

# PL4401 Honours Thesis Formatting Guide

Version 1; Dated June 9, 2009

In general, the thesis format should adhere to the guidelines outlined in the American Psychological Association (APA) Publication Manual. However, there are deviations from the APA guidelines when preparing a manuscript for thesis submission. Unless specified in this Guide, please follow the APA guidelines.

## **Order of presentation**

The order of contents should be as below:

- Cover Page
- Title Page
- Acknowledgements (optional)
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- List of Appendices
- Introduction
- Methods
- Results
- Discussion
- References
- Appendices

## **Pagination**

All sections before the *Introduction* (except the *Cover Page* and *Title Page*) should be numbered in Roman numerals (i, ii, iii, iv, etc; no running head) at the top right hand corner of the page. All other pages should be numbered with Arabic numbers (1, 2, 3, 4, etc) along with the running head.

## **Font**

The entire thesis must be printed on A4 size paper, single-sided, with double spacing, using Times New Roman font. The font size should be 12 points and with 3.5cm (or 1.5 inch) left margin, and 2.5 cm (or 1 inch) margins on all other sides.

## **Cover Page**

The *Cover Page* is the outer cover of your thesis when it is being bound. See Appendix A for sample (Note the font as Ariel, size 14).

## **Title Page**

See Appendix B for sample.

## **Abstract**

The *Abstract* should not exceed 200 words, and should be given within a single paragraph. The first few sentences identify the topic, the next few the research design, then the basic observations and/or results, and the last one or two, the theoretical implications of the observations and/or results. The Abstract should provide readers a concise summary of your research questions, hypotheses, results, and conclusion.

## **Table of Contents**

The *Table of Contents* page lists all the major headings and sub-heading and the page numbers on which each starts.

## **Lists of Tables, Figures, and Appendices**

Where applicable, prepare three separate lists, one each for (a) *Tables*, (b) *Figures*, and (c) *Appendices* in that order. These lists should provide the reader an overview of the tables (or figures or appendices) and their corresponding page numbers.

## **Main Thesis Body (Introduction, Methods, Results, and Discussion)**

Follow the APA guidelines in terms of formatting. Take note of the following:

- Unlike APA, print the word “Introduction” at the top of the first page on which you start your main thesis body. There is no need to print your thesis title again on this page.
- All text should be “aligned left” and not “justified”.
- If reporting multiple studies, please refer to the APA publication manual for the appropriate levels of headings.
- All tables and figures should be embedded within the main text body. Use one separate page for one table and start on a fresh new page for a different table. Do not “mix” text and tables together within a single page. The same guidelines apply to figures as well.

## **References**

Prepare the *References* page according to APA guidelines.

## **Appendices**

Appendices are reserved for materials that are not strictly necessary for the presentation and interpretation of the data but may be useful to clarify certain issues related to the thesis. Examples include pilot studies, supplementary data analyses, and computer program syntaxes. Where appropriate, the relevant Research Ethics Approval Forms and questionnaires used in the thesis should also be included. Note, however, that questionnaires copyrighted and distributed by commercial organizations should not be placed in the Appendices.

**APPENDIX A: Sample Cover Page**

SELF-ESTEEM AND ACADEMIC PERFORMANCE  
IN UNIVERSITY STUDENTS

JOHN LIM

DEPARTMENT OF PSYCHOLOGY  
NATIONAL UNIVERSITY OF SINGAPORE  
2008/2009

**APPENDIX B: Sample Title Page**

RUNNING HEAD: Self Esteem and Performance

Self-Esteem and Academic Performance in University Students

John Lim

Thesis Submitted in Partial Fulfillment of the Requirements for  
The Degree of Bachelor of Social Sciences with Honours (Psychology)

2008/2009