



**CHECKLIST FOR SUBMISSION OF
CULMINATING ACTIVITY DOCUMENTS
APA 6th Edition
Master of Education and Master of Counselling Programs
University of Lethbridge**

Formatting

- Follow the American Psychological Association 6th edition (APA) and the Faculty of Education formatting regulations as outlined below.

Submission

- Capstone document submitted in electronic (pdf) format via email to Graduate Studies and Research in Education
- Project and Thesis document submitted in electronic (pdf) format via e-submission system

Document

- Acceptable word processing programs include Microsoft Office 2010 or subsequent versions (Windows/Macintosh)

Prefatory Pages:

- Numbered consecutively in Roman numerals
- Page numbers centred on bottom of page
- Samples of the title page and committee member page are available in the program specific Policies and Procedures (see: <http://www.uleth.ca/graduate-studies/policies-procedures>)

Title Page	<ul style="list-style-type: none"> ○ See Policies and Procedures for sample ○ Title will appear on transcript 	Prefatory Page (no page #)
Committee Member Page (for Project or Thesis)	<ul style="list-style-type: none"> ○ See Policies and Procedures for sample 	Prefatory Page (no page #)
Dedication	<ul style="list-style-type: none"> ○ If any, not required 	Prefatory Page (iii)
Abstract	<ul style="list-style-type: none"> ○ No indentation (all one paragraph) ○ 150 word maximum ○ No listing of key words is required within the document 	Prefatory Page (iv)
Preface	<ul style="list-style-type: none"> ○ If any, not required 	Prefatory Page (v)
Acknowledgement	<ul style="list-style-type: none"> ○ If any, not required 	Prefatory Page (vi)
Table of Contents	<ul style="list-style-type: none"> ○ Double-spaced 	Prefatory Page (vii)

	<ul style="list-style-type: none"> ○ 3.8 cm left margin; 2.54 cm right, top, bottom ○ Ellipsis points connecting to page numbers ○ Table of Contents listed as part of the Table of Contents ○ Right digits of page numbers aligned at 2.54 cm from right edge of paper 	
List of Tables	<ul style="list-style-type: none"> ○ If applicable ○ Double-spaced ○ 3.8 cm left margin; 2.54 cm right, top, bottom ○ Ellipsis points connecting to page numbers ○ List of Tables listed as part of the Table of Contents 	Prefatory Page (viii)
List of Figures	<ul style="list-style-type: none"> ○ If applicable ○ Double-spaced ○ 3.8 cm left margin; 2.54 cm right, top, bottom ○ Ellipsis points connecting to page numbers ○ List of Figures listed as part of the Table of Contents 	Prefatory Page (ix)

Pages of Main Body

- Includes pages containing illustrations, references and appendices
- Numbered consecutively in Arabic numerals
- Page numbers placed top, right corner of the page. The page numbers are right justified.
- **No running headers**

Heading Levels

- Accurate heading levels as per APA
- Table of Contents should conform to levels in document
- No headings with numbers or letters (other than Appendices)
- Font size for headings must be 12 point
- Prefatory pages conform to heading levels
- Refer to Table 3.1 of APA Manual

Spacing

- Double spacing throughout (including before new heading - not double double)
- Single space or double space for block quotes (40 words or more), references, appendices (consistency)
- Paragraphs indented 1.27 cm (.5")
- One space following all punctuation marks

Margins

- **3.8 cm left margin**
- 2.54 cm other margins (page numbers within the 2.54 cm margin between top of page and first line of text)
- Left justification only

Copyrighted Materials

If a Capstone, Project or Thesis uses substantial parts of copyrighted works in ways not covered by statutory exceptions to infringement or University Library electronic resource license agreements a Letter of Permission from copyright owners or their licensing agents must be included. These Letters of Permission must accompany the Capstone, Project, or Thesis when the final copies are submitted.

If a Capstone, Project, or Thesis includes substantial parts of previously published works by the author and the author did not retain the right to reproduce those parts, then the author must obtain reproduction permission from the copyright owner.

If the author is unable to obtain copyright owner permission and omitting this material will not detract from the sense of the text, then the author must remove the copyrighted material, and in its place insert a page that explains:

- That the material has been removed because of unavailable copyright permission; and
- The content of the omitted material and its original source.

If the author is unable to obtain copyright owner permission and omitting this material will detract from the sense of the text, then the author has two options:

- Do not finish or publish the Capstone, Project, or Thesis until the copyright owner provides permission; or
- Remove the copyrighted material and rewrite that section of the Capstone, Project, or Thesis in a manner that does not change the sense of the text.

Citations

- Reproduce word for word material directly quoted
- Surname (only) of author and year of publication at appropriate point in the text:
Smith (2016) suggests . . .

In a recent study of girls and technology (Black, 2015) . . .

- (Name, Date, p. no.) if a direct quotation; (Name, Date) if paraphrasing the author
- Multiple citations alphabetized e.g. (Smith, 2016; Rodney & White, 2014)
- Citations match references
- "and" with multiple authors in body of text
- "&" with multiple authors in parenthesis
- One space between items in citation (Smith, 2016, p. 9)
- For three or more authors use the full citation in the first instance, then may use 'et al' for subsequent citations. For six or more authors you may use 'et al' on the first citation.

References (not "Bibliography")

- Begins on new page
- Double-spaced
- Hanging indent
- No author's first name
- Journal/periodical titles; first word of title of books and articles; and first word following a colon are capitalized
- Titles of major works italicized
- Include the digital object identifier (DOI) if one is assigned, if no DOI use URL
- If each issue of a journal begins on page one, give the issue number in parentheses immediately after the volume number

Format for Reference List:

Deal, T. E. (2009). Poetical and political leadership. In B. Davies (Ed.), *The essentials of school leadership* (pp. 133-146). London, EN: SAGE.

Hattie, J. (2016). *Know they impact: Visible learning in theory and practice*. New York, NY: Routledge.

Holloway, J., Nielsen, A., & Saltmarsh, S. (2017). Prescribed distributed leadership in the era of accountability: The experiences of mentor teachers. *Educational Management Administration & Leadership*, 1(1), 1-18. doi:10.1177/1741143216688469

Lochmiller, C. R. (2016). Examining administrators' instructional feedback to high school math and science teachers. *Educational Administration Quarterly*, 52, 75-109.
doi:10.1177/0013161x15616660

Appendices

- Double-spaced (unless very lengthy - then single spaced acceptable)
- Appendices such as group manuals, brochures, and cover letters for surveys, interviews, and consent form should be included in their original format
- Each appendix begins on separate page
- "Appendix" and the identifying capital letters (Appendix A, Appendix B, Appendix C, etc.) centred at the top of page, followed by:
- Title of appendix centred beneath "Appendix A"
- Appendices in the order in which they are mentioned in the text
- For one appendix only, identifying letter not required (i.e. Appendix)
- Double-space title of the appendix, centred, in uppercase and lowercase letters
- Appendices listed in Table of Contents

Appendices	2
A: Title of Appendix	3
B: Title of Appendix	5

- Each appendix has a title
- Page numbering continues as part of the document

Paper

- One side of paper only
- Standard-sized (8.5 X 11") high quality white bond

Font

- 12 point Times New Roman. The font has to be solid, black, and consistently used throughout the document.

Photographs, Colour

- May contain colour photographs and/or figures.

Punctuation to Watch

- Comma between *and* and *or* in a series of three or more items
- Comma and period inside quotation marks (some exceptions)

"Ignorance is lack of knowledge of the ways of the self."

but after citations:

"Ignorance is lack of knowledge of the ways of the self " (p. 55).

1960s (plural), not 1960's

Block quotes

- Must be 40 words or more
- No quotation marks with block quotes

- If two paragraphs, second indented
- May be single-spaced (consistency)

Widowing

- No widowing (title must be followed by two lines of text on a page)

Spelling

- Canadian spelling preferred; however British and American are acceptable (consistency)