WRITING CENTER

Dissertation Formatting Support Guide

Please use this guide to assist in the formatting of the dissertation. Should you have any issues or questions with the formatting, please set a consultation appointment with a Doctoral Writing Specialist here.

General Guidelines

1. The dissertation text should be double-spaced with all paragraphs indented. (Click here)

2. Font should be black and Times New Roman 12-point font (except for tables/figures, see below).

3. All margins should be set to 1 inch (top, bottom, left, right), on all pages. (Click here)

4. Align text to the left (do not use full justification). (Click here)

5. The spacing should be set to zero (0) point before and after lines of text (paragraph spacing). (Click here)

6. Seriation should follow APA 7th edition guidelines. (Click here)

7. Level headings should follow APA 7th edition (except for chapter titles - see deviations from APA 7th below). (Click here)

8. In-text citations should follow APA 7th edition guidelines. All claims and references to ideas or conclusions found in a source must be properly cited. Results of the doctoral candidate's findings do not need citation support. (Click here)

9. Language used in reference to people or people groups should adhere to the bias-free guidelines stipulated by APA 7th edition. (Click here)

Opening Pages

1. The dissertation title should be bold, in all caps, and in an inverted-pyramid format. ([Click here](#))

2. The opening pages (Approval of Dissertation, Acknowledgments, Dedication, Abstract, Table of Contents, List of Tables, and List of Appendices) should be numbered by Roman numerals. The pages in the main body of all dissertation documents should be numbered by Arabic numerals.

3. Entries in the Table of Contents should not be bolded or italicized.

Tables and Figures

1. Tables and figures may be displayed in color to enhance clarity.

2. Contents of tables and figures may be no less than 9-point font; notes for tables and figures should be no less than 10-point font; table/figure numbers and titles should be 12-point font. ([Click here](#))

3. Tables or figures used from alternative sources require copyright permission and should be stipulated in the note under the table/figure. ([Click here](#))

4. If a table requires more than one page, divide the table so that all its portions on separate pages share the heading row. ([Click here](#))

5. All tables and figures should have a callout in text and should be placed as close to their callout as possible. ([Click here](#))

Deviations from APA 7th Edition

1. Chapter titles are to be centered, bold, and in all caps. ([Click here](#)).

2. There should be no visible page number on the title page, though it is counted in the numbering. Use Roman numerals in the top right corner for the Acknowledgements,

Dedication, Abstract, Table of Contents, List of Tables, and List of Figures pages.

Starting with Chapter One, use arabic numerals in the top right corner.

3. The appendices section will begin with a cover page. ([Click here](#)).