

Check Your Readiness for the Formatting Committee Review

Revised September 10, 2024. Formatting guidelines are subject to change.

1. The Priority: Integrity

- The writing and ideas throughout this dissertation are my own.
- My Turnitin report is less than 15% and doesn't have highlighted chunks of words.
- I have used bias-free language as per APA 7th edition.

2. Documentation

- Throughout the document, I have cited sources of outside information.
- I have manually reviewed each reference listing for completeness and APA formatting accuracy.
- I have crosschecked to ensure that each reference listing is cited in the text and vice versa.
- Citations match reference listings exactly (name spelling and year).
- Citations are properly formatted. I have cited secondary sources accurately as well.
- My citations use "et al." when there are more than two authors.
- When there are many sources in a citation, they're alphabetized.
- My references are in alpha order and have hanging indents.
- My references have links that are hyperlinked (active links). Every doi begins with "https://"
- Page ranges use an en dash, not a hyphen. In titles, the first word after a colon is capitalized.

3. The Basics

- I have addressed all of the feedback from my chair and committee.
- My chair and committee have signed off on my dissertation.
- I have followed the dissertation template (*not* the proposal template) and APA 7th edition.
- The title page mirrors the template exactly.
- My document has an abstract; it mirrors the template.
- My document doesn't have editing marks, rubrics, or template instructions left in accidentally.
- I have fixed all Microsoft-Word identified errors (i.e., grammar, spelling, punctuation).
- I have not used myriad bullet lists or numbered lists in lieu of narrative.
- My title page contains no spelling errors.
- I have proofread my dissertation carefully; the document is polished and error-free.

4. Front Matter

- My document mirrors the template regarding the Table of Contents (TOC).
- The TOC uses title case throughout (no italics, no bold). The abstract, etc. are not in the TOC.
- The Lists of Tables/Figures use title case.
- All of my section headings use title case (typically).
- All of the table/figure titles use title case.

5. Chapters & Sections

- Chapter titles are in all caps. Level 1 headings are centered from the margin, not the indent.
- Chapter overviews do not have a section heading of "Introduction."
- Chapter One ends with "Definitions of the Terms" then "Significance of the Study."
- Chapters Two, Three, Four, and Five end with the "Summary" section.
- Chapter sections mirror the template especially in Chapters One, Three, and Five.
- I have added adequate sections/section headings to Chapters Two and Four to reflect my study.
- The Chapter Five heading ends with an "s" (i.e., CONCLUSIONS); "Definitions of Terms" has two.
- Chapter Five addresses only one: Generalizability (quant) **OR** Transferability (qual).
- Level headings follow APA 7th edition, and subordinate sections are reflected accurately in TOC.
- I haven't "introduced" acronyms in headings or capitalized unnecessarily when introducing them.

6. Tables & Figures

- If I have six or more tables/figures (T/Fs) in dissertation, then I have a List of T/Fs in front.
- Each T/F has a number, such as: Table 1 or Figure 1.
- Under the number, every T/F has a title (title case, italics)
- A callout in the dissertation text precedes every T/F: e.g., (see Table 6).
- Text inside T/Fs is 9- to 12-point type (single-spaced ok).
- Text beneath T/Fs is 10- to 12-point type (*Note*. Single-spaced is ok).
- I have not split any T/F between pages (unless it's *impossible* to avoid).
- I have put any T/F that goes over two pages in an appendix (not included in List of T/F).
- If split, "continued" is at bottom and column headings plus "cont." at top of T/F.
- T/Fs are legible and left-aligned. They may use color.

7. Copyright/Permission (if applies) ["permission to use survey" v. "permission to reprint/adapt" T/F]

- Data Collection, Chapter Three says if **research instrument** was "researcher-designed."
- I have put in appendices written **permission to use research instrument** from outside source.
- I have cited the research instrument source (in References, appendix w/ survey, Chapter Three...)
- If T/F came from outside source, I have stated if it's been "**adapted**" or "**reprinted**."
- I discerned **copyright** status and, if needed, got and included written permission in appendix.
- Note*. I have correctly formatted **copyright permission under T/F** (I did not say "adopted").

8. Appendices

- I have an APPENDICES cover page with the heading in all caps, bold, midway down the page.
- Each appendix has a Level 1 page heading (Appendix A: Survey, Appendix B: IRB Approval, etc.)
- Appendices are arranged (titled) alphabetically, not numerically.
- I have only one item in each appendix.
- I have referenced in the text of the dissertation every appendix (in order).
- I know that appendices don't follow the same formatting guides (single or double space ok, etc.).
- Any T/F that goes beyond two pages has been put in an appendix.
- All of the T/F titles and appendix page headings use title case.

9. Document Layout

- There are no awkward page breaks in my document.
- There are no blank pages and no unintended chunks of blank space.
- Margins measure one inch all around. Paragraphs are indented ½ inch.
- Dissertation is left-aligned (not justified).
- I changed default setting to 0 space after lines of text; there's no extra space after headings, lists...
- All text is double-spaced (except text inside or note below tables/figures; except appendices).
- I used black, 12-point, Times New Roman type (except: inside/below tables/figures; appendices).

10. Mechanical Wrap-Up

- I proofread my entire dissertation sentence-by-sentence for proper grammar, punctuation, etc.
- I changed future tense to past tense in Chapter Three and where appropriate.
- I used the Oxford comma, put just one space after periods, and avoided contractions throughout.
- I didn't capitalize words, models, theories (except proper nouns, I, acronyms, 1st word of sentence, title case).
- I did capitalize the second part of hyphenated words everywhere I used title case.
- I used plural verbs with plural nouns (e.g., data are; Author et al. found that...).
- I used acronyms correctly, avoided vague pronouns, and used parallel structure in lists.
- I consulted APA 7th edition to format all lists, acronyms, and formulas/equations.
- I sought feedback and multiple reviews (e.g., Doctoral Writing Center, etc.).