**TITLE OF THESIS**

by

**Your Name**

**A Thesis**

*Submitted to the Faculty of Purdue University*

*In Partial Fulfillment of the Requirements for the degree of*

**Choose Degree**



Choose Department

Choose Campus Location, Indiana

Choose Graduation Term

**THE PURDUE UNIVERSITY GRADUATE SCHOOL**

**STATEMENT OF COMMITTEE APPROVAL**

**Dr. John Doe, Chair**

School of Materials Engineering

**Dr. Jane Doe, Co-Chair**

School of Aeronautics and Astronautics

**Dr. Jim Doe**

Department of Statistics

**Add or Delete Committee Member**

Add or Delete Department

**Add or Delete Committee Member**

Add or Delete Department

**Approved by:**

Dr. FORM 9 THESIS FORM HEAD NAME GOES HERE

*This page is OPTIONAL and is used for personal dedications. This page is formatted using italicized font, 1.5 line spacing, and both centered horizontal and vertical alignment. If you do not intend to personally dedicate this document to anyone, delete this page.*

**ACKNOWLEDGMENTS**

This page is OPTIONAL. The acknowledgements section is typically reserved for professional dedications. You may also include funding information or any other copyright acknowledgments. If you do not intend to professionally dedicate this document to anyone, delete this page.

**TABLE OF** **CONTENTS**

[LIST OF TABLES 7](#_Toc166684741)

[LIST OF FIGURES 8](#_Toc166684742)

[EXTRA HEADINGS 9](#_Toc166684743)

[ABSTRACT 10](#_Toc166684744)

[THESIS FORMATTING GUIDE 11](#_Toc166684745)

[Thesis/dissertation styles 11](#_Toc166684746)

[Controlled vs. Non-controlled thesis or dissertation 11](#_Toc166684747)

[Draft review information 12](#_Toc166684748)

[Table of Contents 13](#_Toc166684749)

[Page numbering 14](#_Toc166684750)

[Font style, size, and spacing 15](#_Toc166684751)

[Line spacing 15](#_Toc166684752)

[Paragraph indentations 15](#_Toc166684753)

[Paragraph alignment 15](#_Toc166684754)

[Margins 16](#_Toc166684755)

[Page Breaks and Section Breaks 16](#_Toc166684756)

[Headings and Subheadings 16](#_Toc166684757)

[Heading styles 16](#_Toc166684758)

[Subheading styles 17](#_Toc166684759)

[Figures, Tables, and Captions 18](#_Toc166684760)

[Examples of formatted Figures, Tables, and Captions 19](#_Toc166684761)

[Cross-Referencing Tables and Figures 21](#_Toc166684762)

[Equations 21](#_Toc166684763)

[Block quotes 22](#_Toc166684764)

[Footnotes 22](#_Toc166684765)

[Citation publication references 23](#_Toc166684766)

[Permission to reuse published content 24](#_Toc166684767)

[Appendix 24](#_Toc166684768)

[References 25](#_Toc166684769)

[Document Accessibility Statement 25](#_Toc166684770)

[TYPE YOUR CHAPTER TITLE 27](#_Toc166684771)

[First level subheading 27](#_Toc166684772)

[Second level subheading 27](#_Toc166684773)

[Third level subheading 27](#_Toc166684774)

[Fourth level subheading 27](#_Toc166684775)

[TYPE YOUR CHAPTER TITLE 28](#_Toc166684776)

[First level subheading 28](#_Toc166684777)

[Second level subheading 28](#_Toc166684778)

[Third level subheading 28](#_Toc166684779)

[Fourth level subheading 28](#_Toc166684780)

[APPENDIX A. TYPE YOUR APPENDIX TITLE DESCRIPTION 29](#_Toc166684781)

[APPENDIX B. TYPE YOUR APPENDIX TITLE DESCRIPTION 31](#_Toc166684782)

[REFERENCES 33](#_Toc166684783)

[PUBLICATIONS 35](#_Toc166684784)

[VITA 36](#_Toc166684785)

This existing Table of Contents is already formatted for your use. Do not delete or modify it. After you have assigned your heading and subheading styles throughout your document, right-click on the Table of Contents and select “update field,” then click “update entire field” and the entire table will update to reflect all of your major headings, chapter title headings, subheadings, and page numbers. All major headings and chapter title headings should appear in all caps. Subheadings should appear in sentence case.

LIST OF TABLES

[**Table 1.** This is an example of an APA formatted table and caption. 20](#_Toc166684786)

[**Table 2.** This is an example of an APA formatted table and caption. 20](#_Toc166684787)

[**Table B1.** This is an example of a formatted appendix figure and caption. 32](#_Toc166684788)

This existing List of Tables is already formatted for your use. Do not delete it. After you have properly inserted captions for all your tables in the document, right-click on the list above and select “update field”, then click “update entire field” and the entire list will update to reflect all your table captions. If your document does not include any tables, delete this page.

LIST OF FIGURES

[**Figure 1.** This is an example of an APA formatted figure and caption**.** 19](#_Toc166684789)

[**Figure 2**. This is another example of an APA formatted figure and caption. 20](#_Toc166684790)

[**Figure A1**. This is an example of a formatted appendix figure and caption. 30](#_Toc166684791)

This existing List of Figures is already formatted for your use. Do not delete it. After you have properly captioned all your tables in the document, right-click on the list above and select “update field”, then click “update entire field” and the entire list will update to reflect all your table captions. If your document does not include any tables, delete this page.

EXTRA HEADINGS

This page may be used for a GLOSSARY, LIST OF ABBREVIATIONS, LIST OF SYMBOLS, or NOMENCLATURE. Rename the heading above for what is being included on this page, then replace this paragraph text with your contents. Contents should be spaced consistently and should be sorted in alphabetical order.

Do not use this page to include more than one type of data (Glossary, List of Abbreviations, List of Symbols, or Nomenclature). Instead, create a new page for each type and use the MAJOR HEADINGS heading style.

If you do not have a GLOSSARY, LIST OF ABBREVIATIONS, LIST OF SYMBOLS, or NOMENCLATURE section, delete this page.

ABSTRACT

An abstract is a concise summary of your thesis, which is REQUIRED to be included in this document. A typical thesis abstract should be a single un-indented paragraph. Although Purdue does not place a limit on the length of the abstract, APA 7th edition guidelines state that it should be limited to 250 words. Please summarize your research and be efficient in your writing when creating your abstract.

# THESIS FORMATTING GUIDE

Students must use this template to write their thesis or dissertation. This template provides formatting information and guidance. We suggest that you keep the Show/Hide tool (¶) found on the Home ribbon turned on so that you can see formatting within your document (spacing, page breaks, section breaks, etc.). If you have questions regarding the template or formatting, feel free to contact us for help at [thesishelp@purdue.edu](mailto:thesishelp@purdue.edu).

## Thesis/dissertation styles

Three types of thesis/dissertation styles are accepted by the Graduate School:

1. Traditional.
2. Article-Based
3. Creative Work

For information on thesis styles and requirements, please see VII. Administering Graduate Degree Programs, C. Thesis and Dissertation Policies, 6. Thesis and Dissertation Structures and Formatting in the Purdue University Catalog ([https://catalog.purdue.edu/content.php?catoid=16andnavoid=19690#theses](https://catalog.purdue.edu/content.php?catoid=16&navoid=19690" \l "theses)). Thesis structures may vary by department. Please consult with your committee for specific departmental thesis formatting requirements.

## Controlled vs. Non-controlled thesis or dissertation

Theses/dissertations containing content and data subject to Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), Nuclear Regulatory Commission (NRC), Department of Energy (DOE), and/or other controlled unclassified information (CUI) must meet specific federal security requirements and cannot be handled or stored in standard university systems. Theses with these security designations and requirements must be specially handled and cannot be submitted to the Hammer Research Repository, cannot be submitted through authenticate, and cannot be shared electronically through fax, email, links, etc. We cannot determine whether you have controlled data in your document. It is up to you, your sponsors, sources, and/or committee to determine whether you have controlled content in your document.

If your thesis or dissertation does not contain any of the information mentioned above, then it is non-controlled.

## Draft review information

All students must have their completed thesis or dissertation draft reviewed as early in the semester as possible. We will cease formatting reviews and consultations 2 weeks prior to the deposit deadline. The formatting review method is based on whether the thesis or dissertation is controlled or non-controlled. Please see below for :

* Non-controlled thesis/dissertation - When you have a completed draft, email to us at [thesishelp@purdue.edu](mailto:thesishelp@purdue.edu). If you used the Purdue Microsoft Word template to create your draft, please send your thesis/dissertation to us as a Word document. If you used the Purdue Latex/Overleaf template to create your draft, please send your thesis/dissertation as a PDF document. We will review it as quickly as possible and provide you with any formatting feedback.
* Controlled thesis/dissertation - Do **NOT** email your draft or share it electronically. Instead, an in-person formatting review is required to ensure that your document remains confidential and secure (this means that you would need to bring your laptop with your document on it to the format review appointment). Follow the process steps and instructions for controlled thesis/dissertation reviews and submissions in this web link: <https://www.purdue.edu/research/oevprp/regulatory-affairs/export-controls/guidance-documents/graduate-theses.php>.

## Table of Contents

If you are working within this template to create your thesis/dissertation, you should **not** delete and create a new Table of Contents. Instead, keep the existing Table of Contents and just use the “Update Field” function to update the existing Table of Contents to reflect your headings/subheadings.

To update an existing Table of Contents, right-click anywhere in the body of the existing Table of Contents to open a formatting options box. Click on “Update field” in the formatting options box, then click on “Update entire table”, and then click “OK”. The Table of Contents should update and populate all your headings, subheadings, and page numbers.

## Page numbering

Page numbering is set up and formatted in this template. Page numbering begins on page 2 (the Statement of Committee Approval page). For portrait orientation pages, page numbers are located in the center of the page footer using Times New Roman 12-point font. Do not change the page number formatting for portrait orientation pages. For landscape orientation pages, the page number will need to be moved so that it is centered in the left page margin using the following steps:

1. On the landscape layout page, place the cursor in the page header, then click the “link to previous” button in the Navigation section of the Header and Footer tool ribbon. Then put the cursor in the footer and click the “link to previous button”. Doing this should unlink the header and footer for that page.
2. Repeat the first step above for the first portrait orientation page located immediately after the landscape orientation page.
3. Go back to the footer of the landscape page, place the cursor in the footer, click the Page Number drop-down in the Header and Footer tool ribbon, select Page Margins from the drop-down, and then select “Border Left”. You may have to scroll down to find “Border Left”. This will insert the page number in the left page margin of the landscape page.
4. While still in the footer, click on the page number that is now located in the left margin, then go to the Home tool ribbon and click center alignment.
5. Keep the cursor on the page number in the left margin, then go to the Home tool ribbon, click on Shape Format tool ribbon, click the Text Direction drop-down and select “Rotate all text 90o”.
6. Click on the page number in the footer of the landscape page and then delete the page number from the page footer.

## Font style, size, and spacing

The font style and size for all paragraphs throughout your document should be Times New Roman with 12-point font size. See headings, subheadings, and captions sections for additional font and formatting requirements.

## Line spacing

* The Title Cover Page, Statement of Committee Approval, Table of Contents, and Dedications pages are already set using 1.5 line spacing and should not be changed.
* All other paragraph line spacing in this document should be 2.0 line spacing (double line spacing) to meet APA 7th edition formatting requirements.

## Paragraph indentations

Please use only **ONE** of the following paragraph indentations and spacing options:

1. If you are using indented paragraphs, the first line of each paragraph must be indented to 0.5” and there should not be any paragraph spaces between each new paragraph. Ensure that your indentions are consistent and do not use varying indentation levels.
2. If you choose not to indent your paragraphs, then there must be only one paragraph space between each new paragraph.

## Paragraph alignment

APA 7th edition formatting requires the use of left paragraph alignment.

## Margins

The Title Cover Page and the Statement of Committee Approval page both require a 1.5” top margin and 1.0” for the left, right, and bottom page margins. All other pages require 1.0” margins on all sides.

## Page Breaks and Section Breaks

* Use “page breaks” (instead of using paragraph spaces) at the end of a page when you need to start a new chapter or major section on the next page.
* Use a “section break (next page)” if you need to put tables and figures on pages by themselves so that you can apply center vertical alignment to center them on the page (both at the end of the prior page and at the end of the page to be centered).
* DO NOT USE “section break (continuous)” as it can cause formatting issues.

## Headings and Subheadings

Heading and subheading styles are already formatted, set up, and included in the Styles section of the Home tool ribbon. You should use them throughout your document so that they will populate accurately in the Table of Contents. You must type all headings in ALL CAPS. Subheadings must be typed in sentence case. All styles have built in spacing, so please do not add paragraph spaces above or below headings and subheadings.

### Heading styles

* Normal headings –The **ACKNOWLEDGMENTS** and **TABLE OF CONTENTS** headings are considered normal headings as they should not be included in the Table of Contents. These headings use the following formatting: single line spacing, 14-point font size, bold font, center alignment, 0-point Before spacing, and 36-point After spacing. Do not use any indentations. These headings should not be numbered.
* Major headings – Major headings include, but are not limited to, the **ABSTRACT, LIST OF TABLES**, **LIST OF FIGURES**, **LIST OF ABBREVIATIONS**, **NOMENCLATURE**, **GLOSSARY**, **REFERENCES**, **APPENDIX**, **VITA**, and **PUBLICATIONS** headings. Please use the “**Major Headings**” style from the Styles section of the Home tool ribbon for these headings. The formatting for this heading style is already set up using single line spacing, 14-point font size, bold font, center alignment, 0-point Before spacing, and 36-point After spacing, and 0” indentations. These headings should not be numbered. The appendix heading should include an appendix letter.
* Chapter title headings – All chapter title headings should use the “**Heading 1, Chapter heading**” style. The formatting for this heading style is already set up using single line spacing, 14-point font size, bold font, center alignment, 0-point Before spacing, and 36-point After spacing, and 0” indentations. These headings should not be numbered.

### Subheading styles

This template includes built-in subheading styles. Subheadings must be typed in sentence case, and they should not be numbered. Formatting for all subheadings must be single line spacing, Times New Roman font, and 12-point font size with 24-point Before spacing and 12-point After spacing. Ensure that “Widow/Orphan Control”, “Keep with next”, and “Keep lines together” in paragraph settings (found in the Layout tab, Line and Page Break settings) are applied to all subheading styles. All four subheading styles are shown and described in the next chapter of this template.

## Figures, Tables, and Captions

See general information below regarding figure, table, and caption formatting. Examples of formatted figures, tables, and captions are in the next section.

* Use the “Insert Caption” function in the References tool ribbon to properly insert captions. Do not insert captions into text boxes or within tables. Caption descriptions should be brief.
* Caption formatting is already set using Times New Roman 12-point font size, double line spacing, 24-point Before and 0-point After spacing, left alignment, and caption numbering. See the APPENDIX section for guidance on caption numbering for tables and figures located in an appendix.
* Font size for text inside of tables and figures and captions cannot be less than 10-point and not more than 12-point.
* Notes underneath tables should use 10-point font size, italicized font, single line spacing, left alignment, and 0-point Before and After spacing.
* Figures and tables should be inserted either before or after a paragraph or list (not within a paragraph or list).
* Use center alignment for figure pictures and tables.
* Use single line spacing for figure pictures, table contents, and figure and table notes.
* Ensure that there is double line spacing after tables and figure pictures.
* Ensure that the “Wrap Text” setting for figure pictures, shapes, and graphics are set to “In line with text” in the Picture Format tools.
* Ensure that the “Wrap Text” for tables is set to “None” in Table Properties in Table Layout tools.
* Figures and tables (with captions) that are too wide or too lengthy to fit entirely on the same page can be placed on a page by themselves. Tables and figures located on a page by themselves (with no headings/subheadings and paragraph text) must be centered both horizontally and vertically on the page. To accommodate length and/or width, you may also change the page orientation to landscape orientation and/or increase the page size to either 8.5” x 14” or 11” x 17”.

### Examples of formatted Figures, Tables, and Captions

**Figure 1.** This is an example of an APA formatted figure and caption**.**

A logo of a train

Description automatically generated

**Figure 2**. This is another example of an APA formatted figure and caption.

**Table 1.** This is an example of an APA formatted table and caption.

|  |  |
| --- | --- |
| **Purdue information** | |
| **Colors** | Black & Gold |
| **Mascot** | Purdue Pete |

**Table 2.** This is an example of an APA formatted table and caption.

|  |  |  |  |
| --- | --- | --- | --- |
| **Purdue Undergraduate Students** | | **Purdue Graduate Students** | |
| ***Semester*** | ***Total*** | ***Semester*** | ***Total*** |
| Fall 2022 | 37,949 | Fall 2022 | 12,017 |

*NOTE: Notes should be located underneath the table using a* *10-point font size, italicized font, single line spacing, left alignment, and apply 6-point Before and 24-point After spacing.*

## Cross-Referencing Tables and Figures

When using tables and figures, you should always cross-reference them within your paragraph text. To insert a caption cross-reference, put your cursor in the text where you want to insert a table or figure cross-reference, click on the References tool ribbon, click on “Cross-Reference” (located in the Captions section), and a box will open for you to select your cross-reference options. Select the correct “Reference Type” (figure or table), select “Insert Reference To” as “only label and number”, and then select the correct table or figure number from “For which caption”, click the “Insert” button, and then click the “Cancel” button when done.

## Equations

Cambria Math 12-point font size and double line spacing should be used for equations. Equations should be numbered so that readers may refer to them in your document. Use right paragraph alignment to keep the equation number along the right margin and then tab until the equation is centered horizontally. If you need to use additional spacing above or below the equation, do not use more than 6-point Before and After spacing for equations. See the examples below:

(1)

[-b ± √(b² - 4ac)]/2a (2)

## Block quotes

Block quotes are long quotes consisting of either 40 words or more, or 3 lines of text or more. Please see a block quote examples below:

This is an example of an APA block quote formatting using 2.0 (double) line spacing with 0-point Before and After spacing, left paragraph alignment, 0.5” left indentation, and 0” right indentation. Do not use quotation marks for your block quote. The parenthetical citation should come after the closing punctuation mark.

## Footnotes

Footnotes may be used for brief, concise explanatory and/or bibliographic notes. Do not use footnotes for extensive or digressive notes, block quotes, or lengthy explanations or clarifications[[1]](#footnote-2). Do not use footnotes in headings or subheadings. To insert a footnote, place the cursor in the paragraph sentence where you wish to use insert the footnote reference. Then, go to the Footnotes section of the References tool ribbon and click the corner arrow to open the footnote formatting options box. Footnotes must be numbered (do not use Roman numerals, symbols, etc.) in a consecutive and continuous manner throughout your document. Footnote numbering should not start over at “1” in each chapter. Footnotes should be formatted using Times New Roman 10-point font, 0-point Before & After spacing, left alignment, 0.5” first line indentation, and paragraph settings of “widow/orphan control” and “keep lines together”. Footnotes begin and end on the same page and should never carry over from one page to the next[[2]](#footnote-3).

## Citation publication references

See below for clarification on what you need to include when reusing your published content (as an author or co-author) in your document:

If your chapter has been **submitted** to a publisher for review, but it is **not** published yet, then you will need to include a publication citation reference (using single line spacing) underneath the chapter title heading.

When you are reusing **only a few items** (such as a table, figure, and/or paragraph) from a published journal article, a publication citation reference underneath the chapter title heading is not required. Instead, you should include a short cross-reference in the caption(s) and/or paragraph(s), and you will need also need to include the published article as a full reference in the references section of your document.

If **part or most of** your chapter consists of published information, then you must include a publication citation reference (using single line spacing and 24-point After spacing) underneath the chapter title heading, short cross-references in the areas where publication information was used, and you will need also need to include the published article as a full reference in the references section of your document. A publication citation reference example can be found underneath the second chapter title heading in this template.

If **all** of your chapter consists of published information, then you must include a publication citation reference (using single line spacing) underneath the chapter title heading, short cross-references in the areas where publication information was used, and you will need also need to include the published article as a full reference in the references section of your document. A publication citation reference example can be found underneath the third chapter title heading in this template.

Chapter 2 includes an example of a publication citation reference for a pending publication. Chapter 3 includes an example of a publication citation reference for a published publication.

### Permission to reuse published content

When you are using content in your document that you have authored or co-authored (whether submitted for publication or already published), you need to make sure that you have documented the following below:

* Published article – You must obtain written permission from the publisher to reuse your published article content and that you retain the written permission for your records.
* Submitted article (in review / pending) - Although your article content has been submitted for review & is not yet published, find out from the publisher whether they require you to obtain written permission from them to reuse your article while it is in review / pending.
* If they do not require written permission while it is under review, and the article remains unpublished at the time of your final dissertation deposit approval, then you do not need written permission to reuse the article.
* If they do require written permission while it is under review, but the article is published prior to final dissertation deposit approval, then you must obtain written permission from the publisher to reuse your article content and retain it for your records.

## Appendix

You can either include an appendix section as a subchapter at the end of each chapter, or you can choose to use a separate appendix section at the end of the document. An appendix section Please use only one of the following formats when using an appendix:

* If using an appendix at the end of your document, use the “**Major Headings**” heading style and type the heading title all in caps. See the **APPENDIX** section near the end of this template for more information.
* If using an in-chapter appendix (rather than using a separate appendix at the end of your document, use the first-level subheading style and type the title in sentence case. Unlike appendices located at the end of your document, you should only have one appendix subchapter per chapter. An example of an appendix subheading title is: **Supplemental information**.

## References

You can either include a reference section as a subchapter at the end of each chapter, or you can list all references in the separate reference section at the end of the document. Please use only one method; do not use both methods. Please note that if you are using an article-based thesis format, you must include in-chapter references in each chapter (not at the end of your document).

Use the following formatting for all references: 2.0 (double) line spacing with 0-point Before and After spacing, a 0.5” hanging indentation, left alignment, and apply both “widow/orphan control” and “keep lines together” from paragraph settings. References must be listed in alphabetical order (do not number references). See the REFERENCES section of this document for an example of reference formatting. Additional information regarding formatting references can be found here: <https://apastyle.apa.org/instructional-aids/creating-reference-list.pdf>.

## Document Accessibility Statement

This section is for your information only and should be deleted when using this template to create your thesis/dissertation. According to Purdue University Policy, Electronic Information, Communication and Technology Accessibility (S-5): As a public university and federal contractor, Purdue University is required to adhere to Sections 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. This standard specifies the means by which the University ensures compliance with these laws.

Use [Microsoft’s accessibility guide](https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d) to help create an accessible document. When you initiate Form 9 Electronic Thesis Acceptance Form from your online Plan of Study, you will need to certify that in the preparation of this thesis/dissertation, you have to the best of your ability, created an accessible document that is in compliance with sections 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

# TYPE YOUR CHAPTER TITLE

Content in this chapter has been submitted for review and is pending publication with *Psychology of Popular Media Culture*:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2024). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*. Manuscript submitted for publication (in review, pending).

Below are all four subheading levels so that you can see how they are formatted.

## First level subheading

This appears in the heading style ribbon as **Heading 2, Subheading 1**. You will note that the first-level subheading is centered and in bold font.

### Second level subheading

This appears in the heading style ribbon as **Heading 3, Subheading 2**. You will note that the second-level subheading is left aligned and in bold font.

#### Third level subheading

This appears in the heading style ribbon as ***Heading 4, Subheading 3***. You will note that the third-level subheading is left aligned, bold, and in italics.

##### Fourth level subheading

This appears in the heading style ribbon as *Heading 5, Subheading 4*. You will note that the fourth-level subheading is left aligned, in italics and is not in bold font.

# TYPE YOUR CHAPTER TITLE

Content in this chapter is published in *Psychology of Popular Media Culture* and is reprinted with permission:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. Psychology of Popular Media Culture, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Below are all four subheading levels so that you can see how they are formatted.

## First level subheading

You will note subheading one is centered and in bold font.

### Second level subheading

You will note that subheading two is left aligned and in bold font.

#### Third level subheading

You will note that subheading three is left aligned, bold, and in italics.

##### Fourth level subheading

You will note that subheading four is left aligned and in italics.

APPENDIX A. TYPE YOUR APPENDIX TITLE DESCRIPTION

An appendix section is OPTIONAL and is not required. If your document will not include an appendix, delete this page. Some students use an appendix for survey information, data collection information, supplemental data, etc. Formatting in an appendix should be the same as the formatting used in your chapters. Please note that if figures and tables are included in an appendix section in the back of your document, the caption numbering is different than those located in chapters. In an appendix, the caption number must begin with the appendix letter and numbering starts over back at 1 in each appendix. Because APA does not use chapter numbers, the caption letter and number should not be separated by a period or dash. Appendix figures and tables are not required to be included in the List of Figures and List of Tables sections. However, if you do want to include appendix captions in those lists, follow the instructions below:

1. Copy an existing caption label and number used in a chapter where the caption number matches the caption number you need to use in your appendix. Since caption numbering must start over at 1 in each appendix, we used the Figure 1 caption label and number from the first chapter in this example.
2. Put the cursor in the appendix where you want to paste the caption label and number, and then paste it using the “Keep Source Formatting (K)” paste option to preserve the caption number format so it will populate into the appropriate list.
3. Add the appendix letter in front of the caption number, and then add your brief caption description next to the caption period. See the example following these instructions.
4. Update your List of Tables and/or List of Figures to see that the appendix caption now populates into the list.

**Figure A1**. This is an example of a formatted appendix figure and caption.



APPENDIX B. TYPE YOUR APPENDIX TITLE DESCRIPTION

An appendix section is OPTIONAL and is not required. If your document will not include an appendix, delete this page. Some students use an appendix for survey information, data collection information, supplemental data, etc. Formatting in an appendix should be the same as formatting the used in your chapters. Please note that if figures and tables are included in an appendix section in the back of your document, the caption numbering is different than those located in chapters. In an appendix, the caption number must begin with the appendix letter and numbering starts over back at 1 in each appendix. Because APA does not use chapter numbers, the caption letter and number should not be separated by a period or dash. Appendix figures and tables are not required to be included in the List of Figures and List of Tables sections. However, if you do want to include appendix captions in those lists, follow the instructions below:

1. Copy an existing caption label and number used in a chapter where the caption number matches the caption number you need to use in your appendix. Since caption numbering must start over at 1 in each appendix, we used the Table 1 caption label and number from the first chapter in this example.
2. Put the cursor in the appendix where you want to paste the caption label and number, and then paste it using the “Keep Source Formatting (K)” paste option to preserve the caption number format so it will populate into the appropriate list.
3. Add the appendix letter in front of the caption number, and then add your brief caption description next to the caption period. See the example following these instructions.
4. Update your List of Tables and/or List of Figures to see that the appendix caption now populates into the list.

**Table B1.** This is an example of a formatted appendix figure and caption.

|  |  |
| --- | --- |
| **Famous Purdue Alumni** | |
| Neil Armstrong | Mike Alstott |
| Gus Grissom | Jim Gaffigan |
| Drew Brees | David Boudia |

REFERENCES

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.). [https://doi.org/10.1176/appi.books.978089042578](https://doi.org/10.1176/appi.books.9780890425787).

Grady, J. S., Her, M., Moreno, G., Perez, C., and Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. <https://doi.org/10.1037/ppm0000185>.

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>.

Miranda, C. (2019). Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>.

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>.

Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>.

Sapolsky, R. M. (2017). Behave: *The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., and Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>.

Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>.

Please use double line spacing with 0-point Before and 0-point After spacing, a 0.5” hanging indentation, left paragraph alignment, and apply both “widow/orphan control” and “keep lines together” from paragraph settings. Do not number your references and do not add spacing between them.

PUBLICATIONS

If you are an author or co-author of a publication or publications (both published or submitted/pending publications), publication references should be included in this section. If you have only one publication, the heading cannot be plural and must be revised to show as PUBLICATION. Publications should be formatted the same way as references are formatted.

If you do not have any publications, delete this page.

VITA

A VITA section is OPTIONAL and is not required. If you are unsure about what to include in your VITA, consult with your department and/or major professor. The VITA can be written as a narrative or in Curriculum VITA (CV) form. **Do not include any personal, private, or confidential information such as your home address, personal email address, personal phone number, date of birth, Social Security number, family member names and addresses, etc.**

If your document will not include a VITA, delete this page.

1. Footnotes should be brief and concise. If your footnotes are lengthy, reduce the size of your footnote by integrating some of the information within your paragraph text instead of including it in your footnotes. [↑](#footnote-ref-2)
2. This is another footnote example. [↑](#footnote-ref-3)