

FISCHLER SCHOOL OF EDUCATION AND HUMAN SERVICES

Format Checklist for the Applied Dissertation

TO STUDENTS: Refer to the *Style Guide for the Applied Dissertation* and the *Publication Manual of the American Psychological Association* (5th ed.). Check all items after you have verified correctness; sign at bottom.

- Text is double-spaced (single-spacing where appropriate).
- Spacing after punctuation is correct.
- Margins are correct.
- Right margins are unjustified (ragged) except for table of contents.
- Appropriate typeface and size are used.
- Preliminary pages are in the correct order.
- Title, name, and year are identical throughout the preliminary pages.
- Format of title page is correct.
- Format of approval page is correct.
- Format of abstract is correct.
- Format of table of contents is correct.
- Headings and titles in table of contents match the headings and titles in the text.
- Page numbers in table of contents correspond to pages in text.
- Headings and subheadings are correctly formatted.
- Pagination is correct.
- Appendix material is appropriate; format of cover pages is correct.
- Manuscript is free of typographical errors.
- APA style is used** for all format areas not covered in the *Style Guide for the Applied Dissertation*.

I have verified the correctness of each checked item:

Name (please print)

Signature

Date

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