**[Dissertation & Thesis Formatting Checklist]**

**Titles and Title Page**

* Running head in all caps flush with the upper left margin of the page header. Running head should be an abbreviated version of the title (maximum 50 characters)
* Page number, beginning with Arabic numeral 1 in upper right margin of the page header
* Title is succinct and descriptive and is centered on the page, bold, and in title case
* Student lists full name, but not degree(s)

**Front Matter/Preliminary Pages**

* All front-end page titles are Level 1 (i.e., bold, centered, title case)
* Pagination runs continuously across all pages, starting with page 1 on the title page
* Only page breaks, no section breaks, between each page
* Optional pages that are not completed are removed from manuscript
* No paragraph indent in the abstract
* Table of Contents includes Level 1 and Level 2 headings only with dot leader and page numbers aligned on the right margin
* List of Tables and List of Figures includes all tables and figures listed chronologically with dot leader and page numbers aligned on the right margin

**Order of Content**

* Title page
* Preliminary Pages
	+ Copyright Page (required)
	+ Signature Page (required)
	+ Permission to Reproduce Copyrighted Material (required if needed)
	+ Acknowledgements (optional)
	+ Dedication (optional)
* Abstract
* Table of Contents
* List of Tables
* List of Figures
* Manuscript Body
* References
* Footnotes, tables, and figures, if applicable
* Appendices

**Headings**

* All page and chapter headings are centered, bold, and in title case
* All preliminary pages and chapters begin at the top of a new page, using the Page Break function
* The first section of each chapter must be a Level 1 heading
* Sections that require focus on quantitative, qualitative, or mixed methods are adjusted accordingly
* Headings follow 7th Edition APA guidelines:

**Table 1**

*Seventh Edition APA Manual Heading Guidelines*

|  |  |  |
| --- | --- | --- |
| **Level** | **Explanation** | **Example** |
| 1 | Centered, bold, title case, text begins as a new paragraph | **This is a Level 1 Heading** Paragraph begins here. |
| 2 | Flush left, bold, title case, text begins as a new paragraph | **This is a Level 2 Heading** Paragraph begins here. |
| 3 | Flush left, bold italic, title case, text begins as a new paragraph | ***This is a Level 3 Heading*** Paragraph begins here. |
| 4 | Indented, bold, title case, end with a period, text begins same line |  **This is a Level 4 Heading**. Paragraph begins here. |
| 5 | Indented, bold italic, title case, end with a period, text begins same line |  ***This is a Level 5 Heading***. Paragraph begins here. |

*Note*: Adapted from APA (2020).

**Tables and Figures**

* Includes table and figure number, ordered consecutively and referred to in the narrative in the order in which they appear
* Include a title in title case and italics immediately under the table or figure number
* Include citation and description note below the table or figure

**Reference list**

* Sources listed alphabetically by first author surname
* All authors up to 20 include
* Full DOI URL included for all articles for which one is available
* Issue numbers always included when available
* Each reference list entry formatted with hanging indent
* Sentence case used for the source titles: capitalize only the first word of the source title, any proper nouns in the source title, and the first word of the subtitle if there is one

**Formatting**

* 1” margins applied to the entire manuscript
* Accepted fonts include:
	+ Sans serif: 11-pt Calibri, 11-pt Arial, or 10-point Lucida Sans Unicode
	+ Serif: 12-pt Times New Roman, 11-pt Georgia, or 10-pt Computer Modern
* Align all paragraphs to the left margin (i.e., do not use justification setting)
* Indent the first line of each paragraph 0.5” (with the exception of the abstract)
* Use double line spacing throughout the manuscript, including all preliminary pages, block quotes, lists, and reference list. Exceptions to this include text within tables and figures, footnotes, and text in appendices
* Use a single space after all punctuation, including at the end of a sentence

**Table of Contents**

* All Level 1 and Level 2 headings included, beginning with the List of Tables
* Double spaced
* Dot leader from text to page number
* Page numbers aligned to right margin

**Citations**

* Sources with three or more authors all abbreviated to first author surname followed by et al. punctuated correctly
* Multiple sources in one parenthetical citation listed in alphabetical order by the first author’s surname
* Use an “&” within parenthetical citations and in the reference list. When citing within the text of a sentence, use the word “and”
* Quotes 40 words or longer presented in block quote format: entire quote indented 0.5” on left margin only; remove the quotation marks; place ending punctuation before citation

**Style, Clarity, Concision**

* Place a comma before the coordinating conjunction (and, or, etc.) that precedes the final element in a list of three or more
* Use active voice as much as possible
* Avoid clichés, idioms, colloquialisms, and analogies
* Do not hyphenate words that begin with common prefixes like non, re, co, pre, and post
* Use a plural noun when making general claims or discussing concepts that apply to a group. Avoid the pronouns “you” and “we” to do this. Using specific, plural nouns adds clarity to your statement (i.e., the reader won’t be confused about who you are referring to)
* Reserve the use of the pronoun “we” only when referring to yourself and the coauthor(s) of a paper. For example, “we collected survey data from 100 participants.” In all other instances, use the third person to make claims.
* Use singular “they” when it is known to be the preferred pronoun of the subject or when gender is unknown or irrelevant (e.g., each participant submitted their questions). Encourage use of specific plural nouns in place of vague or biased pronouns:
	+ Preferred: Therapists can lose their objectivity when…
	+ Acceptable: A therapist can lose their objectivity when…
	+ Incorrect/Biased: A therapist can lose his [or her] objectivity when…
* Use the past tense when reporting on the literature. For Example:
	+ Marshall (2018) wrote…Marshall (2018) indicated…Marshall (2018) noted….]