FORMATTING A DISSERTATION IN THE COLLEGE OF NURSING

(Maximum number of words for your title is twelve [12])

(A FORMAT TEMPLATE – Manuscript Option APA 7th ED GUIDELINES)

by

Florence Ann Nightingale

(*Your full name as shown in College of Nursing records*)

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*\*(e.g., the line above is currently at 8 pt font – Times New Roman – it fits below the 2” line as required)*

A Dissertation Submitted to the Faculty of the

COLLEGE OF NURSING

In Partial Fulfillment of the Requirements

For the Degree of

DOCTOR OF PHILOSOPHY

In the Graduate College

THE UNIVERSITY OF ARIZONA

2^0^X^X

THE UNIVERSITY OF ARIZONA

GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by *[Enter Student Name – remove brackets and italics after entering information]*, titled *[Enter Dissertation Title – remove brackets and italics after entering information]* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 *[Committee Chair Name and Credentials – remove brackets and italics after*

*entering information]*

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Final approval and acceptance of this dissertation are contingent upon the candidate’s submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 *[Committee Chair Name and Credentials – remove brackets and italics after*

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 Dissertation Committee Chair

 *[Academic Department – remove brackets and italics after entering information]*

ACKNOWLEDGMENTS

*(Optional)*

*(Heading: Centered,* in CAPS, no bolding*)*

*(Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

*(May be single spaced)*

*(One page maximum)*

LAND ACKNOWLEDGEMENT (*Optional*)

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O’odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service

DEDICATION

*(Optional)*

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*(Must be double spaced)*

*(One page maximum)*

**TABLE OF CONTENTS**

**(*Required*)**

*(Heading:* Centered,in **Bold** CAPS*)*

*(Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

* The Table of Contents heading and anything that comes BEFORE the Table of Contents should not be listed in the actual Table of Contents. In most cases the first item in the Table of Contents will be the Abstract unless you have a List of Tables and/or a List of Figures; in that case, those are the first items on your Table of Contents.
* Include the heading **TABLE OF CONTENTS** at the top of the first page of this section (as shown above, **Boldface**), and TABLE OF CONTENTS - *Continued* (no bolding) on any continuing pages (as shown on next page).
* You must include dot leaders “..........................” from headings to page numbers (template shown below).

*Note*. Page numbering following dot leaders MUST be aligned with the right-hand margin. Dot leaders in the template below are already right-hand formatted, and you can copy/paste then change wording to add new subheadings.

* Indent each level of subheading 1 tab (0.5 inch) from the level above (template shown below).
* MUST BE FOLLOWED: Headings in the Table of Contents must exactly match the headings used in the body of your paper and should also be typographically the same (e.g., same type font and style, capitalization, boldface; template shown below).
* Use all capital letters for major section headings.
	+ Major sections are INTRODUCTION, PRESENT STUDY, REFERENCES, and individual APPENDICES (template shown below).
* Use APA 7th ed. formatting for subheadings (see **p. 48, Table 2.3** in APA 7th *Manual* for how to format headings) within each major section (e.g., **Background Knowledge**, **Significance**, etc.; template shown below).
* Each Appendix must have its own letter designation and title. Appendices are major divisions. In the Table of Contents, the Appendix title appears in CAPS on the left margin at the same level of importance as chapter headings (template shown below).
* The Table of Contents should keep sections and headings together. The sample as shown below is separated by page breaks and uses 1.5” line spacing. You can also use “Keep with next” in the line spacing options for keeping sections and headings together.
* ***Note*.** Not every heading and subheading below is necessary in every project, *except* for Major Headings (i.e., Capital Letters).

LIST OF FIGURES (Required if document includes graphs, pictures, drawings, etc.)

LIST OF TABLES (Required if document includes tables, models, etc.)

ABSTRACT

TABLE OF CONTENTS – Continued

**CHAPTER I(1): INTRODUCTION**

**Level 1**

**Level 2**

***Level 3***

**Level 4*.***

***Level 5****.*

**CHAPTER II(2): PRESENT STUDY**

**Level 1**

**Level 2**

***Level 3***

**Level 4*.***

***Level 5****.*

REFERENCES

***Must Include Each of Three Manuscripts (sHOWN below) as a Separate Appendix***

APPENDIX A – Complete/Submitted Manuscript #1 – Title and Journal name

APPENDIX B – Complete/Submitted Manuscript #2 – Title and Journal name

APPENDIX C – Complete/Submitted Manuscript #3 – Title and Journal name

APPENDIX D – (SEPARATE SHEET PLACED IN FRONT OF APPENDICES in Body of paper)

APPENDIX E – (SEPARATE SHEET PLACED IN FRONT OF APPENDICES in Body of paper)

LIST OF FIGURES

*(The heading LIST OF FIGURES must be centered at the top margin of the page* (in CAPS, *no bolding)*

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Include the heading LIST OF FIGURES at the top of the first page of this section (centered as shown above), and LIST OF FIGURES – *Continued* (centered at the top of each page) for subsequent pages. Use 1.5 line spacing.

Within your paper, figures are numbered in sequence (whole numbers), Figure 1, Figure 2, etc. (template shown below), and single spacing can be used for figure titles and captions.

*Note*. Figure titles (and captions) are placed above the figure. Figures are placed *within* the document *where they are first mentioned* (see end of this document for figure format *sample*)

**Figure 1** *Title of Figure 1 as It Appears Within Your Paper*

**Figure 2** *Title of Figure 2 as It Appears Within Your Paper*

(***See sample Figure at end of document; you may include as many figures as you need.***)

LIST OF TABLES

*(The heading LIST OF TABLES must be centered at the top margin of the page* (in CAPS, *no bolding)*

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Include the heading LIST OF TABLES at the top of the first page of this section (centered, as shown above), and LIST OF TABLES - *Continued* (centered at the top of each page) for subsequent pages. Use 1.5 line spacing.

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**Table 1** *Title of Table 1 as It Appears Within Your Paper*

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ABSTRACT

**(*Required*)**

*(Double-spaced paragraphs)*

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*Note*. For your ***submission profile*** to the Graduate College (to be included in the abstract archive), an extra copy of the abstract (minimum of **150** words, maximum of **350** words) must be pasted or typed in during the *submission* process. *Anything beyond this word limit will be truncated*. Use double spacing for lines.

1. The abstract should summarize your work. It allows readers to quickly review the main points and purpose of your paper.
2. Abbreviations and acronyms used in the paper should be defined in the abstract.
3. The abstract for a dissertation may be longer than one page, with a word count ranging from a **minimum of 150 words** to a **maximum of 350 words** (*as noted above*).
4. When you [submit your dissertation draft to the Graduate College](https://grad.arizona.edu/gsas/dissertaions-theses/submitting-your-dissertation), you will be required to include an extra copy of the abstract for storage in the online abstract archive. The text format and style remain the same for both versions of the abstract.
* *Note*. It might be necessary to paste or type in the archive copy of the abstract during the submission process.

**CHAPTER 1(i): INTRODUCTION**

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(*Required*)

1. Use *either* an Arabic or Roman numeral for the chapter number; just be consistent through your dissertation.
2. The body of your paper uses a **half-inch (1 tab) first-line indent for each paragraph** and is **double spaced**.
3. All paragraphs within the body of your paper should be double spaced.\*
4. The Styles setting should be set to “Normal.”
5. The Paragraph settings for “Normal” should be changed as follows:
	* “0” spacing for “Before” and “After”
	* “Double” for “Line spacing”
	* Check the box next to “Don’t add space between paragraphs of the same style.”

*\*Exceptions*: **Long quotations and table and figure captions may be single-spaced**.

*Note*.Each major section should be titled (depending on paper) as per TOC and APA level 7 headings. Use page breaks to separate **major** sections (e.g., both main chapter sections are preceded by page breaks). The above margin requirements apply to every page of the Dissertation ***unless*** otherwise specified.

**If you have any questions about how to format your PhD Dissertation**, please email the College of Nursing Writing Coach (Dr. Leslie Dupont, Ldupont@arizona.edu) OR Administrative Associate (Ms. Melinda Burns, gmfletch@arizona.edu). We’re here to help.

**CHAPTER 2(ii): PRESENT STUDY**

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3. All paragraphs within the body of your paper should be double spaced\*
4. The Styles setting should be set to “Normal.”
5. The Paragraph setting for “Normal” should be changed as follows:
	* “0” spacing for “Before” and “After”
	* “Double” for “Line spacing”
	* Check the box next to “Don’t add space between paragraphs of the same style.”

*\*Exceptions*: Long quotations and table and figure captions are single-spaced.

*Note*.Each major section should be titled (depending on paper) as per TOC and APA level 7 headings—but page breaks are needed (i.e., both main chapter sections have page breaks). Margin requirements (as shown above) apply to every page of the Dissertation ***unless*** otherwise specified.

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REFERENCES (**Samples – See next section for instructions**)

AACN Exceptional Nurses [@exceptionalnurses]. (2020, April 9). *It’s a scary time to work in healthcare... We’ve all been pushed to the edge and pushed to do things* [Photograph]. Instagram. <https://www.instagram.com/p/B-xWXRxnR5E/>

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REFERENCES *(Instructions)*

(*Required if citations are used*)

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*The heading must be centered at the top margin of the page* (in CAPS, no bolding)

1. References cited in text must appear in the reference list and vice versa (except personal communications [see **sec. 8.9, pp. 260–261**]).
2. **Spacing**:
	1. Single space individual reference-list citations and use 0.5” hanging indents.
	2. Double space between reference citations.
	3. List citations alphabetically by first author’s last name.
	4. Use *italics* for titles of journals, volumes, or books.
	5. Do not split references between page breaks; keep together.
3. **Links:**
	1. APA suggests **using active hyperlinks** when they are available to make it easier for readers to access sources (see sample reference list above and table below). Do not split hyperlinks manually; leave them as Word formats them on the reference list (even if they look weird).

Sample Reference Page Citations, APA 7th Edition

(Refer to the *Publication Manual of the American Psychological Association* (APA), 7th Edition, **Chapters 9 and 10**, for more reference examples.)

|  |  |
| --- | --- |
| **Type of Source**(Info in APA *Manual*, 7thed.) | **Example(s)**(More examples in APA *Manual*, 7th ed.) |
| **Article, Cochrane Database of Systematic Reviews**(Ex. 13, p. 319) | Wrzosek, A., Jakowicka-Wordliczek, J., Zajaczkowska, R., Serednicki, W. T., Jankowski, M., Bala, M. M., Swierz, M. J., Polak M., & Wordliczek, J. (2019). Perioperative restrictive versus goal-directed fluid therapy for adults undergoing major non-cardiac surgery. *Cochrane Database of Systematic Reviews*. <https://doi.org/10.1002/14651858.CD012767.pub2>  |
| **Article, Journal** (Exs. 1–12, pp. 317–319) | Sommers, C. L., & Bonnel, W. B. (2020). Nurse educators' perspectives on implementing culturally sensitive and inclusive nursing education. *Journal of Nursing Education*, *59*(3), 126–132. <https://doi.org/10.3928/01484834-20200220-02>  |
| **Article, Journal:** in press(Ex. 8, p. 318) | Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer-seller differences in valuation from experience: A cognitive modeling approach. *Psychonomic Bulletin & Review*.[*Note*. in-text citation would use “in press” for the date: (Pachur & Scheibehenne, in press).] |
| **Article, Website** | See “Webpage” below. |
| **Book:** author, no doi(Ex. 21, p. 321) | Giddens, J. F. (2020). *Concepts for nursing practice* (3rd ed.). Mosby. |
| **Book:** author, with doi (Ex. 2, p. 321) | Hays-Grudo, J., & Morris, A. S. (2020). *Adverse and protective childhood experiences: A developmental perspective*. American Psychological Association. <https://doi.org/10.1037/0000177-000>  |
| **Book**: edited (Exs. 23–26, p. 322) | Anshel, M. H., Petrie, T. A., & Steinfeldt, J. A. (Eds.). (2019). APA handbooks in psychology series. *APA handbook of sport and exercise psychology*, *Vol*. *1*. *Sport psychology*. American Psychological Association. <https://doi.org/10.1037/0000123-000>  |
| **Book manuscript**: submitted but not yet accepted(Ex. 72, pp. 336–337) | Lippincott, T., & Poindexter, E. K. (2019). *Emotion recognition as a function of facial cues: Implications for practice* [Manuscript submitted for publication]. Department of Psychology, University of Washington. |
| **Book review**(Sec. 10.7, pp. 334–335) | Beach, H. (2020). Book review [Review of the book *Tele‐AAC augmentative and alternative communication through telepractice*, by N. Hall, J. Juengling‐Sudkamp, M. L. Gutmann, & E. R. Cohn]. *British Journal of Learning Disabilities*, *48*(1), 78–79. <https://doi.org/10.1111/bld.12298>  |
| **Brochure, pamphlet, flyer** (APA Style Guide Blog: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/brochure-references>) | Cedars-Sinai. (2015). *Human papillomavirus (HPV) and oropharyngeal cancer* [Brochure]. <https://www.cedars-sinai.org/content/dam/cedars-sinai/cancer/sub-clinical-areas/head-neck/documents/hpv-throat-cancer-brochure.pdf>  |
| **Chapter in edited book**(Sec. 10.3, pp. 326–329) | Worsey, L. (2019). Peritoneal dialysis. In N. Thomas (Ed.) *Renal nursing: Care and management of people with kidney disease* (5th ed., pp. 127–146). John Wiley & Sons. <https://doi.org/10.1002/9781119413172.ch9> [*Note*. for **chapter in an authored book**, just create a reference list entry for the entire book and refer to the specific chapter in the in-text citation (Sec. 8.13, p. 264).] |
| **Conference paper / Paper** **presentation**(Ex. 61, p. 332) | Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30–April 2). *If mama ain’t happy, nobody’s happy: The effect of parental depression on mood dysregulation in children* [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States. |
| **Conference session**(Ex. 60, p. 332) | Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12–15). *Everybody’s got a little music in them: Using music therapy to connect, engage, and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. <https://asa.con-fex.com/asa/2017/webprogramarchives/Session9517.html>  |
| **Dissertation, DNP project, thesis (from a database)**(Ex. 65, p. 334) | Attiogbe, E. (2019). *Increasing Patient Compliance in People with Diabetes Through Nurse Practitioner-Led Group Medical Visits* (Publication No. 27668536) [Doctor of nursing practice project, University of Arizona]. ProQuest Dissertations and Theses Global. |
| **Dissertation, DNP project, thesis (published online but not in a database)** (Ex. 66, p. 334) | Hutcheson, V. H. (2012). Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents [Master’s thesis, The College of William & Mary]. William & Mary Digital Archive. <https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchesonVirginia2012.pdf>  |
| **Dissertation, DNP project, thesis (unpublished)**(Ex. 64, p. 334) | Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia. |
| **Government report**(Sec. 10.4, pp. 329–331) | National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>  |
| **Infographic**(Ex. 99, pp. 346–347) | American Psychiatric Nurses Association. (n.d.). *APNA psychiatric-mental health nurse essential competencies for assessment and management of individuals at risk for suicide* [Infographic]. <https://www.apna.org/i4a/pages/index.cfm?pageID=5828>  |
| **Personal Communication:** emails, personal interviews, text messages, and similar sources that readers cannot access(Sec. 8.9, pp. 260–261) | Cite personal communications only in the body of the paper. Example: (R. Chen, personal communication, January 7, 2020) |
| **Poster presentation**(ex. 62, p. 333) | Pearson, J. (2018, September 27–30). *Fat talk and its effects on state-based body image in women* [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <http://bit.ly/2XGSThP>  |
| **PowerPoint slides**(Ex. 102, p. 347) | Barnes, J. (2020). *Protocol for establishing a COVID-19 mitigation program* [PowerPoint slides]. D2L@UArizona. <https://d2l.arizona.edu/login>  |
| **Social media:** Twitter, Instagram, Facebook, Online forums(Sec. 10.15, pp. 348–350) | Tweet:Badlands National Park [@BadlandsNPS]. (2018, February 26). *Biologists have identified more than 400 different plant species growing in @BadlandsNPS* #DYK #biodiversity [Tweet]. Twitter. <https://twitter.com/BadlandsNPS/status/968196500412133379> Facebook post:National Institute of Mental Health. (2018, November 28). *Suicide affects all ages, genders, races, and ethnicities. Check out These 5 Action Steps for Helping Someone in Emotional Pain* [Infographic]. Facebook. <http://bit.ly/321Qstq> Instagram photo or video:AACN Exceptional Nurses [@exceptionalnurses]. (2020, April 9). *It’s a scary time to work in healthcare... We’ve all been pushed to the edge and pushed to do things* [Photograph]. Instagram. <https://www.instagram.com/p/B-xWXRxnR5E/>  |
| **Symposium contribution**(Ex. 63, p. 333) | De Boer, D., & LaFavor, T. (2018, April 26–29). The art and significance of successfully identifying resilient individuals: A person-focused approach. In A. M. Schmidt & A. Kryvanos (Chairs), *Perspectives on resilience: Conceptualization, measurement, and enhancement* [Symposium]. Western Psychological Association 98th Annual Convention, Portland, OR, United States. |
| **Webpage\***(Sec. 10.16, pp. 350–352) | Basic Structure:Author or Group-Author. Date. *Title of page*. Website Name [unless the same as group-author name]. URLBologna, C. (2018, June 27). *What happens to your mind and body when you feel homesick?* HuffPost. <https://www.huffpost.com/entry/what-happens-mind-body-homesick_n_5b201ebde4b09d7a3d77eee1> Centers for Disease Control and Prevention. (n.d.). *Adolescent health: What works in schools*. <https://www.cdc.gov/healthyyouth/whatworks/index.htm?s_cid=hy-shp-001> Hagen, P. T. (2016, December 24). *8 ways to improve sleep quality as you age*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/8-ways-to-improve-sleep-quality-as-you-age/art-20270179>  |
| **Website** *(if referring to the whole site)*(Sec. 10.16, p. 350) | Include name of website in body of your paper, with URL of homepage in parentheses. Don’t include in reference list. |

**Guidelines for In-Text and Reference-List Citations**

**Authors**

* **One or two authors:** Use last names of all authors in each in-text citation and on the reference list (Zev, 2018) and (Zev & Duban, 2017).
* **Same author, more than one listing:**
	+ Single-author citations precede multiple-author citations of the same year (Zev, 2020; Zev et al., 2020).
	+ With several listings by same author(s), earliest year listed first (Zev, 1997, 2005, 2017).
	+ These listing-order guidelines apply to both in-text and reference-list citations.
* **Three or more authors:**
	+ List the first author’s last name followed by “et al.,” with a period after “al.” (Zev et al., 2018).
	+ The first time an “et al.” reference is used in a paragraph, give the year, and thereafter (if the citation is repeated in the paragraph without interruption by a different source citation), omit the year.
* If two or more multiple-author references which **shorten to the same “et al.” form**, list as many author names as necessary to make them distinct before inserting “et al.”
	+ Example: (Zev, Duban et al., 2015) to distinguish from (Zev, Duban, Gutierrez et al., 2015).
* **Abbreviating a group author:**
	+ If a group is readily identified by its initials, spell it out only the first time, followed by the abbreviation in parentheses (or square brackets if citation already in parentheses).
		- Example 1: As reported by the National Institute of Mental Health (NIMH; 2017), . . .
			* **Note** that the semicolon used after “NIMH” above is there to avoid back-to-back parentheses (see Sec. 6.8, pp. 159–160).
		- Example 2: “As reported in a government study (National Institute of Mental Health [NIMH], 2017), blah blah . . .” and thereafter, “The previously cited study (NIMH, 2017) found that . . .”
			* **Note** that the square brackets for “NIMH” above are used because the citation is already within parentheses.
* **Unknown or unspecific author:** Use the first few words of the reference list entry (usually the title)
	+ Example: (“Maternal Age,” 2016).
* If citing **multiple works by the same author** at the **same time**, arrange dates in order. In general, use letters after years to distinguish multiple publications by the same author in the same year.
	+ Example: Several studies (Zev, 2015, 2016a, 2016b, 2020 in press-a, 2020 in press-b) showed the same finding.
* For old works cite the translation or the original and modern copyright dates if both are known, for example: (Aristotle, trans. 1931) or (James, 1890/1983).
* Always give page numbers for quotations, for example: (Cheek & Buss, 1981, p. 332) or (Shimamaura, 1989, chap. 3, p. 5).
* For email, personal interviews, and other unrecoverable data, use the phrase “personal communication” in the body of your paper and don’t include them in the reference list (V. G. Nguyen, personal communication, September 28, 2019). *Again, personal communications do not appear in the reference list*.

**Using “and” vs. ampersand (&)**

* Use “and” to connect two or more author names in the text of a sentence
	+ Example: As Zev and Duban (2017), point out, the same argument was made by an earlier study (Moroni & Czerny, 2015).

**Page numbers**

* The lowercase **“p.” is for one page**; the lowercase **“pp.” is for more than one page**.
* Include a page number(s) after the year.
	+ Example 1: The author stated, “The effect disappeared within minutes” (Zev, 2018, p. 311), but did not specify which effect.
	+ Example 2: The author stated that “the effect disappeared within minutes” (Zev, 2018, p. 311) but did not specify which effect.
		- *Note*. In the two examples above, the first word of the quotation is only capitalized if 1) it follows a comma and 2) is a complete sentence not merged into the flow of the text.
* Quoting **documents without page numbers** (Sec. 8.28, pp. 273–274):
	+ Use an abbreviated version of the nearest preceding heading or section name, followed by a paragraph number(s) after the abbreviation “para”:
		- Example: (Zev, 2017, para. 17)
	+ Use an abbreviated version of the nearest preceding section heading or section name and count paragraphs from there:
		- Example: (Zev, 2017, Methods, para. 4).
	+ Use the nearest preceding section heading without counting paragraphs (especially if section is short):
		- Example: (Zev, 2017, Methods).

**Abbreviations**

* Avoid abbreviations (acronyms) except for long, familiar organization names (CDC) or terms (MMPI)
* Spell out the entire organization name or term the first time it occurs in your document, followed by the abbreviation in parentheses: American Psychological Association (APA).
* Do NOT use the following abbreviations **unless** it’s within parentheses:
	+ cf. [use **compare**]
	+ e.g. [use **for example**]
	+ etc. [use **and so forth**]
	+ i.e. [use **that is** or **in other words**]
	+ viz. [use **namely**]
	+ vs. [use **versus**]
* **Periods and abbreviations:**
	+ Use periods when making an abbreviation within a reference: (Vol. 3, p. 6, 2nd ed.).
	+ Do not use periods within degree titles and organization titles: PhD, APA.
* **Plural abbreviations with “s”:**
	+ Add “s” without an apostrophe: PhDs, IQs, vols., Eds.
* When referring to several pages in a reference or citation, use the abbreviation “pp.” (with a period after it and a space after the period: pp. 67–86).

*On the reference list*, do *not* use the abbreviation “pp,” for magazine or journal citations; just provide the numbers themselves. *Do* use “pp.” for citations of encyclopedia entries, multi-page newspaper articles, and chapters or articles in edited books.
Use two-letter postal codes for U.S. state names (e.g., AZ, CA, GA).

**Abbreviating within a reference**

Approved abbreviations for use in a reference list:

|  |  |
| --- | --- |
| * chap. for chapter
 | * pp. for page numbers (plural)
 |
| * ed. for edition
 | * Vol. for a specific Volume
 |
| * rev. ed. for revised edition
 | * vols. for a work with xx volumes
 |
| * 2nd ed. for second edition
 | * No. for Number
 |
| * Ed. for Edited by
 | * Pt. for Part
 |
| * (Eds.) for multiple editors
 | * Suppl. For Supplement
 |
| * Trans. for Translated by
 | * Tech. Rep. for Technical Reports
 |
| * p. for page number, with a space after the period.
 |  |

Use the abbreviation “p.” (for one page) “pp.” (for more than one page) to indicate page numbers of encyclopedia entries, multi-page newspaper articles, chapters or articles in edited books, but *not* in journal or magazine article citations, where numbers alone should be used (see reference-list format examples).

APPENDIX A – MANUSCRIPT 1

(TITLE IN CAPS – No Bolding or *Italics*)

*(Appendices are* ***Required*** *in Manuscript option.)*

(This is a SAMPLE PAGE only)

*Each new Appendix Title page must be centered at the middle of the page. This Appendix Title page is placed before each new (i.e., separate) appendix.*

**Appendix Instructions/Guidelines**

(*Appendices are* ***Required*** *in Manuscript option.*)

*Appendix content page follows Appendix Title page.*

*Margins of Appendix content page (not appendix title page) are same as body of paper:*

*Top 1.5”; Bottom 1”; Left 1”; Right 1”*

Each new Appendix must have its own letter designation and title (examples shown above and on following page)*.*

Spacing: Depends on the nature of Appendix material.

Remember:

* Each new Appendix must begin on a new page (as per instructions above and *template title page samples shown above and below*).
* *In the Manuscript option,* Appendices are placed at the end of the main text document and after the REFERENCES section.

APPENDIX B – MANUSCRIPT 2

(TITLE IN CAPS – No Bolding or *Italics*)

*(Appendices are* ***Required*** *in Manuscript option.)*

(This is a SAMPLE PAGE only)

*Each new Appendix Title page must be centered at the middle of the page. This page is placed before each new (i.e., separate) appendix*

**Appendix Instructions/Guidelines**

(*Appendices are* ***Required*** *in Manuscript option.*)

*Appendix content page follows Appendix Title page.*

*Margins of Appendix content page (not appendix title page) are same as body of paper:*

*Top 1.5”; Bottom 1”; Left 1”; Right 1”*

Each new Appendix must have its own letter designation and title (examples shown above and on following page)*.*

Spacing: Depends on the nature of Appendix material.

Remember:

* Each new Appendix must begin on a new page (as per instructions above and *template title page samples shown above and below*).
* *In the Manuscript option,* Appendices are placed at the end of the main text document and after the REFERENCES section.

APPENDIX C – MANUSCRIPT 3

(TITLE IN CAPS – No Bolding or *Italics*)

*(Appendices are* ***Required*** *in Manuscript option.)*

(This is a SAMPLE PAGE only)

*Each new Appendix Title page must be centered at the middle of the page. This page is placed before each new (i.e., separate) appendix*

**Appendix Instructions/Guidelines**

(*Appendices are* ***Required*** *in Manuscript option.*)

*Appendix content page follows Appendix Title page.*

*Margins of Appendix content page (not appendix title page) are same as body of paper:*

*Top 1.5”; Bottom 1”; Left 1”; Right 1”*

Each new Appendix must have its own letter designation and title (examples shown above and on following page)*.*

Spacing: Depends on the nature of Appendix material.

Remember:

* Each new Appendix must begin on a new page (as per instructions above and *template title page samples shown above and below*).
* *In the Manuscript option,* Appendices are placed at the end of the main text document and after the REFERENCES section.

APPENDIX D – SUPPLEMENTAL MATERIAL

(TITLE IN CAPS – No Bolding or *Italics*)

*(NOTE: Supplemental appendices are optional/depending on focus of dissertation)*

(This appendix can include resources for methods and results. Most often include IRB approval letters, recruitment brochures or letters, data tables, graphs, and maps.)

(This is a SAMPLE PAGE only)

*Each new Appendix Title page must be centered at the middle of the page. This page is placed before each new (i.e., separate) appendix*

**Appendix Instructions/Guidelines**

(*Appendices are* ***Required*** *in Manuscript option.*)

*Appendix content page follows Appendix Title page.*

*Margins of Appendix content page (not appendix title page) are same as body of paper:*

*Top 1.5”; Bottom 1”; Left 1”; Right 1”*

Each new Appendix must have its own letter designation and title (examples shown above and on following page)*.*

Spacing: Depends on the nature of Appendix material.

Remember:

* Each new Appendix must begin on a new page (as per instructions above and *template title page samples shown above and below*).
* *In the Manuscript option,* Appendices are placed at the end of the main text document and after the REFERENCES section.

**Guidelines for the Main Body of Your Dissertation**

(all section and page information taken from APA 7th ed.)

**Boldface** (Sec. 6.44, p. 187)

* **Boldface** is allowed per APA 7th Edition guidelines (see Table of Contents instructions).

**Capitalization** (Secs. 6.13–6.21, pp. 165–170)

* Use all capital letters and **BOLDING** for major section titles (e.g., **INTRODUCTION** and **PRESENT STUDY**).
* Capitalize section headings within the major sections according to APA 7th ed. Level 1–5 headings (see Sec. 2.27, pp. 47–49; Sec. 6.17, pp. 167–168).
* Use title case (see Sec. 6.17, p. 167) if you refer to article or section titles within the body of your paper.

**Commas** (Sec. 6.13, pp. 155–156; Sec. 6.22, p. 171; Sec. 6.38, p. 181)

**Hyphenation** (Sec. 6.12, pp. 162–164)

**Italics\*** (Secs. 6.22–6.23, pp. 170–172)

**Numbers** (Secs. 6.32–6.39; pp. 178–181)

* Use numerals for numbers 10 and above, even if grouped with numbers below 10, which are spelled out (for example, from six to 12 hours of sleep).
* Use combinations of written and Arabic numerals for back-to-back modifiers (five 4-point scales).
* Use combinations of numeral and written numbers for large sums (over 3 million people).
* Use numerals for exact statistical references, scores, sample sizes, and sums (multiplied by 3, or 5% of the sample.
	+ Ex. We used 30 subjects, all two-year-olds, and they spent an average of 1 hr 20 min per day crying.

**Quotation Marks** (Sec. 6.7, pp. 157–159)

* Use quotation marks for an odd or ironic usage the first time but not thereafter.
	+ Ex. This is the “good-outcome” variable, but as it turns out, the good-outcome variable predicts trouble later on.
* Use quotation marks for article and chapter titles cited *within the body of the paper* but not in the reference list.
	+ Ex. In Smith’s (1992) article, “APA Style and Personal Computers,” computers were described as “here to stay” (p. 311).

**Quotations** (Sec. 8.25, pp. 270–271; Sec. 8.34, p. 277; Sec. 12.15, p. 386)

* Long or block quotations are 40 or more words in length.
* For quotations over 40 words in length, indent the whole quotation one tab (.5 inch), and single space it (only double space in papers for review or publication). If there is more than one paragraph in the long quotation, indent all paragraphs *after* the first one an additional tab (.5 inch).
* Always provide author, year, and page citation.

**Figures and Tables** (Secs. 7.1–7.36, pp. 195–250)

* Number figures and tables consecutively as they appear in your text. Use only whole numbers (not 5a, 5b, etc.)
* ***Place figures and tables close to where they are first mentioned in your text*** (but do not split a figure across pages).

**Text Details**

* Double space most of the text, but *single space* within long/block quotes and reference list citations.
* Footnotes (bottom margin) are **NOT** used in Dissertations (per College of Nursing).
* Running Heads (top margin) are **NOT** used in Dissertations (per College of Nursing).
* Indent paragraphs, block quotes, and hanging indents one tab (.5 inch).
* Justification should be set to “left margin only” (the right margin should be uneven).

**How to Submit Your Final Draft**

1. **First**, email your final draft to Department Admin (Melinda) for approval of the document (after your final defense and committee changes have been made).
* ***Note***. If you want your paper to be *pre-reviewed* for format requirements **before** your final defense – please send to Melinda Burns (gmfletch@arizona.edu) at least one month **before** your scheduled final defense date.)
1. **Second**, ***after*** receiving your approved and final-formatted draft back from Melinda submit your complete Dissertation manuscript as a pdf file using the steps found on the [Graduate College Archiving the Dissertation](https://grad.arizona.edu/gsas/dissertaions-theses/submitting-your-dissertation) page.

**General Format Requirements for Dissertations in the College of Nursing**

***Note***. The final document still needs to be “APA format,” except where specified, and approved by Department Admin. (Melinda Burns) **before** submission to Grad College (Elise Bowler)

Margins:

* Text, illustrations (figures), or tables must not appear outside the specified margins.
* Specific margin requirements are listed in under each category in “Order of Sections.”
* Page numbers are the only item that may appear outside the margin requirements.

Page Numbers:

* The title page is page 1 of the Dissertation (but the page number is not shown on this page only).
* All pages that follow are numbered in sequence with Arabic numerals.
* Page numbers must be placed at least 1” below the top of the page, and flush with the right margin.
* **Do not use page headers**. Do not use the phrase “Page xx,” just the numeral (2, 3, 4. . .).

Chapter Titles:

* New chapters/sections are separated by TITLE headings (see text in TOC), but **page breaks are not required**.
* Subsections within the chapters/major sections are separated by APA level headings (see text in TOC).
* The chapter/major-section title should be in all capitals and centered (e.g., INTRODUCTION and PRESENT STUDY) and should match the font size and type that you used in the Table of Contents.

Scanned Documents:

* Scanned documents must meet all requirements for margins, page numbers, and readability.
* For ease of insertion into document, Adobe files (.pdf) should be converted to JPEG images.

Type Fonts:

* Standard serif typefaces reproduce and archive well – e.g., Times New Roman, Arial , 12 pt.
* Do not use modern Sans Serif types, which read well in the original but do not reduce well. Ornamental styles such as Script and Old English may not be used due to their limited readability.
* Limit the use of *italic* styles to standard uses in bibliographic citations and foreign words.

Font Sizes:

12 point or 14 point for proportional fonts; 10 point or 12 point for non-proportional fonts. Once you choose a font size, you should use that font size throughout your document. Changing font sizes is not aesthetically appealing, (the exception to the font size rule is data imported from other sources. (It is acceptable to keep data imported from other sources in the native font size).

Refer to the *Publication Manual of the American Psychological Association* (APA) 7th Edition for more examples of references.

**Order of Sections**

1. **Title Page** – ***Required***
* Margins: Top 2.5”, Bottom 1.5”, Left 1.5”, Right 1”

 Sample/Template Title Page: (use template on Page 1 of this document)

* The title page is centered between the left and right margins.
* Title in CAPITAL LETTERS (no bolding).
* Use your full name as it is on your official university documents.
* The rule (solid line) is 2” long and is placed approximately 5” below the top of the page and centered. Copyright © your full name 20XX is placed directly below the rule/line – *this text is placed here whether or not you are copyrighting your Dissertation* (in addition your name must fit below the line and not spill over—see title page as example, so make the font as small as it needs to be for everything to fit under that 2” rule).
* Follow the capitalization and spacing of the lines in the sample.
* In the year given at the bottom of the page, there are spaces between each numeral: “2 0 X X.” This date is centered between the left and right margins and placed 1½” from the bottom of the page.
* Do not include a page number on the title page.
* The title page is considered page 1 of the dissertation.
1. **Final Examining Committee Approval Form** – ***Required*** *for Dissertations.* An approval page template is on **Page 2** of this document.
* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
1. The approval page template must be page 2 of your Dissertation. This page will be completed with information as shown in GradPath, so please make sure that information is correct and complete *before* your Final defense date.

2) **NOTE**: Page 2 (as shown in template) will **only** be created electronically and sent out via Adobe Sign to your committee members for signatures **on the date of your Final Defense** (*this will be done by the Department Admin*). ***You will not be responsible for obtaining original signatures***. Once signatures and approval are obtained, page 2 will be inserted as part of your final document before submission to Graduate College.

3. **Acknowledgements** – *Optional*

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: May be single-spaced.
* The heading must be centered at the top margin of the page (IN CAPS, no bolding)
* *Note:* One page maximum

4. **Land Acknowledgement** – *Optional\**

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Single-spaced.
* \**Established/accepted text inserted in this template*.

5. **Dedication** – *Optional*

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Must be double-spaced.
* The heading must be centered at the top margin of the page (IN CAPS, no bolding).

*Note:* One page maximum

6. **Table of Contents** – ***Required***

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: May be single-spaced.
* The heading **TABLE OF CONTENTS** must be centered (IN CAPS, Boldface) at the top margin of the first page. TABLE OF CONTENTS – Continued (no bolding) should be on each subsequent page of the Table of Contents (*centered at the top of each page of TOC*).

7. **List of Figures / List of Tables** – *Required if document contains illustrations, figures or tables*.

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: May be single-spaced (Preferred)
* The heading LIST OF FIGURES / LIST OF TABLES must be centered (IN CAPS, no bolding) at the top margin of the first page. LIST OF FIGURES – Continued / LIST OF TABLES – Continued should be on each subsequent page (*if needed*)
* ***Place figures/tables close to where they are first mentioned in the body of your text.***

*Note:* Formatted like Table of Contents **(See samples at end of this document)**

8. **Abstract** – ***Required***

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Double-spaced.
* NOTE: Limited to 150 words minimum to 350 words maximum – anything beyond the maximum word limit will be truncated.
* The heading must be centered at the top margin of the page (IN CAPS, no bolding)

*Note:* When you are submitting your dissertation on-line, the system will ask you for your abstract. You can either paste it in or retype it during the admission process. The text remains the same for both versions.

9. **Body of Paper** – ***Required***

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Double-spaced, except for long quotations and table and figure captions (these may be single-spaced).
* The Major heading (each new chapter) must be centered on a new line (IN CAPS, boldface) *Must match with headings/sub-headings in TOC*.

*Note*: Begin each major chapter on a new page. Margin requirements apply to every page of the dissertation unless otherwise specified in this manual.

Major Chapter Headings and Subsection Headings are listed below:

* + **CHAPTER I(1): INTRODUCTION** (*This chapter is a distillation of Chapters 1 & 2 of dissertation proposal. Clearly introduce the dissertation manuscripts, how manuscripts fit together as a cohesive body of work, and the role that the student had in research and production of the manuscripts. The introduction describes the unique contribution of the student’s work to the field of study. That uniqueness should be described via the following subsections to the extent they are appropriate*):
		- **Explanation of the problem and its context**
		- **Significance of the study**
		- **Purpose of the study**
		- **Aims or research questions**
		- **Literature that supports the aims or research question** (if some literature is in a review manuscript, then refer to that manuscript in this section; provide other supporting literature that is not in the manuscript)
		- **Theoretical or conceptual framework** (if the framework is presented in a manuscript, then refer to that manuscript in this section)
	+ **CHAPTER II(2): PRESENT STUDY** (*This chapter summarizes the methods, results, and conclusions of the research*.)
		- **Begin with statement such as:** “The methods, results, and conclusions of this study are presented in the papers appended to this dissertation/thesis” (if this is the case)
		- **Summary of the most important findings. This chapter** (with the appended manuscripts) **replaces the methods, results, and discussion chapters in the traditional five-chapter option.**
		- **This chapter *may* expand on results or include results that are not in a manuscript.**

10. **References** – **Related to first two chapters (above)**. *Required if citations are used*.

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Single-spaced citations; double-spaced between citations, hanging indent style (1 tab [0.5 inch] from left margin).
* The heading must be centered at the top of the page (IN CAPS, not bold).
* Do not split references between page breaks; keep together (to keep together, go to “Format,” then “Paragraph,” then “Line and Page Breaks,” and click box next to “Keep with next.”)
* Title this section REFERENCES, all uppercase
1. **Appendices** – ***Required*** *for manuscript option dissertation*
* Cover sheet Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1” – Centered on page and double-spaced – (Page Setup – Layout – Page/Center alignment)
* Appendix material Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Depends on nature of Appendix material.
* The heading (for each new appendix) must be IN CAPS, no bolding, and centered both vertically and horizontally on the page, (see sample templates).
* Appendices are placed just after the ‘References’ section.

***Note*:** Each Appendix MUST begin on a new page with a separate cover sheet showing title and letter (see sample templates).

* ***Three publishable manuscripts are required***, at least one of which is data-based and based on the findings of the dissertation study. Examples of the types of manuscripts include:
* Pilot study that directly pertains to the final dissertation research
* Meta-analysis, meta-synthesis, integrative review, systematic review, state of the science or scoping review (only one of these is allowed) that pertains to the dissertation research
* Theory or other conceptual type manuscript that directly pertains to the final dissertation research

Methodological manuscript (e.g., recruitment, psychometric testing of a study measure used in the dissertation)

* Appendices **must** be numbered in the sequence in which the manuscripts are first mentioned in either Chapter 1 or 2:
* A publishable manuscript that has not been submitted for review or publication. Include the entire manuscript (title page, abstract, text, tables/figures, references) in one document formatted per journal guidelines and note the journal name in the title page and in the TOC.
* A submitted manuscript under review, revision or accepted (i.e., in press). Include the decision notification by the journal that should contain the manuscript number provided by the journal and the entire manuscript( title page, abstract, text, tables/figures, references) in one document formatted per journal guidelines and note the journal name in the title page and in the TOC.
* For published articles include the title page of the journal in which the article appeared, the statement of permission for use of copyrighted material, and the journal-originated pdf all in one combined pdf. Include the journal name in the title page and in the TOC.

Supplemental Material (i.e., Appendix D, etc.) are “resources” to the methods and results. These *most often include* IRB approval letters, recruitment brochures or letters, data tables, graphs, and maps.

**NOTE**: **Not** allowed are manuscripts or publications that are **not** related to the final dissertation research, pilot studies that are not connected to the dissertation, editorials, commentaries, or anything published as gray literature.

***Note***: Each Appendix **MUST** begin on a new page preceded with a separate title page showing appendix title and letter (see sample templates).

**How to Submit Your Final Draft**

1. **First**, email your draft to Department Admin (Melinda Burns - gmfletch@arizona.edu) for approval of the final document.
2. **Second**, ***after*** receiving your approved and final-formatted draft back from Melinda, submit your complete Dissertation manuscript as a pdf file using the steps found on the [Graduate College Archiving the Dissertation](https://grad.arizona.edu/gsas/dissertaions-theses/submitting-your-dissertation) page.

**Heading Levels in APA Style (7th Ed.)**

(APA style provides for up to five heading levels, shown in the table below.)

|  |
| --- |
| *APA Style Headings: 7th Edition, Sec. 2.27, pp. 47–49* |
| **Level** | **Format** |
| **1** | **Centered, Boldface, Title Case\* Heading**Then your paragraph begins below, indented like any regular paragraph (1 tab [0.5 inch] from left margin). |
| **2** | **Flush Left, Bold, Title Case Heading**Then your paragraph begins below, indented like any regular paragraph (1 tab [0.5 inch] from left margin). |
| **3** | ***Flush Left, Bold Italic, Title Case Heading***Then your paragraph begins below, indented like any regular paragraph (1 tab [0.5 inch] from left margin). |
| **4** | **Indented (1 Tab [0.5 Inch] From Left Margin), Bold, Title Case Heading, Ending With a Period.** Your paragraph begins on the same line as the heading. |
| **5** | ***Indented (1 Tab [0.5 Inch] From Left Margin), Bold Italic, Title Case Heading, Ending With a Period*.** Your paragraph begins on the same line as the heading. |

\*“Title Case” refers to blending uppercase and lowercase as in the heading examples above.

*Additional notes regarding APA Level Headings*:

You may include consecutive paragraphs with their own headings, where appropriate. When using headings, don’t skip levels. If you need a heading and subheading with no text between them, just start the subheading on the next line.

**Sample Figure**

**Figure 1**

*Add Figure Title in Italics Above the Figure and Without a Period (Full Stop)*

**Note:** Place all figures ***within*** the body of the document **where (or near where) they are first mentioned**. You have the option to use JPEG images as figures. Include a numbered caption for each figure, as in the example above. **We do not use all aspects of APA regarding figures, so please refer to the example above** to format figures in your document. **The primary difference is that we single space figure notes as opposed to the APA preference of double spacing them**. For more information about APA figure formatting, please consult the Publication Manual of the American Psychological Association, 7th Edition, Secs. 7.1–7.7, pp. 195–199; 7.22–7.36, pp. 225–250.

**Sample Table**

**Table 1**

*Add* Table Title Above the Table, in Italics, Without a Period (Full Stop)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Column Head** | **Column Head** | **Column Head** | **Column Head** | **Column Head** |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

**Note:** Place all tables for your paper ***within*** the main body of the document **where (or near where) they are first mentioned**. Start a new page for each table, include a table number and table title for each, and number them sequentially (i.e., Table 1, Table 2, etc.). All explanatory text appears in a note like this one, placed below the table.

* Tables in APA format may be single, 1.5, or double spaced. Include a heading for every row and column, even if the content seems obvious. To insert a table, on the Insert tab, click Table.
* **We do not use all aspects of APA regarding figures, so please refer to the example above** to format figures in your document. **The primary difference is that we single space table notes as opposed to the APA preference of double spacing them**. For more information about APA formatting, please consult the *Publication Manual of the American Psychological Association*, 7th Edition, Secs. 7.1–7.21, pp. 195–224.