**Dissertation Format Checklist**

Dissertation Services reviews the following formats within a dissertation before accepting it: order of pages, layout, page numbers, margins, references, tables, and figures for consistent layout: and lists of contents against the document. Please use this checklist to make corrections before submitting for processing.

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| **Email the document in Word Format** to the copy editor for post oral defense document check once welcome email arrives. |
| **Check that page order** and **front of document** are formatted correctly (see Model Pages in Style Format Manual). |
| **Use same font consistently throughout the document** (typical font type and size is Times New Roman or Courier at 12 points. Smaller typeface may be used for Tables or Figures, but font should be no smaller than 10 point). Do **NOT** use bold type. |
| **Margins:** Left=1 inch; Right, Top=1 inch , Bottom= 1 inches. Observe the same margins for all figures, charts, photographs, size reduced material, drawings, and copies of reference material from other sources.  **Spacing is 0pt double-spaced throughout.** Exception for tables.  **For block quotes 40 words or more**, start on a new line, indent the block a half inch from the left margin, and double space. Put the citation source, page or paragraph number in parentheses after the punctuation mark.    **Reference list must match the citations.** Please make sure citations are on reference list and all names, titles, and dates are correct.  **Do not use a running head.**  **For your title page,** do put your title or degree after your name  **Reference List Basics**  **Lines after the first line of each entry** in the reference list should be indented one half inch.  **Invert** author’s name (last name first)  **References** that have up to seven authors give the last name and initials. If the work has more than seven authors, use ellipse after the sixth author’s name followed by the last author’s name.  **Alphabetize** reference list by last name of the first author of each entry.  **Order multiple articles** by year of publication, starting with the earliest if it’s by the exact same author, single author, or multiple authors.  **Reference list must match the citations.** Please make sure citations are on reference list and all names, titles, and dates are correct.  **Journal Articles**  **Punctuation and capitalization** in journal titles should be maintained.  **Major words** in journal titles should be capitalized  **Italicize** journal titles.  **Do not** italicize, underline, or put quotes around journal articles  **Journal titles** should be fully presented, not abbreviated.  **Reference List Tips for Books and Electronic Sources**  **When referencing electronic sources** use year, month, date, if available. If not, use year of publication. Or copyright date.  **For electronic sources**, use same guideline as printed sources.  **Provide Digital Object Identifier (DOI)** if available for online material. If DOI is not available, use URL for the journal. If the journal does not have an online presence, use the URL for the database used.  **Provide print citation formatting when referencing an article from an online database.** If the article is available in places other than database, include the homepage’s URL. If the article is hard to find then provide the database information only.  **Online abstract references** should have [Abstract] added after the article or source name.  **Online books** that are not directly available online or requires purchase use the phrase “available from” and list the source in the reference entry after the title.    **Online chapter or sections** should have a URL directly to the chapter or section and not the homepage of the website.  **Online book review citations** should include “review of the book”, title of the reviewed work, web address (if available). If the review is free for everyone write “Retrieved from” and provide the web address. If the review requires a purchase, write “Available from” and provide the location information.  **For raw data**, provide web address and use “Retrieved from” or “Available from” if the raw data are in a general pace that houses data sets  **Other Non-Print Sources**  **Motion picture citations** should include the Producer, Director, Date of Publication, Title of Motion Picture, country of origin, and studio or distributor.  **Television broadcast or episodes** should have writer, director, date of broadcast, title of broadcast, producer, city, state of origin, and studio.  **Musical recordings** should include: songwriter, date of copyright in parentheses, title of song, title of album, and location.  **Page Numbering**  **Use lower case Roman numerals** for every Preliminary pages AFTER the Title Page. Start numeral count at ii (Title Page counts as “i”, but the number does not appear on the page). Center each numeral at the bottom of the page just above the 1 inch margin.  **Number all pages of text** and end matter with Arabic numerals. This includes all chapters, illustrations, references, and appendices. Number the first page of text with “1” and continue consecutively through the entire paper.  **Center all Preliminary page numbers**. All other pages numbers should be formatted in the right corner within the margin.  This information was retrieved from:  An Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2012, May 30). General format. Retrieved from http://owl.english.purdue.edu/owl/resource/560/01/ |