DISSEYATION FORM NMT REVIEB
CHECKLIST FOR MANUSCRIPT PREPARATION
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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:
  o Title page
  o Acknowledgements page
  o Dedication page
  o Table of Contents
  o List of Tables
  o List of Figures
  o References
  o 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:
  o titles and headings that are longer than one line
  o 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):
  o Notice of Copyright
  o Acknowledgements (if included)
  o Dedication (if included)
  o Table of Contents
  o List of Tables (if tables have been used)
  o List of Figures (if figures have been used)
☐ The following pages are numbered with Arabic numerals (beginning with 1):
  o Abstract
  o the Chapters
  o References
  o 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:
  o The first line is labeled \textbf{CHAPTER} followed by its number in Roman numeral.
  o 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 \textit{en} (-)and \textit{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.