

Informal Email/Letter from Bonnie to a Leadership Participant in 2005-6 explaining differences in APA and AU

Your APA manual is certainly adequate. The problem is this: You need to be following **APA style**, but Andrews University **format**. The APA manual is written primarily to help a person prepare a document to be sent to them for their journal, at which time they will re-typeset the document. The APA manual states (in the back) that, if you are preparing a dissertation or some such document, you will need to check with the university for their rules regarding format.

APA style includes such things as the way you treat numbers, how the in-text references are done, the way tables and figures should be done, the reference list, and these kinds of things.

Format governs how the elements are placed on the paper. We have our format rules spelled out in *Standards for Written Work*

--which is available here in the bookstore, and is also available online at the Grad School web site: <http://www.andrews.edu/GRAD/html>.

This manual is "downloadable" from this site.

Quotes that are 40 words or more are single spaced and indented half the distance of a regular tab indentation, that is, about 1/4 inch from the left margin. No quotation marks are used. The page number goes within parentheses after the period that ends the quote.

Such things as the margins for your paper, subheadings (and the spacing before subheads), the placement of the page numbers, the correct order of pages, and the preliminary pages required are all governed by AU, **not APA**. At the URL given above, you will also find some messages from me to help students in preparing their dissertations.

Now, regarding a dissertation template. I don't know what you were using. We do have a template at our site, but I don't know if it was the same one. I'm not sure that "ours" works perfectly well, as I get conflicting feedback! I think it is formatted for Word. But if you understand AU's rules, I don't think a template is really necessary. If you are using Word, your enumerations are probably not done correctly, because Word automatically does them different from what AU wants. So check out my formatting "helps" at the above URL.

Carrie, in response to a request from Education faculty last week, I am now supposed to copy my responses to questions such as these to the committee members as well. This way we are all on the same page!

Please let me know if, after looking through these resources, you still have questions--or any new questions! I'm here to help in any way I can.

Bonnie