Part III.

Prepublication Manuscript Option for CHSP Thesis and Dissertation

(Supplemental Guidelines for Students)
This applies to graduate students who are incorporating a prepublication manuscript in their thesis or dissertation (i.e., a manuscript that is ready for submission to a journal). Typically, the prepublication manuscript will replace the Methods and Procedure chapter—i.e., chapter 3.

Guidelines

If the heading styles of the specific journal’s format are different from standard APA 6th edition or AMA 10th edition, the specific journal’s heading format should be used not only in chapter 3, but also throughout the entire thesis or dissertation.

Heading style

When using the “prepublication manuscript option” in a thesis or dissertation for the College of Health Sciences and Professions, it is permissible to depart from APA or AMA heading style so as to conform to the chosen journal:

- **Heading font:** If the chosen journal involves heading font typefaces (regular, bold and/or italics) or other departures from the standard APA or AMA headings (e.g., use of an all-cap heading) you may use the typeface of your chosen journal;
- **Heading style:** If the chosen journal involves ALL CAP, flush left or multilevel numbering of headings, this is acceptable.
- **Heading placement:** If the chosen journal specifies centered and/or flush-left headings, this is acceptable.
- **Note:** If the journal heading style requires a departure from standard APA or AMA (such as all cap headings or multilevel numbering, the thesis must:
  - Use the same heading style/format throughout all chapters of the thesis or dissertation.
  - Do not roll-up any all-cap headings to the table of contents; the table of contents should be regular font, “heading cap” for level 1 and level 2 headings; “sentence cap” for level 3 or higher.

Other special adaptations

- **Preface:** Use the Preface page in the CHSP TAD thesis template to explain that the prepublication option is being used. Example:

  Chapter 3 contained within this thesis document serves as a prepublication manuscript that will be submitted to the *Journal of . . .*. This thesis has been slightly reformatted to meet the guidelines set forth by both the *Journal of . . .* and Thesis and Dissertation Services at Ohio University. The reference citation style follows the guidelines of the AMA Manual of Style (10th ed., 2007).

--OR--

---

Chapter 3 contained within this thesis document serves as a prepublication manuscript that will be submitted to the Journal of . . . This thesis has been slightly reformatted to meet the guidelines set forth by both the Journal of . . . and Thesis and Dissertation Services at Ohio University. The reference citation style follows the guidelines of the APA Publications Manual (6th ed., 2009 and the APA Style Guide to Electronic References (6th ed., 2012).

- **Title of chapter 3**: Use the title that you and your coauthors have selected for your prepublication manuscript.
- **Footnote**: Place a footnote at the end of the title. Then, at the bottom of the page, include a footnote (single-spaced) that explains status and authorship. Example:

1 This chapter represents a prepublication manuscript to be submitted to the Journal of Athletic Training (May 2017). Authors are: Emily K. Griswold, AT (School of Applied Health Sciences and Wellness, Ohio University, Athens); Dustin Grooms, PhD, AT, CSCS (School of Applied Health Sciences and Wellness, Ohio University, Athens); Jae Yom, PhD (School of Applied Health Sciences and Wellness, Ohio University, Athens); Charlotte Elster, PhD (College of Arts and Sciences, Ohio University, Athens); and Jeff Russell, PhD, AT, FIADMS (School of Applied Health Sciences and Wellness, Ohio University, Athens).

- **Note.** If the article has already been published, you must obtain copyright permission from the journal publisher and include that information in the footnote.

All other features should conform to standard TAD template/college requirements, e.g.

- Font type Arial or Times Roman.
- Margins (1.5” on left; 1.0” on right).
- Double-spacing throughout the entire thesis (with exceptions for table titles and footnotes).
- Table and figure formats and attributions.
- Paragraph indent, 0.5.”
- Reference list and internal citations–APA or AMA.

**Submission of Thesis to the Associate Dean for Research and Graduate Studies in the College of Health Sciences and Professions (hornerj@ohio.edu)**

To achieve a review and copy-edit of your thesis well in advance of the TAD deadline, email the following to Dr. Horner 2 weeks before the oral defense (at the same time you send it to your committee):

1. an electronic version of your thesis (TAD template, Word format);
2. the instructions for authors for your chosen journal; and,
3. a sample reprint from the chosen journal.

---

2 Because AMA requires consecutive numbering of references (using a superscript in the text), it will be necessary to create chapter 3 separately and import it as a last step (without refreshing the reference list). The result will be a) chapter 3 with citations numbered 1, 2, 3 . . . and listed at the end of the chapter 3, and b) the remainder of the thesis with citations numbered 1, 2, 3 . . . and listed, in aggregate, at the end of the thesis.

3 The Instructions for Authors (or, “Authors Guide”) (typically found on the journal publisher’s website), e.g., [http://natajournals.org/userimages/ContentEditor/1399481120285/AuthorsGuide.pdf](http://natajournals.org/userimages/ContentEditor/1399481120285/AuthorsGuide.pdf). This document is copyrighted; therefore, do not include it in your thesis appendix unless you have received written permission from the publisher.
Sample Heading Styles

Standard Chapter 3 (Sub)headings in APA and AMA

Chapter 3: Methods and Procedures

First textual Heading is Flush-Left and Bold, Cap (so-called “heading cap”)

Second textual heading is indented, bold, lowercase and capped (so-called “sentence cap”). It is indented like a paragraph; ends with a period; and is followed immediately by manuscript text.

Third textual heading is indented, bold, italicized and capped (so-called “sentence-cap”). It is indented like a paragraph; ends with a period; and is followed immediately by manuscript text.

Nonstandard (Sub)headings for the Prepublication Option

For Illustration Purposes, From the Journal of Athletic Training

Chapter 3: (Same as title of manuscript to-be-submitted)

(starts with a structured abstract, no heading). Subheadings in the abstract are indented, italicized, bold, and followed by a colon, e.g.,

- Context: . . .
- Objective: . . .
- Design: . . .

(next is the introductory material, again no heading)

METHODS

Participants

Procedures

Statistical Analysis

Bold Cap Indented. This is a paragraph lead; it is followed by period and text.

RESULTS

DISCUSSION

CONCLUSIONS

REFERENCES
ABSTRACT

INTRODUCTION

METHODS

Experimental Approach to the Problem

Subjects

Procedures

Italicized Initial-Cap Subheadings Permissible, Ending in Period, as Paragraph Lead-in.

Statistical Analyses

RESULTS

DISCUSSION . . .

Note. The first number in the subheading is the number of the chapter. This example is for chapter 3. For chapter 1, the textual headings are: 1.1, 1.2. (1.2.1 ... 1.2.1.1), etc. For chapter 2, the textual headings are 2.1; 2.2 (2.2.1 ... 2.2.1.1).