

FISCHLER SCHOOL OF EDUCATION AND HUMAN SERVICES

Format and Style Checklist for the Applied Dissertation

TO STUDENT: Refer to the *Style Guide for the Applied Dissertation* (SG; 2009) and the *Publication Manual of the American Psychological Association* (APA; 6th ed.). Check all items after you have verified correctness; include signature and date at the bottom.

- Text is double-spaced, with single-spacing where required or allowed (SG p. 3).
- Spacing after punctuation is correct (SG p. 3).
- Margins are correct (SG p. 2).
- Right margins are unjustified (ragged) except for table of contents (SG p. 2).
- Appropriate typeface and size are used (SG pp. 2-3).
- Preliminary pages are in the correct order (SG p. 5).
- Title, name, and year are identical throughout the preliminary pages (SG pp. 5-6).
- Format of title page is correct (SG pp. 5, 8).
- Format of approval page is correct (SG pp. 5, 10).
- Format of acknowledgments page, if included, is correct (SG pp. 5-6).
- Format of abstract is correct (SG pp. 6, 12).
- Format of table of contents is correct (SG pp. 6-7, 14).
- Listings in the table of contents match the text's headings and titles (SG pp. 4, 6).
- Page numbers in table of contents correspond to pages in text (SG p. 6).
- Headings and subheadings are correctly formatted (SG pp. 4, 16).
- Pagination is correct (SG p. 3).
- Appendix material is appropriate; format of cover pages is correct (SG pp. 4-5).
- Manuscript is free of typographical errors (SG p. 1).
- APA guidelines are used for all other aspects of style (SG p. 1).

I have verified the correctness of the submitted manuscript:

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