

Texas Woman's University | Graduate School

# ACS 3 Made Easy

A Resource for Thesis/Dissertation Students

## Thesis & Dissertation Resources

- **Formatting Video Series:** Step-by-step instruction on how to format your document to meet Graduate School guidelines
- **Technical Manual:** Contains Graduate School guidelines and formatting example
- **Write Site:** The TWU writing center offers online and in-person writing tutoring.
- **Style Guide:** In addition to this guide, the library has a physical copy of the manual and access to the style guide's website.
- **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 APA manual.

The TWU Library has a physical copy of the ACS 3 manual.

**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	<b>1.1 Flush Left, Bold, Title Case</b>	
2	1.1.1 Flush Left, Title Case	
3	<i>1.1.1a Flush left, Italic, Title Case</i>	

## Number Rules

ACS 3 uses the written number for:

- Numbers less than 10: **nine books**
- Numbers at the beginning of the sentence: **Twelve participants joined the study.**
- Ordinals less than 10th: **first place**

ACS 3 uses the numeral for:

- Numbers 10 or more: **15 subjects**
- Millions and billions: **8 million**
- A series containing numbers 10 or greater: **2nd and 20th samples**
- Used in a mathematical sense: **3 times the risk**

## 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.
- Include a space between the number and the unit of measure.
- Superscript numbers come after periods and commas, but before colons and semicolons

**The WHO later retracted this.<sup>5</sup>**

**The WHO later retracted this<sup>5</sup>; however, it was a rash choice.**

- 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.<sup>5</sup>” 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.