

Organizing and Formatting the Master of Education Thesis

The formatting for the thesis is slightly different than for other APA manuscripts. The information is included in detail in the APA Manual on pages 321-329, and is summarized in this document. **The left margin should be 1½" for binding.**

The thesis should include the following sections in the order they are listed below. The title of each section should be all upper case (centered) and each section should begin with a section break to a new page. Instructions for doing this and for inserting pages numbers follow. Within each section, use level 3 and 4 headings. Include these headings, indented appropriately, in your table of contents.

Sections of the Thesis

Title page (see sample attached)

Acknowledgements – this is a place to thank those who helped you during the completion of this project – teachers, research subjects, family, etc.

Table of contents (see sample attached)

Abstract

Introduction

Review of the Literature

Research Methods

Research Results

Discussion

References

Appendices – If you have more than one, begin each on a new page and label them alphabetically (Appendix A, Appendix B, etc.). List each in the table of contents separately with its title (e.g. Appendix A: Instructions to Teachers)

Formatting Tips

Section break

- 1) When you have completed writing a section, insert a section break. This will remain even if you add material in this section and will make each title begin at the top of a new page. Do not hit "Enter" to move down to a new page.
- 2) Word 2003 – Insert – Break — Next page (under "section break type")
- 3) Word 2007 – Page Layout – Breaks — Next page (under "section breaks")

Inserting page numbers

- 1) General information
 - a) The sections "Acknowledgements" through "Abstract" should be numbered with small Roman numerals (i, ii, iii) and the rest of the sections should be numbered with Arabic numbers (1, 2, 3). The title page does not have a number and does not count in the numbering. The page number goes at the center bottom of the first page of the section and at the top right of the remainder of the pages of the section.

- b) If you insert numbers correctly at the beginning of your paper, the page numbers will automatically appear in the right place as you add new sections. You only have to change the number format to Arabic numbers at the beginning of the Introduction.
- 2) Word 2003 – View – Header and Footer
- This will open a new toolbar at the top. From this toolbar you can do several things:
- a) On the first page of each section, switch to footer (9th icon). Click on page set up (6th icon – it looks like a book), check "Different first page," and click OK. Tab once, and insert page number (1st icon).
 - b) While you are still in the "Header and Footer" view, scroll down to the header of page 2. Tab twice and insert page number (1st icon). Click on "Close" on that toolbar to return to the document.
 - c) If you need to change the style of the numbers to i, ii, iii (for Acknowledgements through Abstract), choose "format number" (3rd icon) and under "Number format" choose i, ii, iii. Use the same procedure to change to 1, 2, 3.
- 3) Word 2007 -- Insert
- a) Go to the top of page 2 and click on "Page Number – Top of Page" and then choose the one with the number to the far right.
 - b) This will open the Header and Footer toolbar. Click on "Different first page."
 - c) Scroll up to the bottom of page 1 and click on "Page Number – Bottom of Page" and then choose the one with the number in the center.
 - d) If you need to change the style of the numbers to i, ii, iii (for Acknowledgements through Abstract), choose "Format page numbers" from either the "Insert" toolbar or from the "Header and Footer" toolbar.

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- 1) To make dots between the last word of each line and the page number:
 - a) Word 2003 – Format – Tabs (Under "Tab Stop Position", type 6; click on "Right" under "Alignment" and click on "2..." under "Leader"; then click OK to close the box.)
 - b) Word 2007 -- There are two ways to get to the "Tabs" dialog box.
 - i) Home – Paragraph (at the far right of where it says "Paragraph" there is a little arrow – click on it). The dialog box will open. Under "Indents and Spacing" at the very bottom, click on "Tabs." (You can also find Paragraph under Page Layout.
 - ii) If you already have tabs in your document, click on any tab in the ruler. (If you don't have a ruler showing at the top of the document, you can get one by going to View and checking "Ruler."). This will open the dialog box.
 - iii) Under "Tab Stop Position", type 6; click on "Right" under "Alignment" and click on "2..." under "Leader"; then click OK to close the box.
- 2) Type your entry, hit tab (the dots will appear) and type the page number. It will all be perfectly aligned.

AN EVALUATION OF THE LANGUAGE ARTS ABILITIES OF THE
ADVANCED AND REGULAR SIXTH GRADE CLASSES
IN RELATION TO GRAMMAR SKILLS



A THESIS

SUBMITTED TO THE FACULTY OF THE GRADUATE PROGRAM
OF TRINITY BAPTIST COLLEGE



BY



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