



WRITING AND FORMATTING A MASTER'S THESIS IN APA STYLE

Master's Degree Program in Tourism Systems and Hospitality Management

Academic Year 2022-2023

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OUTLINE



1) The Master's Thesis as Academic Genre

2) Exploring APA Style

3) Suggested Format Guidelines



1) THE MASTER'S THESIS AS ACADEMIC GENRE

1.1) Overview

1.2) Structure

1.2.1) General Structure

1.2.2) Body

OVERVIEW



- Project that marks the end of a master's degree program and shows the student's mastery of a specific topic.
- Original research aiming at answering one or more research questions.
- Exploration, interpretation, and critical evaluation of sources.
- Rigorous critical thinking and analysis.
- Detailed methodology and accurate results.



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GENERAL STRUCTURE

- Title page
- Acknowledgements (optional)
- Table of contents
- Introduction
- Literature review
- Methodology and data analysis
- Results and discussion
- Conclusion
- Reference list
- Appendices (optional)

The page number is centered at the bottom of the page.



GENERAL STRUCTURE

- Title page
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TITLE PAGE

No page numbering.



GENERAL STRUCTURE

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INTRODUCTORY

MATERIALS

Page numbering is in lower-case Roman numerals (i, ii, iii, iv, v ...).

It starts with page ii because the title page counts as page i.



GENERAL STRUCTURE

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BODY

Page numbering is in Arabic numerals (1, 2, 3, 4, 5 ...).



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REFERENCES AND APPENDICES

Page numbering is in Arabic numerals (... 6, 7, 8, 9, 10 ...).



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BODY: INTRODUCTION

- Establish your research topic and contextualize your work.
- Narrow down the focus and define the scope of your research.
- Discuss the state of existing research on the topic.
- State your objectives and research questions.
- Describe your methodology briefly.
- Provide an overview of the structure.

NB No more than 3 pages!

BODY: LITERATURE REVIEW



- Collect sources and select the most relevant ones.
- Analyze each source and evaluate them critically.
- Draw down connections among sources to make an overall point.



BODY: LITERATURE REVIEW

NB It is not just a summary!

- Look for gaps in the literature.
- Take a new approach to the topic.
- Propose a solution to an unresolved problem.
- Advance a theoretical debate.
- Strengthen existing knowledge with new data.

BODY: METHODOLOGY AND DATA ANALYSIS



- Overall approach and type of research.
- Methods of collecting and analyzing data.
- Tools and materials you used.
- Discussion of any obstacles you faced in conducting your research and how you overcame them.
- Evaluation or justification of your methods.

BODY: RESULTS AND DISCUSSION



- Report the results of your research.
- Explore the meaning and implication of data in relation to your research questions.



BODY: CONCLUSION

- Summarize the main points of your work.
- Answer your research questions concisely.
- Show how you contributed to knowledge in the field and why your research matters.

NB No more than 3 pages.



2) EXPLORING APA STYLE

2.1) Introduction and Main Tools

2.2) Heading Levels

2.3) In-Text Citations

2.4) The Reference List

2.5) Tables and Figures

INTRODUCTION



- APA Style is a writing and formatting style regulated by the **American Psychological Association** and is described in the *Publication Manual of the American Psychological Association* (7th edition).
- It is commonly used to write academic texts in the Social Sciences and regulates:
 - The organization of content;
 - Writing style;
 - Citation of references.

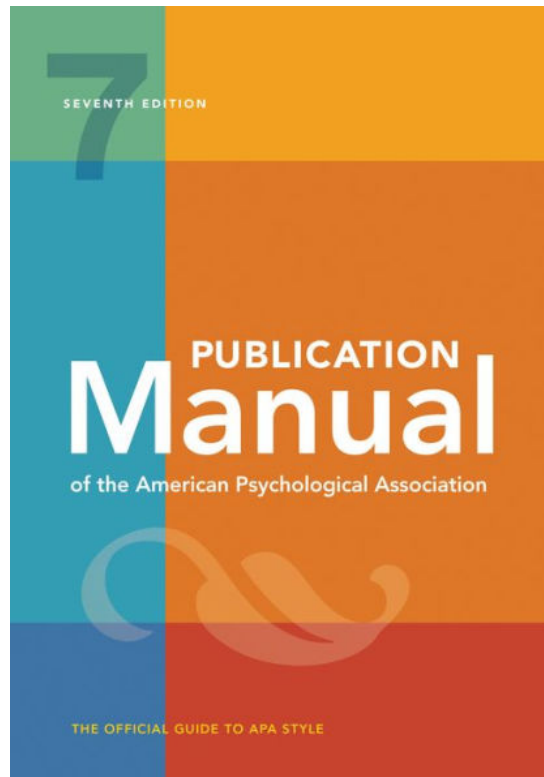


INTRODUCTION

- The proper use of APA Style also shows the credibility of writers and protects them from **plagiarism.**, i.e.:

“the act of presenting the words, ideas, or images of another as one’s own; it denies authors credit where credit is due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship and has profound real-world effects” (APA, 2020).

MAIN TOOLS



<https://apastyle.apa.org/>



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2.1) Introduction and Main Tools

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HEADING LEVELS

LEVEL	FORMAT
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph.



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PARENTHETICAL AND NARRATIVE CITATIONS



- In-text citations help readers locate the cited source in the reference list of the document. They follow either a **parenthetical** or a **narrative format**.



PARENTHETICAL FORMAT

- A **parenthetical citation** includes both the author's surname and year of publication, separated by a comma, in parentheses at the end of the sentence. If you are referring to a specific part of the source, add the page number or range of pages as in the examples below:

... **(Pike, 2008)**



Reference to the work in general

... **(Pike, 2008, p. 186)**



Reference to a specific page of the work

... **(Pike, 2008, pp. 186-188)**



Reference to specific pages of the work



NARRATIVE FORMAT

- A **narrative citation** includes the author's surname in the sentence, with the year of publication in parentheses and directly following the author's surname. If you are referring to a specific part of the source, add the page number or range of pages as in the examples below:

Pike (2008) ... → Reference to the work in general

Pike (2008) ... (p. 186) → Reference to a specific page of the work

Pike (2008) ... (pp. 186-188) → Reference to specific pages of the work

SUMMARY OR PARAPHRASE



- Follow the same guidelines for parenthetical and narrative citations when **summarizing** or **paraphrasing** a longer chunk of text.



SUMMARY OR PARAPHRASE

- **Parenthetical format**

In one study that consisted of 467 young adults, it was found that social media use may not directly affect mental health; rather, it depends on how young adults use social media (**Berryman et al., 2018**).



SUMMARY OR PARAPHRASE

- **Narrative format**

Berryman et al. (2018) sampled 467 young adults about their social media use and mental health and found that social media use may not directly affect mental health; rather, it depends on how young adults use social media.

SHORT QUOTATIONS (LESS THAN 40 WORD)



- **Parenthetical format:** include the author, date of publication, and page number at the end of the quotation.

“The effective development and nurturing of the destination brand will depend on the identification of a brand community.” **(Pike, 2008, p. 186)**

SHORT QUOTATIONS (LESS THAN 40 WORD)



- **Narrative format:** the author's surname and the date of publication are put before the quotation; the page number is put after the quotation.

Pike (2008) states that “the effective development and nurturing of the destination brand will depend on the identification of a brand community.” **(p. 186)**

BLOCK QUOTATIONS (40 WORDS OR MORE)



- **Parenthetical format**

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. **(Alderson-Day & Fernyhough, 2015, p. 957)**

BLOCK QUOTATIONS (40 WORDS OR MORE)



- **Narrative format**

Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:

Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. **(p. 311)**

ADDITIONAL INFORMATION ON IN-TEXT CITATIONS



- For additional information on in-text citations, see chapter 8 of the *Publication Manual*.



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BASIC PRINCIPLES



References

- Center the title (References) at the top of the page and bold it.
- Flush left the first line of the entry and indent subsequent lines.
- Order entries alphabetically by the surname of the first author of each work.

- Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <http://dx.doi.org/10.1037/0022-3514.64.3.431>
- American Association of University Professors. (n.d.) Background facts on contingent faculty positions. <https://www.aaup.org/issues/contingency/background-facts>
- American Association of University Professors. (2018, October 11). Data snapshot: Contingent faculty in US higher ed. *AAUP Updates*. <https://www.aaup.org/news/data-snapshot-contingent-faculty-us-higher-ed#.Xfpdmy2ZNR4>
- Anderson, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *PS: Political Science and Politics*, 30(2), 216–219. <https://doi.org/10.2307/420499>
- Armstrong, J. S. (1998). Are student ratings of instruction useful? *American Psychologist*, 53(11), 1223–1224. <http://dx.doi.org/10.1037/0003-066X.53.11.1223>
- Attiyeh, R., & Lumsden, K. G. (1972). Some modern myths in teaching economics: The U.K. experience. *American Economic Review*, 62(1), 429–443. <https://www.jstor.org/stable/1821578>
- Bachen, C. M., McLoughlin, M. M., & Garcia, S. S. (1999). Assessing the role of gender in

BASIC PRINCIPLES

- Ensure that a period appears after each reference element (i.e., author, date, title, and source).
- However, do not put a period after a DOI or URL because it may interfere with link functionality.
- If a title ends with a question mark, the question mark replaces the period.



References

- Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <http://dx.doi.org/10.1037/0022-3514.64.3.431>
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- American Association of University Professors. (2018, October 11). Data snapshot: Contingent faculty in US higher ed. *AAUP Updates*. <https://www.aaup.org/news/data-snapshot-contingent-faculty-us-higher-ed#.Xfpdmy2ZNR4>
- Anderson, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *PS: Political Science and Politics*, 30(2), 216–219. <https://doi.org/10.2307/420499>
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- Bachen, C. M., McLoughlin, M. M., & Garcia, S. S. (1999). Assessing the role of gender in

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References

- Do not use a comma between the journal volume and issue numbers; place the issue number in parentheses directly after the volume number instead.

- Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <http://dx.doi.org/10.1037/0022-3514.64.3.431>
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- American Association of University Professors. (2018, October 11). Data snapshot: Contingent faculty in US higher ed. *AAUP Updates*. <https://www.aaup.org/news/data-snapshot-contingent-faculty-us-higher-ed#.Xfpdmy2ZNR4>
- Anderson, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *PS: Political Science and Politics*, 30(2), 216–219. <https://doi.org/10.2307/420499>
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References

- Italicize punctuation marks that appear within an italic reference element.
- Do not italicize punctuation between reference elements.

- Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <http://dx.doi.org/10.1037/0022-3514.64.3.431>
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- Attiyeh, R., & Lumsden, K. G. (1972). Some modern myths in teaching economics: The U.K. experience. *American Economic Review*, 62(1), 429–443. <https://www.jstor.org/stable/1821578>
- Bachen, C. M., McLoughlin, M. M., & Garcia, S. S. (1999). Assessing the role of gender in

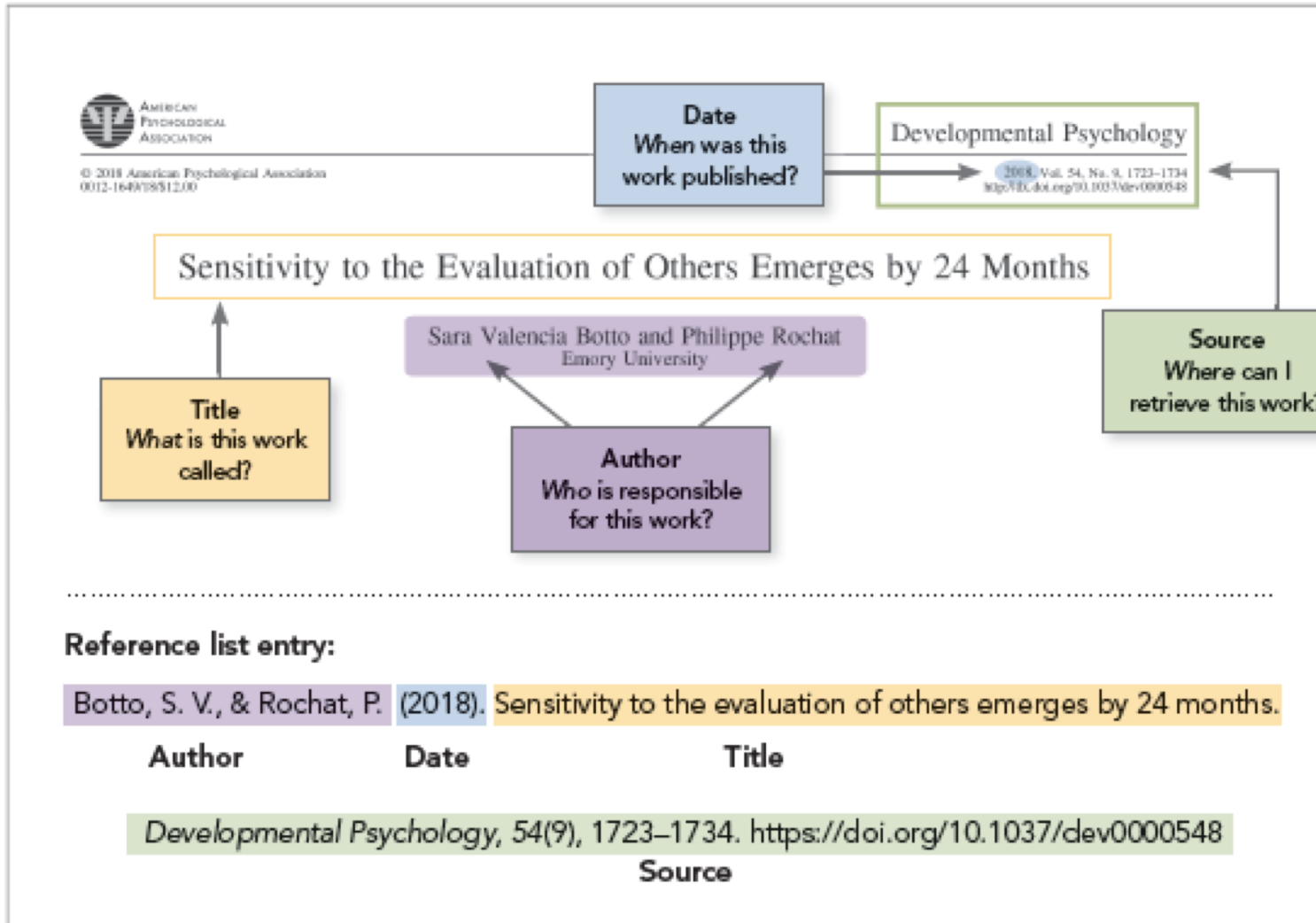


MAIN ELEMENTS OF A REFERENCE LIST ENTRY

- A reference list entry generally has four elements:
 - **Author** (*who* is responsible for this work?);
 - **Date:** (*when* was this work published?);
 - **Title:** (*what* is this work called?);
 - **Source:** (*where* can I retrieve this work?).

NB Sometimes the information needed to create a reference list entry is missing or unknown. APA Style provides strategies to adapt the reference (<https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>).

MAIN ELEMENTS OF A REFERENCE LIST ENTRY





DOIs AND URLs

- Because so much scholarship is available and/or retrieved online, most reference list entries end with either a **DOI** or a **URL**.



DOIs AND URLs

- A **DOI** (i.e., Digital Object Identifier) is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet.



DOIs AND URLs

- A **URL** (i.e., Uniform Resource Locator) specifies the location of digital information on the internet and can be found in the address bar of your internet browser.



DOIs AND URLs

- Include a DOI for all works that have one, regardless of whether you used the online or the print version.
- If a print work does not have a DOI, do not include any DOI or URL in the reference.
- If an online work has both a DOI and a URL, include only the DOI.

NB Other alphanumeric identifiers such as the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) are not included in APA Style references.

ADDITIONAL INFORMATION ON THE REFERENCE LIST



- For additional information on the reference list, see:
 - the APA Style website
(<https://apastyle.apa.org/style-grammar-guidelines/references>);
 - chapters 9, 10 and 11 of the *Publication Manual*.



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TABLES

- Label tables with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the table, flush-left and single-spaced. Cite a source in a note below the table.

Table 1

Top 3 NBA Season Leaders 2019

Team	Points per Game
Milwaukee Bucks	119.8
Houston Rockets	119.1
Dallas Mavericks	116.8

Note. This data was collected on December 31, 2019 (<https://stats.nba.com/teams>).

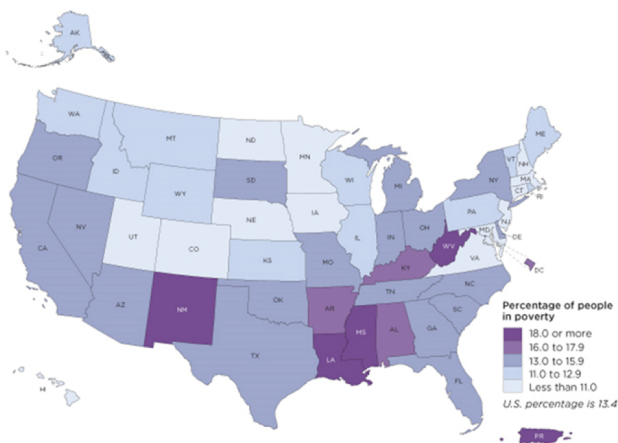


FIGURES

- Label figures with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the figure, flush-left and single-spaced. Cite the source in a note below the figure.

Figure 1

Poverty Rate in the United States, 2017



Note. The map does not include data for Puerto Rico. Adapted from *2017 Poverty Rate in the United States*, by U.S. Census Bureau, 2017 (<https://www.census.gov/library/visualizations/2018/comm/acs-poverty-map.html>).



3) SUGGESTED FORMAT GUIDELINES

3.1) Paper Format

3.2) Structure

PAPER FORMAT



- Margins: 2.5 cm each (+1 cm to the left margin for bookbinding).
- Font: Times New Roman, 12.
- Line spacing: 1.5.
- Text: Justified.
- Indentation: the first line of each paragraph must be indented 1.25 cm.



3) SUGGESTED FORMAT GUIDELINES

3.1) Paper Format

3.2) Presentation Format

PRESENTATION FORMAT



- No minimum or maximum number of slides.
- Time limit: 12 minutes.
- Slide #1: title page.
- Slide #2: table of contents (titled “Outline”).
- Second-to-last slide: conclusion (titled “Conclusion” or “Final Remarks”).
- Last slide: all references in your presentation (titled “References”).

PRESENTATION FORMAT



- Visual design must be coherent with the academic context (high formality).
- Do not let visuals distract from your presentation.
- Do not include too much text in your slide (be plain, concise and clear).
- Number tables and figures sequentially and provide notes and sources.
- Speak with accuracy and fluency.



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