

SUMMARY OF APA AND ULV
REQUIREMENTS

To be used in conjunction with

Publication Manual of the American Psychological Association
Seventh Edition

ULV GUIDELINES FOR THE USE OF THE APA STYLE MANUAL

The *Publication Manual of the American Psychological Association* (7th 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, font, CHAPTER HEADINGS, and inserting tables and figures into the text of the dissertation.

Margins **ULV requires a 1.5 inch margin on the left and 1 inch margin on all other sides.**

Page numbers Per APA7, page numbers will be placed .5” from the top **righthand** corner of each page. Front matter will be numbered with roman numerals; Chapter I begins with page 1 (arabic numerals)

Font **Times New Roman 12 pt.**
Tables may use 10 or 11 pt.

CHAPTER HEADINGS **All chapter headings are ALL CAPS Centered (this includes chapters 1-5, and other *chapter-like* elements—ABSTRACT, REFERENCES, etc.)**

Example:
CHAPTER I
INTRODUCTION

The body of text will use all five APA heading levels as appropriate

ORDER OF THE DISSERTATION FOR APA

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Note: Most students copyright their dissertations.

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

LaFetra College of Education
Organizational Leadership Program

Month 20XX
(or year of graduation)

ABSTRACT

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: This page/element is optional.

DEDICATION

First page of each chapter begins 2” from the top of the page

CHAPTER I

INTRODUCTION

| Level | Format |
|-------|--|
| 1 | <p style="text-align: center;">Centered, Bold, Title Case Heading</p> <p style="text-align: center;">Text begins as a new paragraph.</p> |
| 2 | <p>Flush Left, Bold, Title Case Heading</p> <p>Text begins as a new paragraph.</p> |
| 3 | <p><i>Flush Left, Bold Italic, Title Case Heading</i></p> <p>Text begins as a new paragraph.</p> |
| 4 | <p>Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.</p> |
| 5 | <p><i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph.</p> |

NOTE: For ULV dissertations, use an ALL CAPS chapter number and title, then begin with the first-level APA heading (e.g., CHAPTER I <return> INTRODUCTION)

Note Chapter 10 of the APA manual has extensive examples of how to reference your sources. A few are included on this list.

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APPENDICES

APPENDIX A

CCC FIGURES