Thesis Format Guideline

A master thesis should be presented in the APA style as follows:

Text Feature	Details
Margins	Use the default 2.54 cm (1 inch) margin for all margins. Your wordprocessing software should default to 2.54 cm (1 inch) so you should not need to adjust margins
	Do not use a 4 cm left margin
Font	Calibri, Arial, or Georgia size 11; Lucida Sans Unicode size 10; or Times New Roman size 12
	Within figures, use Calibri, Arial, or Lucida Sans Unicode in an appropriate size from 8 to 14
Line Spacing	Double line spacing throughout
	Text within tables may be spaced at less than double line spacing to improve visual appeal and readibility
Paragraphing	First line indent; no additional space between paragraphs
Alignment	Left alignment (do not justify the text)
Heading Styles	Heading styles are outlined in <u>APA Style</u> (refer also to <u>APA</u> <u>Heading Levels Template: Student Paper</u>)
	Using the style gallery in MSWord to set the heading styles will enable you to automatically generate a table of contents
Page Numbering	Top right of every page, including the title page
	For the front matter pages (all pages up to the start of Chapter One) use Roman numerals
	For all pages from Chapter One onwards, including appendices, use Arabic numerals
	Insert a section break after the front matter pages to allow for restarting the page numbering in the Arabic format

See the APA <u>Student Paper Setup Guide</u>



Title Page

Set up the title page as follows:

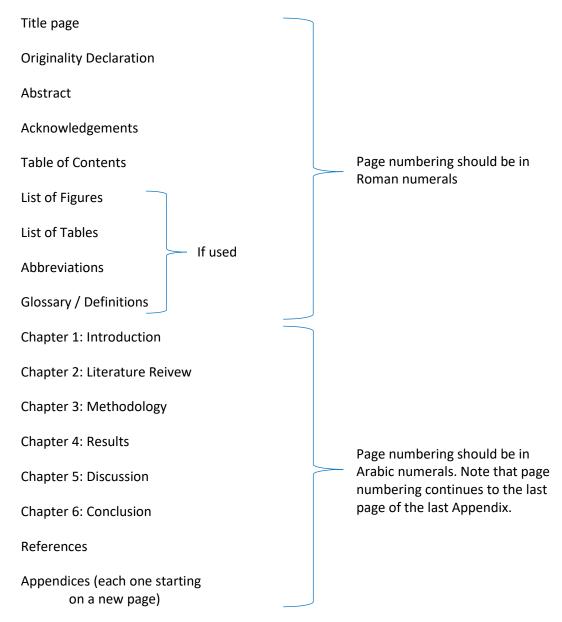
- title of the thesis is centered in the top third of the page
- declaration and degree are centred in the middle third of the page
- author's name and date are centred in the bottom third of the page.

i Thesis Title in Title Case and Bold A thesis submitted in partial fulfilment of the requirements for the degree of Master of Xxxx at the Eastern Institute of Technology Taradale, New Zealand Your Name Year



Order of Sections

Each section of the thesis must start on a new page and be ordered as follows:



Optional Section Numbering

You may precede the headings within each chapter with the following numbering style.

Retain the APA heading styles formatting.



Figures and Tables

Before presenting the figure or table, explain the key points or information you expect
the reader to understand from the figure or table, and identify the figure or table
number. For example,

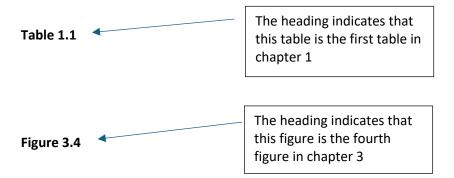
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Figure 2.3 shows ...
... (Figure 2.3).
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- Present figures and tables according to the <u>APA Tables and Figures</u> guidelines.
- Head up each with the word Figure or Table and the relevant number in bold (see below). On the next line, enter a title in title case (all the main words start with a capital letter) and italics. Then present the figure or table, aligned to the left margin.

Refer to the EIT Figures and Tables Referencing Guide for further information.

Figure and Table Numbering

Identify each table and figure using the chapter number and a consecutive number throughout each chapter. For example,



Appendices

- Add appendices after the reference list
- Each appendix starts on a new page
- If there is one appendix, label with the word Appendix and when there are multiple appendices, label alphabetically in the order the appendices are mentioned in the text; for example, the first appendix will be Appendix A
- Use the level 1 heading style for headings
- Refer to each appendix in the text. For example,

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See Appendix A for ...
... (Appendix A).
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