot avoid it.
- Font can be smaller **but must be consistent in all tables and figures.**

Formatting Figures

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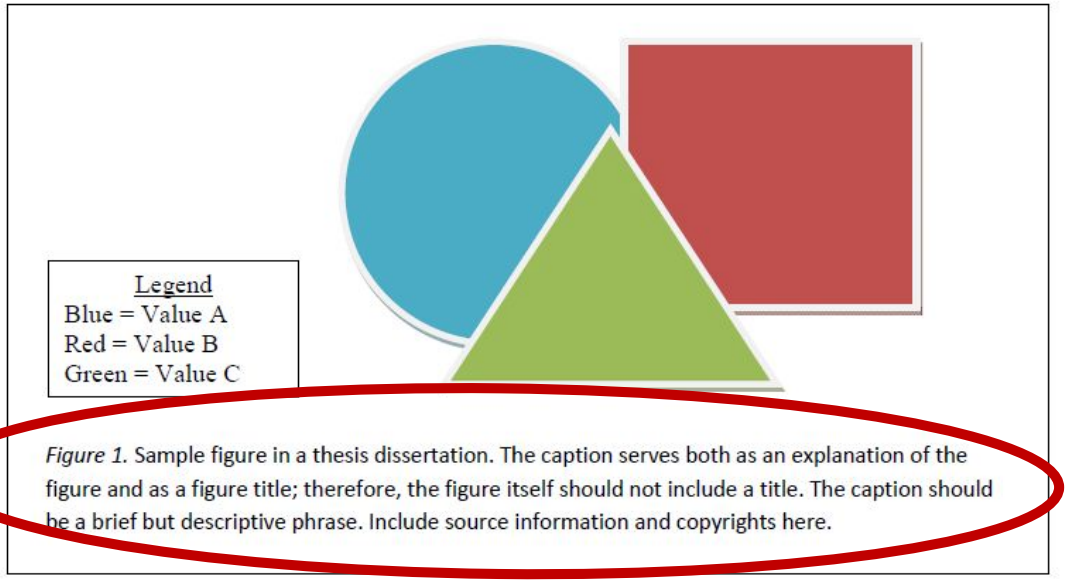


Figure 1. Sample figure in a thesis dissertation. The caption serves both as an explanation of the figure and as a figure title; therefore, the figure itself should not include a title. The caption should be a brief but descriptive phrase. Include source information and copyrights here.

- Figure number and caption should appear below the graphic
- In APA 6th Edition
  - Figure number should be in italics followed by a period. Figure caption is not italicized, and the first full sentence serves as the figure caption to be listed on the LOF.
- In MLA 8th Edition
  - Figure number is not italicized and is abbreviated as Fig.
- Additional information can appear after the caption

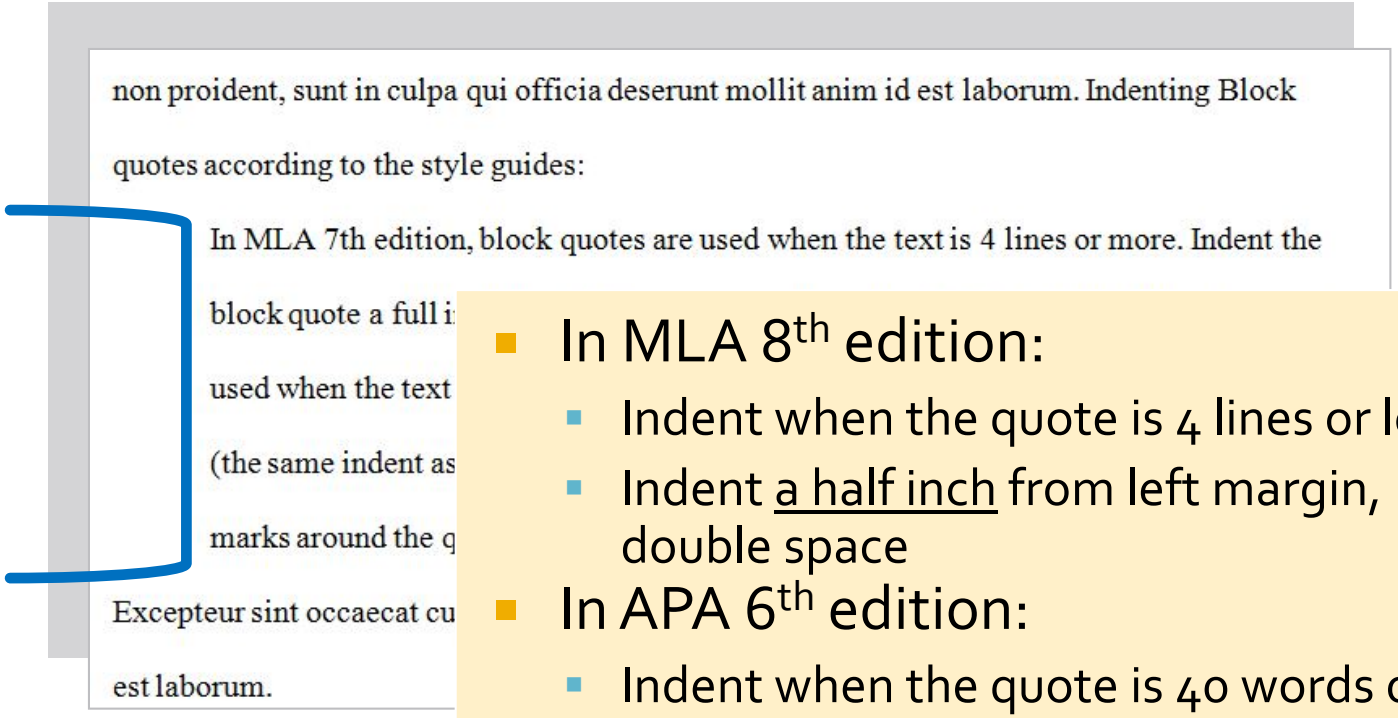
Formatting Citations

For MLA 7th edition, put the citation after the quote and include the author's last name and the page number, "I was here" (Smith 66). If there is no author, use an abbreviated title ("Publication Manual" 2).

For APA 6th edition, put the citation after the quote or paraphrase with the authors' last names separated by an ampersand (&) and the year of publication, "I was here" (Smith, Jones, & Avery, 2008). If there are more than five authors, list the first author followed by et al (Smith et al., 2008).

- In MLA 8th edition:
  - Include author's last name and page number – if no author, include abbreviated title. Period is after the citation.
  - With three or more authors, you have option to include only 1st author and then et al. (must match Works Cited)
- In APA 6th edition:
  - Include authors' last names and the year – if more than 5, use first author and et al.
- Use quotation marks around direct quotes

Formatting Block Quotes


non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Indenting Block quotes according to the style guides:

In MLA 7th edition, block quotes are used when the text is 4 lines or more. Indent the block quote a full i
used when the text
(the same indent as
marks around the q

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est laborum.

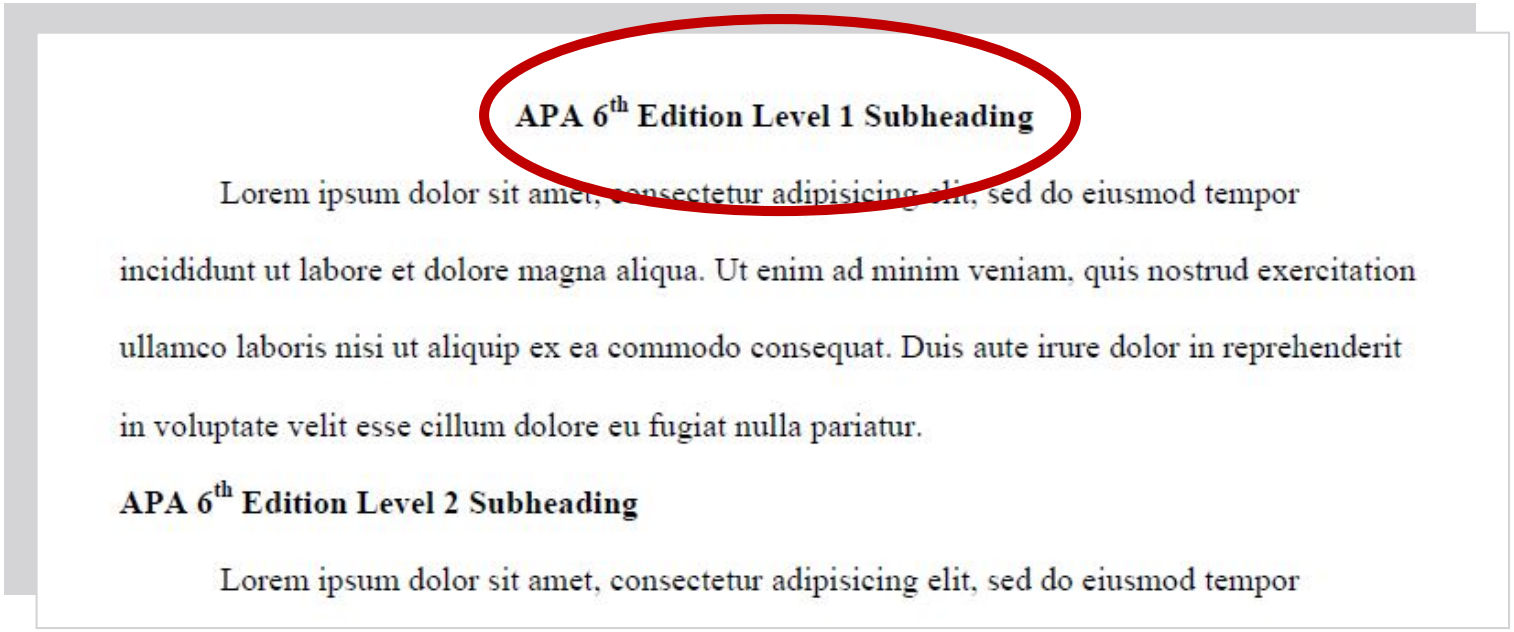
- In MLA 8th edition:
  - Indent when the quote is 4 lines or longer
  - Indent a half inch from left margin, double space
- In APA 6th edition:
  - Indent when the quote is 40 words or more
  - Indent a half inch from left margin (same as a paragraph), double space
- Do not use quotation marks

Section Headings

- In MLA 8th edition, consistency is key – there are no specific guidelines for subheading format.
- APA 6th edition provides a detailed organization of subheadings.
- In APA 6th edition, **chapter titles do not count as a level of subheading** so each chapter must start with a Level 1 subheading before a Level 2 subheading appears.
- In both style guides, entries must match exactly from the TOC word for word including capitalization and punctuation just like the chapter titles.

Section Headings – APA 6th Edition

- Level 1 section heading is centered, in Title Case, and boldface



APA 6th Edition Level 1 Subheading

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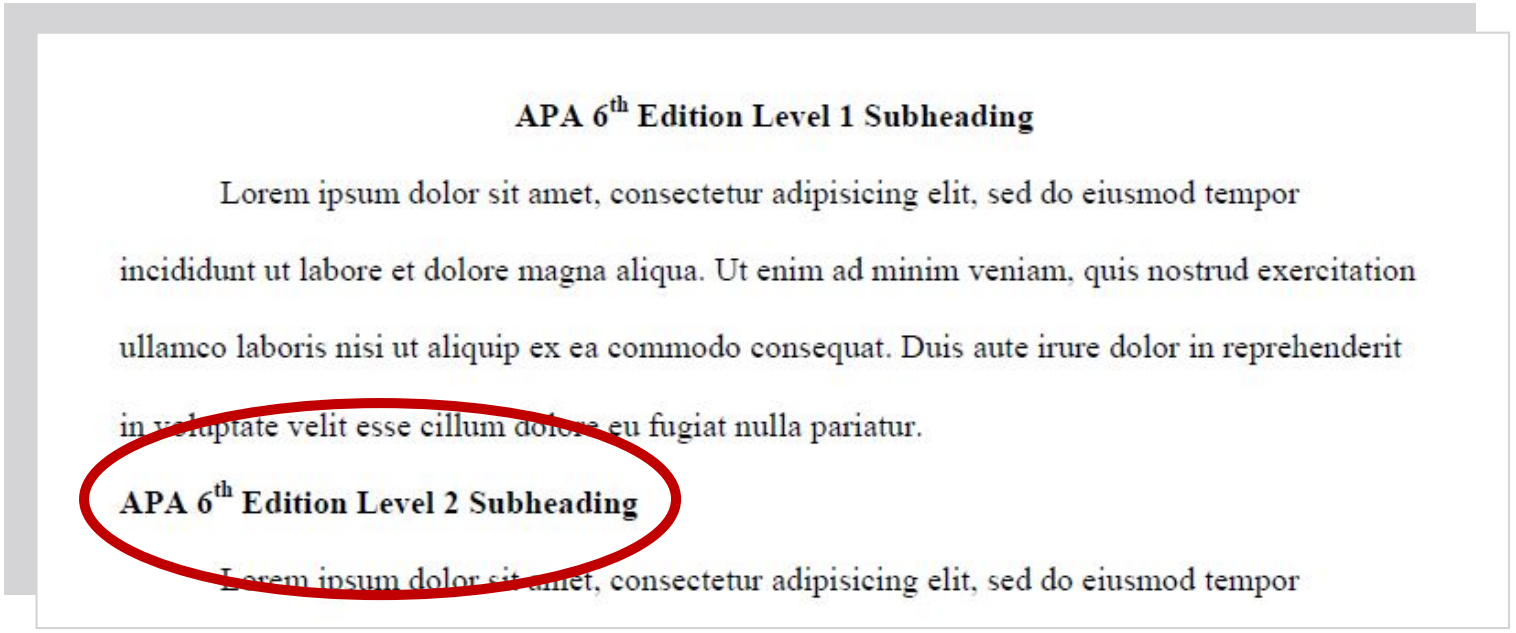
APA 6th Edition Level 2 Subheading

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

Section Headings – APA 6th Edition

- Level 2 section heading is left-aligned, in Title Case, and boldface



APA 6th Edition Level 1 Subheading

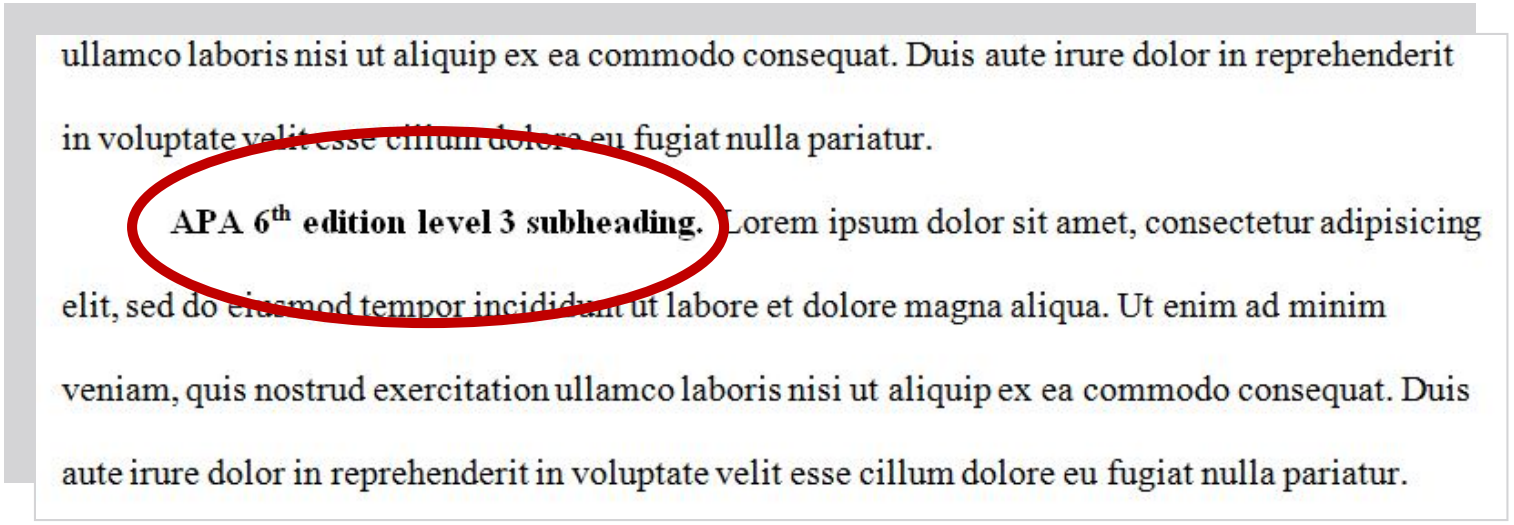
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

APA 6th Edition Level 2 Subheading

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

Section Headings – APA 6th Edition

- Level 3 section heading is indented, boldface, in lower case paragraph, and ends with a period



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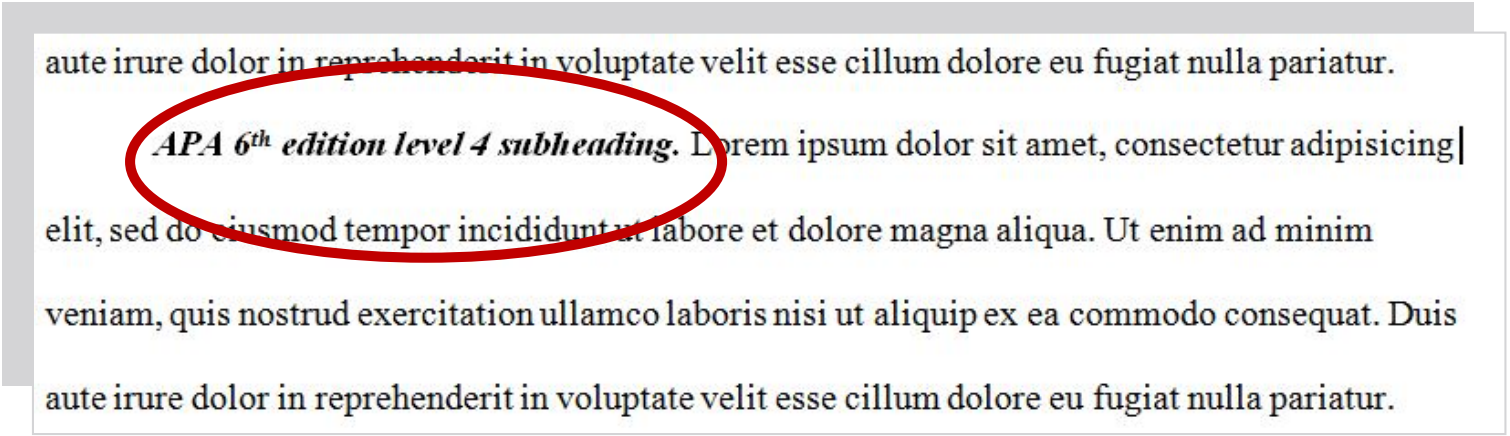
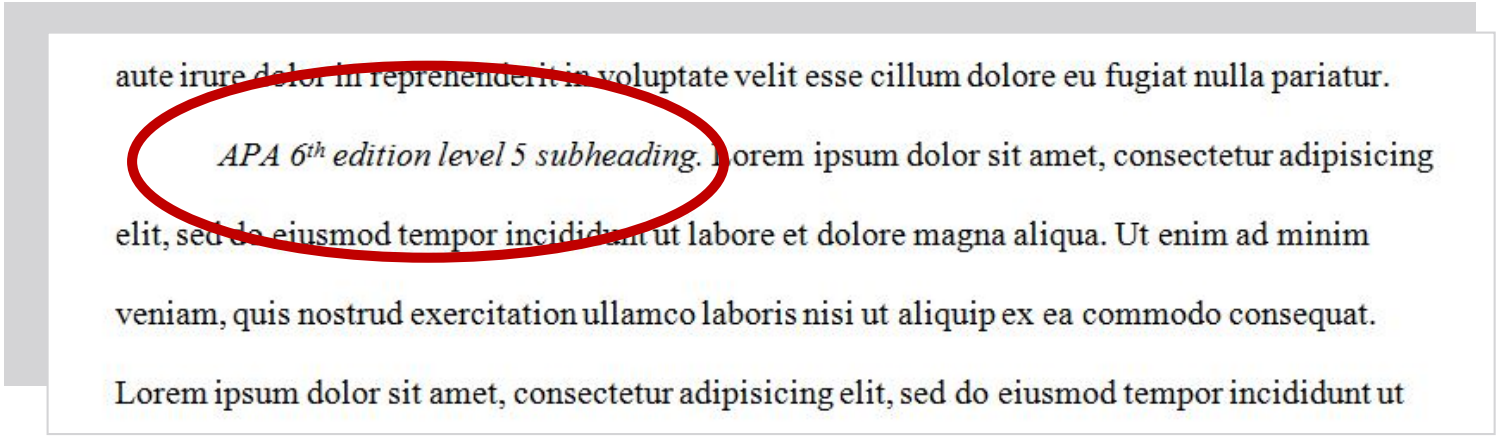
Section Headings – APA 6th Edition

- Level 4 section heading is indented, boldface, italicized, in lower case paragraph, and ends with a period. Body text begins right after the heading.



Section Headings – APA 6th Edition

- Level 5 section heading is indented, italicized, in lower case paragraph, and ends with a period. Body text begins right after the heading.



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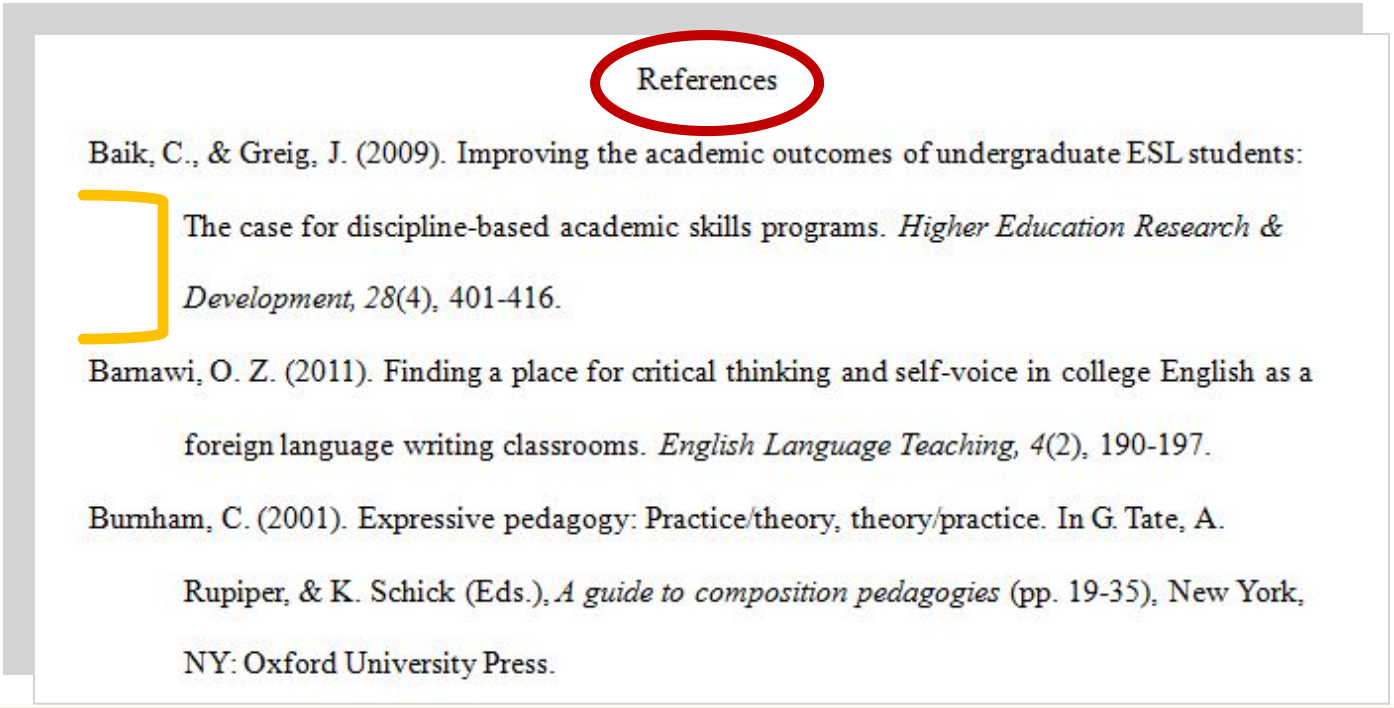
APA 6th Edition

Reference List

Reference List – APA 6th Edition



References

Baik, C., & Greig, J. (2009). Improving the academic outcomes of undergraduate ESL students: The case for discipline-based academic skills programs. *Higher Education Research & Development, 28*(4), 401-416.

Barnawi, O. Z. (2011). Finding a place for critical thinking and self-voice in college English as a foreign language writing classrooms. *English Language Teaching, 4*(2), 190-197.

Burnham, C. (2001). Expressive pedagogy: Practice/theory, theory/practice. In G. Tate, A. Rupiper, & K. Schick (Eds.), *A guide to composition pedagogies* (pp. 19-35), New York, NY: Oxford University Press.

- "References" centered at top of page (not in ALL CAPS or bolded)
- Indent additional rows of references one-half inch

Reference List – APA 6th Edition

Reed, K. T. (2014).

Smith, J. J. (2013).

Smith, J. J., & Jones, B. L. (2004).

Smith, J. J., & Richards, A. E. (2011a). Animatronics …

Smith, J. J., & Richards, A. E. (2011b). Zoological…

- Order entries on the References list alphabetically by author surnames
- Order several works by the same author chronologically by the publication date
- For entries that begin with the same surname, single-author entries precede multiple-author entries, even if the multiple-author entry was published first
- Multiple entries by the same exact author(s) and with the same publication date are arranged alphabetically by title and differentiated from each other with lowercase letters following the year (i.e. 1991a and 1991b)

Reference List – APA 6th Edition

Huang, J., & Foote, C. J. (2010). Grading between the Lines: What really impacts professors' holistic evaluation of ESL graduate student writing? *Language Assessment Quarterly, 7*, 219-233. doi:10.1080/94

- Author Names
  - Reversed, with first and middle initials (with a space between initials)
  - Separated by a comma and an ampersand (&) even if there are only two names

Reference List – APA 6th Edition

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G.,…Botros, N. (2004). Effect of quitting smoking on EEG activation and attention last for more than 31 days. *Nicotine and T Tobacco Research, 6,* 249-267. doi:10.1080/14622200410001676305

- Author Names
  - When there are 8 or more authors
    - Include first six author names, comma, then ellipses, then last author's name.

Reference List – APA 6th Edition

- Date Formats
  - A period appears after publication year (in parentheses)
  - For conferences, include the month in the publication year
  - The publication month and day are included for newspaper & magazine articles

Light, M. A., & Light, I. H. (2008). The geograph

United States and its implications for loca

Forum Journal, 8(1), 73-82.

Liu, S. (2005, May). *Defending against business*

early warning solutions. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Reference List – APA 6th Edition

Angelle, P. S., & Schmid, J. B. (2007). School structure and the identity of teacher leaders: Perspectives of principals and teachers. *Journal of School Leadership, 17*(6), 771-799.

Killion, J. P. (1996). Moving beyond the school: Teachers in the district office. In G. Moller & M. Katzenmoyer (Eds.), *Every teacher as a leader: Realizing the potential of teacher leadership* (pp. 63-84). San Francisco, CA: Jossey-Bass.

- Journal Article, Book, and Chapter Titles
  - Only capitalize the first word, after punctuation, and proper nouns for these titles
  - Do not italicize or use quotation marks for journal articles or book chapters
  - Italicize book titles

Reference List – APA 6th Edition

Angelle, P. S., & Schmid, J. B. (2007). School structure and the identity of teacher leaders: Perspectives of principals and teachers. *Journal of School Leadership*, *17*(6), 771-799.

Cresswell, J. W. (2007). *Qualitative inquiry & research design: Choosing among five approaches*. Thousand Oaks, CA: Sage.

- Journal Titles
  - Italicize and use Title Case on journal titles
  - After the title, add a comma, then the journal volume in italics
  - Immediately follow with the issue number in parentheses, not in italics, then another comma
  - Then include the page range followed by a period

Reference List – APA 6th Edition

Killion, J. P. (1996). Moving beyond the school: Teacher leaders in the district office. In G. Moller & M. Katzenmoyer (Eds.), *Every teacher as a leader: Realizing the potential of teacher leadership* (pp. 63-84). San Francisco, CA: Jossey-Bass.

- Edited Books
  - After the chapter title, start with the word "In"
  - The editor names are not reversed, separated by commas if more than two, and an ampersand
  - Immediately followed by "(Ed.)" (Plural if 2 or more) then a comma
  - Then the book title in sentence case, italicized
  - The page range, volume, and edition information all appear in the same set of parentheses followed by a period

Reference List – APA 6th Edition

Berg, B. L. (2009). *Qualitative research methods for the social sciences* (7th ed.). New York, NY: Allyn & Bacon.

Cresswell, J. W. (2007). *Qualitative inquiry & research design: Choosing among five approaches*. Thousand Oaks, CA: Sage.

Hall, G., & Hord, S. M. (1987). *Change in schools: Facilitating the process*. Albany: State University of New York Press.

- Publisher Information
  - Include publisher city and two-letter state acronym or country name
  - Omit unnecessary words from publisher name (e.g., Co., Inc., Publishers, etc.)
  - Omit publisher state when it is included in the publisher name

Reference List – APA 6th Edition

Hatlen, P. (2000). Historical perspective. In A. J. Koening & M. C. Holbrook (Eds.), *Foundations of education: Historical and theory of teaching children and youth with visual impairments* (2nd ed., pp. 1-54). New York, NY: America Foundation for the Blind Press.

Kenya National Examinations Council. (2004). *Assessment issues for candidates with special learning needs: Report of a workshop held in 2004 by KNEC*. Nairobi, Kenya: Author.

- Publisher Information
  - Spell out all publisher acronyms
  - When publisher and author are the same, list publisher as author & include "author" as the publisher name

Reference List – APA 6th Edition

Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), *Personnel research series: Job analysis and the curriculum* (Vol. 1, pp. 140-146). doi:10.1037/10762-000

Thomas, N. (Ed.). (2002). *Perspectives on the community college: A journey of discovery* [Monograph]. Retrieved from http://eric.ed.gov/

- Digital Object Identifier
  - No period after a doi
  - Do not span lines with a doi number
  - No space between "doi:" and the number

Reference List – APA 6th Edition

Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), *Personnel research series: Job analysis and the curriculum* (Vol. 1, pp. 140-146). doi:10.1037/10762-000

Thomas, N. (Ed.). (2002). *Perspectives on the community college: A journey of discovery* [Monograph]. Retrieved from http://eric.ed.gov/

- Universal Resource Locator (URL)
  - No punctuation after a URL
  - Put "Retrieved from" before the URL – retrieval dates are not necessary
  - For stable file locations (i.e. PDFs), include the whole URL
    - Otherwise do not include the whole URL; simply provide the URL to the site homepage
  - Do not include database information

Reference List – APA 6th Edition

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728)

- Citing Theses & Dissertations
  - Published documents
    - Treated like a published book
    - Document type in parentheses (followed by a period)
    - "Retrieved from" + Database name (followed by a period)
    - Database accession number in parentheses, not followed by a period

Reference List – APA 6th Edition

Adams, R. J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Unpublished doctoral dissertation). Indiana University of Pennsylvania, Indiana, Pennsylvania.

- Citing Theses & Dissertations
  - Unpublished documents
    - Treated like a published book
    - Document type in parentheses (followed by a period)
    - Name of institution, comma, location (followed by a period)

MLA 8th Edition

Works Cited

Works Cited – MLA 8th Edition

What Has **Not** Changed from MLA 7th Edition

- --- for multiple entries by same author
- Cross references, except put pp. before page range
- Need to include database name, but don't need Access date

Works Cited – MLA 8th Edition

What is Optional

- Original publication date(especially for republished/classical works) is immediately after the title.
- If republished, put at the end of the source information where you found it.
- If part of a series, include this information at the end of the source (ex. Classical series).
- If part of a volume, include total volume number at end (ex. 4 vols.).
- You can include date of access at the end, especially for online sources that do not include publication information

Works Cited – MLA 8th Edition

Significant Changes

- For References
  - Only use commas and periods for punctuation.
  - NO NEED FOR CITY OF PUBLICATION
  - No more need for Medium of Publication at the end, unless it is an unexpected publication (like the transcript of an audio broadcast). If different type of publication, put the type at the end of the reference.
  - URLs are encouraged, but doi numbers are better
- In Body of document:
  - Block Quotes are now ½ inch from margin (not 1-inch as previously done)

Works Cited – MLA 8th Edition

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.

The Container System

- MLA is trying to simplify the process of creating citations.
- The template to the left is how MLA presents the logic of citations.
- Each citation is part of a container/larger whole.
- Punctuation has been simplified to only include commas and periods.

Works Cited – MLA 8th Edition

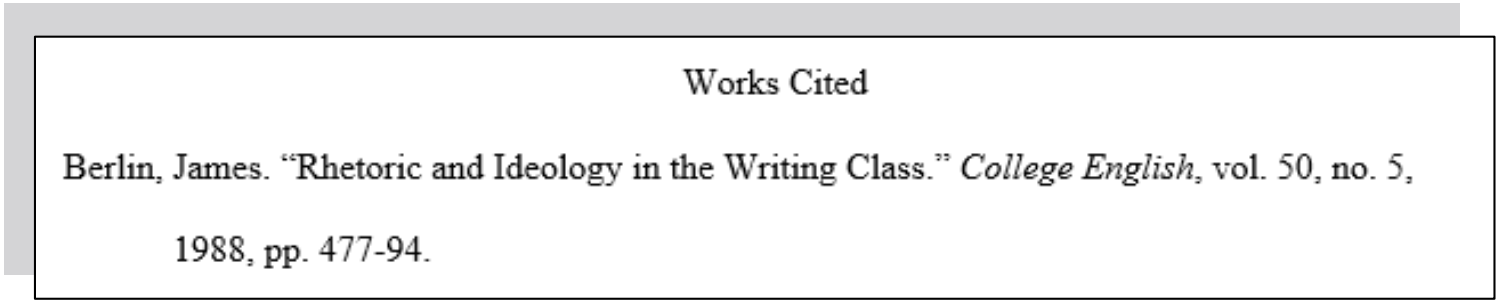
Kolker, Robert. *Film, Form, and Culture*. 3rd ed., McGraw-Hill, 2006.

Zolkover, Adam. "Corporealizing Fairy Tales." *Marvels & Tales*, vol. 22, no. 1, 2008, pp. 38-51. *EBSCOHost*, web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=1be75e58-d879-4882-b50a-0d51397e7227%40sessionmgr103&vid=4&hid=125.

What is a Container?

- The journal that publishes an article
- The book that includes a chapter, article, story, poem, etc.
- The website that posts an article, figure, definition, etc.
- If your citation includes multiple containers (like a journal article on a database), italicize both container names, so both the journal title and database title would be italicized. (See second example above.)
- **Books, journals, movies, and other larger works are italicized, while articles, chapters, and other smaller works are in quotation marks.**

Works Cited – MLA 8th Edition



Works Cited

Berlin, James. "Rhetoric and Ideology in the Writing Class." *College English*, vol. 50, no. 5, 1988, pp. 477-94.

The Works Cited Page

- "Works Cited" centered at top of page
  - Optional "Works Consulted" list for works not directly cited in the thesis/dissertation
- Indent subsequent lines 1/2 inch
- Double space throughout

Works Cited – MLA 8th Edition

Scholes, Robert.

Scholes, Robert, and Robert Kellogg, editors.

Scholes, Robert, and Adam Rabkin, translators.

Scholes, Robert, et al.

Ordering on the Works Cited Page

- Order entries on the Works Cited section alphabetically, letter by letter using author surnames
- Single-author entries precede multiple-author entries when the first surname in both entries is the same
- If two or more entries citing coauthors begin with the same name alphabetize by the last names of the second authors listed
- If no author is known, alphabetize by the title of the work

Works Cited – MLA 8th Edition

Scholes, Robert.

Scholes, Robert, and Robert Kellogg, editors.

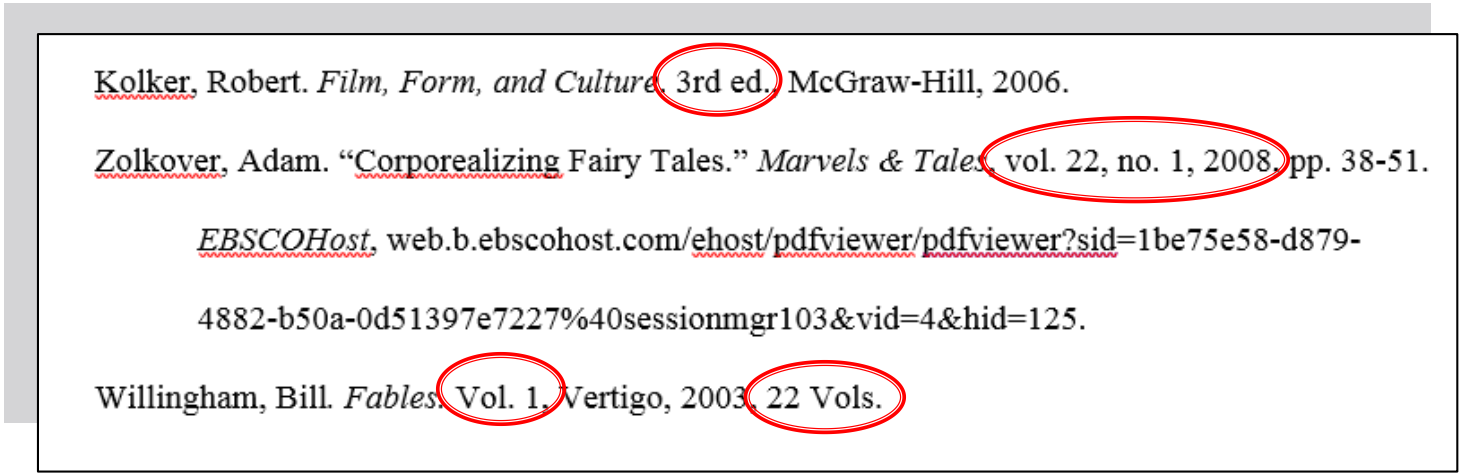
Scholes, Robert, and Adam Rabkin, translators.

Scholes, Robert, et al.

Names

- Reverse the name of the first author (Last Name, First Name) but list additional authors normally (First Name Last Name)
- If there is an editor or translator, spell out the name(s)
- Pseudonyms are given like author names (includes Twitter handles, etc.)
- If NO AUTHOR, start with title. DO NOT USE ANONYMOUS
- If more than 3 authors, you can only use the first author's name, followed by et al., but the in-text citation must also use et al.

Works Cited – MLA 8th Edition



Kolker, Robert. *Film, Form, and Culture*. 3rd ed. McGraw-Hill, 2006.

Zolkover, Adam. "Corporealizing Fairy Tales." *Marvels & Tales*, vol. 22, no. 1, 2008, pp. 38-51. *EBSCOHost*, web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=1be75e58-d879-4882-b50a-0d51397e7227%40sessionmgr103&vid=4&hid=125.

Willingham, Bill. *Fables*. Vol. 1, Vertigo, 2003. 22 Vols.

Versions

- Listed after the container title
- Abbreviate edition as ed. Can put number or Revised in front of ed. Example: 2nd ed.

Numbers

- Volume and Issue numbers are written as "vol. ##, no. ##" -- don't capitalize either vol. or no. unless it comes after a period.
- Example: vol. 1, no. 4
- If multivolume book, put volume number after title of book, and list the total number of volumes at end of citation.

Works Cited – MLA 8th Edition

Kolker, Robert. *Film, Form, and Culture*. 3rd ed., McGraw-Hill, 2006.

Zipes, Jack. *Breaking the Magic Spell: Radial Theories of Folk and Fairy Tales*. 1979, UP of Kentucky, 2002.

Publishers

- If multiple publishers seem to be equal, list both separated by a slash (/)
- Omit business names like Company (Co.), Incorporated (Inc.), and Limited (Ltd.)
- For academic presses, replace University Press with UP.
- Write publisher names in FULL (ex. W. W. Norton)

Publication Date

- For books, only include the year. If the work is republished, you can put the original date of publication immediately after the title and current edition year at the end of the citation.
- For articles and websites, write date as in day, month, year format. Ex.: 02 Dec. 2012

Works Cited – MLA 8th Edition

Bishop, Wendy. "Because Teaching Composition Is (Still) Mostly about Teaching Composition." *Composition Studies in the New Millennium: Rereading the Past, Rewriting the Future*, edited by Lynn Z. Bloom, Donald A. Daiker, and Edward M. White, Southern Illinois UP, 2003, pp. 65-77.

Anthologies and Editors

- For a work that is part of an anthology or collection, start with the author of the chapter or essay (or other smaller work). Then present the title of the smaller work in quotation marks.
- After that, cite the larger container by listing the anthology in italics, the editor (or editors), the publisher, the year, and finally the page range.

Works Cited – MLA 8th Edition

Villanueva, Victor, and Kristin L. Arola, editors. *Cross-Talk in Comp Theory: A Reader*. 3rd edition. NCTE, 2011.

Lu, Min-Zhan. "Professing Multiculturalism: The Politics of Style in the Contact Zone." Villanueva and Arola, pp. 467-484.

Cross Referencing

- If you are citing multiple works from a single anthology or collection, you can reference the anthology citation from your Works Cited page rather than writing out the entire anthology citation for each chapter, essay, etc. citation entry.
- To do this, cite the anthology as you normally would cite an edited book.
- Then, the citation for each work within that book would cross reference the citation.

Works Cited – MLA 8th Edition

Kukkonen, Karn. "Textual Traditions in Comics: *Fables*, Genre, and Intertextuality." *Contemporary Comics Storytelling*, U of Nebraska P, 2013, pp. 51-86.

Zolkover, Adam. "Corporealizing Fairy Tales." *Marvels & Tales*, vol. 22, no. 1, 2008, pp. 38-51. *EBSCOHost*, web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=1be75e58-d879-4882-b50a-0d51397e7227%40sessionmgr103&vid=4&hid=125.

Page Ranges and Web Locations

- Write page ranges after "pp."
  - For page ranges, you can abbreviate the second of the two numbers, but only when the first digit of each is the same.
  - For example: Instead of pp. 805-810, it would be pp. 805-10 (always keep the last two digits)
- Write URL address or doi: after comma that follows publication date
  - Don't include http:// before URL address
  - For doi #s, write as doi:xxxx – you should end with a period (it won't mess with the doi number, unlike a URL address)

Works Cited – MLA 8th Edition

Maloney, Ian S. *Melville's Monumental Imagination*. 2004. The City University of New York, PhD dissertation. *ProQuest*, https://search.proquest.com/dissertations/docview/305206064/CBA0A75057914A90PQ/7?accountid=11652

Dissertations and Theses

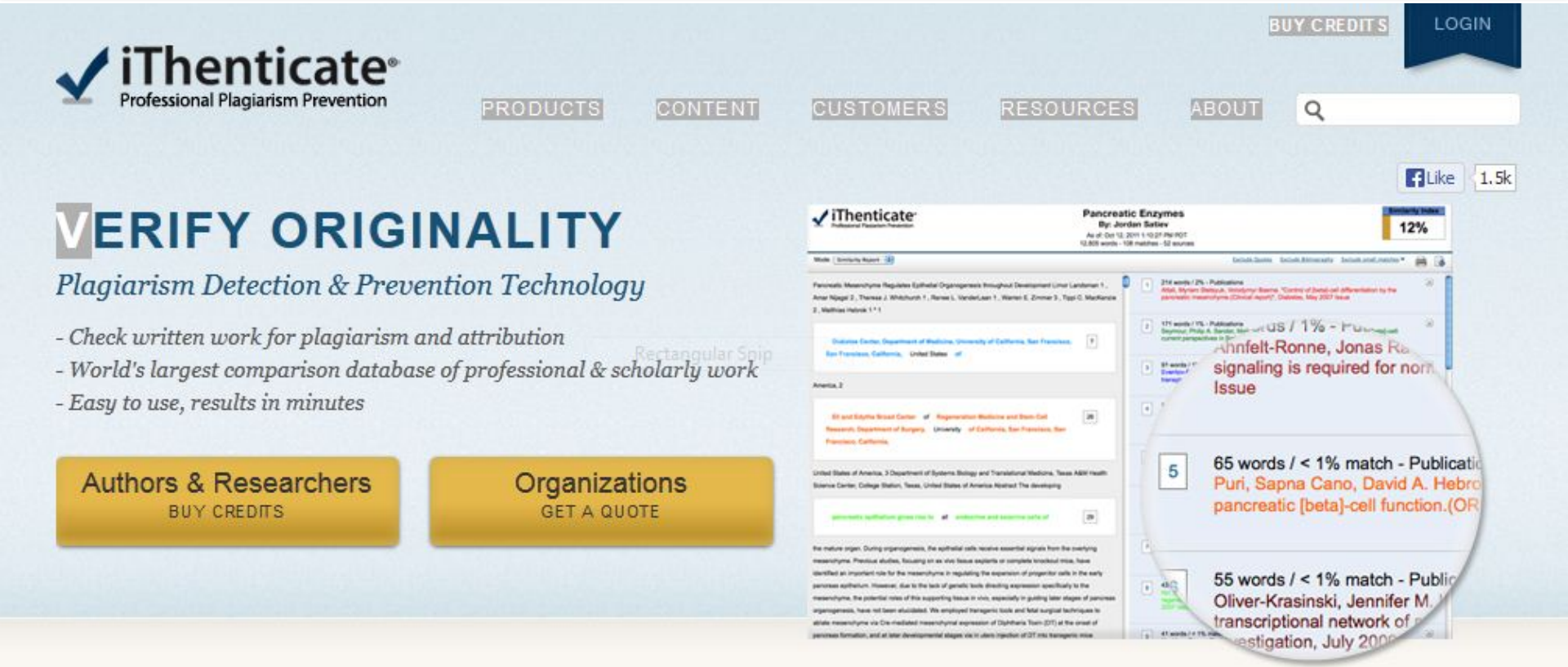
- List the author.
- Then, list the title in italics.
- Then, add the date of publication.
- Optionally, you can include the institution and a label (PhD dissertation, MA thesis, etc.)

- Also, *if you accessed the work with a database or repository*, include the second container at the end of the citation.

iThenticate

Plagiarism Software

iThenticate Plagiarism Software



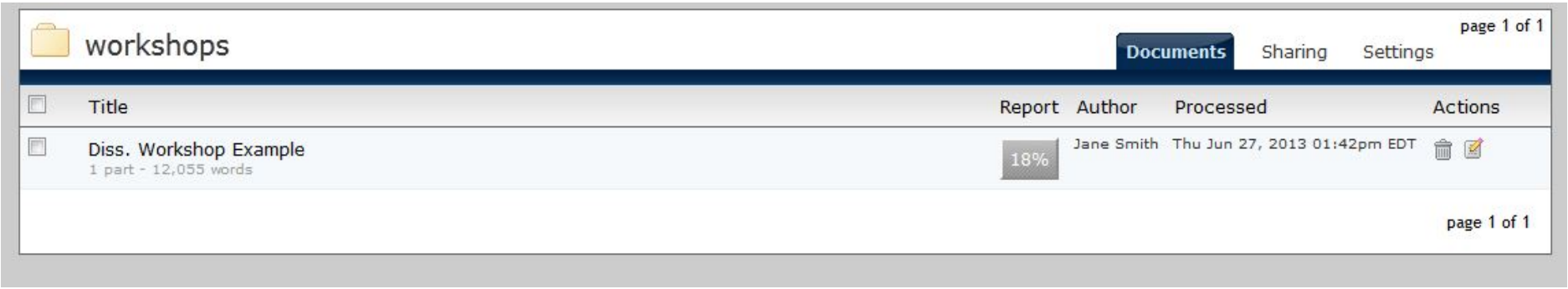
- As of March 2013, the School of Graduate Studies and Research now uses iThenticate software to check each thesis/dissertation for possible missed citations and/or academic integrity/plagiarism issues. Each student will receive a report generated by iThenticate during the format review process.

iThenticate Plagiarism Software

- Here is a list of common FAQs about the software, what it checks, and the process of submission to iThenticate. This information also appears on the IUP Research page of the IUP website. An e-mail was sent out to all graduate students informing them of the implementation of iThenticate.

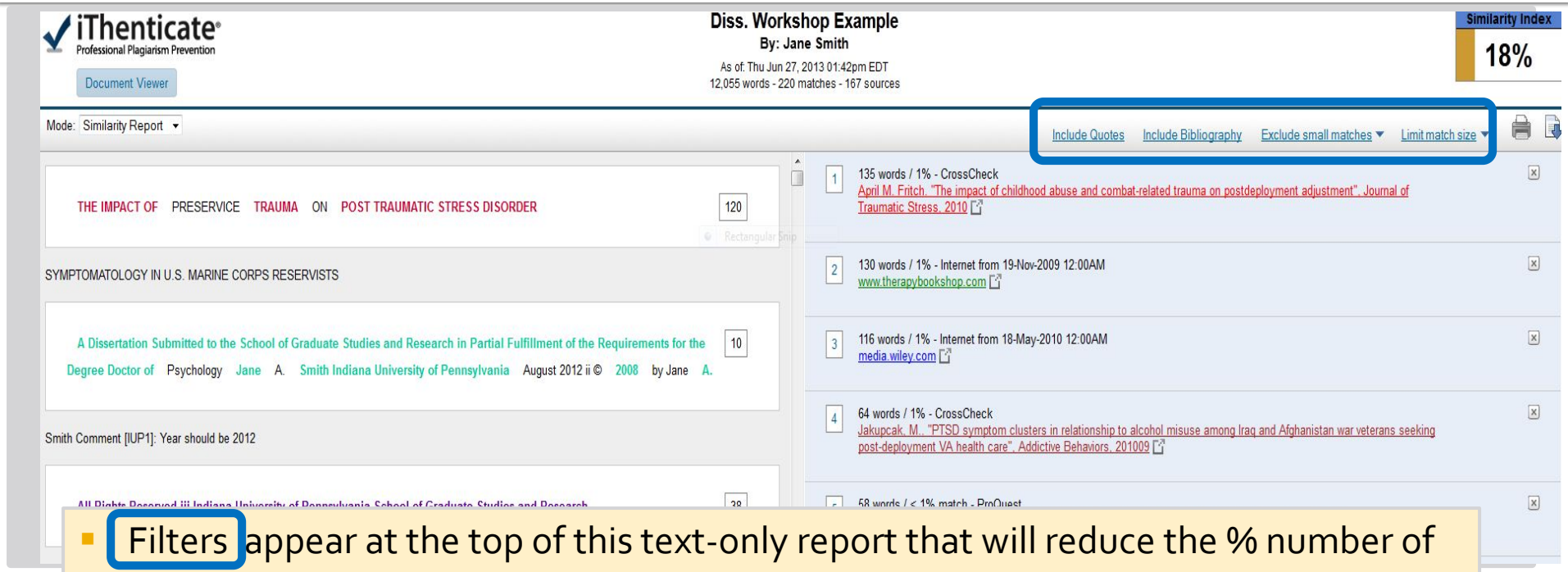
- **How will my thesis/dissertation be reviewed with iThenticate?**
  - When you send your thesis/dissertation to the SGSR for review, we will upload it to iThenticate (visit our website for more information about deadlines and review process details). The iThenticate software will compare your document to over 32 billion webpages and 125 million content items, including 34 million published works. iThenticate will automatically generate a report flagging sections of the thesis/dissertation that bear some percentage of similarity to published content. Each student will be sent an electronic copy of the iThenticate report along with the other formatting documents already sent by the SGSR. The SGSR will carefully review the report produced by iThenticate and notify the student of possible missed citations and trivial errors. If it appears that there is a significant amount of potentially plagiarized material, the student, committee chair, graduate coordinator, and assistant dean for Research will be notified for further investigation and for possible noncompliance with the university Academic Integrity Policy.
- **Will each quote and/or citation in my thesis/dissertation be flagged?**
  - No. The iThenticate software allows the SGSR to set filters to exclude quotations and bibliographic information.
- **Will my thesis/dissertation be added to an iThenticate database?**
  - No. Your thesis/dissertation will *not* be added to any iThenticate databases during the review process.
- **Can I check my thesis/dissertation with iThenticate before the SGSR does so?**
  - Unfortunately, the SGSR's iThenticate license does not provide enough submissions for students to check their work.

iThenticate Plagiarism Software



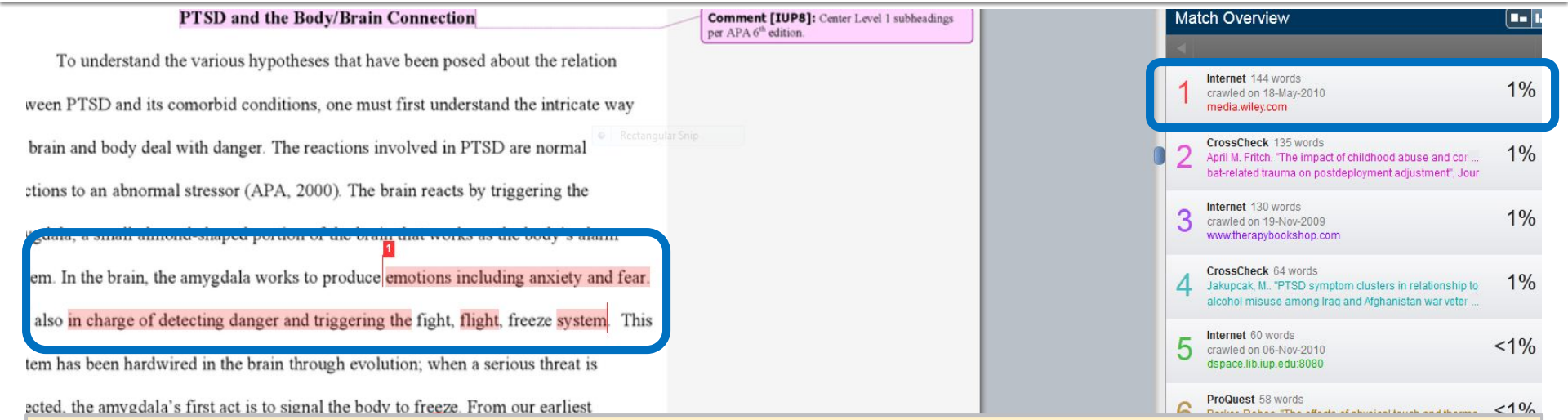
- Each thesis/dissertation is uploaded to iThenticate and once processed it is given a % number of matching content
  - The number of matching content on this page does not determine if the student will be contacted about missed citations or paraphrasing issues
  - Each student will have a different % number and there are filters to help determine the matching content

iThenticate Plagiarism Software



- Filters appear at the top of this text-only report that will reduce the % number of matching content
  - Once the filters have been applied the largest matches are checked in the document to see if there are any instances of missed citations, missing quotation marks, paraphrasing issues, or plagiarized content.
  - This page is downloadable as a pdf file and is sent to the student with the other format review documents providing there were no issues that need to be addressed to the student before a format review is completed

iThenticate Plagiarism Software



- The reviewer uses the Document Viewer button on the text-only report to go through the large matching sections. iThenticate flags each matching section in a different color and assigns each a new number. The largest matching section will be given the first number.
  - The front matter of each document (title page-list of figures) is ignored since there will always be matching content from IUP alumni already on ProQuest
  - The Appendices content will sometimes show up as a large match if a survey instrument has been used, or content from an institutional webpage, but as long as the content has been cited or given the proper documentation/source credit/permission, those matches are ignored

iThenticate Plagiarism Software

- If the reviewer finds missing beginning or ending quotation marks around flagged content where ending or beginning quotation marks appear, it will be noted in the Word document during format review
- If the reviewer finds 1-3 instances of missed citations/paraphrase issues from the same 1-2 sources in the document, it will be noted in the Word document during format review and the student will need to make the appropriate changes
- Keep in mind that changing one or two words in a quotation does not constitute a paraphrase in any style-guide. All direct quotations need to appear in quotation marks and be given the proper citations

iThenticate Plagiarism Software

- If the reviewer notices a high number of matching content from a source/s:
  - If it appears to be simply incorrect paraphrased content and a few missed citations:
    - The student will receive a Word document of their submitted thesis/dissertation with track changes and comments of each citation that needs to be fixed before a format review is completed

iThenticate Plagiarism Software

- An e-mail with the Word document is sent from Dr. Hilliary Creely, Assistant Dean for Research, to the student, full thesis/dissertation committee, graduate coordinator for their department, and Dr. Randy Martin, Dean of the School of Graduate Studies and Research

- The format review will not be completed until the student makes the changes, sends the document to their chair for review, the chair then sends the document back to us, and it is ran through iThenticate a second time

  - If the student complies with the changes, no formal academic integrity review will be initiated

  - Not making the changes could result in delaying graduation until the next term, the same deadlines for format review and uploading to ProQuest still apply

Wrap Up

Final Thoughts & Suggestions

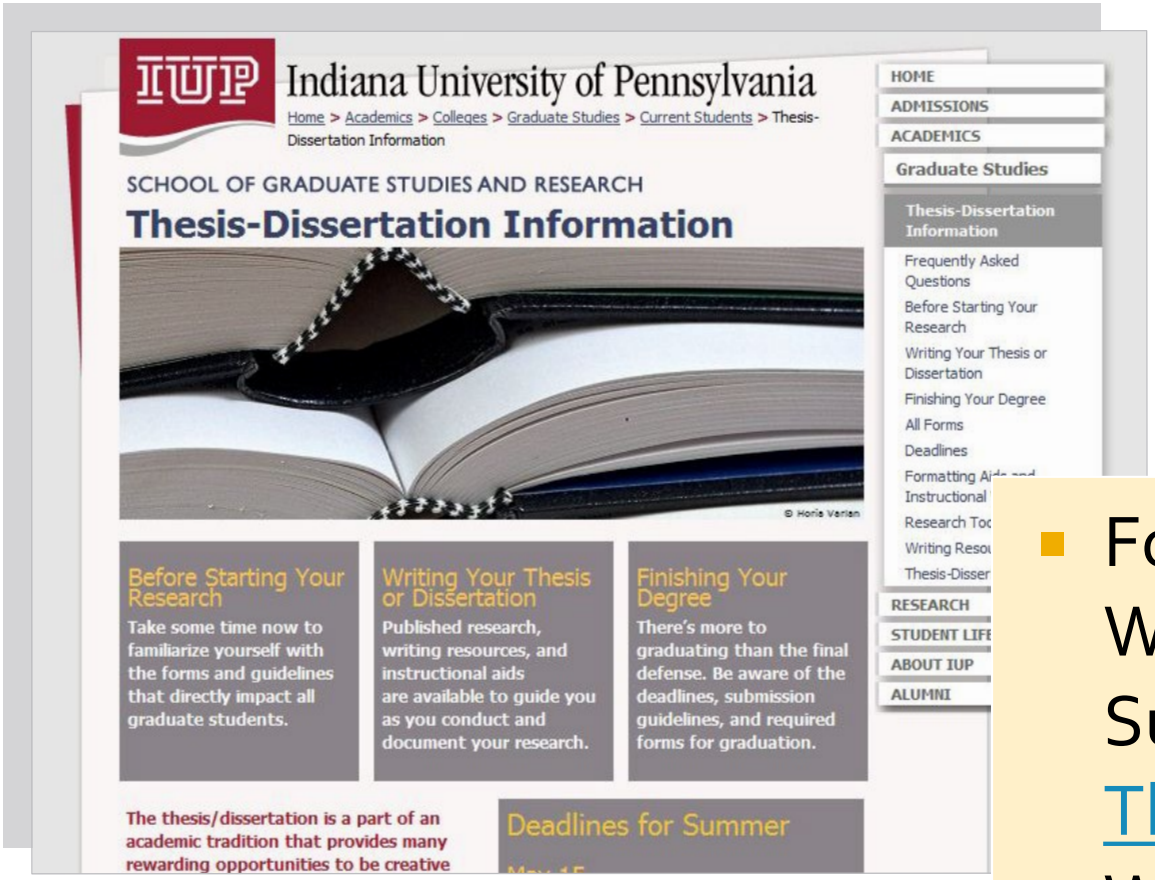
Wrapping Up

- Do you need IRB? IACUC?
  - Are you dealing with human or animal subject?
  - Apply and save yourself the stress later on.
  - Link to Institutional Review Board Webpages
  - Link to Institutional Animal Care & Use Committee Webpages
- Copyright approval? If you are using any images that are not your own, you probably do. Link to IUP Copyright Information page.

Need more help?

- Graduate Editing Service/Writing Center
  - http://www.iup.edu/writingcenter/graduate-editing-service/
  - For use before you defend
  - Writing and grammar
  - GES: Online submissions vs. Writing Center (walk-in)
    - Note: GES requires advisor approval

Wrapping Up



- Follow Steps for Writing and Submitting on the Thesis-Dissertation Webpages

Wrapping Up

"A good dissertation is a completed one."

~ Dr. Sharon Deckert

Former Director of Graduate Studies in Composition and TESOL
Department of English
Indiana University of Pennsylvania