

University of Northern Iowa School Psychology Program

Guidelines for Preparation of a Thesis Completed as a Manuscript for Journal Submission

Educational Specialist students in school psychology who are required to complete a thesis have two options: the student may submit a “traditional” thesis consisting of several chapters, including an introduction, review of the literature, methods, results, and discussion, or the student may submit a manuscript that has been prepared for submission to a professional journal. A traditional thesis typically contains considerable detail, including a thorough review and critique of literature in the area of study. A manuscript prepared for submission to a journal will typically be much more succinct. Format and style requirements of the University of Northern Iowa Graduate College must be observed for both options.

Detailed information about the traditional thesis is contained in the School Psychology Program Research Guidelines available at <http://www.uni.edu/coe/epf/HTML/MAEpaper%20-%20Research%20Paper%20Guidelines.pdf>, and in the Graduate College Thesis and Dissertation Manual available at <http://www.grad.uni.edu/thesis/thesismanual.aspx>. Although preparation of a manuscript intended for publication must meet all Graduate College requirements, some aspects of this thesis style may differ from the traditional thesis format. The purpose of this document is to provide specific guidelines for preparation of a thesis intended as a manuscript for publication. Questions concerning thesis requirements may be directed to Janet Witt, Graduate College Thesis and Dissertation Reviewer (3-2748, janet.witt@uni.edu) or for the manuscript style thesis, contact Janet Witt or Charlotte Haselhuhn, School Psychology Program Coordinator (3-3834, charlotte.haselhuhn@uni.edu).

Theses submitted in the School Psychology Program follow the format delineated in the *Publication Manual of the American Psychological Association, Fifth Edition*, unless requirements of the Graduate College differ from APA requirements. If there is a difference, the thesis must reflect Graduate College requirements. The student should refer to pages 5 – 12 of the Graduate College Thesis and Dissertation Manual for specific information about format and style. The following format and style requirements of the Graduate College differ from those of the APA Publication Manual and must be observed. (This may not be a comprehensive list.):

1. Margins. The Graduate College requires a left margin of 1.5 inches, a right margin of 1 inch, and top and bottom margins of 1.25 inches.
2. Spacing. The Graduate College requires that reference material to be single-spaced within each reference and double-spaced between references.
3. Pagination. Page numbers are placed in the upper right corner, $\frac{3}{4}$ to 1 inch from the top of the page and even with the right margin. Preliminary pages are numbered, beginning with the approval page, with lower case Roman numerals (e.g., ii, iii, iv). Text page numbers begin with the first page of text and use Arabic numbers.
4. Sections. Each section of the thesis that is submitted to the Graduate College should begin on a new page.
5. Running head. Do not include a running head on the thesis to be submitted to the Graduate College.

6. Headings. The number of headings may vary according to the length and organization of the paper. You will use the heading style required by the Graduate College as listed below. It is suggested that if you do not need four heading levels, that you omit the Second Level Heading.

SECTION HEADING (e.g. METHODS, RESULTS, DISCUSSION)

Second Level Heading (centered, omit this level if desired)

Third Level Heading (flush left, underlined)

Fourth level heading. (indent. Text follows on same line with one or two spaces after the period. The number of spaces following any period may be one or two, but should be consistent throughout the document.)

6. The thesis submitted to the Graduate College will require several pages in addition to those you will submit to a journal. Sample pages are included in the Graduate College Thesis and Dissertation Manual. The required and optional pages for submission to the Graduate College are listed in order:

- i. Copyright page (optional)
- ii. Abstract title page
- iii. Abstract
- iv. Thesis title page
- v. Thesis approval sheet
- vi. Dedication (optional)
- vii. Acknowledgements (optional)
- viii. Table of Contents
- ix. List of Tables
- x. List of Figures
- xi. Text of thesis
- xii. Endnotes (if used)
- xiii. List of References
- xiv. Appendices

7. Tables and figures. The APA Publication Manual requires that tables and figures appear on separate pages at the end of the manuscript. You may follow APA format for your tables and figures.