**Headings for Theses and Dissertations**

**McKay School of Education**

This document outlines the basic heading standards for the McKay School of Education for theses and dissertations. Specific departments may have requirements; therefore, please consult your department documents for specific requirements.

**Headings**

**Preliminary pages.** The standard headings for the required parts of the thesis/dissertation will be in ALL CAPS. In the MSE, we call these the “Thesis/Dissertation Level Headings” and include headings such as ABSTRACT, ACKNOWLEDGEMENTS, and TABLE OF CONTENTS.

**Body of thesis/dissertation**. For a traditional 5-chapter thesis, chapter headings will be in all caps (e.g., CHAPTER 1), followed on the next line (double spaced) by the chapter title (e.g., **Introduction,** **Review of Literature**) as an APA level 1 heading. When bookmarking the chapter number and name (or including in the TABLE OF CONTENTS), use a colon to separate the two headings (e.g., CHAPTER 1: Introduction). On the page, the headings should be separated on two lines. Each thesis/dissertation level heading (e.g., ALL CAPS) begins on a new page.

 **Appendices.** Appendices will be in all caps (e.g., APPENDIX A), followed on the next line (double spaced) by the appendix title (e.g., **Consent Form**, **Instruments**) as an APA level 1 heading. Some departments require some or all headings (levels 1-5) in the appendices to be included in the TABLE OF CONTENTS, while others do not. Check with your department for their standards.

 **APA headings.** American Psychological Association (APA) 7th Edition headings are as follows. Immediately preceding is an example of the thesis/dissertation level heading:

THESIS/DISSERTATION LEVEL HEADING (CENTERED, NO BOLD, ALL CAPS)

**Level 1: Centered, Bolded, Title Case**

**Level 2: Flush Left, Bolded, Title Case**

***Level 3: Flush Left, Bold Italic, Title Case***

**Level 4: Indented, Bolded, Title Case, Paragraph Heading, Followed by a Period.** Paragraph continues.

***Level 5: Indented, Bold Italic, Title Case, Paragraph Heading, Followed by a Period.*** Paragraph continues.

**Table of Contents**

Your table of contents must include the required university pages as entries in the Table of Contents (e.g., TITLE PAGE, ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, APPENDIX), and also the listings for the ACKNOWLEDGEMENTS (if you have one) and DESCRIPTION OF DISSERTATION/THESIS STRUCTURE AND CONTENT (for journal-ready formats). All preliminary pages are required to be in the TABLE OF CONTENTS.

You should include all Level 1-3 headings in your TABLE OF CONTENTS as well as in your bookmarks. Some departments may require all headings to be in the TABLE OF CONTENTS; therefore, check with your department for specific requirements.

**Appendices**

Your appendices may include an extended review of literature, extended methods section, annotated bibliography, and/or other information as dictated by your departmental standards. If you have cited sources in your appendices, you need to include a separate reference list.

If you have conducted research with human subjects, you must include either your IRB-approved consent form or your IRB Letter of Approval to Conduct Research. Similarly, if your study includes minors, you must also include a copy of your assent form or IRB approval letter.

**Types of Theses and Dissertations**

In the MSE, there are two general types of theses/dissertations:

1. Traditional multiple-chapter
2. Hybrid, or “journal-ready”
	1. one article and extended literature review, extended methods, and/or annotated bibliography
	2. more than one article.

Each of these types will be described below, and on the following pages are instructions specific to each type, followed by an example of how to format your headings.

**Traditional thesis/dissertation**. This is typically a 5-chapter thesis/dissertation (i.e., Introduction, Review of Literature, Methods, Results, Discussion), and is not constrained by page length.

**Hybrid thesis/dissertation**. The hybrid thesis/dissertation attempts to bring together BYU Office of Graduate Studies and journal publication formats. It is often called a ‘journal-ready’ document, indicating that it meets the requirements and rigorous standards for publication in a peer-reviewed professional journal. It is constrained by page length; therefore, the appendices provide the reader with supplementary information that is not available in the journal-ready manuscript.

**Traditional Thesis/Dissertation**

A traditional thesis/dissertation follows standard conventions from both BYU Graduate Studies and the discipline’s style guide (in the MSE, it is typically the Publication Manual of the American Psychological Association, 7th edition). The formatting for all preliminary pages is set forth by the McKay School of Education and Graduate Studies. The body of the thesis/dissertation is dependent upon departmental/disciplinary standards. The example below shows a typical 5-chapter thesis/dissertation’s main headings.

**Example of Headings for the**

**Traditional Thesis/Dissertation**

TITLE PAGE

ABSTRACT

ACKNOWLEDGEMENTS

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1

**Introduction**

CHAPTER 2

**Review of Literature**

CHAPTER 3

**Methods**

CHAPTER 4

**Results**

CHAPTER 5

**Discussion**

REFERENCES

APPENDIX A

**Consent Form**

APPENDIX B

**Instruments**

**Journal-Ready One-Study**

**Thesis/Dissertation**

**Abstract**

Your department may require you to have two separate abstracts: one for your thesis/dissertation, and one for your journal-ready article. Please consult with your department for specific standards.

**Description of Thesis/Dissertation Structure and Content**

Briefly explain the structure of your hybrid thesis/dissertation. Also, describe the content found within your thesis/dissertation (e.g., journal article with annotated bibliography, appendices).

In a journal-ready thesis/dissertation, you will not refer to appendices within the body of the manuscript. Rather, you will alert your readers to the appendices in this section.

If your journal-ready article is prepared for a journal that does not use APA formatting, explain this here. If your article has already been accepted or published by a journal, you should list the name of the journal and/or citation here.

**Journal-Ready Article**

Include the article as you will submit it to a journal, using APA formatting and conventions, unless otherwise required by a specific journal and noted in the DESCRIPTION OF THESIS/DISSERTATION STRUCTURE AND CONTENT. Begin Arabic numerals for pages starting with the first page of the article text (or the title page of the first article for 3-article dissertations).

Although APA does not require the introduction section to have a heading, the McKay School of Education requires a level 1 heading for this section (e.g., “Introduction” or “Background.”)

**Tables and Figures**

Place your tables and figures according to APA guidelines or the guidelines of the journal to which you will be submitting, either within the body of the text, or following the references. No matter which way you decide to place them, you need to include a reference to each table and figure in the text in chronological order, prior to the table or figure’s appearance in the document.

**Reference Lists**

Your journal-ready article reference list will include only the sources cited in your journal-ready article. Your reference list for your extended literature review must be treated separately from your journal-ready article list (e.g., cite all authors on first use in the extended literature review).

**Example of Headings for the**

**One-article Journal-Ready Thesis/Dissertation**

TITLE PAGE

ABSTRACT

ACKNOWLEDGEMENTS

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

DESCRIPTION OF THESIS/DISSERTATION STRUCTURE AND CONTENT

**Article Abstract**

(Do not include if the abstract is identical to the Dissertation or Thesis Abstract)

**Introduction**

**Review of Literature**

**Methods**

**Results**

**Discussion**

References

APPENDIX A

**Expanded Review of Literature** (including reference list)

APPENDIX B

**Extended Methods**

APPENDIX C

**Consent Form**

**Journal-Ready Multiple-Study**

**Thesis/Dissertation**

**Thesis/Dissertation Abstract**

Your thesis/dissertation abstract will summarize the entire thesis/dissertation—all articles—referring to additional materials in the appendices. The relationship of the articles should be mentioned.

**Designation of Articles**

Each article should begin with a separate title page (see the 3-article template at <https://education.byu.edu/research/dissertation_aids.html>.

**Article Abstract**

Each journal-ready article will have a separate abstract, different from the thesis/dissertation abstract. Follow APA formatting and conventions (e.g., block paragraph).

**Article Reference Lists**

Include separate references lists for each article. Each reference list should include only those references cited within the corresponding article.

**Thesis/Dissertation Reference List**

Your thesis/dissertation reference list will include references cited in the overall abstract, introduction of structure and content, appendices, and other places that might cite references that are not included within the articles. Please note that this reference list is only for those references cited outside the articles.

**Example of Headings for the**

**Multiple-Article Journal-Ready Thesis/Dissertation**

TITLE PAGE

ABSTRACT

ACKNOWLEDGEMENTS

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

DESCRIPTION OF THESIS/DISSERTATION STRUCTURE AND CONTENT

ARTICLE 1

**Title of Article 1**

**Article Abstract**

**Introduction**

**Review of Literature**

**Methods**

**Results**

**Discussion**

**References**

ARTICLE 2

**Title of Article 2**

**Article Abstract**

**Introduction**

**Review of Literature**

**Methods**

**Results**

**Discussion**

**References**

APPENDIX A

**Consent Form**

APPENDIX B

**Instruments**

THESIS/DISSERTATION REFERENCES