References. Generally, only references cited in the text are included in the reference list; however, an occasional exception can be found to this rule. For example, committees or departments may require evidence that students are familiar with a broader spectrum of literature than that immediately relevant to their research. In such instances, the reference list may be called a bibliography.

Appendixes. Although space and content requirements may limit the use of appendixes in journal articles, the need for complete documentation often dictates their inclusion in undergraduate and graduate papers. The following materials are appropriate for an appendix: verbatim instructions to participants, original scales or questionnaires, and raw data. In addition, psychology departments may require sign-up sheets or informed consent forms and statistical calculations in appendixes to laboratory reports. It may be appropriate to include a copy of the instrument you used for data collection in an appendix to your thesis or dissertation if the instrument is not well known (consult with your advisor if you are unsure) or has not been published. For reasons of test security and copyright protection, request permission in writing from the copyright holder (usually the publisher) to reproduce the instrument.

6.03 Manuscript Preparation Requirements
Each university has requirements for the format of theses, dissertations, and student papers, which may differ from those in the Publication Manual. The purpose of these requirements is to impose consistency in manuscripts by individuals from various disciplines.

The following are guidelines for preparing a typical undergraduate or graduate paper. These guidelines may not be applicable to laboratory reports, because in laboratory courses students are often expected to prepare reports in the style required for actual submission to an appropriate journal. The student should find out whether (or in what respects) the university's or department's requirements for theses, dissertations, and student papers take precedence over those of the Publication Manual.

Writers are reminded that they are preparing the "final" copy. Because

the manuscript will not be set in type, the manuscript must be as readable as possible. Many of APA's format requirements aid production for publication. Reasonable exceptions to APA style for theses and dissertations often make sense and are encouraged to better serve communication and improve the appearance of the final document. For example, tables may be more readable if single-spaced, and justified margins may substitute for ragged right margins (in this case, end-of-line hyphens are acceptable).

Paper, corrections, copies, and margins. Most requirements for rag content and weight of paper are established to provide durable copies of theses and dissertations for the library. Only corrections that do not mar the appearance or lessen the durability of the manuscript are permitted. Most universities permit photocopies. The left-hand margin must be wide enough for binding, usually 1½ in. (4 cm). The top margin on the first page of a new chapter (section) may be wider than other margins. Typists should observe requirements carefully, because some of each margin is trimmed in the binding process.

Chapters. The sections of a research report (Introduction, Method, Results, and Discussion) are frequently regarded as chapters; each begins on a new page. They may or may not include a chapter number.

In APA style, the introduction is not labeled. However, the arrangement of pages or sections in most theses and dissertations may require that the introduction be labeled because no other heading appears on that page.

Figures, tables, and footnotes. In a manuscript submitted for publication, figures, tables, and footnotes are placed at the end of the manuscript; in theses and dissertations, such material is frequently incorporated at the appropriate point in text as a convenience to readers. Short tables may appear on a page with some text. Each long table and each figure is placed on a separate page immediately after the page on which the table or figure is first mentioned. Figure captions are typed below