

FORDHAM UNIVERSITY

Graduate School of Education

DISSERTATION FORMAT REVIEW
CHECKLIST FOR MANUSCRIPT PREPARATION

CHECKLIST FOR MANUSCRIPT PREPARATION

FORMAT

- All pages comply with APA (6th ed.)
- Running heads are not included in the Fordham GSE dissertation.
- Fordham GSE specific formats are used for the following:
 - Title page
 - Acknowledgements page
 - Dedication page
 - Table of Contents
 - List of Tables
 - List of Figures
 - References
 - Appendices

Font

- All text is 12-point Times New Roman.

Margins

- Margins are 1-inch at top, bottom, left, and right.
- Text is left-justified; right margin is uneven.

Spacing

- The dissertation is double spaced, including block quotes.
- Single space exceptions are used for the following:
 - titles and headings that are longer than one line
 - titles in tables and figures
- One space after punctuation within a sentence (commas or semi-colons)
- Two spaces after final punctuation in a sentence (periods or question marks)

Pagination

- Title page is not numbered.
- The following pages are numbered with Roman numerals (beginning with ii):
 - Notice of Copyright
 - Acknowledgements (if included)
 - Dedication (if included)
 - Table of Contents
 - List of Tables (if tables have been used)
 - List of Figures (if figures have been used)
- The following pages are numbered with Arabic numerals (beginning with 1):
 - Abstract
 - the Chapters
 - References
 - Appendices

- Page breaks are inserted as needed. (In Word, use ctrl-enter to insert a page break.)
- Widows and orphans have been eliminated.

THE MANUSCRIPT

- The dissertation elements are ordered as follows:
 - Title page
 - Notice of Copyright
 - Acknowledgements
 - Dedication
 - Table of Contents
 - List of Tables
 - List of Figures
 - Abstract
 - the Chapters
 - References
 - Appendices

Headings

Headings in the Table of Contents:

- Chapter headings are left-aligned.
- APA level 1 headings are indented 1 time.
- APA level 2 headings are indented 2 times.
- APA level 3 headings are indented 3 times.

Corresponding headings in the document:

- Chapter headings are bold center, and all upper case.
- APA level 1 are bold, center, and mixed case.
- APA level 2 headings bold, left-aligned, and mixed case.
- APA level 3 headings are bold, end in a period, and are at the start of a new paragraph.

Tables

- Every table in the document appears in the List of Tables.
- Every table has a title.
- Every table column has a heading.
- Every table column has been checked for proper alignment.

Figures

- Every figure in the document appears in the List of Figures.
- Every figure has a title.

THE DISSERTATION ELEMENTS

Title Page

- Dissertation title is in an inverted pyramid format, all upper case.
- Title does not exceed 14 words.
- Title is the same on both the Title page and the Abstract page.
- Full legal name is used on both the Title page and the Abstract page.
- The dissertation is dated by year of graduation.

Copyright

- Labeled **COPYRIGHT** (but **NOTICE OF COPYRIGHT** in the Table of Contents).
- Centered on the page, top to bottom, left to right.

Acknowledgements (if included)

- Labeled **ACKNOWLEDGEMENTS**
- Centered on the page, top to bottom.
- Text is left-aligned.

Dedication (if included)

- Labeled **DEDICATION**
- Centered on the page, top to bottom.
- Text is left-aligned.

Table of Contents

- Headings and page numbers are identical to those in the document.
- Page numbers are right-aligned and at the end of headings.
- Headings and indentations correspond with headings in the document.
- Chapter, APA level 1, 2, and 3 headings are listed in the Table of Contents.

List of Tables / List of Figures

- Titles and page numbers are identical to those in document.
- Page numbers are right-aligned and at the end of headings.
- Tables/figures are numbered in the order in which they appear in the text.
- Every table/figure in the document appears in the List of Tables/List of Figures.

Abstract

- No more than 250 words.
- Located just before body of text.
- First page that is numbered using an Arabic numeral.
- Labeled Abstract with an APA level 1 heading.
- Headings are NOT bold.
- First line is NOT indented.

Chapters

- All chapters begin on a new page.

- All chapter headings are centered, bold, and in upper case.
- All chapters headings run across 2 lines:
 - The first line is labeled **CHAPTER** followed by its number in Roman numeral.
 - The second line is the chapter's title.

References

- References list begins at the start of a new page.
- The work of others, whether direct quote or paraphrase, is correctly cited and referenced.
- Citations in text and their corresponding reference entries are accurate and complete.
- Inclusive page numbers are given for all articles or chapters in books.
- Page numbers are provided for all quotations.
- Journal titles in the reference list are spelled out, not abbreviated or shortened.
- DOI or full URL are provided when necessary and relevant.
- References with multiple authors are correctly alphabetized.
- References are correctly alphabetized, capitalized, underlined, italicized, and punctuated.
- Only sources in the text are listed in the references.
- Entries are single or double spaced, but a space separates individual entries.

Appendices

- Appendices are in the order in which they are mentioned in the text.
- Letters for permission granted for copyrighted material are included as appendices.
- IRB Report of Action (even if waived) is included as an appendix.
- A divider page is used with each appendix.

ORGANIZATION

- Text is organized and divided meaningfully by levels of headings.
- Text is organized and divided meaningfully by paragraph.
- One sentence cannot be a paragraph.

LANGUAGE/EDITING

- Active voice is used whenever possible.
- Use of first person singular is acceptable.
- Verb tenses are correct throughout.
- Verbs are in agreement with nouns.
- Verbs are in agreement with plural nouns (data, criteria, phenomena, etc.)
- Errors in spelling, hyphenation, punctuation, and grammar have been corrected.
- Edits have been made with attention to *en* (-) and *em* (–) dashes.
- Mathematical and statistical symbols and formulas are accurate and in correct format.
- Titles of tests or other measurement instruments are neither underlined nor italicized.
- Units of measurement are properly specified in tables, figures, and in the text.
- Text has been edited to eliminate jargon, clichés, and biased language.
- Typing, mechanical, and spacing errors have been corrected.