

Chapter 1

INTRODUCTION

This is the beginning page of Chapter One. **REMEMBER: University requirements supercede all other requirements when typing your project or thesis.**

The margins must be 1.5” from the left hand side and one inch from the top, bottom and right side of the page. The page numbers for all pages will be in the upper right hand corner.

NO PAGE NUMBER CAN APPEAR IN THE MARGINS. THIS INCLUDES TOP, RIGHT AND BOTTOM MARGINS. “Chapter” is typed in upper and lower case.

Double-Double space (4 spaces total) after “Chapter.” The chapter title is typed in all capital letters. Put four spaces after the chapter title and between sections. BEGIN TEXT.

Indent paragraphs five spaces.

Double space all text in the body of the project. The only exceptions to this rule are long quotations, tables and references. Double space between references. There should only be one space after periods. Put 4 spaces between sections.

Centered Titles

The first level under the chapter title is the Capitalized Centered Title. This divides your text into manageable sections. The “normal” sections of Chapter 1 are:

Purpose of the Project (or Study), Statement of the Problem, Significance of the Project (or Study), Limitations, Definition of Terms and Organization of the Project/Study.

Side Titles

Side titles, as above, are the next level of headings. Three single spaces follow the end of the paragraph prior to side titles. Double space after the side title. If a side title is more than 25 characters long, split the title into two (or three) lines, single spaced.

Subtitles. Paragraph subtitles are the third level of headings. This level is used when you need to break down the information into categories under the side title.

Format and Style for the Department of Child Development

The Department of Child Development requires that projects and theses be submitted in the format of the American Psychological Association (APA), 5th edition (2001) with modifications contained in this handbook. The keys to “passing” the format check are ACCURACY (check spelling and tense), and CONSISTENCY. You should purchase a copy of the current APA style manual for use in formatting your thesis.

Work or statements made by others should be cited using APA style. Quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (“like this”). Citations (APA Style) and page numbers should accompany all direct quotes. Quotations of 40 or more words are a single-spaced block of typewritten lines with no quotation marks. Indent five spaces from left margin only. Do not indent the first paragraph an additional five spaces. If the quote is lengthy and

there is a second paragraph, indent that paragraph five spaces. NOTE: Direct quotes should be used sparingly. The following is an example of an indented quote:

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to a professional field. A project is a formal written report of a planned activity designed to meet an immediate problem or an identified need. It must evidence originality, and independent thinking, appropriate form and organization and a rationale.

The project must clearly identify a significant problem of interest, state the major assumptions, review the past research for criteria related to the problem, set forth the sources for and methods of gathering information to develop a product which can be curriculum or research related. (Rogers, 1997, p. 10)

Other Formatting

Please refer to the attached *CSUS Guide Thesis/Project Format Requirements Standard Cover Pages* for requirements for headers, fonts and spacing, margins and other format requirements. These University requirements supercede APA Style requirements. University format requirements and sample title pages can be accessed at www.csus.edu/gradstudies/forms.htm.

Chapter 2

REVIEW OF LITERATURE

Chapter Two is a review of relevant literature used in the preparation of the project or thesis. Use past tense to discuss past results, i.e., Smith reported, Jones concluded, Baker said, etc. Switching tenses or using present tense in reporting research (that is in the past) is the most common format error in the Review of Literature. Another common mistake is using **BOLD** or *ITALICS* text. **Bold** should not be used. As a general rule, *Italics* should not be used in the body of the project or thesis. However, if emphasis might otherwise be lost, use *italics* rather than **Bold**. Italics are also used in headings.

Reference citing is the style preferred by APA. An example of reference citing is as follows: Jones (1997) stated that..... or, if it is a direct quote, Jones (1997, p. 43) said ... Paraphrasing (with citation) is encouraged, rather than direct quotes. Direct quotes require citation **and** page #'s, APA style.

Chapter 3

METHOD

In a project, the following headings should be used:

Project Design

Setting and Participants

Role of Researcher

Procedures

Data Collection and Analysis

Summary

For a thesis, the following headings should be used:

Research Question

Research Design

Participants

Measures

Materials or Apparatus (if applicable)

Procedure

Chapter 4

DISCUSSION, RECOMMENDATIONS AND CONCLUSIONS

For a project, Chapter 4 is entitled Discussion, Recommendations and Conclusions

For a thesis, Chapter 4 is entitled RESULTS and Chapter 5 is simply entitled
DISCUSSION.

APPENDICES

Appendix A

TITLE

Appendix B

TITLE

REFERENCES

This is the reference page. It includes all references cited throughout the paper. It does not include references not directly cited. Consult the APA style manual for reference format.

- NOTES:
1. Single space references and use the hanging indent format. Double space between references.
 2. Do not indent the first line (see examples below). Indent the subsequent lines of a reference.
 3. *Italicize* titles of books and journals.
 4. Space between author's initials.
 5. Keep entire reference together. If a reference will split over two pages, move the entire reference to the next page.
 6. Be consistent. Proof carefully.
 7. The only things capitalized are the names of journals and proper names.

Example of a journal article, one author

Emerson, T. D. (1995). A comparative evaluation of computer based and non-computer based instructional strategies. *Journal of Computers in Mathematics and Science Teaching*, 8, 46-59.

Example of a journal article, two authors (paginated by issue)

DeBeeby, F., & Guppa, G. (1995). A different approach to the same old day: Combining your talents. *Journal of Useless Research*, 12(3), 219-242.

Example of a journal article, three to five authors (paginated by issue)

Allen, D., Jones, C. B., Anderson, T. R., Mischief, M., & Trouble, T. (1995). The efficacy of computer assisted instruction (CAI): A meta-analysis. *Journal of Educational Computing Research*, 12(3), 219-242.

Reference to entire book

Beavis, B. (1987). *Getting in the last word after the colon: Capitalize the first one*. Sacramento, CA: Houghton Mifflin.

Reference to book, third edition

Quinn, C. P., & Shannon, M. F. (1985) *The importance of being Irish: A critical analysis*. (3rd ed.). Dublin: Houghton Mifflin.

Example of article or chapter in edited book

Cool, A. (1998). Individual writing in a corporate world. In I. M. Kidder & R. U. Listening (Eds.), *Successful writing styles* (pp. 210-212). Rumsey: Penguin.

Example of reference to on-line information

United States Department of Education (1996). *Getting America's students ready for the 21st Century: Meeting the technology literacy challenge*. Retrieved December 23, 1997 from <http://www.ed.gov/technology/plan>.

Example of on-line periodical

Manners, M., & Piffle, O. (2000) Good work when you can see it. *Journal of Optical Delusions*, 3, 121-131. Retrieved December 11, 2001 from <http://www.stupidstuff.gov/optics/work>

Example of reference when author and publisher are the same

California State Department of Education (1999). *Working in a university environment*. Sacramento, CA: Author.