

PhD Program in Social Welfare Dissertation Formatting Checklist

Please use the checklist below to help you format your dissertation and the dissertation you are submitting conforms to APA style and the Graduate Center Guidelines. The link to the preliminary pages required by the graduate center is attached.

MARGINS REQUIREMENTS:

_____ One inch margins left, top, right and bottom for all pages

FONT and SIZE

_____ 12 point font throughout in Times New Roman or Arial

PAGINATION

_____ Preliminary pages lowercase roman numerals and centered.

_____ Title page is not numbered but is counted in the preliminary pagination.

_____ Body of the text is numbered in Arabic numerals beginning with Arabic number one (1) on the first page of text and including Illustrations, appendix, and bibliography.

_____ Except for title page, all pages must be numbered; numbers must be typed at least $\frac{3}{4}$ " from the top right hand edge of the page

_____ All page numbers in the Table of Contents and the List of Tables and Figures MUST correspond with actual page numbers in the text.

ORGANIZATION OF THE DISSERTATION

_____ Title page*

_____ Approval page*

_____ Abstract (350 words or less)*

_____ Preface, Foreword, and/or Acknowledgments*

_____ Table of Contents

_____ Lists of Tables

_____ Lists of illustrations, charts, diagrams, etc.

_____ Body of Text (beginning with Arabic number 1)

_____ Appendix

_____ Bibliography

_____ Autobiographical Statement (optional)

SPACING:

_____ Text must be double spaced (NOTE: Tables, long quotes, and reference listings may be single spaced.)

_____ Use chapters in your document and double space after each chapter number and chapter number and title.

_____ Double space before and after all centered headings within the text.

_____ Double space before and after all subheadings flushed with the left margin.

_____ Triple space before and after tables/figures inserted within the text.

_____ Space before and after all equal signs (=), less than signs (<) or greater than signs (>).

TABLES/FIGURES:

- _____ Table/figures must conform to margin requirements.
- _____ Format all tables/figures ACCORDING to APA style. Do NOT use vertical lines in tables unless absolutely necessary for clarity in reading.
- _____ There must be a line before and after column headers and at the end of each table
- _____ Tables/figures must be identified in the text by a number (e.g. Table 1, do not label as Table 1.1, Table 2.1, etc.).
- _____ Table numbers and captions must be typed above the table.
- _____ Figure numbers and captions must be typed below the figure.
- _____ Repeat table number and column headings when a table is continued to another page.
- _____ If a table/figure is taken directly from another source, the entire source must be cited below the table /figure.
- _____ Tables/figures may follow the page on which they are first referenced, or they may be included in a separate appendix.
- _____ All tables/figures must be incorporated within the text for dissertations.

REFERENCES:

- _____ References must be in correct alphabetical order.
- _____ Every reference cited in the text must be included in the reference section.
- _____ Insert a comma after citing an author's name and year of publication within parentheses (e.g., Baker, 1992).
- _____ When citing two or more authors within the text, do not use an ampersand; always spell out the word "and" (e.g., Threlkeld, Wiseman, and McKenzie (2005) stated ...).
- _____ When citing two or more authors within parentheses, use an ampersand instead of the word "and" (e.g., Baker, Smith, & McAfee, 1992).
- _____ When citing references using six or more authors within the text and within parentheses cite the source as et al. in each instance, even the first citation.
- _____ When citing multiple authors and years of publication within parentheses, list the authors in alphabetical order, not chronological order (e.g., Alexander, 1999; Messman-Moore & Resneck, 2002; Veazey, 2003; Yanagita, 2002).

MISCELLANEOUS:

- _____ Left align text (full justification of the right-hand margin is not allowed; right hand margins must be jagged).
- _____ Do NOT use running headers in the text.
- _____ Numbering must NOT be used on subheadings (e.g., no 1.2.1 Data Analysis).
- _____ Italicize all statistical expressions within both the text and tables (e.g., *F*, *N*, *SD*, *M*, *SS*, *n*, *p*, *t*, etc.).
- _____ If mathematical equations are used within the text, double space before AND after each equation.
- _____ Never begin a sentence with a number; always spell out the number (e.g., Thirty-five subjects were recruited for Study 1, not "35 students were recruited for Study 1").
- _____ Use the percentage symbol (%) when preceded by a number unless it is at the beginning of a sentence; then you would spell out the number, (e.g., Seventy-two percent of subjects stated that....).
- _____ No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page, you must have two lines. If only one line appears, move that line to the top of the next page).

Graduate Center Guidelines: <http://libguides.gc.cuny.edu/content.php?pid=231531&sid=2358507>

APA Online Tutorial: <http://www.apastyle.org/learn/index.aspx>