GRADUATE SCHOOL
TEXAS WOMAN'S UNIVERSITY

ACS 3

Made Easy

A Resource for
Thesis/Dissertation Students

Thesis & Dissertation Resources

Thesis, Dissertation, & Professional Paper Technical Manual
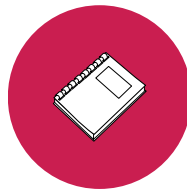
Contains Graduate School guidelines and formatting example

Formatting Video Series

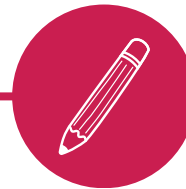Step-by-step instruction on how to format your document to meet Graduate School guidelines

Style Guide

In addition to this guide, the library has a physical copy of the manual and access to online resources.

Write Site

The TWU writing center offers online and in-person writing tutoring.

CRDA

The Center for Research Design and Analysis offers research support for qualitative and quantitative research

At a Glance

This resource covers basic ACS 3 guidelines and some of the most common errors we see students make when using this style guide. If you are not using ACS 3, please refer to the correct style guide resource.

This should not be used as a replacement to the ACS 3 manual. It's a supplemental source that should be used along with the ACS manual.

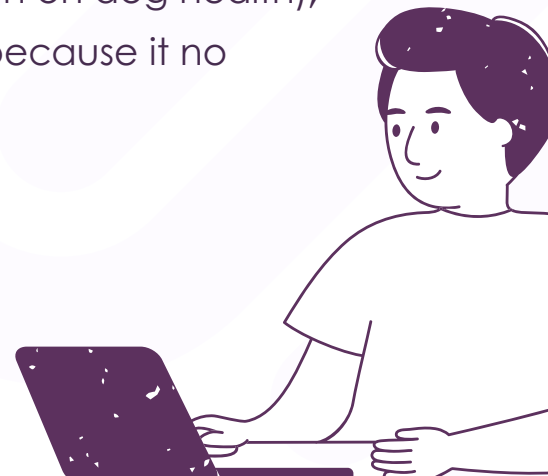The TWU Library has a physical copy of the ACS 3manual and a few free online resources.

Reminder! Only use **one** style guide throughout your entire document!

ACS 3 Headings

What is a heading?

A heading identifies different sections within your paper. A level 1 heading introduces a new topic, and levels 2-5 are subtopics that fall under the umbrella of the level 1 heading. Your chapter should always start with a level 1 heading.

If you were writing a paper about dogs, a level 1 heading might be **dog breeds**. After including a paragraph or two on breeds, you might focus on a specific breed. A level 2 heading could be **poodles**. This falls under the category of dog breeds, but it is a more specific category. Next, you might want to write about a poodle trait. A level 3 heading could be **hypoallergenic**. If you switch topics away from dog breeds (maybe you have a paragraph on dog health), you would want to use a level 1 heading because it no longer falls under the dog breed umbrella.

ACS 3 Headings

Formatting Examples

1	**1.1 Flush Left, Bold, Title Case**	
2	1.1.1 Flush Left, Title Case	
3	*1.1.1a Flush Left, Italicized, Title Case*	

Number Rules

ACS 3 uses the written number for:

Nine books
Numbers Less Than 10

Twelve participants joined the study.
Numbers at Beginning of Sentence

First place
Ordinals Less than 10th

ACS 3 uses the numeral for:

15 subjects
Numbers 10 Or More

8 million
Millions & Billions

2nd and 20th samples
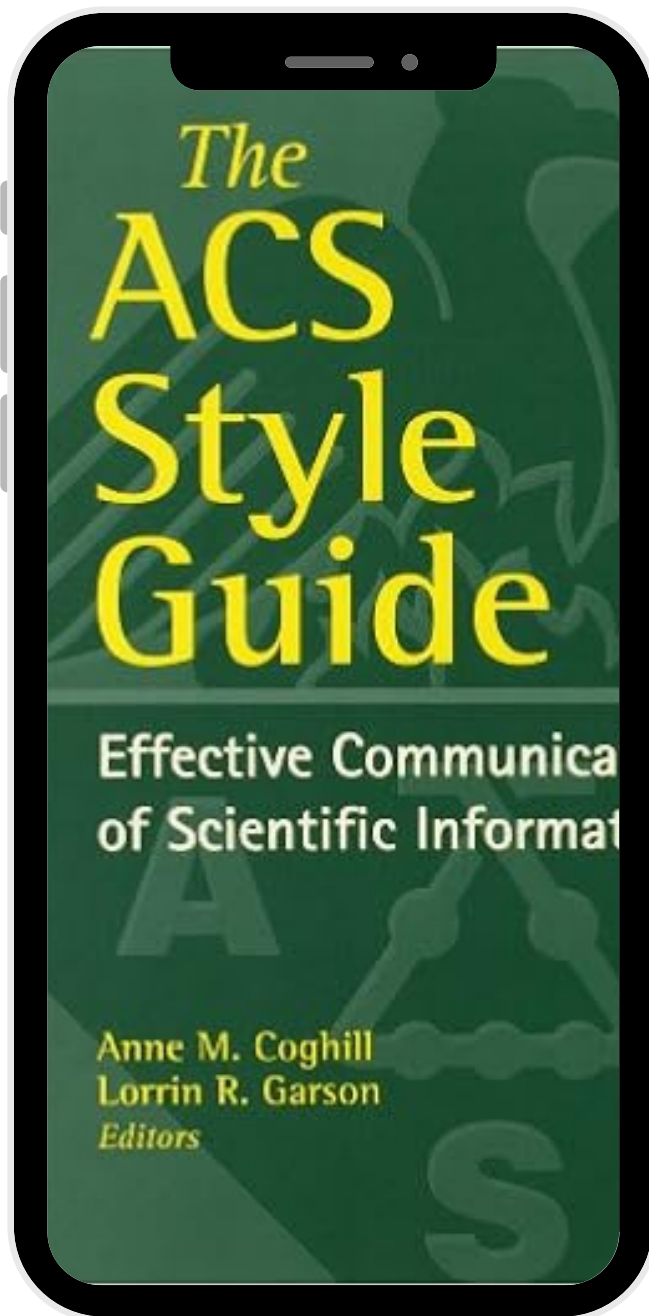**A series containing numbers 10 or greater**

3 times the risk
Used in a mathematical sense

ACS 3 Tips & Reminders

- Follow the ACS 3 style manual, not a journal's guidelines, unless you have submitted a chapter to that journal for publication.

- Superscript numbers come after periods and commas, but before colons and semicolons

- Include a space between the number and the unit of measure

- Once you introduce an acronym, use the acronym consistently for the rest of your document, even in new chapters.

  The World Health Organization (WHO) declared it a health emergency. The WHO later retracted this statement.

References & Citations

Author-Date, Superscript, or Italics

- ACS 3 has three options for citing and referencing: Author-Date (Smith, 2020); Italics "The sample size as small (*5*)." Superscript "The sample size was small.[5]" Any are acceptable, but don't mix the styles together.

References

- The TWU Library has access to online resources for formatting references according to ACS 3. The print manual also contains examples starting on p. 292.

- Double check that each citation has a corresponding reference and that each reference has a corresponding citation. If you're using Author-Date, the citation should contain the first thing listed in the reference. The spelling of authors' names and the year of publication should match!

Citation Generators

- While generators are convenient when working with a long reference list, they are usually incorrect. If you use a generator, double check that the generator has pulled the correct information and in the right format.

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Questions & Information

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🌐 https://twu.edu/gradschool/current-students/thesis-and-dissertation/