GRADUATE SCHOOL
TEXAS WOMAN'S UNIVERSITY

AMA 11

Made Easy

A Resource for
Thesis/Dissertation Students

Thesis & Dissertation Resources

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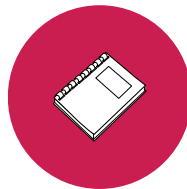
Contains Graduate School guidelines and formatting example

Formatting Video Series

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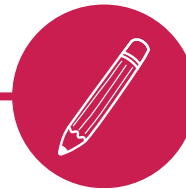
Style Guide

In addition to this guide, the library has a physical copy of the manual and access to the style guide's website.

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 AMA 11 guidelines and some of the most common errors we see students make when using this style guide. If you are not using AMA 11, please refer to the correct style guide resource.

This should not be used as a replacement to the AMA 11 manual. It's a supplemental source that should be used along with the AMA manual.

The TWU Library has a physical copy of the AMA 11 manual and the AMA website contains a good portion of the manual for free.

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

AMA 11 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. Check out p. 37 of the <u>Technical Manual</u>!

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.

AMA 11 Headings

Formatting Examples

1	**FLUSH LEFT, BOLD, ALL CAPS**	
2	**Flush Left, Bold, Title Case**	
3	**Indented, bold, first word capitalized, ends with period.**	Heading starts on the same line as the paragraph!
4	*Flush left, italicized, first word capitalized*	

Number Rules

AMA 11 uses the written number for:

Twelve participants joined the study.

Numbers at Beginning of Sentence

Twelve participants joined the study after the fifth week.

To Be Consistent With Other Written Numbers

AMA 11 uses the numeral for almost all other forms including:

150 subjects

Numbers 10 or more

5 months

Amounts of Time

8 ft

Measurements

Figure 2

Identifiers

AMA 11 Tips & Reminders

- Once you introduce an acronym, use the acronym consistently for the rest of your document, even in new chapters.
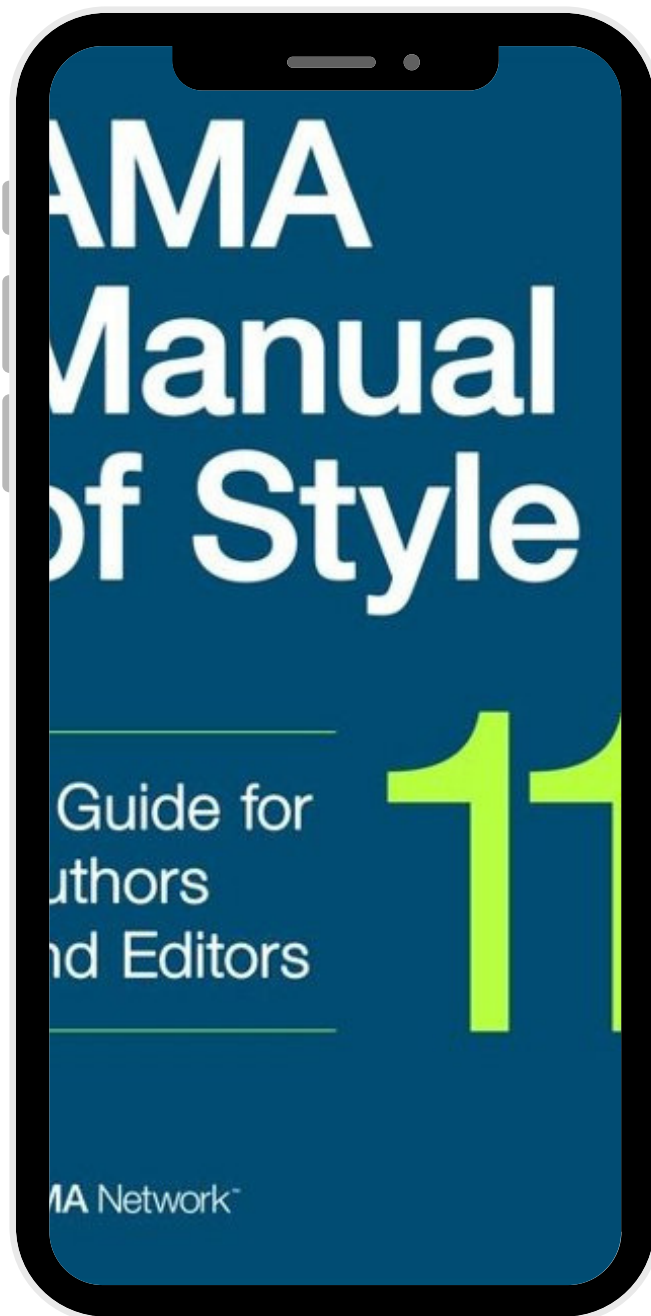
The World Health Organization (WHO) declared it a health emergency. The WHO later retracted this statement.

- Back-to-back parentheses should be avoided by separating the information with a semicolon.

(206 vs 216; Jones et al., 2013)

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

- A space should be used before and after a math symbol.

n = 631

References & Citations

et al

- AMA 11 uses et al (which stands for "and others") when 3 or more authors are mentioned in text.

References

- The Technical Manual has examples of the three most common AMA 11 references (p. 44). The AMA website also includes reference examples categorized by type.

- Make sure that your references are numbered correctly. AMA uses single space between each reference and between each line of an individual reference.

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/