FCE Applied Dissertation Format Review Checklist

Refer to the Format Guide for the Applied Dissertation (FGAD; 2018) 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: ___________________