

SUMMARY OF APA AND ULV  
REQUIREMENTS

To be used in conjunction with

Publication Manual of the American Psychological Association  
Seventh Edition

## **ULV GUIDELINES FOR THE USE OF THE APA STYLE MANUAL**

The *Publication Manual of the American Psychological Association* (7th edition) has been approved as a style manual to be used by doctoral students at the University of La Verne. Students need to be knowledgeable of the contents of the manual as they write their dissertations.

The University of La Verne has specific requirements *that vary from APA*. Those include: margins, font, CHAPTER HEADINGS, and inserting tables and figures into the text of the dissertation.

**Margins** **ULV requires a 1.5 inch margin on the left and 1 inch margin on all other sides.**

**Font** **Times New Roman 12 pt.**  
**Tables may use 10 or 11 pt.**

**CHAPTER HEADINGS** **All chapter headings are ALL CAPS Centered (this includes chapters 1-5, and other *chapter-like* elements – ABSTRACT, REFERENCES, etc.)**

**Example:**  
**CHAPTER I**  
**INTRODUCTION**

**The body of text will use all five APA heading levels as appropriate.**

ORDER OF THE DISSERTATION FOR APA

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Title page.....	unnumbered
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**Note: Most students copyright their dissertations.**

UNIVERSITY OF LA VERNE

La Verne, California

TITLE OF YOUR DISSERTATION  
IN ALL CAPITAL LETTERS

A Dissertation Submitted in Partial Fulfillment of the  
Requirements for the Degree  
Doctor of Education  
in  
Organizational Leadership

Your Name

LaFetra College of Education  
Organizational Leadership Program

Month 20XX  
**(or year of graduation)**



## ABSTRACT

**Purpose.** This study addressed issues of social equity in California Community Colleges. Social equity is identified as the umbrella used to describe the topics of affirmative action, the glass ceiling, and workforce diversity in the 71 California Community College districts.

**Theoretical Framework.** The theoretical framework for this study was based on social equity. Theories of social equity associated with class structure, conflict, social stratification, inequality of man, and the compound theory of social equity. The theory of social equity is complex because it deals with the assumption that this is a just democratic society as a whole.

**Methodology.** An investigation of secondary data from 1982 to 2002 was employed using a time-series design. The study examines the change in hiring and promotions of females and minorities in academic administrative positions pre and post Assembly Bill 1725 and Proposition 209.

**Findings and Conclusion.** This study found that in California the majority is the minority as it relates to ethnicity. The study further indicated that in years following passage of legislation 1989—AB1725 women and minority administrators increased slightly. After the passage of Proposition of 209 in 1996 the increase in Anglo American Women continued to increase while other ethnicities seemed to decline or remain the same. The study also found that over 45% of the academic administrators who are leaving the workforce are of retirement age.

**Recommendations.** Legislation cannot dictate fairness; processes should be enforced to ensure that institutions make every effort to prepare future executives who represent the population in their institutions. Business should focus on integrating diverse employees in the workforce. The Integration Paradigm Transcends assimilation and differentiation—promotes equal opportunity and values cultural differences. Eliminate all forms of dominance that inhibit full contributions or organization trust. The point is when employees' believe that their contributions are valued; they give more of themselves to the company. If companies sincerely want to embrace diversity, they must include diverse people on teams that would not necessarily feel comfortable in those settings.

**Note: The Abstract is to be no longer than 350 words.**

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**Note that in APA, if tables or figures in appendices are numbered according to the appendix (i.e., A1 for a table or figure in Appendix A, B1 for a table or figure in Appendix B, etc.)**

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*Note: This page/element is optional.*

DEDICATION

**First page of each chapter begins 2” from the top of the page**

CHAPTER I  
INTRODUCTION

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

NOTE: For ULV dissertations, use an ALL CAPS chapter number and title, then begin with the first-level APA heading (e.g., CHAPTER I <return> INTRODUCTION)

**Note Chapter 10 of the APA manual has extensive examples of how to reference your sources. A few are included on this list.**

## REFERENCES

### Journal Article

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.

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Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of “Dr. House”. *PloS ONE, 13*(3), Article e0193972. <https://doi.org/10.1371/journal.pone.0193972>

### Magazine Article

Schaefer, N. K., & Shapiro, B. (2019, September 6). New middle chapter in the story of human evolution. *Science, 365*(6457), 981–982. <https://doi.org/10.1126/science.aay3550>

Schulman, M. (2019, September 9). Superfans: A love story. *The New Yorker*.

<https://www.newyorker.com/magazine/2019/09/16/superfans-a-love-story>

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Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*.

<https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

### Whole Book

Rabinowitz, F. E. (2019). *Deepening group psychotherapy with men: Stories and insights for the journey*. American Psychological Association. <https://doi.org/10.1037/0000132-000>

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

### **Edited Book Chapter**

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

### **Webpage on a Website**

Fagan, J. (2019, March 25). *Nursing clinical brain*. OER Commons. Retrieved September 17, 2019, from <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health.

<https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

Woodyatt, A. (2019, September 10). *Daytime naps once or twice a week may be linked to a healthy heart, researchers say*. CNN. <https://www.cnn.com/2019/09/10/health/nap-heart-health-wellness-intl-scli/index.html>

World Health Organization. (2018, May 24). *The top 10 causes of death*.

<https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

### **Government Report**

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>

### **A Dissertation found in ProQuest database**

Sharp, M. A. (2002). *An analysis of pupil-teacher ratio and class size: Differences that make a difference* (Publication No. 3074013) [Doctoral dissertation, Eastern Michigan University]. ProQuest Dissertations and Theses Global.

**A Dissertation found on the web (not in a database)**

Tenjeras Clarke, D. (2007). *Exploration into the Head Start fade phenomenon* [Doctoral dissertation, Eastern Michigan University]. Digital Commons @ EMU.

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APPENDICES



APPENDIX A  
CCC FIGURES