

## FCE Applied Dissertation Format Review Checklist

Refer to the Format Guide for the Applied Dissertation (FGAD; 2016) and the Publication Manual of the American Psychological Association (APA; 6th ed.). Check all items after you have verified correctness.

- The FCE-approved dissertation template is utilized (FGAD p. 3).
- Text is double-spaced, with single-spacing where required or allowed (FGAD p. 3).
- Spacing after punctuation is correct (FGAD p. 3).
- Margins are correct (FGAD p. 2).
- Right margins are unjustified (ragged) except for table of contents (FGAD p. 2).
- Appropriate typeface, size, and color are used (FGAD p. 2).
- Preliminary pages are in the correct order (FGAD pp. 4-5).
- Title, name, and year are identical throughout the preliminary pages (FGAD p. 5).
- Format of title page is correct (FGAD p. 5).
- Format of approval page is correct (FGAD p. 5).
- Format of acknowledgments page, if included, is correct (FGAD p. 5).
- Format of abstract is correct (FGAD pp. 5-6).
- Format of table of contents is correct (FGAD p. 6).
- Listings in the table of contents match the text's headings and titles (FGAD p. 6).
- Page numbers in table of contents correspond to pages in text (FGAD p. 6).
- Headings and subheadings are correctly formatted (FGAD p. 3).
- Pagination is correct (FGAD p. 3).
- Tables and figures are formatted according to the guidelines of the APA manual (FGAD p. 4).
- Black and white are the only colors used in figures and appendices. (FGAD p. 2).
- References cited in text are formatted according to the guidelines of the APA manual and included in the Reference list (FGAD p. 4).
- Reference list is formatted according to the FGAD and each entry must follow the guidelines of the APA manual (FGAD p. 4).
- Appendix material is appropriate; format of cover pages is correct (FGAD p. 4).
- Manuscript is free of typographical errors.
- APA guidelines are used for all other aspects of style (FGAD p. 1).

I have verified the correctness of the submitted manuscript:

Student's Name (Type) \_\_\_\_\_

Date: \_\_\_\_\_