

FREQUENTLY ASKED QUESTIONS

1. APA states that the word limit for an abstract is between 150-250 words depending on the journal. Do I follow the same rule for the dissertation?

Graduate Studies thesis/dissertation guidelines supersede APA in a few areas and this is one of them. The abstract must be one page, one paragraph, no key words. See the abstract information in the thesis/dissertation guidelines (p.14) and make sure that all of the elements mentioned therein are covered in the abstract.

2. Is there any restriction on the use of italics?

Use italics sparingly. Italics can be used when you are introducing a new key term or label, test scores and scales, statistical symbols etc. For examples, refer to the list of specific uses of italics in pages 104-106, 118, 176-77 of the APA manual.

3. Can I use abbreviations?

Introduce upfront and use the same acronym throughout.

4. What is the spacing to be used in quotations?

Spacing should be **double** throughout except in offset quotations, footnotes, figure and table captions, and within entries in the Table of Contents, the figure and table lists, and the reference section.

5. What is the format for quotations?

Offset quotations **should be indented (0.25")** from both margins inward.

6. Are indentations 0.5" or 0.25"?

Graduate Studies requires a 0.25 inch indentation.

7. Do you suggest using DOIs instead of the URLs when it is available, as opposed to the URL as online materials can potentially change URLs. In case DOIs are not available and the url currently is not locatable, would it be ok to leave out the url and just include a link to the homepage?

Using DOIs is the preferred method per APA 6th. Please check APA guidelines for using DOIs.

8. Can URL shorteners be used?

GS does not have a policy one way or the other concerning shortened URLs. But make sure that the links work. The whole point of the references, is to make sure that people can access foundational information that might be of interest to them.

9. Can I use a table and figure to describe my data?

No, use one or the other.

10. Can tables be longer than 1 page?

Reducing the font for the table (size 10) is the best option. Also, remember that you can also do a landscape table on a separate page.

11. In tables, if colors would explain the data better and help differentiate between the rows, would it be ok to use them (since the dissertation would be published online)?

The rule about color dates back from the days when everyone was printing out dissertations. Although Graduate Studies has not changed the rule, they no longer feel it is as important as it was in the past. If color works best, then the student should use color.

12. What is the format for References?

Double space all reference entries. Use the hanging indent format- first line of each reference is set flush left and subsequent lines are indented. Refer Chapter 6 of the APA manual (P.169-192).

Bentley, M., Peerenboom, C. A., Hodge, F. W., Passano, E. B., Warren, H. C., & Washburn, M. F. (1929). Instructions in regard to preparation of manuscript. *Psychological Bulletin*, 26, 57-63.
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