



Fischler School of
Education and
Human Services

APPLIED RESEARCH CENTER
NOVA SOUTHEASTERN UNIVERSITY

Document:
Style Guide for the Applied Dissertation

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The *Style Guide for the Applied Dissertation* describes the required format for applied dissertations at the Fischler School of Education and Human Services. This style guide does not cover matters of content. Refer to the *Applied Dissertation Guide* for all content requirements.

APA Style

Aspects of form and style not covered in this guide are to be found in the fifth edition of the *Publication Manual of the American Psychological Association* (APA). Familiarize yourself with APA guidelines at the beginning of your program of study. Before it is submitted for final approval, your applied dissertation must be correct in all aspects of the following (APA section numbers are in parentheses):

1. Writing Style (APA 2.01-2.05) & Grammar (APA 2.06-2.12)
2. Guidelines to Reduce Bias in Language (APA 2.13-2.17)
3. Editorial Style (APA 3.01-3.93)
4. Reference Citations in Text (APA 3.94-3.103)
5. Reference List (APA 4.01-4.16)
6. Tables and Figures (APA 3.62-3.86)

Editing

- You are responsible for editing and proofreading your applied dissertation prior to submitting it to your committee or to the Applied Research Center (ARC). Proofread carefully for typographical, grammatical, spelling, and punctuation errors.
- If you require assistance in preparing your manuscript, you may hire an editor or typist. The services of editors and typists may be obtained through the Internet, phone directories, college bulletin boards, and so forth.
- Students who obtain the services of editors or typists must provide those persons with this guide. Editors and typists must communicate with the student, not with university personnel. The university does not assume responsibility for a student's contractual agreement with an editor or typist or for the quality of the editor's or typist's

work. Students should not ask the editor or typist to send documents to the ARC. It is the student's responsibility to ensure that the applied dissertation is correct prior to submission. Editors and typists must not make changes that affect the content of the applied dissertation.

Final Format Review

➤ After receiving acceptance from your committee, you must send your applied dissertation to the ARC for a final format review. The final format review, which is the first phase of the final-approval process, deals mainly with format issues that are unique to the Fischler school's applied dissertation model. You and your committee members should address issues related to writing style and APA guidelines.

➤ A completed and signed Format Checklist for the Applied Dissertation, a copy of which may be found at the ARC Web site, must be submitted with the document.

Paper

➤ The final copy, requested upon final approval by the executive dean for research and evaluation, must be on 8.5 in. x 11 in. white,

quality paper (minimum 25% cotton; 20-24 lb).

➤ Do not bind or staple the manuscript. Use only one side of the paper. Noticeable corrections, such as by fluid or tape, are not permitted.

➤ The copy that is submitted for the final-approval review process (including the final format review) need not be printed on quality paper.

Margins

➤ All pages of the applied dissertation must have the following margins: 1.5-in. left side; 1.0-in. top, bottom, and right side.

➤ The bottom margin should be as close as possible to 1 in., but not smaller than 1 in. Bottom margins must be 1-in. regardless of the paragraph break. Therefore, you should remove the widow/orphan control in your word-processing program so that each page has text to the bottom margin. This guideline applies also to the reference-list pages of the applied dissertation.

➤ Continue the narrative text to the bottom margin on a page with a short table or figure (i.e., one that is less than a full page) and on a page that precedes a page with a table or figure.

- An exception to the 1-in. bottom margin requirement is a stand-alone subheading (APA Level 3), which should not appear on the last line of a page.
- Margins for appendix items may be larger, but not smaller, than those required for other pages of the manuscript.
- Use a ragged (i.e., unjustified) right margin, except for the table of contents.
- Each chapter must begin at the top of a new page.
- Page numbers are placed *within* the top or bottom margins (see "Pagination").

Typeface and Size

- Use a readable 12-pt serif typeface; Times New Roman and Courier New are preferred. However, a sans serif typeface (e.g., Arial) should be used for legends and axis labels in figures.
- Italics should be used where required by APA rules. Do not use underlining, bullets, or colors. Do not use superscript or bold type (except for certain statistical symbols as described in the APA manual).
- A 10- or 11-pt type may be used in tables and figures,

if necessary, to fit material within the left and right margins or on a single page. The type size for a table note or figure caption should be 10 pt to differentiate between the note or caption and the next line of text.

Line and Word Spacing

- Double-space between all lines of text, between paragraphs, between headings and subheadings, between headings and text, and between tables (or figures) and text.
- Single-spacing is required in some sections of preliminary pages (see samples). Single-spacing is permissible in table titles, table notes, figure captions, block quotations, and multiple-line headings; however, consistency within the manuscript is required.
- An acknowledgments page, if included, must be double-spaced with paragraph indentation.
- Provide one space after punctuation, including colons and sentence-ending periods. Refer to APA section 5.11 for exceptions to this rule.

Pagination

- Preliminary pages must have

a lowercase Roman numeral centered in the bottom margin two line spaces below the 1-in. margin line.

➤ The title page is assigned a number (i) that is *not* placed on the page. For all pages of the main body of the manuscript (from page 1 of the first chapter through all pages of the appendixes), place Arabic numerals on the right margin and two line spaces above the 1-in. top margin line.

➤ The typeface and size of page numbers should be the same as the manuscript type. Do not use running heads.

Indentation

➤ The first line of each paragraph must have a consistent indentation of 1/2 in. Use the same indentation for subheadings in the table of contents, for block quotations, for the first lines of numbered seriation, and for the second and subsequent lines in reference-list entries.

➤ Use a hanging indent style for the reference list.

➤ In numbered lists, indent the first line of each item; second and succeeding lines should be flush left (see APA 3.33 & 5.12 for seriation format).

➤ In multiparagraph block quotations, provide an additional indent for the first line of each paragraph (except for the first paragraph, which receives a single indent).

Tables and Figures

➤ Tables and figures must be formatted according to the guidelines of the APA manual (sections 3.62-3.86). Additionally, each table or figure must fit on one page.

➤ Tables and figures should be set flush left, presented horizontally, and placed at the appropriate point in text (i.e., following, as soon as possible, the text reference).

➤ A figure caption is placed below the figure. If you have only one table or figure in the manuscript, do not label it with a number; refer to the item as "Table" or "Figure." The figure caption serves as a title; as such, the first sentence should appear in the Table of Contents listing.

Reference List

➤ Single-space within each entry, but double-space between entries.

➤ Use a hanging indent style.

➤ The reference list must be titled as "References."

Appendixes

- The format of appendix material may deviate from the format used for the other sections of the applied dissertation. However, sufficient margin space must be provided (see "Margins"), and pagination must be continuous (see "Pagination").
- Do not use color in any appendix.
- Each appendix item must have a cover page on which the title is double-spaced and centered between the margins (see sample).
- The page numbers of the cover pages, not of the actual appendix items, are presented in the table of contents. Do not include a cover page for the whole appendix section.
- Keep the number of appendix items to a minimum. As a general rule, you should not include more than 26 appendix items (i.e., do not go past Appendix Z).
- If only one appendix item is included, label it as "Appendix," not as "Appendix A."
- Guidelines for the content of the appendix section can

be found in the *Applied Dissertation Guide*.

Headings

- A two-level heading format is preferred. A third level (see APA 3.31-3.32) may be used where appropriate. A third-level heading is indented and is immediately followed by the first sentence of the paragraph (see sample).
- The wording of headings (and titles) must match the wording of the corresponding headings (and titles) in the table of contents.
- Refer to the *Applied Dissertation Guide* for appropriate headings in your manuscript.

Preliminary Pages

- The order of preliminary pages is as follows: title page, Approval Page, Acknowledgments (optional--not to exceed one page in length), Abstract, and Table of Contents.
- The degree designation for Programs in Speech-Language and Communication Disorders is Doctor of Speech-Language Pathology. All other programs use the degree designation of Doctor of Education.

Title Page

- See the sample for the required format.
- The top line (title) must be on the top margin. The bottom line (year) must be on the bottom margin. The byline section and the fulfillment-of-requirements section should be set so that white space is evenly distributed.
- The year in which you expect the applied dissertation to be approved by the executive dean for research and evaluation should be typed under the university name.
- Break each line of the title at a logical point (e.g., avoid the splitting of a phrase). Break the lines of the fulfillment statement as shown in the sample.

Approval Page

- See the sample for the required format.
- Your name must appear exactly as it is presented on the title and abstract pages.
- The signature lines should be at least as long as the longest line of type beneath them.

➤ Use consistent spacing (no smaller than 1/2 in. and no larger than 1 in.) for all signatures.

➤ Refer to the ARC Web site for additional information ("Guidelines for the Approval Page").

Abstract

- See the sample for the required format.
- The content of the abstract is described in the *Applied Dissertation Guide*.
- Single-space within each paragraph, but double-space between paragraphs. Do not indent the first lines of paragraphs.
- The narrative portion of the abstract should be 220-270 words. The abstract should not exceed one page in length.

➤ The first section (paragraph) must contain all of the elements shown in the sample. The applied dissertation title, your name, and the year must be identical to the title, name, and year on the title page. Include four or five ERIC descriptors (key words) found in the Online Thesaurus of ERIC Descriptors (located at <http://www.eric.ed.gov/>).

Table of Contents

- See the sample for the required format.
- All first- and second-level headings in the table of contents must appear in the text, and vice versa. Do not include third-level headings in the table of contents.
- Lists of tables and figures follow immediately after the list of appendixes.
- Dot leaders, rather than a series of periods, must be used to join headings and their respective page numbers; at least two dots must separate the heading or title from its page number.
- The right margin for the table of contents is justified.
- Do not provide an additional tab (indent) for the second and subsequent lines of a heading, subheading, or title; begin the second line of the heading or title at the same point as the first line.
- Avoid having headings and titles extend into the column of page numbers.
- Headings and page numbers in the table of contents must match the corresponding headings and page numbers in the text.
- Lines for preliminary pages should not be included in the table of contents.
- Do not repeat headers (such as "Page") on the second and subsequent pages of the table of contents.
- If you have only one appendix item, one table, or one figure, do not include an identifying letter or number; label the header "Appendix," "Table," or "Figure" and begin the title at the first tab position.
- Refer to APA section 3.13 for capitalization rules relating to headings and titles.

SAMPLE TITLE PAGE

Using an Internet Service to
Bring Resources and Educational Possibilities
to Middle School Students and Teachers

by
Richard Dadier

An Applied Dissertation Submitted to the
Fischler School of Education and Human Services
in Partial Fulfillment of the Requirements
for the Degree of Doctor of Education

Nova Southeastern University
2004

SAMPLE APPROVAL PAGE

Approval Page

This applied dissertation was submitted by Richard Dadier under the direction of the persons listed below. It was submitted to the Fischler School of Education and Human Services and approved in partial fulfillment of the requirements for the degree of Doctor of Education at Nova Southeastern University.

Lisa Carol Fremont, PhD
Committee Chair

Date

Charles K. Hough, EdD
Committee Member

Date

Maryellen Maher, PhD
Executive Dean for Research and
Evaluation

Date

SAMPLE ABSTRACT

Abstract

Using an Internet Service to Bring Resources and Educational Possibilities to Middle School Students and Teachers. Dadier, Richard, 2004: Applied Dissertation, Nova Southeastern University, Fischler School of Education and Human Services. Databases/Internet/Media Selection/Middle Schools/Teacher Education

This applied dissertation was designed to provide better access to current information for the students and staff in a middle school. The printed materials located in the school's media center were outdated, scarce, or inadequate. Electronic databases were available in the media center for online searching and information retrieval. However, the students did not know how to use databases as a source for completing class assignments or how to browse within these online services to find additional information. Teachers also did not know how to use the electronic information to enrich their lessons.

The writer developed lesson plans and strategies to train students and teachers on two online services available in the media center. Daily sessions on these databases provided students and teachers with training in (a) e-mail usage, (b) searching and locating current events information, (c) printing from the screen, (d) saving messages, and (e) dialing into the online services. Teachers were encouraged to continue to use these services for curriculum enrichment and as an additional source for future lesson plans.

An analysis of the data revealed that students were more likely than teachers to use the online databases. The most successful activities were those that involved students in researching information about current events. Although teachers planned assignments that required the use of online services, they did not want to provide additional time for students to be in the media center.

SAMPLE TABLE OF CONTENTS

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SAMPLE OF HEADINGS,
LINE SPACING, AND
PAGINATION

Chapter 2: Main Heading for Chapter [**APA Level 1**]

Second-Level Heading [**APA Level 3**]

Begin the first line of text two line spaces under the subheading. Use a consistent 1/2 in. indentation for the first line of each paragraph. Double-space between the chapter heading and the subheading. Double-space between text and heading and between heading and text.

Third-level heading. [**APA Level 4**, if necessary] Begin the first line of the paragraph immediately after the heading. Refer to the APA manual for capitalization guidelines.

SAMPLE OF APPENDIX COVER PAGE

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Student Survey

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