

SUMMARY OF APA AND ULV
REQUIREMENTS

To be used in conjunction with
Publication Manual of the American Psychological Association
Sixth Edition

ULV GUIDELINES FOR THE USE OF THE APA STYLE MANUAL

The *Publication Manual of the American Psychological Association* (6th edition) has been approved as a style manual to be used by doctoral students at the University of La Verne. Students need to be knowledgeable of the contents of the manual as they write their dissertations.

The University of La Verne has specific requirements that vary from APA. Those include: margins, inserting tables and figures into the text of the dissertation, pagination, and spacing.

The following points are presented to help clarify some of the requirements of APA.

Running Head	Running heads are not used in EdD and DPA dissertations.
Spacing after Punctuation	There is <i>one</i> space after most punctuation; however, “Space <i>twice</i> after punctuation marks at the end of a sentence” (APA, p. 88).
Pagination	Note the placement of page numbers. Front matter—lower case roman numerals First pages of sections (chapters, bibliographies, appendices) arabic numerals bottom center. All other pages upper right .
Spacing	Although the text is double-spaced, exceptions are headings and subheadings, tables, figures, and block quotations. Reference Lists should be single-spaced but separated by a double space.
Chapter Titles and other Main Level headings	The chapter number and title are CENTERED AND UPPERCASE HEADING, as are the titles for front matter (i.e., Abstract, Contents, Figures, Tables, Acknowledgements, Dedication), the References and Appendices
Subheadings (page 63)	The first level under the chapter number and title is a Centered, Boldface , Uppercase and Lowercase Heading (Level 1). There are 5 levels of headings. Many dissertations use all 5 levels (see page 63 of APA and attached samples).

Front Matter or Preliminaries	The order of the front pages should be as follows: Title page, Copyright Page, Abstract, Table of Contents, List of Figures, List of Tables, Acknowledgements and/or Dedication, Epigraph. The Table of Contents begins with page v.
Quotations (pp. 92)	A quotation of more than 40 words should be indented 5 spaces and single-spaced.
Punctuation, Spelling, Hyphenation, Capitalization, Abbreviations, Numbers, Spacing, Equations	Note that commas are used in a series in APA. Page 101 states that you should "capitalize all words of four letters or more" when capitalizing "major words in titles of books and articles within the body of the paper. . . . Capitalize all verbs, nouns, adjectives, adverbs, and pronouns."
A Note on Hyphenation	Do not hyphenate multiword names, even if the names act as unit modifiers (e.g., Asian American participants; capitalize Black and White)
Numbers (pp. 111-115)	Although in APA, numbers 10 and over are expressed in numerals and 1-9 are expressed in words, there are exceptions listed on these pages.
Tables (pp. 125-150)	See these pages for proper formatting of tables.
Figures (pp. 150-167)	See these pages for information on figures. Note that tables and figures in the text are numbered consecutively in the order in which they are first mentioned in text (i.e., 1, 2, 3, etc., see APA 5.05).
Appendices (pages 205-206)	Tables and figures in the appendices should be numbered starting with 1 and preceded by the letter of the appendix in which they are contained (see APA 5.05).
Reference Citations in Text (pp. 207-214)	Give careful attention to the use of et al. "When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. (not italicized and with a period after 'al')" (p. 175).

Reference List	Chapter 6 contains information on crediting sources and proper citation of references. Chapter 7 has helpful examples.
Samples	Pages 41-59 contain samples of APA style pages. Remember that these are pages set up for journal articles and are double-spaced. Note that ULV requires wider margins to allow for binding and permits more spacing before headings, etc. Samples for proper formatting of dissertations are included in this packet.
Margins	ULV requires a 1.5 inch margin on the left and 1 inch margin on all other sides. The page number should fall within those margins (upper right and bottom center set at 1 inch).
Justification of Margins	ULV requires a ragged right margin—justification is not permitted.
Font	Although APA recommends using Times New Roman, Arial is also acceptable.
References to parts of the paper, pages, tables, and figures in text	When referring to a particular chapter the number should correspond with the number of the chapter (i.e., CHAPTER I, in text would say chapter I).
Enumerations/seriation	See APA 3.04 (page 63-64)

Refer to the APA Manual or specific ULV samples for anything not included in this list.

ORDER OF THE DISSERTATION FOR APA

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Note: Most students copyright their dissertations.

Note: Title pages are to be formatted this way for either APA or Turabian.

UNIVERSITY OF LA VERNE

La Verne, California

TITLE OF YOUR DISSERTATION
IN ALL CAPITAL LETTERS

A Dissertation Submitted in Partial Fulfillment of the
Requirements for the Degree
Doctor of Education
in
Organizational Leadership

Your Name

College of Education and Organizational Leadership
Organizational Leadership Department

Month 2013
(or year of graduation)

ABSTRACT

Title of Your Dissertation

By **Your name**, EdD

Purpose. This study addressed issues of social equity in California Community Colleges. Social equity is identified as the umbrella used to describe the topics of affirmative action, the glass ceiling, and workforce diversity in the 71 California Community College districts.

Theoretical Framework. The theoretical framework for this study was based on social equity. Theories of social equity associated with class structure, conflict, social stratification, inequality of man, and the compound theory of social equity. The theory of social equity is complex because it deals with the assumption that this is a just democratic society as a whole.

Methodology. An investigation of secondary data from 1982 to 2002 was employed using a time-series design. The study examines the change in hiring and promotions of females and minorities in academic administrative positions pre and post Assembly Bill 1725 and Proposition 209.

Findings and Conclusion. This study found that in California the majority is the minority as it relates to ethnicity. The study further indicated that in years following passage of legislation 1989—AB1725 women and minority administrators increased slightly. After the passage of Proposition of 209 in 1996 the increase in Anglo American Women continued to increase while other ethnicities seemed to decline or remain the same. The study also found that over 45% of the academic administrators who are leaving the workforce are of retirement age.

Recommendations. Legislation cannot dictate fairness; processes should be enforced to ensure that institutions make every effort to prepare future executives who represent the population in their institutions. Business should focus on integrating diverse employees in the workforce. The Integration Paradigm Transcends assimilation and differentiation—promotes equal opportunity and values cultural differences. Eliminate all forms of dominance that inhibit full contributions or organization trust. The point is when employees' believe that their contributions are valued; they give more of themselves to the company. If companies sincerely want to embrace diversity, they must include diverse people on teams that would not necessarily feel comfortable in those settings.

Note: The Abstract is to be no longer than 350 words.

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Note that in APA, if tables or figures in appendices are numbered according to the appendix (i.e., A1 for a table or figure in Appendix A, B1 for a table or figure in Appendix B, etc.)

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ACKNOWLEDGEMENTS

First, I thank God for allowing me to accomplish this goal.

My sincere thanks to Dr. _____, my committee chair, and to Drs. _____ and _____, for their continued support, receptiveness, guidance, and inspiration throughout this program.

I am especially grateful to my mom, . . .

DEDICATION

My grandmother
My mother
My daughter

First page of each chapter begins 1” below top margin.

CHAPTER I

INTRODUCTION

Background of the Study [First-Level Heading Centered, Upper and Lower Case Case, Bold]

Introduction (Level 2 Heading, Bold, Flush Left, Upper and Lower Case)

The globalization of business, the increased use of teams, and changing workforce demographics have all made managing workforce diversity a critical competency for . . .

A Level 3 heading is indented, boldface, lowercase paragraph heading ending with a period. The California Community College (CCC) system is the largest 2-year higher education system in America . . .

A Level 4 heading is indented, boldface, italicized, paragraph heading, and ending with a period. Text continues . . .

A Level 5 heading is indented, italicized, paragraph heading, and ending with a period. Text continues . . .

NOTES:

1. For ULV dissertations, use an ALL CAPS chapter number and title, then begin with the first-level APA heading.
2. An extra space is permitted before Level 1 and Level 2 headings in text, but there is no extra space before Level 3-5 headings.
3. Page numbers are placed 1” from the bottom of preliminary pages and the first page of each chapter or main section. All other page numbers are placed 1” from the top in the righthand corner.

Note Chapter 7 of the APA manual has extensive examples of how to reference your sources. A few are included on this list.

REFERENCES

- Abramson, J. (1979). *Old boys, new women: The politics of sex discrimination*. New York, NY: Praeger. **[Book, one author] [states or countries with all cities]**
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- Ban, C., & Riccucci, N. (1997). *Public personnel management*. White Plains, NY: Longman. **[Book, two authors]**
- Bass, B. M., & Avolio, B. J. (1994, Winter). Shatter the glass ceiling: Women may make better managers. *Human Resource Management*, 33(4), 549-560. **[journal article not retrieved online]**
- Brett, A. (1992). *Stages of affirmative action and diversity policy in the California State University system* (Doctoral dissertation). Retrieved from Name of database (Accession or Order No.) **[See examples, APA pp. 207-208]**
- Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G. . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi: 10.1080/14622200410001676305 **[More than 7 authors]**
- Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225 **[Note: If a reference is retrieved online, include the doi (digital object identifier. If the doi is not available, use the url]**

APPENDICES

APPENDIX A
CCC FIGURES

1"

use at least 1.1" for computer setting

3

APA/ULV Margins & Page Number Placement

Page number placement on TOP

use at least 1.7" for computer setting

1.5"

Please note that ALL printing must be inside this box, including

**words,
tables,
figures,
footnotes,
lines,**

**AND
page numbers!**

1"

use at least 1.1" for computer setting

TIPS:

- Do not assume that the default settings of your program are acceptable-they probably are not! Reset them.
- Do not assume that the document is fine once you've reset the computer settings. It is your responsibility to check the physical document.
- Do not use this page as a physical template.
- Make sure there's at least 1/4" (Double Space) between your page number and any text.

Page number placement on BOTTOM

3

use at least 1.1" for computer setting

1"