APU
Style & Format
HANDBOOK
for
Dissertation and Thesis Publications
(Capstone Project, Doctoral Project, DNP Project, Dissertation, and Thesis)
(See link https://den.apu.edu/forms/ for the document)

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1 Steps to find the handbook:
   a. On the APU website, click home.apu.edu from the bottom of the website, and log in.
   b. Under Quicklinks on the left side, click on Forms and Publications.
   c. Under Handbooks and User Guides, click on the handbook title.
DEDICATION

This handbook is dedicated to Lillian Wehmeyer, Ph.D. (1934-2005), who was the Doctoral Dissertation Librarian at Azusa Pacific University. Dr. Wehmeyer was an educator, librarian, mentor, and author who believed in excellence and practiced it consistently. She is missed by those who knew and loved her.
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THE APU DISSERTATION\textsuperscript{2} AND THESIS PUBLISHING PROCESS

All doctoral and master's students must submit an electronic sample copy in Word 2016 or higher of their completed and program-approved doctoral project, dissertation, or thesis to the Director of Graduate Student Publications in order to: 1) receive approval and have their dissertations or theses published in the ProQuest Dissertation and Theses database; and 2) complete their degrees.

The student should be aware that the degree will not be posted to the student’s transcript until the sample copy has been approved by the Director of Graduate Student 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, 17th edition)*
- *The MLA Handbook for Writers of Research Papers (MLA, eighth edition)*
- *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (also referred to as Turabian, after the original author Kate L. Turabian, 9th edition)

\textsuperscript{2} The word dissertation in this handbook includes doctoral capstone projects, nursing practice projects, doctoral projects, and dissertations.
COPYRIGHT PERMISSION AND ACADEMIC INTEGRITY

Creators of printed materials and non-print media should be acknowledged for their material, whether it appears in the dissertation or 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; its age is one factor. In addition, material that is unpublished or lacks notice of copyright may also 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 substantiability 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

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 be safely taken without permission. [italics added]

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 dissertation or thesis as required by the appropriate style manual and the copyright holder. Any such written authorizations also must be included in the dissertation or thesis as an appendix.

If copyright permissions are required, the doctoral or thesis-writing 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. 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 and Professional 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 46 in this handbook (http://www.etdadmin.com/apu). In addition, students may consult with the University Libraries’ Copyright Advisory Services: (626) 815-3847.

Additional Copyright Protection

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

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

Following final approval of the doctoral or master’s manuscript by his or her committee, the student will spend additional time – typically two months or more – preparing the final document for publishing and preparing the final electronic copy that will be uploaded to the ProQuest database. Following a successful defense and final corrections and edits by the dissertation committee, the student must take the following steps (see Page 50 for APU Dissertation/Thesis Review Chart for Publications).

1. Have the department, school, or committee chair communicate to the Director of Graduate Student Publications a confirmation that the final draft of the manuscript is ready for the publication review process (this can be done through an email).

2. There are three options for certification of committee approval of the final manuscript:
   a) The signed signature page
   b) Departmental or program approval form
   c) APU Dissertation and Thesis Committee Approval (Page 49)

   Each program’s coordinator/assistant/manager is responsible to send its option to the Director of Graduate Student Publications.

3. Following that confirmation, have the dissertation or thesis reviewed by an APU-approved reader in accordance with the appropriate style manual. Students may obtain a list of approved external readers from the Director of Graduate Student Publications or their program coordinator, assistant, and manager.

4. Proofread the manuscript with the utmost care to eliminate all errors in spelling and grammar.

5. Provide an electronic sample copy in Word 2016 or higher to the Director of Graduate Student Publications for pre-submission review along with a completed APU Dissertation/Thesis Submission Checklist (Page 52 of this handbook).

6. Once the reviewed sample copy receives approval from the Director of Graduate Student Publications, the student will receive both the final, approved PDF and Word 2016 versions of the dissertation or thesis.
7. After approving the electronic copy for formatting, reproduction quality, and completeness, the director assists the student in completing the necessary APU and ProQuest forms and uploading the approved PDF file to the ProQuest database. Forms include:
   a) The ProQuest Publishing Agreement;
   b) The APU ProQuest Dissertation/Thesis Publishing Order Form; and
   c) The APU Binding Form

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

   The ProQuest traditional publishing is free. If students are choosing the ProQuest Open Access publishing option and/or the copyright service, or ordering hard-bound copies through ProQuest, they MUST use a credit card to pay for these services.

   The student can choose to order hard copies later by revisiting the ProQuest website, but the color of the bound copies and paper quality may differ from those of APU bound copies.

   **Note:** The Director of Graduate Student Publications is available to assist students with their online submissions. General and step-by-step instructions on uploading dissertations or theses on ProQuest will be emailed to students after the manuscript is pre-approved for publication.

**Finding an External Reader**

**Doctoral Programs.** All APU doctoral programs require students to use an APU approved external reader to edit and proofread their dissertations, doctoral and projects, and capstone projects.

**Master’s Thesis Writing Programs.** It is highly recommended for thesis writing students to use an APU approved external reader to edit and proofread their theses.

   The list of external readers is posted at [https://den.apu.edu/forms/](https://den.apu.edu/forms/), where this handbook is posted as well. The Director of Graduate Student Publications or the student’s department can offer guidance in choosing an appropriate external reader from the list of approved external readers. The reading can take a month or more, depending on turnaround times and the length and complexity of the 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 document. Before contracting with a reader, the student can ask for an estimate of the cost.
Contact Information for the APU Director of Graduate Student Publications

Dr. Sharon (Xiaoqing) Wang  
Director of Graduate Student Publications  
680 E. Alosta, Suite 115, Azusa, CA 91702  
Phone: (626) 815-6000 (ext. 5850); Email: swang@apu.edu

The Director of Graduate Student Publications guides and assists students through the APU publication review process in order to publish in the ProQuest Dissertations and Theses database. The student is encouraged to direct any questions or concerns about this final phase to the director, who is willing to resolve any matter related to these processes.

Once the Director of Graduate Student Publications receives an electronic sample copy of the program-approved and external reader-edited dissertation or thesis, the copy will be reviewed within two weeks to verify that it conforms to this handbook. The director also checks the sample 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

A template for APU dissertations and theses is posted separately along with the APU Style and Format Handbook for Dissertations and Theses (1st Edition, August 2018). APU Dissertation/Thesis Submission Checklist is attached to this handbook (Page 52). They will assist you in formatting the manuscript. Additionally, each doctoral and master’s thesis writing program has its own template. Please contact the program director, coordinator, or administrative assistant/manager or Director of Graduate Student Publications.

Margins

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

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

2. Left: 1½ inches

3. Right: 1 inch

4. Bottom: 1 inch

Line Spacing

Double spacing with NO additional spacing before or after a line or paragraph will be used throughout the document, with the exceptions of the front matter and original material reproduced in the appendices. 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, in 12-point Times New Roman, single spaced with no additional spacing above or below. In addition:

1. Pagination for the 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 or bibliography, any appendices, curriculum vitae, and so on, to the end of the manuscript.

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

4. In the front matter, every 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.

PLEASE NOTE: It is highly recommended to check the pagination of the document to be sure it is properly sequential (ii, iii, iv, v, etc., and 1, 2, 3, 4, 5, 6, etc.) from beginning to end, title page to last page of last appendix.
Head and Subhead Levels

Head and subhead levels for APU dissertations and theses are taken from the sixth edition of the APA manual with the exception of the section and chapter headings (these are designed for APU format), 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.* Then the text starts immediately after the period.

**Level 4**

*Indented and italicized, boldface, lowercase paragraph heading with period.* Then the text starts immediately after the period.

**Level 5**

*Indented, italicized, lowercase paragraph heading with period.* Then the text starts immediately after the period.

**PLEASE NOTE:** Head levels MUST be sequential. Level 1 must be the first level used, 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, the point size reduction from 12 point should ONLY BE DONE 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 subsequent table pages as Table #, continued
2. When a table is continued, the column headings must be repeated at the top 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 within the figure or table.

4. Figures or diagrams can be in color. However, if hard copies are ordered, any pages with color MUST be printed in color in these 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 and table titles are in 12-point Times New Roman and double-spaced.

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, or signature page, and then the copyright page. Following the copyright page, the elements should be in the following order:

<table>
<thead>
<tr>
<th>Element</th>
<th>Optional/Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>Required</td>
</tr>
<tr>
<td>Approval Page (Signature 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>References/Bibliography/Works Cited</td>
<td>Required</td>
</tr>
<tr>
<td>Appendices</td>
<td>Optional</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>Varies by department</td>
</tr>
</tbody>
</table>

Dates Used in the Document

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 immediately to follow the in-text reference. They may be positioned as is convenient within the next two pages. This also helps with placing tables and figures either at the top of a page or at the bottom.

General Format Requirements

General requirements include

1. The entire document is to be justified left (also known as “alignment: left”).

2. Type size and font throughout the manuscript is 12-point Times New Roman, with the exception of original materials reproduced in the appendices and text within figures. (It is also acceptable to reduce the point size in the content area ONLY of a table to no less than 10 points in order to keep the table on a single page.)

3. Major divisions of the document (introduction, review of literature, methodology, etc.) should be given Arabic chapter numbers (1, 2, 3, etc.) and titles.

4. All materials in the manuscript itself MUST fall under a chapter number.

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

6. However, the formatting for the bibliography or references or any other element not addressed in this handbook should 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 proofread 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 COPY

All dissertations and theses are subject to a review and approval by the Director of Graduate Student Publications before the document is uploaded to the ProQuest database and hard copies to be bound are made. Once this review is completed, the electronic copy approved, copies to be hard-bound are approved, and the document has been submitted to the ProQuest Dissertations and Theses database, the Director of Graduate Student Publications will notify the APU registrar and the student's program by email. If all other degree requirements have been met, the student’s degree will post to his/her transcript.

PLEASE NOTE: Students must submit their sample copies at least 20 working days prior to a degree-posting date. Doctoral degree posting dates are the first and 15th of each month. Master’s degrees are posted four times a year. Posting dates are illustrated in the following two tables.

**Doctoral Degree Posting Dates (examples)**

<table>
<thead>
<tr>
<th>Sample 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 1</td>
<td>May 1</td>
</tr>
<tr>
<td>July 15</td>
<td>August 15</td>
</tr>
<tr>
<td>October 1</td>
<td>November 1</td>
</tr>
</tbody>
</table>

**Master's Degree Posting Dates**

1. First Saturday of May
2. Last Saturday of July
3. First Saturday of September
4. The Day after the Last Day of the Fall Term in December

For the publication review, students submit a complete FINAL electronic copy of the manuscript that has been approved by the student's committee and respective department, reviewed by an external reader, and carefully proofread. All figures, graphs, pictures, illustrations, captions, and appendices 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
appendices are not required to follow APU formatting. However, all appendix material must be legible and of professional quality.

Following the review, the Director of Graduate Student Publications will email the student the required corrections, and the student will then make all required changes until approval is given. Then the student is given instructions for completing the ProQuest paperwork and uploading to the ProQuest database. Instructions for preparing bound copies will also be given.

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. This is done to preserve the formatting. The ProQuest database accepts only PDF files.

As each degree-posting deadline approaches, the binding review process becomes impacted with students trying to make that deadline. Dissertations and theses are processed on a first-come-first-served 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.

Most doctoral programs require bound copies, but master’s programs do not have such a requirement. Students also may, if they desire, order regular hard-bound copies of their dissertation or thesis at their own cost. If they are interested in this, they should let the Director of Graduate Student Publications know at the time they submit their sample copy. Some doctoral programs may also require hard-bound copies for the department or the committee chair.

If hard copies are required, then signature pages for each copy to be bound will need to be completed. If no hard-bound copies are required, only one signature page will be signed and turned in to the Director of Graduate Student Publications, as one option of committee approval, who will submit it to the Registrar’s Office to become part of the student’s academic record.

Completion of Signature Pages

It is the responsibility of the student to complete the signature pages for the hard copies to be bound, using only the signature page format that has been approved by the Director of Graduate Student Publications.

To receive signature page approval, at the same time that the electronic sample copy is submitted to the Director of Graduate Student Publications, the student must email the signature page as a single electronic file in Microsoft Word 2016 or higher to the director for review and approval. (Do not use earlier versions of Word, because they are unstable, and the formatting shifts as the document is emailed back and forth and opened on different computers).

Within five working days, the director will review, correct, and return to the student via electronic file in an email the approved signature page. The student then will print out
the blank signature pages on the same paper to be used for the paper copies to be bound, one for each hard-bound copy and two additional pages as insurance in case of error or accidental damage, and then gather the signatures from the dissertation committee members and the dean of his or her school or colleges.

If the student is no longer in the area at this time, he or she may request the assistance of his or her department in gathering on-campus signatures. If the student has an off-campus committee member, special instructions on getting signatures will be provided for the student by Director of Graduate Student Publications.

Once the signature pages are complete, the student will deliver them to the Director of Graduate Student Publications for insertion into the hard-bound copies.

Fees and Method of Payment for Hard-bound Copies

1. The Director of Graduate Student Publications can help the student estimate the cost of a bound copy.
2. Fees charged by the bindery may change without notice.
3. The fees charged by some departments include 9.25% sales tax and/or shipping.
4. There are additional charges for extra lettering or extra lines on the spine or front cover.
5. There are additional charges for copies that are over 2 ½” and 3 ½” thick.
6. Only cashier’s checks (or postal money orders) payable to APU are used to pay APU binding fees.
7. The payment for binding is to be given to the appropriate program, department, or school or colleges (not to the Director of Graduate Student Publications).

Method of Submission for Hard-bound Copies

Once the Director of Graduate Student Publications emails back the final, approved PDF file from which hard-bound copies can be made along with instructions for completion, students then prepare the paper copies to be bound and deliver them to the Director of Graduate Student Publications. In addition, students must

1. Put the unbound final copies in individual 8 ½” by 11” boxes (NOTE: Very short documents may be inserted into large envelopes that are reinforced with cardboard sheets to prevent bending);
2. Attach a plain paper copy of the title page to the top of each box, and
3. Complete the APU Order Form for Hard-bound Copies (Page 48).

The student delivers to his or her department

1. A copy of the APU binding order form;
2. A check to pay for the cost of binding; and
3. Any other information required by the department.
Paper and Printing

1. All copies to be bound are to be submitted by the student to the Director of Graduate Student Publications (not the department).
2. Paper must be acid-free or have a pH level of 7.0 or higher.
3. The paper weight should be 24-lb with at least 25% cotton or rag content. Paper with watermarks is required (the watermark shows the cotton content). The following brands carry the correct paper (their websites may help you locate a nearby dealer for purchase):
   - International Paper (Strathmore Bond Paper)
   - Neenah
   - Fox River
   - Conservation Resources International
   - University Products, Inc.
4. Copies should be reproduced by offset printing or professional photocopying.
5. A laser printer is recommended for producing originals suitable for reproduction.
6. Before accepting the reproduced copies from the copier or printer, the student should check them carefully to be sure all pages are complete, clean and unmarred, straight, and of consistent ink quality.

PLEASE NOTE: The Azusa Print and Design, across the street from East Campus, is available to print students’ paper copies for binding. It stocks the correct paper and the individual letterhead boxes.

Final Review of Paper Copies to be Hard-bound

After the student has produced and delivered paper copies to be bound, the Director of Graduate Student Publications will make a final check of these copies for completeness and order before sending them out to be bound.

PLEASE NOTE: The students have final responsibility for providing copies free of typographical errors, misspellings, grammar, punctuation mistakes, and other similar errors.

If the requirements in this handbook have not been met, the paper copies to be hard-bound will not be processed, and the student will be notified.

Picking Up Bound Copies

The bound copies returned from the bindery are delivered to individual programs or departments. Students are notified by their department of their arrival and of any additional charges incurred due to title length, thickness of volume, and/or inclusion of supplemental materials. Arrangements to pick up or send bound copies from the student’s department must be made by the student.
SUMMARY OF FEES

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 such as open access publishing or copyright registration with the U.S. Copyright Office. 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 47).

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</td>
<td>Traditional Publishing</td>
<td>FREE</td>
<td>ProQuest/UMI ETD Administrator (online)</td>
<td>Required</td>
</tr>
<tr>
<td>$95*</td>
<td>Open Access Publishing</td>
<td>ProQuest/UMI (credit card)</td>
<td>ProQuest/UMI ETD Administrator (online)</td>
<td>Optional</td>
</tr>
<tr>
<td>$65*</td>
<td>Copyright Fee</td>
<td>ProQuest/UMI (credit card)</td>
<td>ProQuest/UMI Administrator (online)</td>
<td>Optional</td>
</tr>
<tr>
<td>$34**+ per bound copy</td>
<td>Book-binding of final bound copies (black + no wet signature pages)</td>
<td>ProQuest online</td>
<td>Students</td>
<td>Optional</td>
</tr>
<tr>
<td>$40**+ per bound copy</td>
<td>Book-binding of final bound copies (red + special paper + wet signature pages)</td>
<td>APU</td>
<td>Student’s department</td>
<td>Varies by department</td>
</tr>
</tbody>
</table>

* Student must make online submission in order to use a credit card to pay for ProQuest services.
** Office of Graduate Student Publications sends binding copies and wet signature pages to the binder and deliver the bound copies to the department.
APPENDIX A

SAMPLE PAGES

The idea of labeling margins and spaces was borrowed from Thesis, Dissertation, or Project Guide (2013) of George Mason University.
INSTRUCTIONS FOR THE TITLE PAGE
(See sample on the following page)

1. ALL type is to be 12-point, Times New Roman.

2. No lines or borders are to be placed on the page.

3. Type and center AZUSA PACIFIC UNIVERSITY in caps (not in italics and not in bold), two inches from the top edge of the page.

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 on the right margin. Then select and center the title.

7. Enter two single line spaces down after the last line of the title. On this second line, type and center the word “by,” using lower case only, no italics.

8. Enter two single line spaces, then on this second line, 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 on the fourth line, type and center the information about the dissertation, line for line as shown on the sample page, using double spacing. Indicate your type of project (dissertation, thesis, project, or capstone project, etc.), as well as your specific school and degree title.

10. The city and date are placed to maintain a balanced effect and must be at least eight single line spaces from the last line of information about the dissertation. This is required.

11. For the date, use only the month and year. This date MUST be the same as shown on the abstract page and must be the month and year when all degree requirements have been met and the degree can post to the student’s transcript.

12. The title page is neither numbered nor counted as a page.

13. NOTE: DO NOT bracket the actual text.
INSTRUCTIONS FOR THE SIGNATURE PAGE
(See sample on the following page)

The signature page must be completed, regardless of whether the student is ordering bound copies. Please refer to your department to determine what actual names and degrees need to be included on your signature page. The signatures and titles shown in the sample may be different from what your own department requires. After the signature page is set up, it FIRST must be approved by the Director of Graduate Student Publications before signatures are actually obtained, if hard-bound copies are being ordered. (See “Completion of Signature Pages” on Page 18 for directions on how to complete the signature pages).

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 on this fourth line, type and center the information about the approval, line for line as shown on the sample page, using double spacing. Use “has been approved by” as well as your specific school and degree title.

3. Enter four single line spaces. On the fourth line, type the name of the committee chair and the highest degree. Under the Home key in Word, place the cursor at the end of the first committee member’s name. Above the Paragraph menu, to the right, click on the Border box and select Top border, thus the signature line is inserted.

4. Enter four single line spaces, then begin the second signature line; repeat for up to five lines.

5. The signature lines are to be equal length and in the order presented on the sample page.

6. Note the format for degrees and titles. See the examples of degree destinations (Ph.D., Ed.D., Psy.D., DPT, MA, MS...).
7. This page is considered to be “i” – but the page number is not shown.

8. The wet signatures are needed for bound copies but are also used as certification of committee approval. Only black ink is to be used for signatures. A medium point, rather than a fine point, is recommended in order to maintain good legibility in the copying process.

9. Every bound copy must have an original signature page.

10. For master’s programs or doctoral programs that do not require bound copies, only one signature page will be signed and returned to the Director of Graduate Student Publications, who will submit it to the Registrar’s Office to become part of the student’s academic record.

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

TITLE IS TYPED IN BOLDFACE ALL CAPS IN AN ASCENDING OR DESCENDING PYRAMID FORM: THE BINDERY CHARGES EXTRA FOR EACH LINE OVER TWO

by

[Preferred Name of Student]

has been approved by the

School/College of [Official Name of School or College]

in partial fulfillment of the requirements for the degree Doctor of [Official Name of Discipline]

[Preferred Name], [degree], Committee Chair

[Preferred Name], [degree], Committee Member

[Preferred Name], [degree], Dean, [Official Name of School]
INSTRUCTIONS FOR THE COPYRIGHT PAGE
(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 year the document was actually created and can be earlier than the date shown on the title and abstract pages.

4. Center the following information, and place it 8.2 inches from the top or about three-fourths down the page:

   © Copyright by [Preferred Name of Student] 2018
   All Rights Reserved

5. The name must be the same as shown on the Title Page, Signature Page, and Abstract.

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

7. Show a lowercase Roman numeral page number (“ii”) in the footer.

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.

9. NOTE: DO NOT bracket the actual text.
INSTRUCTIONS FOR THE DEDICATION PAGE
(See sample on the following page)

1. This page is optional. It can be as long as the student determines if 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. On the fourth line, 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.
I wish to dedicate this dissertation to my parents, May and Eugene Martindale, and to my brother, Jason.
INSTRUCTIONS FOR THE ACKNOWLEDGMENTS PAGE

(See sample on the following page)

1. The ACKNOWLEDGMENTS page is the student’s expression of recognition and appreciation, and, if applicable, it includes a note about permission received to use copyrighted material. It can be as long as the student determines if needed.

2. This page is optional.

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

4. Type and center the word ACKNOWLEDGMENTS 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 ACKNOWLEDGMENTS.

6. Indent the first line of the ACKNOWLEDGMENTS 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 lowercase Roman numeral placed in the footer.
ACKNOWLEDGMENTS

No one can write a dissertation 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 dissertation process . . .
INSTRUCTIONS FOR THE ABSTRACT PAGE
(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, not boldface, two inches from the top edge of the page.

3. Enter four single line spaces after the word ABSTRACT. On the fourth line, type and arrange the words of the title exactly as they appear on the title and signature pages.

4. Enter four single line spaces. On the fourth line, type and center the author’s name. 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 and the advisor’s highest degree, as follows on sample page. This date MUST be the same as shown on the title page.

6. Enter four single line spaces, and begin the text on the fourth line; do not indent. The maximum words of an abstract suggested by ProQuest are 800, but students have to check their programs’ requirements for the number of words for the abstract.

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

8. NOTE: DO NOT bracket the actual text.

9. The word “Keywords:” is indented, italicized, not bold, and followed by a colon. List at least 6 keywords or phrases with a comma after each keyword except for the last one, in lowercase, neither italic nor bold.
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. *(The abstract could run to the next page or two pages)*

*Keywords*: mentoring, 8th grade teacher, encouraging behavior, instructional strategies, classroom management, educator encouragement
INSTRUCTIONS FOR THE TABLE OF CONTENTS
(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 line spaces after the words TABLE OF CONTENTS.

4. Some elements are optional (for example, dedication and acknowledgments), so please refer to pages 15-16 of this handbook to determine which elements will pertain to these instructions.

5. It is NOT recommended to use the TOC 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…” When you have set all your tabs, click on “OK.”

6. 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 15 of this handbook, but DO NOT list the pages for the Table of Contents.

7. 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).

8. 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.

9. Use Title Case (first letter of each word, except prepositions, such as “in” or “by,” is capitalized).
10. Enter one double space line return, and then enter the number and title of the chapter.

11. 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.

12. Show only the first page number of the chapter or other section. DO NOT give a page range.

13. 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.

14. If a heading is longer than one line, indent any succeeding lines an additional half inch and double space.

15. After listing all the chapters with subheads, enter a line for the References, Bibliography, or Works Cited.

16. 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 on a single line as the next double-spaced line entry.

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

18. NOTE: DO NOT bracket the actual text.
# TABLE OF CONTENTS

- **Dedication** .......................................................... iii
- **Acknowledgments** .................................................. iv
- **Abstract** ................................................................ v
- **List of Tables** ......................................................... vii
- **Figure of [descriptive caption]** ................................ viii

## Chapter

<table>
<thead>
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<th>Page</th>
</tr>
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<tr>
<td>[First Level Subhead]</td>
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<tr>
<td>2. [Title of Chapter]</td>
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<tr>
<td>[First Level Subhead]</td>
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<tr>
<td>[First Level Subhead]</td>
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<tr>
<td>[Second Level Subhead]</td>
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<td>3. [Title of Chapter]</td>
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</tr>
</tbody>
</table>

## References ................................................................ 35

## Appendix

<table>
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</thead>
<tbody>
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</tr>
<tr>
<td>51</td>
</tr>
</tbody>
</table>

- **A: [Title]** .......................................................... 42
- **B: Curriculum Vitae** ............................................. 51
INSTRUCTIONS FOR THE LIST OF TABLES AND/OR LIST OF FIGURES
(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-point type for the entire page, double spacing.

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

4. Enter four single line spaces after those words.

5. Make a flush right tab at 6 inches, using a dot leader. In Word, 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, except prepositions, such as “in” or “by,” is capitalized).

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

10. For figure captions that are several sentences long, use only the first sentence for the List of Figures entry.

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

Table 1: [The Title Given in Text] ........................................................................................................5

Table 2: [The Title Given in Text] ........................................................................................................12

Table 3: [The Title Given in Text] .........................................................................................................24

Table 4: [The Title Given in Text] .........................................................................................................32

LIST OF FIGURES

Figure 1: [The Caption Given in Text] ................................................................................................7

Figure 2: [The Caption Given in Text] ................................................................................................18

Figure 3: [The Caption Given in Text] ................................................................................................29
INSTRUCTIONS FOR THE CHAPTER OR SECTION TITLE PAGE
(See sample on the following page)

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

2. Type and center the words of the heading (e.g., CHAPTER 1, CHAPTER 2, etc.) in all caps, boldface, two inches from the top edge of the page.

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

CHAPTER 1

INTRODUCTION

4. On the fourth single line space under the chapter title, begin the text.
INTRODUCTION

Creators of printed materials and non-print media should be acknowledged for their material, whether it appears in the dissertation as a quotation, paraphrase, summary, figure, or table. Copyright law is intended to protect intellectual property from misrepresentation and to guard potential income of authors. Not all material falls within copyright law; its age is one factor. In addition, material that is unpublished or lacks notice of copyright may nevertheless be protected.

Under the doctrine of “Fair Use,” a writer may quote no more than 200 words from a source without permission, and then only if full credit is given to the source in citations, notes, and references, as required by the applicable style manual. 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.

If copyright permissions are required, the doctoral student is responsible for contacting the copyright holder, obtaining the necessary written releases, and paying any fees that may be required. Such permissions must be acknowledged in the dissertation as required by the appropriate style manual and the copyright holder. The demands of scholarship include, but often exceed, the requirements of copyright law. Scholars must recognize the community…
INSTRUCTIONS FOR THE APPENDIX TITLE PAGE
(See sample on the following page)

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

2. Type and center the word APPENDIX and its alphabetic designation (e.g., APPENDIX A, APPENDIX B, etc.) in all caps, boldface, two inches from the top edge of the page.

3. Double space, then type the appendix title in all caps, boldface, centered. See the sample below.

4. The appendix title page is on its own page.

5. Begin actual appendix material on the next page.
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For ONLINE Submission:

You will need to create a student account in order to upload your own publication-approved PDF document on ProQuest.

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There are several steps in the submission process, which ETD Administrator will walk you through. After your document is uploaded, your submission will be reviewed by the Director of Graduate Student Publications for approval before releasing it to ProQuest/UMI Dissertation/Thesis Publishing. General and step-by-step instructions for uploading your PDF file will be provided along with the pre-publication approval.

If at any time a student needs or wants assistance, he or she should contact the Director of Graduate Student Publications.

You will also find the following guides on the ProQuest website:

- Guide 1: Preparing your manuscript for submission (including supplemental files)
- Guide 2: Subject categories
- Guide 3: Open access compared to traditional publishing
- Guide 4: Embargoes & restrictions
- Guides 5 & 6: Copyright guide and sample permission letter (for use of previously copyrighted material)
Please return this competed form to the APU Director of Graduate Student Publications

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Please print clearly in ink. Thank you.

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Permanent Street Address _________________________________________

City ____________________ State ________ ZIP __________

Degree ____________________ Committee Chair __________________

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1. □ I have chosen Traditional Publishing (FREE) and no additional ProQuest services. I understand that I will make my online submission. To accomplish that, I have given to the director these additional forms:
   □ ProQuest Publishing Options & Signature form
   □ ProQuest Dissertation/Master’s Thesis Submission Form

2. □ I have Chosen Open Access Publishing ($95) and I have submitted online. I understand that the director must review my online submission before it can be released to the ProQuest database.
   Date of my online submission: _________________

OPTIONAL:

□ I have chosen the optional ProQuest Copyright ($65) and submitted online, and I also chose:
   □ Open Access Publishing ($95)
      I understand that the director must review my online submission before it can be released to the ProQuest database.
      Date of my online submission: _________________

TOTAL COST:

□ FREE - Traditional Publishing ONLY
□ $65 - Traditional Publishing and Copyright
□ $95 - Open Access Publishing ONLY
□ Total______________________________

Student Signature: ____________________________________________________

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APU Order Form for Hard-bound Copies

Please print clearly in ink. Thank you.

Student’s name _________________________________________

Phone __________________________ Permanent Email____________________

Street ___________________________________________________________

City __________________________ State _______________ ZIP _____________

Degree __________________________ Committee Chair____________________

Student’s Signature _______________________________________________

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_____ copies for committee members (one for each, if required)

_____ copy/copies for the student (optional)

_____ TOTAL number of copies        x $__________ (per copy)*   =

$_____ TOTAL amount of cashier’s check or postal money order payable to Azusa Pacific University (give to the department)

* Cost per copy is determined by your department. Deliver your money and a copy of this form to your department. Deliver the original form and ALL boxed paper copies to be bound to the Director of Graduate Student Publications.

Thank you!

OFFICE USE ONLY

DATE RECEIVED: ________________     DLP INITIALS: ________
Please return this completed form to the APU Director of Graduate Student Publications

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Both ProQuest publication and Registrar’s degree posting require certification of committee approval of the final dissertation or thesis. Each program is to choose ONE of the following documents to meet this requirement.

A. A copy of wet-signed signature pages for bound copies*, or

B. A completed departmental or program or committee approval form for the final dissertation or thesis, or

C. Completed and signed APU Dissertation/Thesis Committee Approval, i.e., this form.

The program coordinator/manager/administrative assistant should email a completed copy of the chosen document from the above to Director of Graduate Student Publications (swang@apu.edu), before or after students submit their manuscripts for publication review.

* Note: The signed signature page is the only mechanism to satisfy certification. Collecting off-campus signatures, however, tends to delay degree posting. Accordingly, B and C are alternatives to speed up degree posting. The signed signatures are still needed for bound copies, even if B or C is chosen.

Student Name: ____________________________
Dissertation Title: ____________________________________________

______________________________________________________________

Degree: ____________________________ Department/School:_______________________

DISSERTATION/THESIS APPROVAL

As committee chair, I accept and approve the attached final dissertation or thesis for quality and content.

Committee Chair Name (Please Print) _______________________________________________________________________

Committee Chair Signature and Date _______________________________________________________________________

********************************************************************************

Optional Signature (If required by a program or when the committee chair is not available)

As department chair or program director, I acknowledge the attached final version of this dissertation or thesis has been approved by the committee for quality and content.

__________________________ __________________________

Department Chair or Program Director Name (Please Print) Department Chair or Program Director Signature Date

OFFICE USE ONLY

Date Received: ____________________________ DGSP Initials: ____________________________ Date: ____________________________
APU Dissertation/Thesis Review Chart for Publications

1. Pre-review (2 weeks, consult FR a + b)
   - Dept./Committee Approval or APU Committee Approval
   - Format Document
   - Contact APU-Approved Readers
   - Signed Signature Pages

2. Review (2 weeks, consult FR c)
   - Reader’s Reading Complete Notice
   - Student Submission Checklist
   - Electronic Sample Copy of Dissertation/Thesis

3. Student Corrections (1 week)
   - Correction List
   - Corrected Word Document

4. Pre-publishing Approval (1 week)
   - APU Publishing Order Form
   - Binding Order Form
   - Final Word and PDF Version

5. Student ProQuest Publication (1 week, consult FR)
   - Create an Account on ProQuest
   - Instructions for ProQuest Uploading
   - Submit PDF Version on ProQuest

6. Publication Approval to Registrar’s Office
   - Signed Signature Page or Dept./Committee Approval
   - PDF Version
   - Doctoral Degree Posting Date
     - 1st of the Month
     - 15th of the Month
   - Master’s Degree Posting Date
     - 1st Sat of May - Last Sat. of July
     - 1st Sat. of Sept. - Day of Last Day of Fall Term in Dec.

Blue boxes are the steps.
Pink boxes are for students to do.
Red lines are the bound copy requirements.

Format Resources (FR) for Students:
   a. Review Chart and instructions.
   b. Dissertation/Thesis Template
   c. Submission Checklist
   d. Step-by-step Instructions for Uploading on ProQuest

To the Binder
Bound Copies (4-6 weeks)

Binding Copies
Explanations for the Review Chart
From Director of Graduate Student Publications (DGSP)

1. Pre-Review
   a. The student formats the manuscript.
      - After getting the final approval of the thesis / dissertation committee, the student thoroughly proofreads and copy edits, formatting it according to the latest edition of:
         - APU Style and Format Handbook for Dissertations and Theses, 1st Edition, August 2018
         - (see link https://den.apu.edu/forms/ for the document)
      - The student chooses one reader from the List of External Readers, which can be obtained from DGSP or the department, and submits it to an External reader for editing.
   b. The student completes the form below and submits it to DGSP (swang@apu.edu) by email.
      - APU Student Submission Checklist
   c. The program administrative assistant /coordinator /manager emails ONE of the following documents to DGSP.
      a. A copy of the signed Signature Page
      b. Departmental or program approval of the manuscript
      c. APU Dissertation/Thesis Committee Approval

2. Review
   a. An External reader sends a reading complete notice to DGSP.
   b. The student emails an electronic copy of the final, department-approved, and copyedited manuscript in Word 2016 or higher to swang@apu.edu.

3. Corrections
   a. DGSP reviews the electronic version of the manuscript within two weeks and sends a correction list to the student. The student may be requested to make further correction.
   b. The student resubmits electronically a corrected version of the manuscript to swang@apu.edu.

4. Pre-Publication Approval
   a. DGSP will send the pre-archiving approval to the student along with the documents:
      - Final and approved version of the dissertation/thesis in Word and PDF format.
      - ProQuest Publishing Agreement Forms
      - APU ProQuest Dissertation/Thesis Publishing Order Form
      - APU Order Form for Hard-Bound Copies (if bound copies required)
   b. The student must return the completed and signed copies of the above forms to swang@apu.edu.

5. ProQuest Publication
   a. The student creates an account on ProQuest, using the guideline and instructions sent to the student in the pre-approval email:
      - ProQuest Publishing Agreement Forms
      - General and Step-by-Step Instructions for Uploading to ProQuest
   b. The student uploads only the approved PDF file on ProQuest.
      - Traditional publishing is free.
      - Services for open access publishing, copyright services, or hard-bound copies are paid services by using credit cards.

6. Library Approval
   a. DGSP sends the Publication Approval for degree posting with two required documents to registrar, the student, advisor, program director, administrative assistant /coordinator/manager.
      - A copy of the completed PDF version of the dissertation/thesis
      - One of the following documents
         - A copy of the signed Signature Page in the dissertation/thesis
         - Dissertation/thesis committee or departmental approval of the manuscript.
         - APU Dissertation/Thesis Committee Approval
   b. Degree posting dates for doctoral degrees:
      - 1st of the month (if approved on 16th-31st of the month)
      - 15th of the month (if approved on 1st-15th of the month)
   c. Degree posting dates for master’s degrees:
      - 1st Saturday of May
      - Last Saturday of July
      - Day after Last Day of Fall Term in December

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APU Dissertation/Thesis Submission Checklist

(This form must be submitted along with your sample dissertation/thesis for APU publication review.)

Last Name ___________________ First Name _____________ Signature ____________ Date ___

Permanent Email: ___________________ Name of Degree:___________________________

Program: ___________________________ Dissertation/ Thesis Chair: ________________

Manuscript Topic: ____________________

Please complete the following checklist before submitting your dissertation/thesis.

Margins and Justification
☑️ Left margins are 1.5 inches.
☑️ Top, right, and bottom margins are one inch, EXCEPT for the first page of preliminary pages (title, signature, dedication, acknowledgments, abstract, table of contents, list of tables or figures), and the first page of each chapter, references, and appendix title page, which should be at 2 inches from the top of the page.
☑️ Left margins are justified.
☑️ Right margins are ragged.
☐ Figures, pictures, tables, and other such materials must conform to the margins set.

Typing
☑️ Use Times New Roman and 12-point font throughout the document.
☑️ Use black text except for figures or tables if needed.
☑️ No page begins or ends with a single line of a paragraph.
☑️ No word is divided with a hyphen by the end of a line.

Spacing
☑️ Use double spacing throughout the document.
☐ Single spacing is used only for:
  ☑️ Certain places in the preliminary pages.
  ☑️ Keeping an entire table on a single page.
  ☑️ Original materials reproduced in appendices.

Pagination
☑️ Each page, except for the title and approval pages, is assigned a typed number.
☑️ Page numbers are centered at 0.5 inches from the bottom edge of the page or at 10.3” Vertical Page Position.
  ☑️ Lowercase Roman numerals are used on preliminary pages, starting with Page “ii” on the copyright page.
  ☑️ Arabic numerals are used for the rest of the manuscript (apart from preliminary pages), beginning with Page “1” as the first page of Chapter 1.

Citations
☑️ APA citations (pp. 176-177) or individual disciplines’ standards.

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4 The submission checklist borrowed some elements from that of Pepperdine University.
Organization of Dissertation / Thesis *(see APU Dissertation/Thesis Template)*

- Title Page (No page number)
- Signature Page (No page number)
- Copyright Page (Page ii)
- Dedication Page (Optional)
- Acknowledgments (Optional)
- Abstract (As for the number of words for abstract, check the department requirement.)
- Table of Contents
- List of Tables
- List of Figures
- Manuscript (Start Chapter 1 with Page 1.)
- References
- Appendix
- Curriculum Vitae (varies by department)

**Title Page**

- The title page starts at two inches from the top edge of the page.
- Center AZUSA PACIFIC UNIVERSITY in uppercase.
- On the fourth single spacing line under AZUSA PACIFIC UNIVERSITY, center the full title of the manuscript in uppercase, bold, and single-spaced.
- Arrange the title in a pyramid or upside-down pyramid shape.
- Center the word “by” in lowercase on the second single spacing line under the last line of the title.
- Center your full name as it appears in your Registrar's records on the second single spacing line under “by”.
- On the fourth single spacing line under your name, center your type of project in double space (“A thesis /dissertation /capstone, project…”), your school or college, and degree title.
- Center the city and state “Azusa, California,” to be on the ninth single spacing line from the last line of the text “A thesis/dissertation /capstone, project…”.
- For the date, use only month, year (of degree posting date).

**Signature Page**

- Follow the steps from Title Page.
- The title must match exactly with that on the title page.
- On the fourth single spacing line under your name, type and enter the text “has been approved by…” in double space.
- Include only the highest degree of the committee chair and members as well as dean or associate dean of your school or college.
Copyright page

- Use double space for the copyright text.
- © Copyright by [Preferred Name of Student] Year
  All Rights Reserved
- Center the copyright text at 8.2 inches from the top of the page.
- Start Page “ii”.

Dedication Page (Optional)

- Top margin should be two inches.
- Center “DEDICATION” in uppercase bold.
- On the fourth single spacing line after “DEDICATION”, indent the first line of the dedication text by ½ inch.
- Use double line spacing for the text.

Acknowledgments (Optional)

- Top margin should be two inches.
- Center “ACKNOWLEDGMENTS” in uppercase bold.
- On the fourth single spacing line after the word “ACKNOWLEDGMENTS”, indent the first line of the acknowledgment text by ½ inch.
- Use double line spacing for the text.

Abstract

- Top margin should be two inches.
- Center “ABSTRACT” in uppercase, not bold.
- On the fourth single spacing line down from “ABSTRACT”, center the title, matching it with that on the title and signature pages.
- On the fourth single line space under the last line of title, type and center:
  - the author’s name
  - name of degree, year
  - Azusa Pacific University
  - name of advisor, degree (use the highest only)
- On the fourth single spacing line under the name of advisor, begin the text in double space, but do NOT indent.
- **Keywords:** (The word “Keywords” is indented, bold, and italic.)
  - List SIX key words or phrases in lowercase, not italic, using a comma after each term or phrase except the last one.

Table of Contents

- The top margin should be two inches.
- Center “TABLE OF CONTENTS” in uppercase bold.
- Use double space for subheadings.
- Use a dot leader between a subheading and page number entry.
- If a heading is longer than one line, indent any succeeding lines by an additional half inch.
- Start “Dedication” (Page “iii”, if used).
Insert header “Chapter Page” with no dot leader above Chapter 1, and on top of the next pages if TOC has more than one page.

All levels of subheadings are aligned flush left.

Show only three levels of subheadings (Chapter/Section, Level 1, and Level 2).

Indent each level one additional half inch. See examples below:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction .................................................................</td>
<td>1</td>
</tr>
<tr>
<td>Level 1 Heading .................................................................</td>
<td>2</td>
</tr>
<tr>
<td>Level 2 Subheading ...............................................................</td>
<td>3</td>
</tr>
</tbody>
</table>

References go on a separate page after the last chapter.

Insert header “Appendix Page” for appendices.

List of Tables is included, if used.

List of Figures is included, if used.

List of Tables/List of Figures

Each table or figure has a number and title as they appear in the manuscript.

When a figure or table appears in the manuscript, the full figure or table should be either on the very top or at the bottom of the page.

When a long table lasts more than one page, the continuous page should have “Table #, continued” and copy the header row of the table to the top of the continuous page.

If a figure or table needs to be landscaped, the page number should be on the left margin of the landscaped page.

Table # is on its own line.

A table title should be italic and use Title Case.

Figure # should be italic and with a period.

A figure title should be sentence case in the manuscript (only the first letter of the title is in uppercase), double spaced, and end with a period. (The figure title is Title Case in the List of Figures).

Manuscript

Chapter 1 starts with Page “1” using Arabic numerals.

“CHAPTER #” is bold, uppercase, two inches down from the top edge of the page.

Chapter title is under “CHAPTER #”, double line spaced, bold, and uppercase.

If the chapter title runs two lines, use uppercase, boldface, but single space for the title.

Begin the text on the 4th single line space down from the chapter title.

Use double space throughout the manuscript.

All subheadings in the manuscript must be the same as those in TOC.

When a heading is at the last line of the page, move the heading to the next page.

References

Center the word “REFERENCES” at two inches from the top of the page, uppercase and bold.

References start on a new page after the last page of the last chapter.

Start the first entry of references on the 4th single line space down from REFERENCES.

Use double line spacing between entries.

References should be in alphabetical order by surnames of first authors.
Do not split one entry of a reference into two pages when it is at the end of the page.

Appendix
- Appendix follows REFERENCES.
- Center the word “APPENDIX” at two inches from the top of the page.
- APPENDIX and the title are double line spaced, bold, and on their own page.
- The exact appendices are on the following pages.