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Dissertation Format Self-Checklist

MARGINS:

- [] Is your left margin 1 1/2 inches wide to accommodate binding?
- [] Are your top, bottom, and right margins 1 1/4 inches wide?
- [] Is your right margin ragged rather than justified?

PAGE FORMATS:

- [] Does your Signature Approval page conform to Dissertation Manual style and proportions?*
- [] Does your Copyright page (if you are doing a copyright) conform to Dissertation Manual style and proportions?*
- [] Does your Title page conform to Dissertation Manual style and proportions?*
- [] Does your Table of Contents, List of Tables, and List of Figures pages conform to Dissertation Manual style and are your page numbers placed vertically using a right margin setting on your computer?
- [] Are tables entirely on one page to the extent possible? (If a table needs to be continued to a following page, is it labeled as "continued" on the subsequent page?)
- [] If tables or figures need to be rotated 90 degrees on a page for better fit, is the top of the table or figure toward the margin?

*Since different content can require slightly different measurements, actual measurements for spacing are not given. Nevertheless, keeping the general proportioning as the sample pages is required. Specifically, it is important that each section of information is adequately separated from other sections so that the information is readily understandable.

TEXT PAGE FORMATS:

- [] Is your text double spaced (except for lengthy quotations)?
- [] Is each paragraph indented by 5 spaces?
- [] Have you avoided "widows" or "orphans" within your text - single lines of a paragraph on a page by themselves? (All paragraphs should have at least two lines on a given page.)
- [] Are your section headings on the same page as the first two lines of the first paragraph of that section?

[] Within the Results chapter in particular, are all parts of a numerical piece of information on the same line? (i.e., g <.05)

[] Is your text produced with a font that is either 10 or 12 points in size? (Fonts, such as Times, which are smaller than others, should be 12 point. If you use bitmapping, which reduces the printed size of the font, you also should use 12 point.)

PAGE NUMBERS:

[] Have you used lower case Roman numerals (i, ii, iii iv, v) for your preliminary pages? (Title page, which is page 1 but not labeled, through List of Figures page.)

[] Are the numbers of your preliminary pages centered at the bottom of the page?

[] Starting on Page 2, are your numbers in the upper right corner and within a 1-inch margin from the top and aligned with the right margin?

HEADINGS:

[] Are your headings properly sequenced, according to pp. 90-93 in the Fourth Edition of the APA Publication Manual?

[] Do you have an outline of your headings, up to five levels total, which indicates that your hierarchy of headings are correctly formatted?

How many heading levels does your dissertation have? (Circle)

1 2 3 4 5

[] Are there two or three spaces separating previous text from Level 1,2,3, and 5 headings?*

[] Are there two or three spaces after Level 1, 2, and 5 headings?*

* The important issue with spacing between sections is to have the header at least as close or closer to the section it is referring to rather than closer to the previous section.

[] If a heading takes more than one line, is there a double space between the lines of the heading?

[] Are your sentences following Level 4 headings on the same line as the heading with the paragraph indented five spaces?

COORDINATION OF INFORMATION:

[] Do the page numbers listed in your Table of Contents conform to the actual pages of the content item? (If you make last minute changes that may affect your pagination, have you rechecked for page numbers changes?)

[] Do the page numbers listed in your List of Tables (if you have one) conform to the pages on which the tables appear?

[] Do the page numbers listed in your List of Figures (if you have one) conform to the pages on which the figures appear?

[] Do the names and dates in your citations match the names and dates in your references?

[] Are all your citations listed in the reference section?

[] Are all your references cited at least once in the text?

HINT: On the above two items you may be able to use the "Find" option of your computer to search the text for each reference and make sure the citation gives consistent information. If you are checking it by hand, the easiest way may be to check off references as you find them throughout the text and then make sure there are no references left over which have not been checked off.

CITATION AND REFERENCE FORMAT

[] Are your citations in proper form?

[] a.) First use of a citation includes all authors' last names (as well as the date) if there are five or fewer authors?

[] b.) Subsequent use of the same citation gives the first author's last name, followed by et al.

[] c.) In citations with six or more authors, always use the first author's name followed by et al.

[] Are your references in the proper form?

[] a.) You have "hanging" indents of 3 spaces.

[] b.) Your references are single spaced.

[] c.) You have a double space between different references.

[] d.) None of your references spill over onto the next page. (Push the entire reference to the next page if it is broken into two parts.)

[] e.) Underlines extend under periods and commas. (This change was made in the Fourth Edition for the convenience of your computer!)

[] f.) Book or journal titles are underlined or italicized. (Choice should be consistent throughout work.)

[] g.) Journal titles have all major words capitalized.

[] h.) Titles of articles in journals and book titles are not in capital letters except for the first word and the first word after a colon.

[] i.) When there is more than one author or editor, an ampersand (&) is used in lieu of "and."

[] j.) If you have more than one source by the same author(s) in the same year, the references are given an a, b, c, etc. designation after the date in both the reference and the citation.

[] k.) Is the spelling of names consistent (and correct) between each citation and corresponding reference.

[] l.) Legal citations follow APA and Bluebook guidelines. (See APA Manual, pp 223-234.)

