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THE APU MASTER’S THESIS PUBLISHING PROCESS

All students writing a master’s thesis must submit an electronic sample copy in Word 2016 or higher of their completed and program-approved thesis to the Director of Library Publications in order to receive approval and have their theses cataloged by the University Libraries in the ProQuest Dissertation and Theses database in order to complete their degrees.

The student should be aware that some programs may require approval of the final document by the library before participation in a commencement ceremony. Regardless, the degree will not be posted to the student’s transcript until the electronic copy has been approved by the Director of Library Publications and uploaded to the ProQuest database, even if all other degree requirements have been met. The university reserves the right to refuse any document that does not meet its format requirements or is unsuitable for uploading.

STYLE MANUALS

The student’s department indicates which manual is required for his or her discipline. Below is a list of recognized manuals in use by APU graduate programs. When the requirements in this document differ from the style manual, this document prevails.

- Publication Manual of the American Psychological Association (APA 2010, sixth edition)
- The Chicago Manual of Style (Chicago, 16th edition)
- The MLA Handbook for Writers of Research Paper (MLA, eighth edition)
- A Manual for Writers of Term Papers, Theses, and Thesis: Chicago Style for Students and Researchers (also referred to as Turabian, after the original author Kate L. Turabian, eighth edition)
COPYRIGHT PERMISSION AND ACADEMIC INTEGRITY

Creators of printed materials and non-print media should be acknowledged for their material, whether it appears in the thesis as a quotation, paraphrase, summary, figure, table, or other type of medium to convey information. Copyright law is intended to protect intellectual property from misappropriation and loss of income to the copyright holder. Not all material falls within copyright law; age is one factor. In addition, material that is unpublished or lacks notice of copyright may nevertheless be protected.

Fair Use Doctrine

In regard to the doctrine of “fair use,” according to the U.S Copyright Office (www.copyright.gov/fls/fl102.html):

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U.S. Code). One of the more important limitations is the doctrine of “fair use.” The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work
5. The distinction between fair use and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. [italics added]
6. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The use of any table or figure (including a photograph, chart, etc.) or of longer quotations or the major portion of any work must be authorized in writing by the copyright holder. Such written authorizations must be acknowledged in the thesis as required by the appropriate style manual and the copyright holder. Any such written authorizations also must be included in the thesis as an appendix.
If copyright permissions are required, the student is responsible for contacting the copyright holder, obtaining the necessary written releases, and paying any fees that may be required. (Many copyright permissions can be obtained through the Copyright Clearance Center and be done online at www.copyright.com.)

Copyright and Plagiarism

Copyright and plagiarism are not the same. There are differences between the two. Copyright is statutory and plagiarism, while unethical, is a type of theft and governed under different rules. There may be ethical problems with academic integrity with respect to plagiarism which are not an infringement of copyright. Scholars must recognize the communities to which they belong by tracing and acknowledging all sources, including the originator of an idea. This principle includes, where applicable, explaining that one is replicating a study or acknowledging someone who may have recommended a study like one’s own. Violation of these principles constitutes academic plagiarism, even if copyright law is observed.

Students should refer to the current APU Graduate Catalog for further information about academic integrity and the consequences at Azusa Pacific University for violating these standards. Also, see ProQuest/UMI’s copyright guide, Guide 5: Copyright and Your Dissertation or Thesis. The URL address is provided on page 41 of Appendix B in this handbook. In addition, students may consult with the University Libraries’ Head of Copyright Advisory Services librarian.

Additional Copyright Protection

To help protect their work, all students are required to have a copyright page as page ii of their theses. In addition, since all APU theses are made part of the APU Libraries, these protections are considered adequate copyright protection.

Should students desire additional protection, they may purchase copyright service through ProQuest/UMI. In addition, students may electronically record their theses with the Library of Congress through the U.S. Copyright office (www.copyright.gov/forms), also for a fee.
STEPS AFTER COMMITTEE APPROVAL

Following final approval by his or her committee, the student will spend additional time preparing the final electronic document that will be uploaded to the ProQuest database. Once the committee has approved the content of the final draft of the thesis, the student must:

1. Have the manuscript approved by the school or department through which the degree program is offered, in accordance with requirements published by that program, and then

2. Following that approval, if required by the department, have the manuscript reviewed by an APU-designated reader in accordance with the appropriate style manual, and then

3. Proofread the manuscript with the utmost care to eliminate all errors in spelling and grammar, and then

4. Provide an electronic copy in Word 2016 or higher to the Director of Library Publications for pre-submission review along with a completed Student Acknowledgment Form (page 45 of this handbook)

5. Once the reviewed electronic copy receives approval from the Director of Library Publications, the student will receive both a final, approved PDF file and final, approved Word 2016 or higher file of the thesis.

6. After approving the electronic copy for formatting, reproduction quality and completeness, students must then upload their approved PDF file to the ProQuest Dissertations and Theses database. If they are choosing ONLY ProQuest’s Traditional Publishing option – which is FREE – they have two options for submitting to the ProQuest database:

   a. The Director of Library Publications can make the submission for students. To do this, students will need to complete and submit the necessary APU and ProQuest forms (provided by the Director of Library Publications). Three forms are required: the APU ProQuest Dissertation/Thesis Publishing Order Form, the ProQuest Author Signature form, and the ProQuest submission form.

   b. Students can go online to the ProQuest website and complete the submission themselves (See page 41). Students must still complete and turn in the APU ProQuest Dissertation/Thesis Publishing Order form to the Director of
Library Publications, but the two ProQuest forms – the ProQuest Author Signature form and the ProQuest submission form - are completed online.

7. If students are choosing the ProQuest Open Access publishing option, and/or the copyright service, or ordering hard-bound copies through ProQuest, they MUST make the online submission themselves in order to use a credit card to pay for these services.

8. The student can choose to have his or her thesis released to the ProQuest as soon as it is cleared by the Director of Library Publications and ProQuest, or can choose to embargo its release up to two years. The Director of Library Publications can advise the student, if desired, in choosing to embargo or not. It is also recommended that students consult with their faculty advisors.

9. The student can choose to order hard copies at a later date by revisiting the ProQuest website.

**NOTE:** The director is available to assist students with their online submissions.

**Finding an APU Reader (Optional)**

The Director of Library Publications and the student’s school or department has a list of approved APU readers and can offer guidance in choosing an appropriate APU reader. The reading could take a few weeks, depending on turnaround times and the length and complexity of the thesis document.

The student is responsible for paying the cost of the reader service, which will depend upon the reader chosen and the length and complexity of the thesis document. Before contracting with a reader, the student can ask for an estimate of the cost.

**Your Guide, The APU Director of Library Publications**

The Director of Library Publications guides and assists students through APU University Libraries review process in order to publish in the *ProQuest Dissertation and Theses* database. The student is encouraged to direct any questions or concerns about this final phase to the director who can resolve any matter related to these processes.

Once the APU Director of Library Publications receives a sample electronic copy of the approved thesis, the copy will be reviewed within 10 business days to verify that it conforms to this handbook. The director also checks the sample electronic copy for consistency, accuracy, and clarity of presentation. However, students have final responsibility for accuracy of content, neatness of appearance, compliance to their department’s or discipline’s style manuals, spelling, grammar, and acceptable writing style.
FORMAT OF THE DOCUMENT

Margins

All documents must observe the following uniform margins throughout, including pages with tables, figures, photographs, graphs, diagrams, illustrations, and end matter (material in appendixes):

1. Top: 2 inches are needed at the top of the title, signature, dedication, acknowledgments, and abstract pages, as well as the list of tables, and list of figures pages, and also the first pages of the table of contents, chapters, endnotes, bibliography (or list of references), and each appendix title page; otherwise 1 inch

2. Left: 1½ inches

3. Right: 1 inch

4. Bottom: 1 inch

Line Spacing

Except in certain places in the front matter and in original material in any appendixes, simple Double spacing, with NO additional spacing before or after a line or paragraph, will be used throughout the document. In addition, there is NO additional spacing before or after the page numbers in the footer. However, it is acceptable to reduce the line spacing in the content area of a table ONLY if this will keep the entire table on a single page.

Pagination

Page numbers are placed in the footer, centered, ½ inch from the bottom edge of the paper (the MS Word default setting) in 12-point Times New Roman. In addition:

1. Pagination for front matter is in lower case Roman numerals (i, ii, iii, etc.)

2. Starting with the first page of Chapter 1, the rest of the pages use Arabic numerals (1, 2, 3, etc.) that continue through the reference list, works cited, or bibliography, any appendixes, curriculum vitae, and so on, to the end of the document.

3. All appendix material MUST show a page number in consecutive order from the beginning of the manuscript.

4. In the front matter, each page after the title page counts (the title page is counted as zero).

5. The signature page is counted as page i, but does not show a page number.
Except where it is otherwise indicated, the line spacing throughout must be set at simple Double Spacing with no additional line spacing above or below.

**PLEASE NOTE:** It is highly recommended to check the pagination of the document to be sure it is properly sequential (i, ii, iii, iv, etc., and 1, 2, 3, 4, etc.) from beginning to end, title page to the last page of the last appendix.

**Head and Subhead Levels**

Head and subhead levels for APU Library Publications are taken from the sixth edition of the APA manual with the exception of the section and chapter headings which are all caps, centered and boldface:

**CHAPTER OR SECTION HEADING**

The rest, in descending order of organizational importance, are as follows:

**Level 1**

Centered, Boldface, Title Case
**Level 2**

Flush Left, Boldface, Title Case

**Level 3**

*Indented, boldface, lowercase paragraph heading with period.* And then the copy immediately starts after the period.

**Level 4**

*Indented, boldface, italicized, lowercase paragraph heading with period.* And then the copy immediately starts after the period.

**Level 5**

*Indented, italicized, lowercase paragraph heading with period.* And then the copy immediately starts after the period.

**PLEASE NOTE:** Head levels MUST be sequential. Level 1 must be the first level used, and then must be followed by Level 2; you cannot skip from Level 1 to Level 3.

**Tables and Figures**

The formatting of tables, table titles, figures and figure captions follows APA guidelines. However, students may landscape their tables and may reduce slightly the point size (to no less than 10 point) and line spacing within the table contents if that will prevent a table from breaking over to a second page. However, reduce the point size from 12 points **ONLY IF** it is needed to keep the table on one page. In addition:

1. When a table is continued, the table number, followed by a comma and the word “continued” should appear at the top of the page: Table X, continued.

2. When a table is continued, the column headings must be repeated at the tops of each succeeding page and only the last page of the table has a line at the bottom.

3. All tables and figures MUST be within the margins and must be large enough to be legible, including any text.

4. Figures or diagrams can be in color. However, any pages with color MUST be printed in color in the final copies.

5. Tables and figures can have text above or below on a page, but not both. That is, a table or figure must start at the top or come up from the bottom of a page.

6. All table lines must be of the same thickness throughout.
7. Figure captions, table titles, and notes under a table are in 12-point Times New Roman.

8. Leave an additional double space between the end of a table or figure and the manuscript text.

Order of Required and Optional Components

The title page is always the first page, followed by the approval page, and then the copyright page. Following the copyright page, the order of elements should be in the following order:

<table>
<thead>
<tr>
<th>Element</th>
<th>Required or Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page</td>
<td>Required</td>
</tr>
<tr>
<td>Approval Page</td>
<td>Required</td>
</tr>
<tr>
<td>Copyright page</td>
<td>Required</td>
</tr>
<tr>
<td>Dedication</td>
<td>Optional</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>Optional</td>
</tr>
<tr>
<td>Abstract</td>
<td>Required</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Required</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Optional</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Optional</td>
</tr>
<tr>
<td>Preface</td>
<td>Optional</td>
</tr>
<tr>
<td>Manuscript</td>
<td>Required</td>
</tr>
<tr>
<td>Bibliography or References</td>
<td>Required</td>
</tr>
<tr>
<td>Appendixes</td>
<td>Optional</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>Varies by department</td>
</tr>
</tbody>
</table>

Dates Used in the Thesis

There are three pages that show dates: the title page, the copyright page, and the abstract page. The dates on the title and abstract pages MUST BE THE SAME and MUST BE the student’s degree-posting date. The copyright date is the year the document was actually created and can be earlier than the dates on the title and abstract pages.

Copy Flow

Manuscript text must fill the pages as best as possible. Each page should be as full as possible and there should be no gaps. To help this process, figures and tables should be as close as possible to their in-text references, but do not need to immediately follow the in-text reference. They may be positioned as convenient within the next two pages. This also helps with placing tables and figures at either the top of a page or at the bottom.
General Format Requirements

1. The entire document is to be in 12-point Times New Roman, except original material reproduced in appendixes.

2. Excluding material that is centered, the entire document is to be justified left (also known as “alignment: left”), not justified left and right (also known as “alignment: justified”).

3. Font size throughout the manuscript is 12 point, with the exception of original material reproduced in the appendixes. (However, it is acceptable to reduce the point size in the content area of a table up to two points - i.e., 10-point type - ONLY IF this will keep the table on a single page.)

4. After the front matter, major divisions of the document (introduction, review of literature, methodology, etc.) should be given Arabic chapter numbers and titles.

5. Spacing, typeface, headings, layout, and any other aspects of format must follow the requirements specified in this handbook and supersede the style manual required by departments.

6. However, the formatting for the citations in the bibliography (or list of references) or any other element not addressed in this handbook follow the style manual required by the department.

Corrections

Each page is to be error-free. It is the responsibility of the students to adequately proof their documents for errors.

When making corrections and edits, students should check the flow from the preceding page and to the following page, to avoid widows and orphans, split tables or figures, and the occurrence of a head or subhead with no text beneath it to ensure an attractive, readable, and professional document.
SUBMISSION OF THE SAMPLE ELECTRONIC COPY

All theses are subject to a review and approval by the Director of Library Publications before the document can be uploaded to the ProQuest database. Once this review is completed, the electronic copy approved, and the document has been submitted to the ProQuest Dissertations and Theses database, the Director of Library Publications will notify the APU registrar and the students’ programs. If all other degree requirements have been met, the students’ degrees will post to their transcripts.

PLEASE NOTE: Students must submit their sample electronic copies 20 working days prior to a degree-posting date, which is the first and 15th of each month. For example:

<table>
<thead>
<tr>
<th>Sample Electronic Copy Submission Date</th>
<th>Approximate Degree-Posting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>February 15</td>
</tr>
<tr>
<td>April 15</td>
<td>May 15</td>
</tr>
<tr>
<td>July 15</td>
<td>August 15</td>
</tr>
<tr>
<td>October 15</td>
<td>November 15</td>
</tr>
</tbody>
</table>

For the library review, students submit a complete FINAL draft that has been approved by the student’s committee and respective department and carefully proofread. All figures, graphs, pictures, illustrations, captions, and appendixes are to be included in this final document.

During this process, all parts of the document (the preliminary pages, figures, and tables, if any, and the text) are examined for compliance with the requirements of this handbook. Except for the margin requirements, original material reproduced in the appendixes are not required to follow APU formatting. However, all appendix material must be legible and of professional quality.
APPROVAL OF THE ELECTRONIC COPY

Following review, the Director of Library Publications will email the required changes to the student, who will then make all required changes until approval is given, and the student is given instructions for completing the ProQuest paperwork and uploading to the ProQuest database.

In order to allow editing, the student will work through the review process in Word 2016 or higher. When approval is given, the student will be emailed back the approved document as both a Word 2016 or higher file and a PDF file. The ProQuest database accepts only PDF files.

As each degree-posting deadline approaches, the library review process becomes impacted with students trying to make that deadline. Theses are processed on a first-come-first serve basis. Students also should be aware and take into account that holidays, semester breaks, summer, and their committee members’ travel commitments all impact the timing and completion of the review process.

If the requirements in this handbook have not been met, the document will not be uploaded or hard-bound, and the student will be notified.

ORDERING OF HARD-BOUND COPIES

Students also may, if they desire, order regular hard-bound copies of their theses at their own cost. Ordering of hard-bound copies of theses is done through the ProQuest website at the same time the approved PDF file is uploaded for publishing in the ProQuest Dissertations and Theses database. To purchase hard-bound copies, students must make the ProQuest submission themselves in order to use a credit card to pay for these hard-bound copies. See page 41 for information on how to submit to ProQuest.
SUMMARY OF FEES FOR PROQUEST/UMI

Submitting electronically to ProQuest/UMI is free for the basic service called Traditional Publishing, but requires a credit card if purchasing other ProQuest/UMI services (Open Access copyright registration with the U.S. government, or hard-bound copies). To purchase these services, students must make the ProQuest submission themselves in order to use a credit card to pay for these services. (See page 41.)

The following table summarizes these costs:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Purpose of Fee</th>
<th>Payable To</th>
<th>Delivered To</th>
<th>Required/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE or $95*</td>
<td>(Choose one) Traditional Publishing</td>
<td>FREE</td>
<td>ProQuest/UMI ETD Administrator (online)</td>
<td>Required</td>
</tr>
<tr>
<td>$65*</td>
<td>Copyright fee</td>
<td>ProQuest/UMI (credit card)</td>
<td>Online: ProQuest/UMI ETD Administrator</td>
<td>Student option</td>
</tr>
<tr>
<td>variable*</td>
<td>Hard cover copies produced by ProQuest/UMI</td>
<td>ProQuest/UMI (credit card)</td>
<td>Online: ProQuest/UMI ETD Administrator</td>
<td>Student option</td>
</tr>
</tbody>
</table>

* Student must make online submission in order to use a credit card to pay for services.
TITLE PAGE INSTRUCTIONS
(See sample on the following page)

1. ALL type is to be 12-point, standard serif font such as Times New Roman.
2. No lines or borders are to be placed on the page.
3. Type and center AZUSA PACIFIC UNIVERSITY in caps, two inches from the top edge of
   the page (not in italics and not in bold).
4. Enter four single line spaces down after AZUSA PACIFIC UNIVERSITY.
5. On this fourth line, type the title in caps, bold type, single-spaced. Please note that only the
   title is in bold type.
6. Arrange the lines of the title, using single line spacing, in pyramid (shortest line on top) or
   inverted pyramid (shortest line on bottom) format, and using four lines or less. To achieve
   this easily, first type the title flush left, creating a step down or step up effect along the right
   margin. Then select the title and center the copy.
7. Enter two single line spaces down after the last line of the title. Type and center the word
   “by,” using lower case only, no italics.
8. Enter two single line spaces, then type and center the author’s name. For more than one
   author, add on the next single line following the first author. DO NOT put degree
   designations after the name(s).
9. Enter four single line spaces after the author’s name, then type and center the information
   about the thesis, line for line as shown on the sample page, using double spacing. Indicate
   your type of project (thesis), as well as your specific school and degree title.
10. The city and date may be placed at the student’s discretion to maintain a balanced effect, but
    must be at least eight single line spaces from the last line of information about the thesis.
11. For the date, use only the month and year. This date must be the student’s degree-
    completion date and must be the same as that used on the abstract page.
12. The title page is not numbered nor counted as a page.
13. NOTE: DO NOT bracket the actual text.
AZUSA PACIFIC UNIVERSITY

EVALUATION OF THE MENTORING PROCESS FOR PRIMARY SCHOOL TEACHERS IN SELECTED SCHOOLS IN NORTHERN CALIFORNIA AS PERCEIVED BY PRIMARY SCHOOL TEACHERS

by

[Preferred Name of Student]

A thesis submitted to the

School of [Official Name of School]
in partial fulfillment of the requirements

for the degree Master of [Official Name of Discipline]

Azusa, California

May, 2017
APPROVAL PAGE INSTRUCTIONS
(See sample on the following page)

Please refer to your department to determine what actual names and titles need to be included on your approval page. The names and titles shown in the sample may be different from what your own department requires.

1. Follow the same instructions through step 8 as for the title page.

2. Enter four single line spaces after the author’s name, then type and center the information about the approval, line for line as shown on the sample page, using double spacing. Indicate your type of project (thesis), as well as your specific degree title.

3. Enter four single line spaces. Type the words “COMMITTEE MEMBERS,” centered and in all caps.

4. Enter two single line spaces, then type the preferred name and terminal degree of the committee chair in caps and lowercase as shown on sample; follow with TWO single line spaces and in the same format type the preferred name and terminal degree of the second committee member, and repeat for the third.

5. Enter two single line spaces. Type the words “ACCEPTED BY,” centered and in all caps.

6. Enter two single line spaces, then type the preferred name and terminal degree of the dean (or associate dean, if that is required) of the school (or college) accepting the master’s thesis, followed by the word “Dean” (or “Associate Dean”), followed by a comma, then the official name of the school or college.

7. Note the format for degrees and titles. Degrees designations must use periods, as this is APU style. (e.g. M.A., M.S.)

8. This page is considered to be “i” - but the page number is not shown.

9. NOTE: DO NOT bracket the actual text.
AZUSA PACIFIC UNIVERSITY

THESIS TITLE IN ALL CAP, BOLD, CENTERED, SINGLE-SPACED IN AN ASCENDING OR DESCENDING PYRAMID FORM

by

[Preferred Name of Student]

has been approved by the

School of [Official Name of School]

in partial fulfillment of the requirements

for the degree Master of [Official Name of Degree]

COMMITTEE MEMBERS:

[Preferred Name], [Degree], Committee Chair

[Preferred Name], [Degree], Committee Member

[Preferred Name], [Degree], Committee Member (if a third; otherwise delete)

ACCEPTED BY:

[Preferred Name], [Degree], Dean, School of [Official Name of School]

The original approval form signed by committee members is on file with the student’s records in the Registrar’s Office.
COPYRIGHT PAGE INSTRUCTIONS
(See sample on the following page)

1. Use Times New Roman, and 12-point type for the entire page.

2. Insert the copyright page immediately after the signature page.

3. The date is the actual date the document was created and can be different from that used on the title page and abstract page.

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5. DO NOT put degree designations after the name(s).

6. Show a small Roman numeral page number (ii) in the footer.

7. NOTE: DO NOT bracket the actual text.

8. NOTE: The sample page is not a true representation. The page number “ii” will be ½ inch from bottom edge of paper when correctly inserted into footer.
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(See sample on the following page)

1. This page is optional; however, it can be as long as the student determines is needed.

2. Use Times New Roman, and 12-point type for the entire page.

3. Type and center the word DEDICATION in all caps, boldface, two inches from the top edge of the paper. Do not use italics.

4. Enter four single line spaces after the word DEDICATION.

5. Indent the first line of the dedication text by ½ inch.

6. Double space the text.

7. If used, this page follows the Copyright page.

8. If used, the DEDICATION page is numbered iii with the page number placed in the footer.
DEDICATION

I wish to dedicate this thesis to my parents, May and Eugene Martindale, and to my brother, Jason.
ACKNOWLEDGMENTS PAGE INSTRUCTIONS
(See sample on the following page)

1. The ACKNOWLEDGMENT page is the student’s expression of recognition and appreciation, and, if applicable, it includes a note about permission received to use copyrighted material.

2. This page is optional; however, it can be as long as the student determines is needed.

3. Use Times New Roman, and 12-point type for the entire page.

4. Type and center the word ACKNOWLEDGMENT in all caps, boldface, two inches from the top edge of the paper. Do not use italics.

5. Enter four single line spaces after the word ACKNOWLEDGMENT.

6. Indent the first line of the ACKNOWLEDGMENT text by ½ inch.

7. Double space the text.

8. This page should follow the copyright page, or, if used, the dedication page.

9. It is numbered with a small Roman numeral placed in the footer.
ACKNOWLEDGMENTS

No one can write a thesis in a social vacuum. The discipline required came to me because of the encouragement I received from students, faculty, family, and friends. I wish to especially thank Dr. Robin Jones and Dr. Scott Morrison. Dr. Jones spent many hours guiding me through the thesis process . . .
ABSTRACT PAGE INSTRUCTIONS
(See sample on the following page)

1. Use Times New Roman, and 12-point type for the entire page.

2. Type and center the word ABSTRACT in all caps, two inches from the top edge of the page.

3. Enter four single lines after the word ABSTRACT. Type and arrange the words of the title exactly as they appear on the title and signature pages.

4. Enter four single line spaces. Type and center the author’s name. For more than one author, add on the next single line following the first author. DO NOT put degree designations after the name(s).

5. Using single spacing, make individual lines for the author’s name, name of degree and date, Azusa Pacific University, and the name of the advisor, as follows on sample page. The date must be the same as that shown on the title page.

6. Enter four single line spaces and begin the text; do not indent.

7. Show the page number(s) in footer, using small Roman numerals.

8. NOTE: DO NOT bracket the actual text.
ABSTRACT

EVALUATION OF THE MENTORING PROCESS FOR PRIMARY SCHOOL TEACHERS IN SELECTED SCHOOLS IN NORTHERN CALIFORNIA AS PERCEIVED BY PRIMARY SCHOOL TEACHERS

[Preferred Name of Student]
Master of [Official Name of Discipline], 2017
Azusa Pacific University
Advisor: [Preferred Name of Professor], Ph.D.

This study presents the results of positively-perceived professional mentoring, or behaviors exhibiting encouragement by administrators or supervisors toward kindergarten to eighth grade teachers in their second to fourth year of teaching and to determine how these encouraging behaviors influenced the teachers to remain in the profession. Over 1,000 teachers, all members of the American Teachers Association (ATA), were asked to complete a questionnaire developed by the ATA. Responses were received by 890 teachers. The K-8 participants rated ten positive factors. In ranking the factors, teachers valued mentoring, feedback on instructional strategies, and applying classroom management techniques. In addition, interest and participation by parents played a role in the professional life and choices of teachers.
TABLE OF CONTENTS INSTRUCTIONS
(See sample on the following page)

Please refer to your department guidelines for creating your Table of Contents. If your department does not have guidelines, then please follow these instructions.

1. Use Times New Roman, and 12-point type for the entire page, using double spacing.

2. Type and center the words TABLE OF CONTENTS in all caps, boldface, two inches from the top edge of the page.

3. Enter four single lines after the words TABLE OF CONTENTS, and then begin typing the first entry.

4. It is NOT recommended to use the Table of Contents feature in Word. Instead, make flush left tabs with no leaders at .5 inch, 1 inch, and, if there is a third level of heads, 1.5 inches. From the top menu bar, under Format, select Tabs. In the Tab box that appears, enter “.5” at the Tab Stop Position and select “Left” under Alignment, then click on Set. Do the same for 1 inch and 1.5 inch. For the right side, under Format, enter “6” in the Tab Position box and select “Right” under Alignment. Under Leader, select “2…..” (a so-called dot leader). When you have set all your tabs, click on “OK.”

5. Beginning at the left margin (no indent), list the elements of the front matter starting with the Dedication, if there is one, and follow the order shown on page 13 of this handbook, but DO NOT list the pages for the Table of Contents.

6. If you have more than one figure or one table, create a List of Tables and/or List of Figures on a separate page following the last page of the Table of Contents. If you have only one of either, simply make it a stand-alone line entry in your Table of Contents. (See sample, next page.)

7. To list the pages of the manuscript, first make a heading on the left, “Chapter,” then flush right on the same line, “Page.” You will have to select this text and then deselect the dot leader under Tabs.

8. Enter one double space line return, and then enter the number and title of the chapter.

9. Hit Tab. The dot leader may not appear until you enter the page number. If it does not show, you have to re-select the dot leader.
10. Show only the first page number of the chapter or other section. DO NOT give a page range.

11. Show only three levels of heads (Chapter or Section, Level 1, and Level 2), indenting each level one additional half inch. To indent your subheads without a dot leader, you will have to enter two more LEFT tabs, NO leader (1 None); one at “.5” inch and one at “1” inch.

12. After listing all the chapters with subheads, enter a line for the References.

13. If there is more than one appendix, make a heading on the left, “Appendix” and flush right, “Page,” as you did for the Chapters, de-selecting the dot leader. Otherwise, list a single Appendix in a single line as the next double-spaced line entry.

14. If including curriculum vitae, list it as an appendix.

15. NOTE: DO NOT bracket the actual text.
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LIST OF TABLES AND/OR LIST OF FIGURES INSTRUCTIONS
(See sample on the following page)

1. If you have more than one figure or one table, create a List of Tables and/or List of Figures on a separate page following the last page of the Table of Contents. If your lists are short, put both lists on one page, separated by six single line spaces. If you have only one of either, simply make it a stand-alone line entry in your Table of Contents. Otherwise, make a line entry for each list in your Table of Contents (see sample, previous page).

2. Use Times New Roman, and 12-pt. type for the entire page, using double spacing.

3. Type and center the words LIST OF TABLES (or LIST OF FIGURES) in all caps, boldface, two inches from the top edge of the page.

4. Enter four single lines after those words.

5. Make a flush right tab at 6 inches, using a dot leader. Under Format, select Tabs. Enter “6” in the Tab Position box and select “Right” under “Alignment.” Under Leader, select “2…”

6. Beginning at the left margin (no indent), number and list each table or figure, using exactly the same title as shown in the manuscript.

7. After the number of the table or figure, use a colon.

8. Type the title or caption using Title Case (first letter of each word is capitalized).

9. Table titles and figure captions must be identical to the titles and captions given in the manuscript.

10. NOTE: DO NOT bracket the actual text.
LIST OF TABLES

Table 1: [The Title Given in Text] .................................................................................................................. 5
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1. Use Times New Roman, and 12-pt. type for the entire page, using double spacing.

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3. For a chapter head, double space, then type the chapter title in all caps, boldface, centered:

   CHAPTER 1

   INTRODUCTION

4. Enter four single lines after those words and begin the text.
CHAPTER 1
INTRODUCTION

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3. Double space, then type the appendix title in all caps, boldface, centered:

   APPENDIX A

   INFORMED CONSENT FORM

4. Begin actual appendix material on the next page.
APPENDIX A

INFORMED CONSENT FORM

SAMPLE
APPENDIX B

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