In preparing your thesis please note that you are bound by two sets of regulations, University and Departmental. There are University Regulations which apply throughout the thesis and in certain parts. Departmental Regulations are mainly for the body of your thesis. If you have any questions about the formatting process, please see Julie Smith. Her office is PSYC 3117. Her phone and e-mail address are 494-6931 (phone), and smith123@purdue.edu, respectively.

Over the past few years, students who have been through the formatting process have offered suggestions on how to make this handout easier to read. A common request was a "Frequent Mistakes" section which many felt would help students avoid the same mistakes (see below). Please don't just read this section and not the rest of the handout. There is vital information throughout the handout and you should read it thoroughly before formatting your thesis. If at any time you are stuck and don't understand something in the handout, please see Julie.

---

**Frequent Mistakes**

1. **Margins:** Do not rely on your software program to ensure that you have the correct margins. Have a ruler or template ready to measure things.

2. **Page Numbers:** Page numbers must be 1/2" down from the top of the paper (not the top margin) and 1" over from the right. They also must be in the same font and size as the body of the thesis.

3. **Examples:** On pp. 8-15 are examples of the correct layout of different parts of a thesis. PLEASE take the time to look at these examples. They will save you a lot of time and frustration.

4. **Major Headings:** Major headings (e.g., Acknowledgements, Table of Contents, List of Tables, List of Figures, Abstract, Introduction, Experiments, Discussion, List of References, Vita, etc.) must be 2" down from the top of the paper and typed IN ALL CAPS. Again, this is the top of the paper, not the top margin. Also, don't rely on your software program to correctly measure down 2". Use a ruler to check.

5. **Regular Headings:** Please use the examples on p. 13 to decide the appropriate placement of your headings. No more than five headings are allowed in your thesis. **Note:** A major heading does not count as one of the level headings.

6. **Spacing:** The amount of space between a major heading and the text is equal to two single-spaced lines (not a double-space). The example on p. 13 should be your guide.
University Regulations

1. **Typeface:** Only one typeface can be used throughout the thesis (including page numbers). The font size can be no more than 12 pitch and no smaller than 10 pitch. The beginning pages, body of the thesis, and page numbers must be done in the same font and pitch size. You may use a combination of fonts and sizes in the appendices.

2. **Spacing:** You may use either a space and a half or double spacing. Please make sure that the widow/orphan control for your software is turned on.

3. **Margins:** If you're using Word, please use the following margins:
   - Left: 1.6"
   - Right: 1.05"
   - Top: 1.05"
   - Bottom: 1.30"
   - Header: 0.55
   - Footer: 0.55

   If you're using a different software, please see Julie.

4. **Page Numbering:** Page numbers (Roman and Arabic) should be 1/2" from the top of the paper and 1" from the right. Preliminary pages are done in small Roman numerals (e.g., i, ii, iii, etc.). The order of the preliminary pages is as follows:
   - Title Page (this page is counted but **not** numbered)
   - Dedication (optional)
   - Acknowledgments (optional)
   - Table of Contents (must have)
   - List of Tables (must have if you have tables in the thesis)
   - List of Figures (must have if you have figures in the thesis)
   - Abstract (must have)

   The text, references, and appendices are done using Arabic numbers (e.g., 1, 2, 3, etc.).

5. **Deposit Copy:** The University and Department no longer require a hard copy of your thesis. All theses must be submitted electronically to the graduate school. Directions on how to do this are on pp. 17-18.

6. **DO NOT** tear your hair out, fret, lose sleep, etc. when formatting your thesis. Just take your best shot and if something doesn't make sense please contact Julie Smith.

On the following pages are typing instructions for the various parts of your thesis. Please read these carefully. Also, check out the examples at the end of the handout.
Title Page

All information on this page must be centered vertically and horizontally on the page. Your title should be in all caps. Your name must be as it appears on your official transcripts. Please note that M.S. stands for Master of Science and Ph.D. stands for Doctor of Philosophy (not Psychology). The date should be the month (this should be either May, August, or December) and year that you will receive the degree. You must also list "Purdue University" and "West Lafayette, Indiana" on the title page (see p. 8 for an example of a correct title page). Please remember that this page is counted but not numbered.

Dedication

This page is optional. If used, center the text on the page (horizontally and vertically). There is no heading for this page and it is not listed in the Table of Contents.

Acknowledgments

This page is optional. If used, ACKNOWLEDGMENTS is centered 2” from the top of paper. This page is not listed in the Table of Contents.

Preface

This page is optional. If used, PREFACE is centered 2” from the top of paper. This page is not listed in the Table of Contents.

Table of Contents

You must have a Table of Contents. The heading TABLE OF CONTENTS should be centered 2” from the top of the paper. The word “Page” should begin two (single-spaced) lines below this heading and should be typed flush with right margin. Major headings (e.g., LIST OF TABLES, ABSTRACT, etc.) should be in all caps. You may either single-space or double-space the Table of Contents. (If you single-space the T.O.C., there must be at least a double-space before and after all major headings.) The rest of the headings must be listed exactly as they appear in the thesis and indented depending on their level heading. [NOTE: All headings used in the thesis must be listed in the T.O.C.] Dotted lines are required between headings and page numbers. If your Table of Contents is more than one page, the second (and succeeding) pages should begin 1” from the top of the paper, with the word “Page” again typed flush right. (See p. 9 for an example of a correct T.O.C. Remember that this is an example -- your T.O.C. may have different headings.)

List of Tables and/or List of Figures

If you have any tables or figures in your thesis, they must be listed in the LIST OF TABLES and/or LIST OF FIGURES page(s). LIST OF TABLES and/or LIST OF FIGURES is centered 2” from the top of the page. Two (single-spaced) lines below that type “Table” and/or “Figure” (flush left) and “Page” (flush right). Table and/or figure captions must be worded exactly as they appear in the thesis. If the list is more than one page, the headings “Table” and/or “Figure” and “Page” should begin 1” from the top of the second (and succeeding) pages. If you put tables or figures into appendices, then “Appendix” should precede the headings “Table” and/or “Figure” (e.g., “Appendix Table” and/or “Appendix Figure”). (See pp. 10-11 for examples.)
**Abstract**

ABSTRACT should be centered 2” from the top of the paper. Two (single-spaced) lines should be between this heading and the first paragraph. This first paragraph is always single-spaced. Please be sure that your name and title of the thesis correspond exactly with the title page (the title should not be in all caps, but rather each major word should be capitalized). Double-space between the first and second paragraph. (See p. 12 for an example of a correct Abstract.)

**Cover Sheets**

You must include cover sheets for the following sections: LIST OF REFERENCES, APPENDICES (or APPENDIX if only one), and VITA. These pages should have the title of the section centered horizontally and vertically on the page and be in all caps. **These pages are not numbered nor counted.**

**List of References**

LIST OF REFERENCES (not REFERENCES) should be centered 2” from the top of the paper. Two (single-spaced) lines should be between this heading and the first reference. See pp. 6-7 for further information on the formatting of references.

**Appendices**

The only margins that must be obeyed when including appendices are the left and top. You may use a different font for the text as long as it is no larger than 12 pitch nor smaller than 10 pitch. You may also single-space the appendices. **But page numbers must be the same font and size as main body of the thesis.**

**Vita**

You must include a vita if you are a Ph.D. student. VITA should be centered 2” from the top of the paper. Two (single-spaced lines) should be between this heading and the first line of the Vita. The only formatting rule that needs to be obeyed is the left and top margin requirements.

**Departmental Regulations**

The body of your thesis is governed by Departmental Regulations. Generally, these are simply APA formatting, with a few exceptions. Below are the general rules. If you need further clarification, please see Julie.

**Headings**

One of the biggest challenges you'll find in formatting your thesis is the placement of headings. The University requires that all major headings (e.g., INTRODUCTION, DISCUSSION, LIST OF REFERENCES, etc.) must begin on a new page. Major headings should start 2” from the top of the paper and be typed in all caps. There are two (single-spaced) lines between major headings and the start of the text. On p. 13 is an example of the placement of a major level heading.
APA allows for five subsequent heading levels after a major heading. Examples of these five heading levels are on pp. 13-14. You should decide along with your major advisor and/or committee members the number of headings that you will need in your thesis. Once you have done that, please use the examples on the pp. 13-14 as your guide to their formatting. If you should have any questions, please contact Julie. **Remember: A major heading does not count as one of the level headings.**

**Tables**

Tables must be numbered consecutively with Arabic numerals. Each major word in a table title is capitalized. Tables must be double-spaced. An exception to this is if you use a smaller font size (for example 10 pitch), then you may use one and a half spacing.

You have three options in the placement of tables in your thesis:

a. **In the body of the thesis on the same page.** Tables placed on the same page as text must be separated from the main text by two (single-spaced) lines before and after the table.

b. **In the body of the thesis on a separate page.** Tables placed on the page following their initial reference must be centered vertically on the page. You may put more than one table on a separate page as long as the margin requirements are followed and the tables are separated by two (single-spaced) lines.

c. **In the appendices.** Tables can be placed in one appendix or separate appendices. (Most people who chose this option put all the tables in one appendix.) You may also put more than one table on a page as long as the margin requirements are followed and the tables are separated by two (single-spaced) lines.

If a table exceeds one page, then “(table continues)” should appear at the bottom of the first page (and succeeding pages as needed), flush with the right margin. Column headings must be repeated at the top of each succeeding page. (See p. 15 for an example of a correct table.)

**Tip:** Please be sure that your table lines do not exceed the left and right margins. This is a problem for those that use the table function in Word. To avoid this, under "Table" click "Table Properties". From here click on "Cell" and then "Options". Be sure that the cell margins are set at 0" for all.

**Figures**

Figures must be numbered consecutively with Arabic numerals. You have two options in the placement of figures in your thesis:

a. **In the body of the thesis.** Figures placed in the body of the thesis text need to go on the page immediately following their initial reference. They should be centered on the page with the figure caption centered directly below the figure. If the figure caption is more than one line it must be left justified and double-spaced.
b. **In the appendices.** Figures placed in the appendices may go in either one appendix or separate appendices. **They should be centered on the page with the figure caption centered directly below the figure.** If the figure caption is more than one line it must be left justified and double-spaced. You may place more than one figure on a page as long as they are separated by two (single-spaced) lines.

The figure caption should look as follows:

**Figure X.** Caption should follow (only the first word of the caption is capitalized).

If your figure takes up the whole page, then you may opt to place the caption on a facing page. On facing pages, the left and right margins are reversed. The page number is placed in the upper left corner.

**Statistical Symbols**

Statistical symbols used in equations and in the text should be italicized. Exceptions to this are: Greek letters, subscripts, and superscripts.

**Quotes**

Any quote 40 words or more must be separated from the main text by two (single-spaced) lines before and after the quote. Quotes must also be double-spaced.

**Footnotes**

You have two options in the placement of footnotes in your thesis:

a. **On the same page.** Footnotes are placed at the bottom of the page on which they are cited. They may be singled-spaced and done in a smaller font size (but no smaller than 10 pitch).

b. **At the end of your thesis.** Footnotes placed at the end of your thesis will go into a section called “NOTES”. NOTES should be centered 2” from the top of the paper. There are two (single-spaced) lines between this heading and the text. Footnotes should be numbered (either with a superscript or regular number) and the first line of each footnote should be indented. This section should be after the main body of your thesis and before the List of References section.

**References**

References are **double-spaced with a hanging indent.** For example,

Some key things to remember:

a. There must be a space between an author's initials.

b. There should be a comma after every author's last name.

c. If the number of authors exceeds eight, list the first six authors followed by three ellipsis points (…) and add the last author's name.

d. If a journal is paginated by issue, then please include it after the volume number.

e. You do not need to include the doi number.

f. In a book title only the first word of the title is capitalized (unless there is a proper name).

g. You must have both the city and state of any book publication. The only exceptions to this are the following cities: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, Vienna.

h. Do not break a reference over two pages.
A Thesis
Submitted to the Faculty
of
Purdue University
by
Your Name

In Partial Fulfillment of the
Requirements for the Degree
of
Degree You Are Seeking

Month and Year Degree is Received
Purdue University
West Lafayette, Indiana
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REMEMBER: The headings LIST OF TABLES and LIST OF FIGURES will begin 2" from the top of the page.

1. If all your tables are in the text, then:

   LIST OF TABLES

   Table                     Page
   X. Table Title with all Major Words Capitalized . . . . . . . .   xx

   2. If all your tables are in an appendix, then:

   LIST OF TABLES

   Appendix Table                     Page
   X. Table Title with all Major Words Capitalized . . . . . . . .   xx

   3. If part of your tables are in the text and part are in an appendix, then:

   LIST OF TABLES

   Table                     Page
   X. Table Title with all Major Words Capitalized . . . . . . . .   xx
   \vdots
   \vdots
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   XX. Table Title with all Major Words Capitalized . . . . . . . .   xx
1. If all your figures are in the text, then:

   LIST OF FIGURES

   Figure                     Page
   X.  Figure caption with only the first word capitalized . . . . . .  xx

2. If all your figures are in an appendix, then:

   LIST OF FIGURES

   Appendix Figure                      Page
   X.  Figure caption with only the first word capitalized . . . . . .  xx

3. If part of your figures are in the text and part are in an appendix, then:

   LIST OF FIGURES

   Figure                     Page
   X.  Figure caption with only the first word capitalized . . . . . .  xx
   :
   :
   Appendix Figure
   XX.  Figure caption with only the first word capitalized. . . . . . .  xx
ABSTRACT

Last Name, First Name. Degree, Purdue University, Month and Year of Degree. This is the Title of Your Thesis and Only the Major Words are Capitalized. Major Professor: Whomever (do not put "Dr." in front of your major professor's name).

This is where the body of your abstract begins.
Your text should begin on this line.

If you have two level headings (after the major heading), then you would use the following format:

Level One

Level Two

If you have three levels, your headings will look like this:

Level One

Level Two

Level three.

If you have four level headings, then you would use the following format:

Level One

Level Two

Level three.

Level four.
If you have five level headings, then you would use the following format:

Level One

Level Two

Level three.

*Level four.*

*Level five.*
Table 1*

*Multiple Regressions Showing Contingency Task Performance as Predictors of Teacher Ratings*

<table>
<thead>
<tr>
<th>Criterion Rating/Step</th>
<th>Predictor</th>
<th>$R^2$</th>
<th>$\Delta R^2$</th>
<th>t(51)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>.00</td>
<td>.00</td>
<td>.10</td>
<td></td>
</tr>
<tr>
<td>PPVT (task 5)</td>
<td>.00</td>
<td>.00</td>
<td>-.58</td>
<td></td>
</tr>
<tr>
<td>Task 1 (social) and</td>
<td>.05</td>
<td>.04</td>
<td>.65</td>
<td></td>
</tr>
<tr>
<td>Task 2 (non-social)</td>
<td></td>
<td></td>
<td>.97</td>
<td></td>
</tr>
</tbody>
</table>

Anger-Aggression

Step 1 Age .00 .00 .44
Step 2 PPVT (task 5) .00 .00 .06
Step 3 Task 3 (social) and .11 .11 -2.49
Task 3 (non-social) 1.47

Anger-Aggression

Step 1 Age .00 .00 .56
Step 2 PPVT (task 5) .00 .00 -.06
Step 3 Task 4 (social) and .10 .10 -2.24
Task 4 (non-social) 1.32

CHECKLIST OF STEPS TO FOLLOW

___ When you send your committee your thesis, please send it also (electronically) to Julie Smith.

Julie will check the formatting of your thesis and make any necessary corrections. She will then return it to you. **Please make all your changes required by your committee to this formatted version.**

___ Send final corrected thesis electronically back to Julie (smith123@purdue.edu). Once your thesis has passed departmental formatting, Julie will sign your Form 9. Please pay careful attention to the graduation deadlines within the semester that you are trying to graduate. If you need a list of these dates, please see either Nancy O’Brien or Julie. **Please don’t wait until the week of the deadline to try to get everything done!**

___ Depositing

Please call the Thesis Formatting Office and request an appointment to deposit your thesis. Their telephone number is 494-2600 and they are located in YONG B-80. **Please do not wait until the last minute to deposit. The thesis formatting office gets quite busy during the last of the semester with graduate students from across the campus wanting to deposit. The longer you wait in a semester the higher your risk of not getting an appointment.**

*Note:* You must electronically submit your thesis **24 hrs.** before your scheduled appointment.