DISSERTATION FORMAT REVIEW
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 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 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.