

**Handbook for Masters Theses and
Doctoral Dissertation Publications**

**DPU International College
Dhurakij Pundit University
2008**

**Handbook for Masters Theses and Doctoral
Dissertation Publications**

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2008**

Preface

The Dhurakij Pundit University International College (DPUIC) has compiled this *Handbook for Masters Theses & Doctoral Dissertation Publications* for the purpose of assisting postgraduate candidates with the organization, structure and design of their thesis or dissertation composition for publication. It is expected and required that all students submitting theses, term papers, and long papers follow the style, organization and format found within this handbook. For citation of sources and list of references, please follow the style of the *Publication Manual of the American Psychological Association (APA)*, Fifth Edition.

Accuracy is paramount when composing a masters or doctoral thesis and to do so with little or no knowledge of the rules, regulations, style and formatting will certainly result in a poor or rejected publication. Strict attention must be given to all parts of the contents including referencing sources, the use of footnotes, acknowledgements, bibliography, indexing, etc. Examples of common errors found in theses include, but are not limited to, the misuse of quotes and/or citing other sources and the use of misprinted information. Any part of the contents taken from other works must be proofed carefully before use as well as referenced and acknowledged properly within the text and included in the bibliography. Proper citing of sources is essential in order to honor the borrowed authors' works. Incorrect citing of sources or incomplete bibliographies will result in rejection.

Students, therefore, are strictly advised to study this handbook before attempting to compose a thesis. The term *thesis* in this document's context refers to a Masters thesis, a Doctoral dissertation or any other major piece of written academic work.

The information found in this handbook is essential to the understanding and formation of a properly organized, written and formatted thesis. Any part of the thesis submission which is deemed incomplete or at odds with the guidelines and regulations found herein, will result in a rejected publication. Rejected theses will then have to be corrected and resubmitted for approval.

Students are required to submit to Dhurakij Pundit University 10 copies of their thesis bound in brown hard cover and an electronic copy in the form of a data file converted to PDF and recorded on CD-R.

Section I

Components of a Thesis

A thesis is comprised of the following:

- A. Introduction
- B. Content
- C. Supplementary

A. Introduction

- A.1 Outer Cover
- A.2 Blank Cover Page
- A.3 Title Page
- A.4 Abstract
- A.5 Acknowledgements
- A.6 Table of Contents
- A.7 Index of Tables (if any)
- A.8 Index of Figures (if any)
- A.9 Glossary (if one)

B. Content (suggested, including but not limited to ...)

- B.1 Chapter 1 Introduction or Background
- B.2 Chapter 2 Literature Review, including concept, theory and related research, research model and hypotheses
- B.3 Chapter 3 Research Methodology, including data collection, research instrument or measures, statistical analysis
- B.4 Chapter 4 Results of Study
- B.5 Chapter 5 Discussion
- B.6 Chapter 6 Conclusion, also including theoretical contribution and/or managerial implications of study, and limitations of study and directions for future research.

C. Supplementary

- C.1 Bibliography
- C.2 Appendices
- C.3 Blank Page
- C.4 Outer Back Cover

Details of each component

A. Introduction

A.1 Outer cover: The outer cover is a heavy, dark brown cover with font Times New Roman 14 pt. bold face type. Both the lettering and university emblem are in gold.

A.2 Blank cover page: Directly following the front outer cover and directly preceding the back outer cover there are to be blank white pages.

A.3 Title Page: Respectively in Times New Roman 12 pt. bold face type.

*Starting from the Abstract section, the entire text of the dissertation/thesis must be *double-spaced* (exceptions to this would be references, which may be single spaced with a double space between entries and figure captions).

A.4 Abstract: Summary of the thesis content not to exceed **350 words** (preferably one page long)

The content of the abstract to consist of:

- a. Topic
- b. Research problems and objectives
- c. Research methods in brief
- d. Conclusions of research in brief
- e. Recommendations (if any)

A.5 Acknowledgements: This page refers to the background and/or achievements of the thesis. The acknowledgements may include notes showing gratitude to the advisors, agencies or organizations that provided financial support or information and various other faculty acknowledgements.

A.6 Table of Contents: This page lists all the important items of the thesis arranged according to the number of pages and sections contained within the thesis. In a case where the Table of Contents requires more than one full page, the term Table of Contents (continued) is to be printed on the subsequent pages.

A.7 Index of Tables: This page lists all the captions and page numbers of the tables contained within the thesis. Each table is numbered according to the chapter it is found in followed by a period “.” and then by the number of the particular table that appears in that chapter. For example: Tables in Chapter one would be listed as Table 1.1, Table 1.2, Table 1.3 ... etc. and those found in Chapter two would be listed as Table 2.1, Table 2.2, Table 2.3 ... etc.

A.8 Index of Figures: This page lists all the figures and page numbers of the figures contained within the thesis. Each table is numbered according to the chapter it is found in followed by a period and then by the number of the particular table that appears in that chapter.

B. Content

The font must be Times New Roman 12 pt. and consistent throughout your paper. Some exceptions will be made for computer generated graphics and tables where it is not possible to match fonts exactly.

B.1 Introduction or Background

- a. Rationale and significance of research
- b. Objectives of research
- c. Benefits to be derived from the research
- d. Presuppositions or conceptual definitions of certain terms (if any)

B.2 Literature Review

- a. Concepts and related theories
- b. Related research works or publications

- c. Research Model
- d. Hypotheses of Research

B.3 Research Methodology

- a. Data collection method (including population selection and sampling frame)
- b. Research instrument or measures
- c. Data analysis

B.4 Results of Study

- a. Description of sampling groups or situations
- b. Order of presentations in line with research objectives and data analysis
- c. Data analysis, including tables and explanations
(Note: diagrams if used must be printed with annotations)

B.5 Discussion

- a. Brief presentation as per objectives of study
- b. Discussion of results based on proposed research model and hypotheses

B.6 Conclusion

- a. Brief discussion of research results
- b. Theoretical contribution and/or managerial implications of study
- c. Limitations of study and directions for future research.

Theses concerning certain fields of study such as Law may not contain all the items mentioned above. However, essential items which should not be excluded include: the source and importance of the problems, methods of the research and study, the results of the study, discussion of the results and conclusion.

As for the subject matter of the thesis, changes can be made in the order of content presentation as deemed appropriate and at the discretion of the advisors.

C. Supplementary

C.1 Bibliography: This section lists the articles, journals, books, audio-video materials and all other printed, published or unpublished materials contributing to the research study of the thesis.

C.2 Appendix: This section offers added details of the data found within the thesis such as questionnaires and results of statistical analysis that are not mentioned in the research outcome with an aim to strengthen the content of the thesis. The inclusion of an appendix is at the writer's discretion.

C.3 Blank page

C.4 Outer Back Cover: The outer back cover is a heavy, dark brown cover identical to the front cover.

Section II

Thesis Formation

Each component of the thesis has its own particular format. The thesis candidate is required to adopt the standard format specified by Dhurakij Pundit University as follows:

1. Paper Type

1.1 Paper used in a thesis must be unruled A4, with a weight of 80 grams, and typed on the front side only.

2. Paper margins

2.1 Top margin: 1.5 inches (3.81 centimeters) except for pages which begin a new section. New sections should use a top margin of 2 inches (5.08 centimeters).

2.2 Bottom and right-side margins: 1 inch (2.54 centimeters).

2.3 Left-side margin: 1.5 inches (3.81 centimeters).

3. Order of Pages

3.1 Page Numbers – The page number is the only item designed to extend into the margins. Page numbers are to be placed in the upper right header of each page, 1 inch (2.54 centimeters) from the paper rim. Placement of page numbers must be consistent throughout the paper. Preliminary pages (abstract, acknowledgements, table of contents, etc., are numbered with lower case Roman numerals (e.g., i, ii, iii, iv, v, vi). The text beginning with the Introduction is numbered with Arabic numerals and **always** begins with **page 1. Each and every page must be assigned a page number.** Be consistent on where the pages numbers are located, preliminary pages and text pages should have the page numbers in the same location. On the title and half-title pages (such as pages that begin new chapters, indicate sections of the Bibliography, and Introduction pages such as the Appendix, do not require page numbers), the number is not shown but **must be accounted for.** (A sample half-title page follows.)

4. Corrections

4.1 Strikeovers or noticeable corrections are not permitted. Use of any cover-up or whitening substance (e.g., Liquid Paper, Snopake, etc.) is not acceptable.

5. No Duplexing

5.1 The entire dissertation/thesis must be printed or copied on **one side only.** Duplexing or front and back copying is **not acceptable.**

APPENDICES

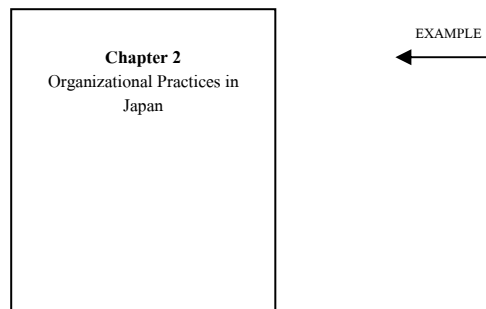
*(This is a sample of a half-title page. No page number is typed, but one is **accounted** for.)*

6. Type Style

6.1 Font and point size: The font used throughout the thesis should be Times New Roman at 12 points.

6.2 Paragraph: Double spaced in the Introduction and Content sections, and single spaced in the Supplementary section starting from bibliography onwards.

6.3 Chapter numbers: New chapters should always begin on a new page and include the chapter number (cardinal number). For example: Chapter 1, Chapter 2, etc... and should be placed in the center, uppermost part of the page in bold-face at 12 points. The specific title of the chapter should fall just below on the next line.



6.4 Main Headings: the main headings are to be left justified in bold-face at 12 points. Subsequent headings or lines of text should follow without skipping lines.

6.5 Sub-Headings: sub-headings should be tabbed (indented) once and should be numbered accordingly using the cardinal number system. All subsequent lines of text under the sub-heading should return to the left margin.

6.6 Indentation: All tabs (indentations) should be 1.8 centimeters (approx. 0.75 inch).

7. Tables and Figures

7.1 Tables: All tables should be titled using the word “Table” followed by the chapter number and a period, and should be left justified above the table. In case a table requires more space than one page it should be continued on the next page with the title, chapter number, period, and the word *continued* in parentheses above the table. Example: Table 1.2 (continued). If a remark or source is to be added to the table title, a colon should be placed before the additional information.

Example:

Table 3.4: Global Marketing Environment, Harrell, 2003

7.2 Figures: Titles of figures should be written in the same way as table titles. The use of the word “Figure” should be placed followed by the chapter number and a period. However, it should be left justified underneath the figure. Figures must be clear (photocopies) and printed on the page that they appear. It is forbidden to attach or affix figures with staples or paper clips.

8. Section Titles

8.1 Title pages for the bibliography and appendix are to be printed on a separate, blank page. The content of the bibliography or appendices would fall exclusively on the subsequent pages.

9. Copies of Thesis

9.1 All photocopies of the thesis are to be made from the original manuscript and be of good quality with all content being clear and legible. Copies should be bound in brown jackets. Ten photocopies are to be submitted to Dhurakij Pundit University as well as one copy should be converted to a PDF (Adobe Acrobat) file and recorded onto a CD-R disk.

Section III

References

A thesis is a collection of data compiled from various sources as well as derived from systematic research. The data are collected, then interpreted and finally presented with reference citations. The author is required to refer to the sources of data correctly and clearly as evidence of his/her research work, which will enable the reader to locate the sources, check for accuracy, or obtain further details conveniently. Research citation also reflects the author's academic ethics.

There are two types of citation. Firstly is reference citation pertaining to the thesis content whereby the author is required to indicate the sources when referring to others' works. References can be made either through the summary of content or through direct quotation. The author may write his/her references by using either in-text or footnote citation. The second type of citation is the listing of all references of the thesis in the bibliography section, which is a crucial component at the end of the thesis.

All theses submitted for publication at DPU International College, Dhurakij Pundit University must follow the citation referencing style presented in the *Publication Manual of the American Psychological Association* (APA), Fifth Edition. Students can borrow copies of the manual from DPU International College.

THESIS FORMATTING

Format for the Spine of a Thesis Cover:

(Indent of 1.5 inches) **TITLE OF DISSERTATION OR THESIS** (*Times New Roman 14 pt., boldface and capitalize*)

Format for Outer Cover of a Thesis:



DISSERTATION/THESIS GUIDELINES FOR

DPUIC STUDENTS (*double-spaced, inverted pyramid, capitalize*)

By

JANE ANN DOE (*double-space to name, capitalize*)

A Thesis Submitted in Partial Fulfillment of the Requirements
For the Degree of Master of (name of course)/Doctor of Philosophy (name of course)
(name of program), DPU International College
Dhurakij Pundit University
Year (of graduation)

Format for Inner Cover of a Thesis:



DISSERTATION/THESIS GUIDELINES FOR

DPUIC STUDENTS (*double-spaced, inverted pyramid, capitalize*)

By

JANE ANN DOE (*double-space to name, capitalize*)

A Thesis Submitted in Partial Fulfillment of the Requirements
For the Degree of Master of (name of course)/Doctor of Philosophy (name of course)
(name of program), DPU International College
Dhurakij Pundit University
Year (of graduation)

Format for Abstract of a Thesis

Thesis Title:

Author:

Thesis Principle Supervisor:

Thesis Supervisor:

Program:

Academic Year:(*Year of graduation*)

ABSTRACT

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(Note: The abstract must be under 350 words in the body.)

Format for Acknowledgements

ACKNOWLEDGEMENTS

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Author's full name

Format for Table of Contents

Table of Contents

	Page
ABSTRACT.....	i
ACKNOWLEDGEMENTS.....	ii
LIST OF TABLES (if any).....	iii
LIST OF FIGURES (if any).....	iv
Chapter 1//INTRODUCTION.....	1
1.1//Subheading.....	2
1.2//Subheading.....	3
Chapter 2//LITERATURE REVIEW.....	8
2.1//Subheading.....	9
2.2//Subheading.....	12
Chapter 3//RESEARCH METHODS.....	15
3.1//Subheading.....	16
3.2//Subheading.....	18
Chapter 4//RESULTS.....	30
4.1//Subheading.....	31
4.2//Subheading.....	34
Chapter 5//CONCLUSION.....	40
BIBLIOGRAPHY.....	50
APPENDICES.....	70

Note: the marks // = two spaces

Format for List of Tables

List of Tables:

< Space of one line >

Table Number	Page
1.1// (Name of table)	11
2.1// (Name of table).....	12
3.1// (Name of table).....	14
3.2// (Name of table).....	15
3.3// (Name of table).....	17
3.4// (Name of table).....	20
3.5// (Name of table).....	22

< Right justify the page numbers >

(Note: If the name of the table is longer than one line, end the first line in the middle of the page and put the rest on a new line.)

Format for List of Figures

Figure Number:	Page
1.1// (Name of figure).....	3
2.2// (Name of figure).....	5
3.1// (Name of figure).....	7
3.2// (Name of figure).....	8
3.3// (Name of figure).....	9
3.4// (Name of figure).....	11
3.5// (Name of figure).....	13
3.6// (Name of figure).....	14

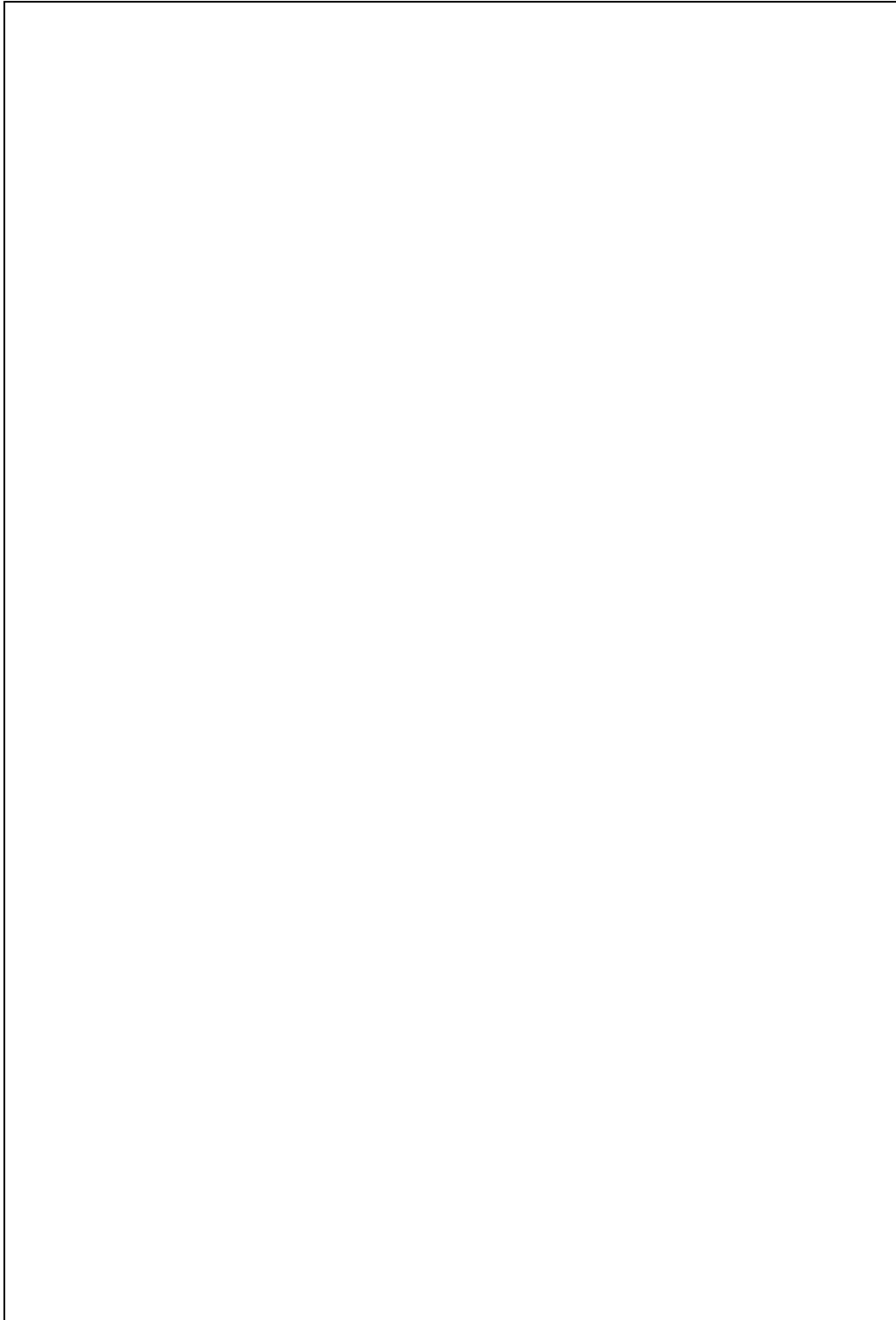
< Right justify the page numbers >

(Note: If the name of the figure is longer than one line, end the first line in the middle of the page, and put the rest on a new line.)

Setting the margins for beginning a Chapter:

2.0 inches or 5.08 centimeters

1.5 inch or
3.81 centimeters



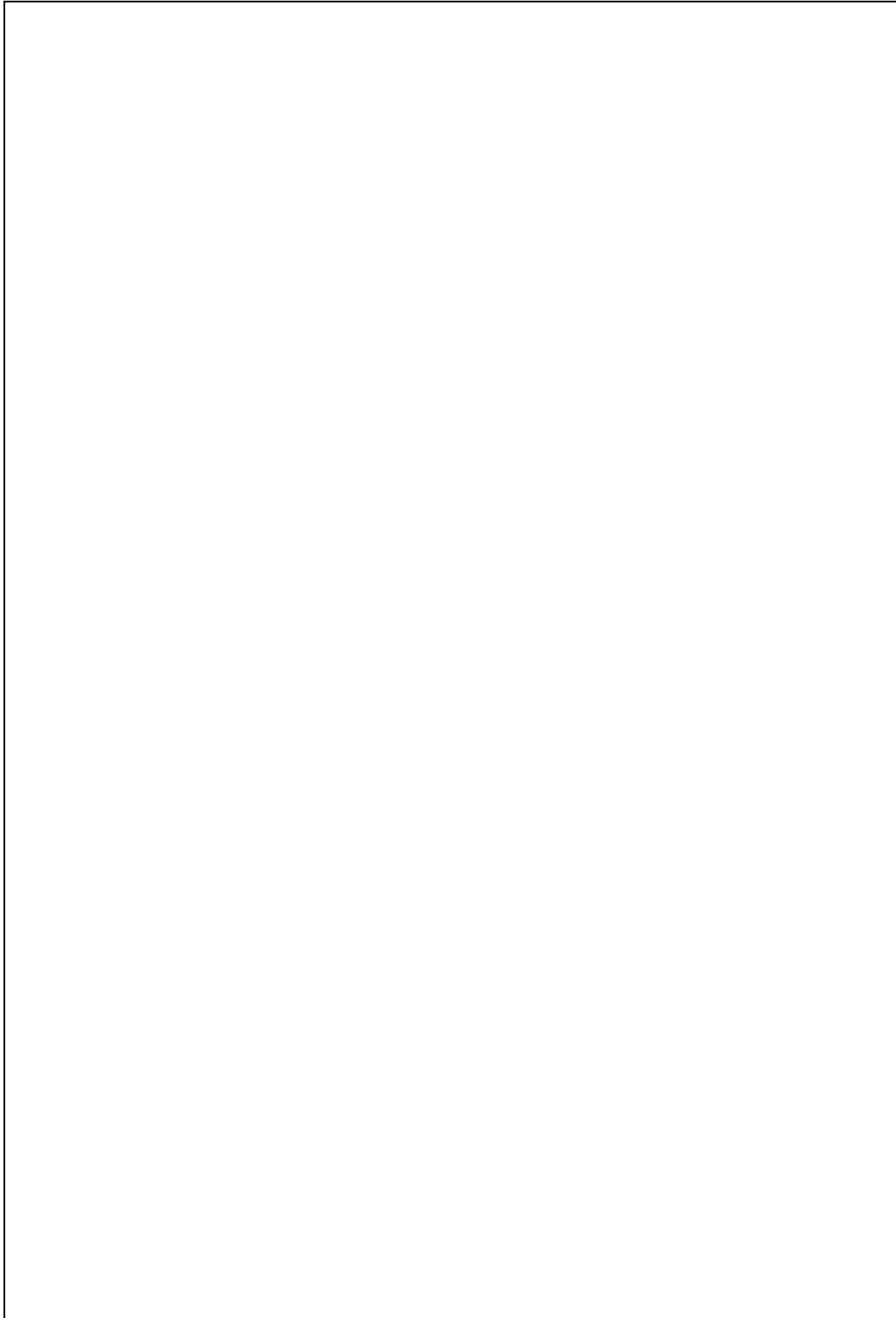
1 inch or 2.54 centimeters

1 inch or 2.54 centimeters

Setting the margins for Content:

1.5 inches or 3.81 centimeters

1.5 inch or
3.81 centimeters



1 inch or 2.54 centimeters

1 inch or 2.54 centimeters

Format of Chapter Titles and Topics:

CHAPTER 1

INTRODUCTION

<Space of one line>

1.1// Main Topic (12 points, bold face letters)

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1.1.1//First secondary topic.....

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1.1.2//First secondary topic.....

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1.1.2.1//Second secondary topic.....

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1.1.2.2//Second secondary topic.....

.....

.....

<Leave a space of one line before a main topic>

1.2// Main Topic

Printing of Tables:

Example:

Table 3.1 Ratio of lending to deposit of commercial banks before and after the implementation of the lending/credit policy for agricultural sector.

(unit: percentage)

	2510	2518 ^{1/}	2524	2530 ^{2/}	2534
Bangkok Metropolis	91.1	111.1	115.3	99.1	110.4
Provincial Areas	43.3	48.5	69.1	69.6	84.9
- Central Region	39.9	45.9	65.7	62.4	78.4
- Northern Region	43.6	52.5	74.7	74.6	89.4
- Northeastern Region	42.6	48.7	68.8	77.0	88.5
- Southern Region	46.7	47.7	68.3	68.7	89.0
Total for whole country	78.9	90.7	98.8	90.0	102.8

Note: ^{1/} signifies the lending policy for agricultural sector

^{2/} signifies change from the lending policy for agricultural sector to the credit for rural areas.

Source: Bank of Thailand

Printing of Figures:

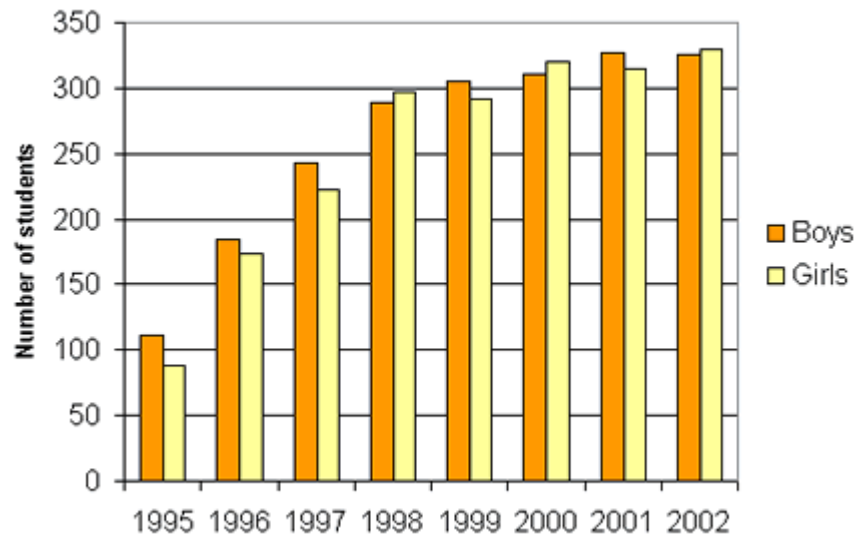


Figure 2.1 represents the ratio of vocational students (upper secondary level) between boys and girls, academic year 1995-2002.

< Space of one line >

Source: Statistics Working Group for Educational Reform, Office of Research and Educational Development, Office of the National Education Board.

Format for Certificate of Acknowledgement of a Thesis (for Chairman of the Committee):



Certificate of Acknowledgement of the Thesis
DPU International College, Dhurakij Pundit University
Degree in (...*course of study*...)

Title of Thesis.....
Presented by (...*Author's full name*...)
Department of
Thesis Principle Supervisor.....
Thesis Supervisor.....
Has been approved by

.....Chairman of the Committee
(.....)

Approved by the DPU International College

.....Dean of DPU International College
(Name of Dean of DPUIC)
Date.....Month.....Year

*(Note: You must secure **original black** ink signatures on 2 copies of the form to be submitted to DPU International College. This certificate is to be produced after the thesis is examined by all external examiners. Therefore, it will not be included in the thesis copies submitted to DPU International College.)*

Format for Certificate of Examination of a Thesis (for each External Examiner):



Certificate of Examination of the Thesis

DPU International College, Dhurakij Pundit University

Degree in (...*course of study*....)

Title of Thesis.....

Presented by (...*Author's full name*....)

Department of

Has been examined by

.....Thesis External Examiner
(.....)

Institution

And assessed to be (Circle the relevant assessment)

1 = No corrections required

2 = Corrections to be made to the satisfaction of the Dean of DPUIC

3 = Corrections to be made to the satisfaction of the Vice President (Academic Affairs) of DPU

4 = A major re-write and subsequent submission is required.

5 = This work does not merit the award of the degree.

Signed by

Date.....Month.....Year

Example of Bibliography Cover page:

BIBLIOGRAPHY
(Times New Roman 12 points bold)

Example of Bibliography content:

(Source: The OWL at Purdue – APA Formatting and Style Guide, Retrieved April 26, 2008 from <http://owl.english.purdue.edu/owl/resource/560/01/>)

Articles in Periodicals

Basic Form

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlined.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5-13.

Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Letter to the Editor

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

Review

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

Books

Basic Format for Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.*
Location: Publisher.

Note: For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

Edited Book, No Author

Duncan, G.J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor.* New York: Russell Sage Foundation.

Edited Book with an Author or Authors

Plath, S. (2000). *The unabridged journals* (K.V. Kukil, Ed.). New York: Anchor.

A Translation

Laplace, P. S. (1951). *A philosophical essay on probabilities.* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

Note: When you cite a republished work, like the one above, work in your text, it should appear with both dates: Laplace (1814/1951).

Edition Other Than the First

Helfer, M.E., Keme, R.S., & Drugman, R.D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Multivolume Work

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York: Scribner's.

Other Printed Sources

An Entry in An Encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Work Discussed in a Secondary Source

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*, 589-608.

NOTE: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Dissertation Abstract

Yoshida, Y. (2001). Essays in urban transportation (Doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International*, *62*, 7741A.

Government Document

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Report From a Private Organization

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, D.C.: Author.

Conference Proceedings

Schnase, J.L., & Cunniss, E.L. (Eds.). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Electronic Sources

Article From an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved month day, year, from <http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved May 2, 2006, from <http://www.alistapart.com/articles/writeliving>

Online Scholarly Journal Article

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved month day, year, from <http://www.someaddress.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

If the article appears as a printed version as well, the URL is not required. Use "Electronic version" in brackets after the article's title.

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research*, 29, 535-555.

Article From a Database

When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work). Then add information that gives the date of retrieval and the proper name of the database. This will allow people to retrieve the print version if they do not have access to the database from which you retrieved the article. You can also include the item number or accession number in parentheses at the end, but the APA manual says that this is not required. (For more about citing articles retrieved from electronic databases, see page 278 of the Publication Manual.)

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3). Retrieved February 20, 2003, from PsycARTICLES database.

Nonperiodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) doesn't have the information you're looking for, move up the URL to <http://www.somesite.com/>):

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved month day, year, from <http://Web address>

NOTE: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

Chapter or Section of a Web document

Author, A. A., & Author, B. B. (Date of publication). Title of article. In Title of book or larger document (chapter or section number). Retrieved month, day, year, from <http://www.someaddress.com/full/url/>.

Engelshcall, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules.) Retrieved March 10, 2006, from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

NOTE: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Online Forum or Discussion Board Posting

Message posted to an online newsgroup, forum, or discussion group. Include the title of the message, and the URL of the newsgroup or discussion board.

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

NOTE: If only the screen name is available for the author, then use the screen name; however, if the author provides a real name, use their real name instead. Be sure to provide the exact date of the posting. Follow the date with the subject line, the thread of the message (not in italics). Provide any identifiers in brackets after the title, as in other types of references.

Computer Software

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

Other Non-Print Sources

Interviews, Email, and Other Personal Communication

No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the fact that it was personal communication, and the date of the communication in your main text only.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Motion Picture

Basic reference list format:

Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

Note: If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and zip code).

A Motion Picture or Video Tape with International or National Availability

Smith, J.D. (Producer), & Smithee, A.F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

A Motion Picture or Video Tape with Limited Availability

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

Television Broadcast or Series Episode

Producer, P. P. (Producer). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. City of origin: Studio or distributor.

Single Episode of a Television Series

Writer, W. W. (Writer), & Director, D.D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. City of origin: Studio or distributor.

Wendy, S. W. (Writer), & Martian, I.R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles: Belarus Studios.

Television Broadcast

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York: Central Broadcasting Service.

A Television Series

Bellisario, D.L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood: American Broadcasting Company.

Music Recording

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.

Example of Appendix Cover page:

APPENDICES
(Times New Roman 12 points bold)

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