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**Title of Thesis**

[2 lines]

by

[1 line]

CHAN, Tai Man Thomas

[1 line]

A Thesis Submitted to

The Hong Kong Institute of Education

in Partial Fulfillment of the Requirement for

the Degree of Doctor of Education/Doctor of Philosophy/Master of Philosophy

[1 line]

October 2015

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**Appendix A**  
**Sample Paper**

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i

**Statement of Originality**

*[2 lines]*

I, CHAN, Tai Man Thomas, hereby declare that I am the sole author of the thesis and the material presented in this thesis is my original work except those indicated in the acknowledgement. I further declare that I have followed the Institute's policies and regulations on Academic Honesty, Copy Right and Plagiarism in writing the thesis and no material in this thesis has been published or submitted for a degree in this or other universities.

*[3 lines]*

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CHAN, Tai Man Thomas

October 2015

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**Thesis Examination Panel Approval**

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Members of the Thesis Examination Panel approved the thesis of CHAN, Tai Man Thomas defended on 5 October, 2015.

[2 lines]

**Principal Supervisor**

Prof XXX, Xxx Xxx  
Chair Professor  
Faculty of Xxxx  
The Hong Kong Institute of Education

**External Examiner**

Prof XXX, Xxx Xxx  
Chair Professor  
Department of Xxxx  
Xxxx Xxxx University

[1 line]

**Associate Supervisor**

Dr XXX, Xxx Xxx  
Associate Professor  
Department of Xxxx  
The Hong Kong Institute of Education

**Internal Examiner**

Prof XXX, Xxx Xxx  
Professor  
School of Xxxx  
Xxxx Xxxx University

*(Space for adjustment to include additional Supervisor/Examiner)*

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Approved on behalf on the Thesis Examination Panel:

[3 lines]

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Chair, Thesis Examination Panel  
Prof XXX, Xxx Xxx  
Chair Professor  
Department of Xxxx  
The Hong Kong Institute of Education

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### Abstract

Insert abstract here. Abstract text must be double-spaced with no paragraph breaks. Word limits not more than 500 words. The abstract for the completed study thesis should include all the elements described for the thesis study. Here are some form and style tips: (a) Limit the abstract to one typed page; (b) maintain the scholarly language used throughout the thesis; (c) keep the abstract concise, accurate, and readable; (d) use correct English; (e) ensure each sentence adds value to the reader's understanding of the research; and (f) use the full name of any acronym used again in the abstract, and include the acronym in parentheses. Do not include references or citations in the abstract. Per APA style, use numerals in the abstract, not written out numbers, except at the beginning of a sentence.

*Keywords:* xxx, xxx, xxx, xxx, xxx (maximum 5 keywords)

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### Acknowledgments

This is an optional page for acknowledgments. It is a nice place to thank the faculty, colleague, family members, and friends who have helped you reach this point in your academic career.

If you do not wish to include this page, delete the heading and the body text; if a blank page remains, delete the page break above but leave the section break that you see below this text.

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**Table of Contents**

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v

Statement of Originality

i

Thesis Examination Panel Approval

ii

Abstract

iii

Acknowledgements

iv

Table of Contents

v

List of Abbreviations

vi

List of Figures

vii

List of Tables

viii

**Chapter 1: Level 0 Heading [Chapter Title]**

1

APA Level 1 Heading

1

APA Level 2 Heading

1

Double Line Spacing

**Chapter 2: [Chapter Title]**

3

**Chapter 3: [Chapter Title]**

4

**Chapter 4: [Chapter Title]**

5

**Chapter 5: [Chapter Title]**

6

**References**

7

**Appendix A: [Title of Appendix]**

8

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### List of Abbreviations

*[1 line]*

- EdB      Education Bureau
- GS      Graduate School
- HKIED    The Hong Kong Institute of Education

vi

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vii

**List of Figures**

*[1 line]*

Figure 1	Certificate of Achievement.	6
Figure 2	Sample of Figure Title	10
Figure 3	Sample of Figure Title	100
Figure 4	Sample of Figure Title	201

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viii

### List of Tables

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Table 1	<i>A Sample Table Showing Correct Formatting</i>	5
Table 2	Sample of Table Title	20
Table 3	Sample of Table Title	200
Table 4	Sample of Table Title	300

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**APA Level 0 Chapter 1: Chapter Title****[Centred, Boldface, Uppercase and Lowercase Heading]***[1 line]***APA Level 1 Heading**

Leave uniform margins of at least 1 in. (2.54cm) at the top, bottom, left, and right of every page. To apply the correct style to this heading, centred, use uppercase and lowercase, and **bold** type. The preferred typeface for APA 6<sup>th</sup> publication style is Times New Roman, with 12-point font size. (Remarks: the blue **APA levels** are for your reference only, please remove as you prepare your thesis.)

**APA Level 2 Heading**

To apply the correct style to this heading, flush left, use uppercase and lowercase, and **bold** type. Double-space between all text-lines of the manuscript. Double-space after every line in the title, headings, footnotes, quotations, references, and figure captions. Do not justify lines; use the flush-left style (left alignment), and leave the right margin uneven. Do not divide words at the end of a line, and do not use the hyphenation function to break words at the ends of lines. Let a line run short rather than break a word at the end of a line.

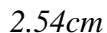
Double Line Spacing

Indent the first line of every paragraph and the first line of every footnote. For consistency, use the tab key, which should be set at five to seven spaces, or ½ in. Type the remaining lines of the manuscript to a uniform left-hand margin. The only exceptions to these requirements are (a) the abstract, (b) block quotations, (c) titles and headings, (d) table titles and notes, and (e) figure captions.

**APA level 3 heading.** This heading level is not required to be listed in the Table of Contents. To apply the correct style to this heading, indent it 0.5 in., use lowercase paragraph heading, and **bold** type. The heading ends with a period, and the text follows the period, on the same line as the heading title.

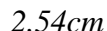
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*APA level 4 heading*. This heading level is not listed in the Table of Contents so there is no style tag associated with it. To apply the correct style to this heading, indent it 0.5 in., use lowercase paragraph heading, **bold** and *italic* type. The heading ends with a period, and the text follows the period, on the same line as the heading title.

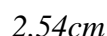
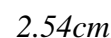
The following is an example of a block quote:

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If you make a mistake and something changes that you didn't want to change, in Word 2007, either type Ctrl (Control key) z or, on the Quick Access toolbar, next to Save, click on the arrow icon for Undo. In Word 2003, go to Edit, Undo Typing.

Double Line Spacing

*APA level 5 heading*. This heading level is not listed in the Table of Contents. To apply the correct style to this heading, indent it 0.5 in., use lowercase, and *italic* type. The heading ends with a period, and the text follows the period, on the same line as the heading title.

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**APA Level 0 Chapter 2: Chapter Title**

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**APA Level 1 Heading**

Report the literature in past tense, as in Jones (2003) argued, not Jones (2003) argues. Refer to the rubric for guidance on the content of sections in this chapter. This example of a numbered list uses Word’s automatic list numbering feature.

**APA Level 2 Heading**

Here are some additional tips for presenting data in vertical list form.

1. In the body of your paper, use this format when presenting information as a vertical list.
  - list.
2. When the order of the items in the list is important, use a numbered list. Use a bulleted vertical list when you do not need to indicate a certain order or chronology.
  - This is an example of a bulleted list.
  - It follows the same format as for a numbered list, with the bullet point indented the same as a paragraph indent.

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### **APA Level 0 Chapter 3: Chapter Title**

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#### **APA Level 1 Heading**

Refer to Publication manual of the APA, Chapter 2.06 Method (p. 29) for guidance on the content of sections in this chapter.

#### **APA Level 2 Heading**

Do not label headings with numbers or letters. The number of levels of heading needed for your chapter will be depend on its length and complexity.

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**APA Level 0 Chapter 4: Chapter Title**

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**APA Level 1 Heading**

Refer to Publication Manual of the APA, Chapter 2.07 Results (p. 32) for guidance on the content of sections in this chapter.

**APA Level 2 Heading**

This is an example of a table in APA style (see Table 1).

Table 1

*A Sample Table Showing Correct Formatting*

Column A	Column B	Column C	Column D
Row 1			
Row 2			
Row 3			
Row 4			

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*Note.* From “Attitudes Toward Dissertation Editors,” by W. Student, 2008, *Journal of Academic Optimism*, 98, p. 11. Reprinted with permission.

**APA level 3 heading.** Font size of a table can be smaller than body text, but no smaller than 8 pt. You may change the font to a sans serif font such as Arial if you wish. The table number has a style tag (Table Title) as does the table title (Table title + italic). After you type the table number, assign it the Table Title style, then, instead of hitting the Enter key to get to the next line, hit Shift, Enter. Then type the table caption and assign it the Table Title style tag, then italics. In APA style, tables have no vertical lines.

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**APA Level 0 Chapter 5: Chapter Title**

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**APA Level 1 Heading**

Refer to Publication Manual of the APA, Chapter 2.08 Discussion (p. 35) for guidance on the content of sections in this chapter.

**APA Level 2 Heading**

This is an example of a figure labeled per APA style. Note that the label is placed under the figure itself. As with tables, refer to the figure by number in the narrative text preceding the placement of the figure (see Figure 1).



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Figure 1. Certificate of Achievement [This is a sample of a figure caption].

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## References

Examples of some common types of references follow; see APA 6.22 and Chapter 7 for more details.

These sample entries are tagged with the “APA Reference” style tag, which means the line spacing and hanging indent are automatic. Apply the “APA Reference” style tag to your entries.

Pay special attention to italics, capitalization, and punctuation. The style tag does not govern those aspects of the entry.

### *Periodical (journal)*

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx(x), xxx-xxx.

### *Online periodical (journal)*

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx(x), xxx-xxx. doi:xxxxxxx

Double Line Spacing

### *Nonperiodical (book)*

Author, A. A. (1994). *Title of work*. City of Publication, ST: Publisher.

### *Chapter in a book*

Author, A. A., & Author, B. B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). City, ST: Publisher.

The *Publication Manual of the American Psychological Association, Sixth Edition*, Chapter 7, includes numerous examples of reference list entries. For more information on references or APA style, consult the [APA website](#).

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### **Appendix A: Title of Appendix**

Insert appendix here. Appendices are ordered with letters rather than numbers. If there is only one appendix, the heading has no letter, just Appendix: Title of Appendix.

The appendices must adhere to the same margin specifications as the body of the dissertation. Photocopied or previously printed material may have to be shifted on the page or reduced in size to fit within the area bounded by the margins.

If the only thing in an appendix is one table, the table title serves as the title of the appendix; no label is needed for the table itself. If you have text in addition to a table or tables in an appendix, label the table with the letter of the appendix (e.g., Table A1, Table A2, Table B1, and so on). These tables would be listed in the List of Tables at the end of the Table of Contents.

If you include in an appendix of any published materials, you must also include permission to do so.

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