

5.1.8 Undergraduate Thesis / Graduation Research II Final Research Output Format

Any directions given by instructors are to take precedence. If no specific instructions are given, the format below is to be followed. Please note that there are academic writing manuals offered by APU (APU Writing Manual (in Japanese only) and APU Style Guide (in English only)) to which students can refer for proper citation practices, referencing, format, and so on. In principle the final product of Graduation Research II should be a thesis, but the supervisor may approve other kinds of work(ex: audiovisual materials). Please follow your supervisor's instructions.



Thesis Written in Japanese

No. of Characters and Pages

- APS: Equivalent of 80-100 pages of 400-character pages (main text only)
- APM: Equivalent of 50-100 pages of 400-character pages (including main text and footnotes)

Any tables or reference materials are to be included in the above page counts.

Page Numbering

Page numbers must be included.

Font

Font is to be between 10.5 and 12 point.

Table of Contents

A Table of Contents is to be included on the page following the coversheet. The Table of Contents should list the titles for each chapter and section and give the page numbers for each.

Writing Style

The "da" or "de aru" style is to be used.

Editorial Style

Theses are to follow the APA style (editorial style adopted by the American Psychological Association and used widely in psychology and the social sciences). Details of this style are given below.

- **Headings and Sub-headings:** The main body of the text is to be divided into chapters with each numbered (1, 2, 3...). Chapters may be divided further into sections, which are also to be numbered (1.1, 1.2, 1.3...). Headings and sub-headings should be in bold.

- **Explanatory Notes:** Explanatory notes in the main body of the text often impair the logical flow of the text. Therefore, endnotes are used in such circumstances. Endnotes are to be formatted as follows.
 - Numbers are to be given at the point in the text to which the endnote refers.
 - 〈注〉 (Explanatory Notes) is to be written at the end of the main body of the text in bold and the explanatory notes should be written starting from the following line.
 - The endnote numbers are to correspond with the numbers given in the main body of the text.
 - 〈注〉 and the endnotes are to be in a smaller font size than the main text.
- **Citations:** Citations are used to reinforce the contents of an author's thesis or to build on previously conducted research, etc.
- **List of References and Bibliography:** A List of References contains details for only those works cited in the text. A Bibliography shows both cited works and sources that are not cited, but which are relevant to the subject. Either a List of References or a Bibliography must be included.

Thesis Written in English

Any directions given by instructors are to take precedent. If no specific instructions are given, the below format is to be followed.

No. of Words and Pages

- APS: Equivalent of 12,000 to 15,000 words (main text only)
- APM: Equivalent of 7,000 to 15,000 words (including main text and footnotes)

Any tables or reference materials are to be included in the above page counts.

Page Numbering

Page numbers must be included.

Font

Font is to be between 10.5 and 12 point.

Table of Contents

A Table of Contents is to be included on the page following the coversheet. The Table of Contents should list the titles for each chapter and section and give the page numbers for each.

Editorial Style

Theses are to follow the APA style (editorial style adopted by the American Psychological Association and used widely in psychology and the social sciences). Details of this style are given below.

- **Headings and Sub-headings:** The main body of the text is to be divided into chapters with each numbered (1, 2, 3...). Chapters may be divided further into sections, which are also to be numbered (1.1, 1.2, 1.3...). Headings and sub-headings should be in bold.
- **Explanatory Notes:** Explanatory notes in the main body of the text often impair the logical flow of the text. Therefore, endnotes are used in such circumstances. Endnotes are to be formatted as follows.
 - Numbers are to be given at the point in the text to which the endnote refers.
 - "Explanatory Notes" is to be written at the end of the main body of the text in bold and the explanatory notes should be written from the following line.
 - The endnote numbers are to correspond with the numbers given in the main body of the text.
 - The "Endnotes" title and the endnotes are to be in a smaller font size than the main text.
- **Citations:** Citations are used to reinforce the contents of an author's thesis or to build on previously conducted research, etc.
- **List of References and Bibliography:** A List of References gives details for only those works cited in the text. A Bibliography shows both cited works and sources that are not cited, but which are relevant to the subject. Either a List of References or a Bibliography must be included.