Hi Stacey –

You have some formatting and correcting to do in your paper. Otherwise it is in fine shape and will be ready to go once you’ve applied the corrections mentioned in the list below. Look also in your pdf for various notes and highlights that point to the several issues. Remember that I have not identified by note or highlight each and every instance where correction is needed. It will up to you to apply the fine-toothed comb.

1. Preliminary pages need some work. It looks like you used an old title page template. Please reformat to the new specifications. The page templates will accompany this memo in the email to you. Note on the title page the spacing of the elements, and their positions. For the other pages, note the position of the heading in relation to the top margin (4 spaces below the top margin), and for the TOC note that subsequent TOC pages carry a heading also, and note its location (1 space below the top margin).

2. Headings—A couple of notes: 1. Headings placed in the TOC must be exactly the same (except for changes in case). You have several mismatches between what the TOC announces and what the text reads. 2. Format. Make sure you follow the details shown in the APA book on p. 62 and in the UIW project guide. You have incorrectly formatted level 3 headings.

3. Lists, or “series,” should have appropriate punctuation and should have the correct appearance, as appropriate for the type of list; look carefully at APA section 3.04 on “Seriation” to see how to format series within a sentence and how and why to make those that use bullets or numbers. I’ve noted one or two of your lists, but you should look at all instances.

4. Numbers. Look at the note under “intervention” on your abstract page to identify the issues involved.

5. Tables: Just a brief note about line spacing. Always double space the elements outside the table. Your tables themselves are ok.

6. Citations: Ensure all citations correspond exactly to their reference entries.

7. For all citations, ensure to
   a. spell check all author names,
b. ensure all multiple author citations are correctly punctuated, and
c. ensure all multiple author citations are correctly abbreviated.

8. References: Ensure all references correspond exactly to their in-text citations.

9. Make sure all elements of each reference entry are formatted per specifications shown in APA, 6th edition. See APA chapter 6, and chapter 7 has many examples of the different kinds of references entries:
   a. Correct the case of titles, where applicable;
   b. Correct font treatments;
   c. Ensure that punctuation is present and correct for all entries;
   d. Correct spacing for author initials;
   e. Check spelling of all names!

For questions, contact:

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