Format Guide for the Applied Dissertation

February 2016
This Format Guide for the Applied Dissertation describes the required format for applied dissertations at the Abraham S. Fischler College of Education. This format guide does not cover matters of content. Supplemental material pertaining to format and style may be found at the website of the Fischler College (http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html). Templates for format, organization, and content may be found at http://education.nova.edu/applied-research/research-and-dissertation-resources.html.

APA Style
► Aspects of format and style not covered in this guide are to be found in the sixth edition of the Publication Manual of the American Psychological Association (APA). Begin to familiarize yourself with APA guidelines from the beginning of your program of study. Mastering APA Style: Student’s Workbook and Training Guide is an essential learning tool for the study of APA style.

► Your applied dissertation must be correct in all aspects of style, including--but not necessarily limited to--the following (APA section numbers are in parentheses):

1. Writing Clearly and Concisely (3.01—3.23)
2. The Mechanics of Style (4.01—4.49)
3. Displaying Results (5.01—5.30)
4. Crediting Sources (6.01—6.32)
5. Reference Examples (7.01—7.11)

Editing
► You are responsible for editing and proofreading your applied dissertation prior to submitting it to your committee chair. Proofread carefully for typographical, grammatical, punctuation, and spelling errors.

► If you and your committee chair determine that editing assistance is needed for the preparation of the manuscript, you may hire a private editor. Editors must not make changes that affect the content of the applied dissertation.

► Refer to the Fischler College website for additional information (see “Finding an Editor or Typist” at http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html).

Format Review
► After receiving approval from your dissertation committee, the approved dissertation manuscript that you uploaded through the ADRIANA dissertation tracking system is forwarded to a format reviewer.

► Refer to the Fischler College website for an explanation of the format-review process (see “The Format Review” at http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html).
Margins
► All pages of the applied dissertation must have the following margins: 1.5 in. on the left side and 1.0 in. on the top, bottom, and right. The bottom margin should be as close as possible to 1 in., but not smaller than 1 in.
► Margins for appendix items may be larger, but not smaller, than those required for other pages of the manuscript (see Appendices section on p. 4 of this guide).
► Use a ragged (i.e., unjustified) right margin, except for the Table of Contents.
► Begin each chapter at the top of a new page.
► Page numbers are placed within the top or bottom margins (see Pagination section on p. 3 of this guide).
► 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. An exception to the 1-in. bottom margin requirement is a stand-alone subheading (APA Level 2), which should not appear on the last line of a page.
► 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.
► The hyphen that separates two words may appear at the end of a typed line. Do not hyphenate a single word at the end of a line (e.g., do not type “edu-” at the end of a line and “cation” at the beginning of the next line).
► Refer to the Fischler College website for additional information (see “Word Processing Help” at http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html).

Typeface and Size
► Use only 12-point Times New Roman or Courier New typeface. However, a sans serif typeface (e.g., Arial) should be used in figures, except for the figure caption.
► A 10- or 11-point type may be used in tables and figures, if necessary, to fit material within the left and right margins or on a single page. Where reduction is necessary, reduce also the table number and title. The type size for a table note or figure caption should be 10 point.
► Italics should be used only where required by APA rules. Do not use underlining or colors. Do not use superscript (e.g., the “th” in “5th”) or bold type (except for headings and for certain statistical symbols and table data as described in the APA manual). Do not use heavy, bold lines for the horizontal rules in tables.
Do not use a bullet style (circles, squares, etc.) for itemized lists.

**Line Spacing**
- Double-space between all lines of text, between paragraphs, between headings and subheadings, between headings and text, and between tables (and figures) and text; see examples on page 18. Refer to the APA manual for line-spacing guidelines for tables.

- Single-spacing is required in some sections of preliminary pages (see samples in this guide) and in block quotations. In multiparagraph block quotations, single-space within each paragraph, but double-space between each paragraph (see example on p. 22). Single-spacing is permissible in multiple-line table titles, table notes, figure captions, and text headings; however, consistency throughout the manuscript is required.

**Spacing After Punctuation**
- Provide one space after *sentence-ending* punctuation. APA style is used for all other spacing after punctuation.

**Pagination**
- Preliminary pages must have a lowercase Roman numeral centered between the left and right margins and placed 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 appendices), 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 an indentation of 1/2 in. for subheadings and titles in the Table of Contents, for block quotations, for the first lines of numbered lists, and for the second and subsequent lines of a reference-list entry.

- In numbered lists, indent the first line of each item; second and succeeding lines should be flush left (see example on p. 22).

**Headings**
- Use no more than the first three levels of headings that are described in the APA manual. See the examples on page 18 of this guide for the required format.

- The Level 1 heading is used for (a) the preliminary pages, (b) the beginning of each chapter, and (c) the References section.
► The wording of headings must match the wording of the corresponding headings in the Table of Contents. Refer to the templates at [http://education.nova.edu/applied-research/research-and-dissertation-resources.html](http://education.nova.edu/applied-research/research-and-dissertation-resources.html) for appropriate headings in your manuscript.

**Tables and Figures**

► Tables and figures must be formatted according to the guidelines of the APA manual.

► No table or figure should carry over to a second 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). Avoid placing a table or figure within a paragraph, unless the table or figure is at the top or bottom of the page.

► A figure caption is placed flush left below the figure. The figure caption serves as a title; as such, the first sentence should appear in the Table of Contents listing.

► 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.”

► Horizontal rules in tables should not extend into the left and right margin areas.

**Reference List**

► Single-space within each entry, but double-space between entries. Use the hanging-indent style. The reference list must be titled as “References,” and each entry must follow the style guidelines of the APA manual.

► Remove all hyperlinks, such as the underlining of URLs.

**Appendices**

► The format of appendix material may deviate from the format used for other sections of the manuscript. However, sufficient margin space must be provided (see Margins section on p. 2 of this guide), pagination must be continuous, and no color should be used.

► Each appendix item must have a cover page on which the title is double-spaced and centered between the required margins (see sample on p. 20). Do not include a separate cover page for the whole appendix section.

► Keep the number of appendix items to a minimum. If only one appendix item is included, label it as “Appendix,” not as “Appendix A.”

► Landscaped pages should face out from the left side of the manuscript. Page numbers on landscaped pages must be placed in the same position as Arabic numbers on other pages. See the example on page 24.
Preliminary Pages

The order of preliminary pages is as follows: title page, Approval Page, Statement of Original Work, Acknowledgments (optional), Abstract, and Table of Contents.

Use only your legal name—as recorded by the university registrar—on the title page, Approval Page, Statement of Original Work, and Abstract. Do not include titles or degree abbreviations.

Title Page

See the sample on page 8 for the required format.

The top line (title) must be 1 in. from the top of the page; the bottom line (year) must be 1 in. from the bottom of the page. The byline section and the fulfillment-of-requirements section should be placed so that white space is evenly distributed.

The year in which you expect final approval of your applied dissertation should be typed under the university name. Do not include a month or day.

Break each line of the title at a logical point (e.g., avoid the splitting of a phrase). The avoidance of a split phrase takes precedence over the use of a pyramid or inverted pyramid style. Break the lines of the fulfillment statement as shown in the sample.

Approval Page

See the sample on page 10 for the required format.

The signature rules 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 3/4 in.—above all signature rules.

Refer to the Fischler College website for additional and updated information (see “Guidelines for the Approval Page” at http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html).

Statement of Original Work

See the sample/template on page 12 for the required format. A template for the page is also at http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html.

Use consistent spacing—no smaller than 1/2 in. and no larger than 3/4 in.—above the rules for signature, name, and date.

The Statement of Original Work must be signed and included with each submission of the proposal and final report (including the final copies).
Acknowledgments (Optional)

► An Acknowledgments page, if included, must be double-spaced with a paragraph indentation. Use the preferred spelling of “Acknowledgments” for the heading.

► Acknowledgments must not exceed one page in length, and the tone must be academic and appropriate to a scholarly manuscript.

Abstract

► See the sample on page 14 for the required format.

► The first 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 that relate to your study and that are found in the thesaurus of ERIC descriptors. A link to the online thesaurus may be found at the ARC website (see “Abstract Descriptors” at http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html).

► Single-space within each paragraph, but double-space between paragraphs. Do not indent the first lines of paragraphs. The narrative portion of the abstract (i.e., after the informational first paragraph) should be 220-270 words. The abstract must not exceed one page in length.

Table of Contents

► See the sample on page 16 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 appendices.

► Dot leaders, rather than a series of periods, must be used to join headings and titles with 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.

► The page numbers of the appendix cover pages, not of the actual appendix items, are presented in the Table of Contents.

► Headings, titles, and page numbers in the Table of Contents must match the corresponding headings, titles, and page numbers in the text.
Lines for preliminary pages should not be included in the Table of Contents. The headers “Appendices,” “Tables,” and “Figures” should not appear as the last line of a Table of Contents page. Do not repeat headers (such as “Page”) on the second and subsequent pages of the Table of Contents; do not type words such as “Continued.”

Do not include an identifying letter or number if you have only one appendix item, one table, or one figure; label the header “Appendix,” “Table,” or “Figure” and begin the title on the next line at the first tab position.

Refer to the APA manual for capitalization rules relating to headings and titles. Initial caps are used for all listings, including figure titles, in the Table of Contents.
SAMPLE TITLE PAGE
Approval Page

This applied dissertation was submitted by Victor Laszlo under the direction of the persons listed below. It was submitted to the Abraham S. Fischler College of Education and approved in partial fulfillment of the requirements for the degree of Doctor of Education at Nova Southeastern University.

___________________________________
Ilsa Lund, PhD
Committee Chair

___________________________________
Richard Blaine, EdD
Committee Member

___________________________________
Lynne R. Schrum, PhD
Dean

Date
Date
Date
SAMPLE STATEMENT OF ORIGINAL WORK
Statement of Original Work

I declare the following:

I have read the Code of Student Conduct and Academic Responsibility as described in the Student Handbook of Nova Southeastern University. This applied dissertation represents my original work, except where I have acknowledged the ideas, words, or material of other authors.

Where another author’s ideas have been presented in this applied dissertation, I have acknowledged the author’s ideas by citing them in the required style.

Where another author’s words have been presented in this applied dissertation, I have acknowledged the author’s words by using appropriate quotation devices and citations in the required style.

I have obtained permission from the author or publisher—in accordance with the required guidelines—to include any copyrighted material (e.g., tables, figures, survey instruments, large portions of text) in this applied dissertation manuscript.

___________________________
Signature

___________________________
Name >above the line, type your name<

___________________________
Date >above the line, type the date signed, e.g., March 31, 2013<
SAMPLE ABSTRACT
Abstract

Xxxx xx Xxxxxx Xxxxxx xx Xxxxx Xxxxxxxx xxx xx Xxxxxxxxxx Xxxx Xxxxxx. [the first element is the applied dissertation title] Victor Laszlo, 2016: Applied Dissertation, Nova Southeastern University, Abraham S. Fischler College of Education. ERIC Descriptors: Xxxxxxxx, Xxxxxxxx, Xxxx Xxxxxxxx, Xxxx Xxxxxxx, Xxxxxx Xxxxxx

The first paragraph must contain all of the elements shown in this sample. The applied dissertation title, your name (surname last), and the year must be identical to the title, name, and year on the title page.

Include four or five ERIC descriptors that relate to your study and that are found in the thesaurus of ERIC descriptors. A link to the online thesaurus may be found at the Fischler College website (http://education.nova.edu/applied-research/writing-and-preparing-the-dissertation.html).

Single-space within each paragraph, but double-space between paragraphs. Do not indent the first lines of paragraphs. The narrative portion (i.e., after the informational first paragraph) of the abstract should be 220-270 words. The abstract must not exceed one page in length.
SAMPLE TABLE OF CONTENTS
Table of Contents

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SAMPLE OF HEADINGS AND LINE SPACING
Chapter 2: Main Heading for Chapter
[APA Level 1, centered, boldface]

Second-Level Heading [APA Level 2, flush left, boldface]

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. Provide one space after sentence-ending punctuation. 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 3, indented, boldface] Begin the first line of the paragraph immediately after the heading. Refer to the APA manual for guidelines pertaining to capitalization in headings.
SAMPLE APPENDIX COVER PAGE
Appendix B

Student Survey
SAMPLES OF NUMBERED LIST, MULTIPARAGRAPH BLOCK QUOTATION, AND HANGING INDENT STYLE FOR THE REFERENCE LIST
**Numbered List (Seriation)**

According to APA section 3.04, this style is used to indicate an “ordinal position (e.g., chronology, importance, priority) among the items.”

Xxxxx xxxxxxx xxx xxxxx xxxxxxxxx xx xxxx xxx xxxxxxxx xx xxxxxx x xxxxx xxx

xxxxxxxx x xxxxxx xxxxxxxxxxxxxxxxxxx xxx xxxxx xxxxxxxxxx xxxxxxx:

1. Xxx xxxxxxxxxx xxxxxx xx xxxxx xxxxxxxxxxx xxx xxxxx xxx xxxxxx xxx xx

2. Xxx xxxxxxxxxx xxxxxx xx xxxxx xxxxxxxxxxx xxx xxxxx xx xxx xxxxxxxxxx x

3. Xxx xxxxxxxxxx xxxxxx xx xxxxx xxxxxxxxxxx xxx xxxxx xxx xxxxxx xxx x

**Multiparagraph Block Quotation**

Single-space *within* each paragraph of the block quotation, but double-space *between* each paragraph. Indent only the left side of the block quotation.

Xxxx xxxxxxxxx xxxxxxxxxx xxx  xxxxx xxxxxxx x xxxxx (Smith, 2008):

Xxxx xxxxxxxxx xxx xxxxxxxxxx xxxxx xx xxxxx xxx x xxx xxxxxxxxxx

Xxxx xxxxxxxxx xxx xxxxxxxxxx xxxxx xx xxxxx xxx x xxx xxxxxxxxxx

Xxxx xxxxxxxxx xxx xxxxxxxxxx xxxxx xx xxxxx xxx x xxx xxxxxxxxxx

**Hanging Indent Style for the Reference List**

Single-space within each entry, but double-space between entries. The indent for the second and subsequent lines of the entry should be 1/2 inch.

SAMPLE OF A LANDSCAPED APPENDIX PAGE
Concept 1

Concept 2

Concept 3

[Arrows connecting Concepts 1 and 3]