

# **Format Guide for the Applied Dissertation**

**NSU**  
Florida

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UNIVERSITY**

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Aspects of format and style not covered in this guide are to be found in the seventh 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.

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

1. Writing Clearly and Concisely (4.1–4.30)
2. The Mechanics of Style (6.1–6.52)
3. Displaying Results (7.1–7.36)
4. Crediting Sources (8.1–8.36)
5. Reference Examples (9.1–9.52)

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

## **Editing**

- ▶ You are responsible for preparing and editing your applied dissertation according to this guide (and to APA style guidelines) 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 FCE & SCJ 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.
- ▶ The manuscript is checked for adherence to the format specifications described in this guide. Adherence to APA style is solely the responsibility of the student and the dissertation committee.
- ▶ Refer to the FCE & SCJ website for an explanation of the format-review process and for “Tips for a Successful Format Review” (under “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 the flush-left style and ragged right margin as specified in section 2.23 of the APA manual. The flush-right style of the Table of Contents is an exception to this rule.
- ▶ 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 as close as possible to 1-in. (but not smaller) 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.
- ▶ Refer to the FCE & SCJ 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 11 or 12-point Times New Roman typeface, except in the circumstances noted below.
- ▶ A sans serif typeface (e.g., Arial) should be used in figures, except for the figure caption. However, font specifications are more flexible to address the need for accessibility.
- ▶ 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 per section 6.22 of the APA manual. Do not use underlining or colors. Do not use superscript (e.g., the “<sup>th</sup>” in “5<sup>th</sup>”) or bold type (except for headings and for certain statistical symbols and table data as described in sections 6.44 and

7.8–7.21 of the APA manual). Do not use heavy, bold lines for the horizontal rules in tables.

## Line Spacing

- ▶ Double-space between all lines of text, in block quotations, between paragraphs, between headings and subheadings, between headings and text, between tables (and figures) and text, and between all lines of the reference list; see example on page 17. Refer to section 7.17 of the APA manual for line-spacing guidelines for tables.
- ▶ Single-spacing is *required* in some sections of preliminary pages (see samples in this guide). Single-spacing is *permissible* in multiple-line table titles, table notes, figure captions, and text headings; however, consistency throughout the manuscript is required.

## 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 (see samples in this guide). 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; see example on page 17.
- ▶ The typeface and size of page numbers should be the same as the manuscript type. Do not use running heads.

## Indentation

- ▶ For the first lines of paragraphs, use the indentation measurements specified in APA section 2.24. Use the required indentation 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 (hanging-indent style).
- ▶ In itemized lists, indent the first line of each item; second and succeeding lines should be flush left (see example on p. 21).

## Headings

- ▶ An APA 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/appliedresearch/research-and-dissertation-resources.html> for appropriate headings in your manuscript.

- ▶ As a general rule, use no more than the first three levels of headings as described in sections 2.26–2.27 of the APA manual; use Levels 4-5 judiciously. See the examples on page 17 of this guide for the required format.

## 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 number parallel to the table format. The figure caption serves as a title; as such, the first sentence should appear in the Table of Contents listing. Colors can be used within figures.
- ▶ If you have only one table or figure in the manuscript, do not label it with a number; label the item as “Table” or “Figure.”
- ▶ Horizontal rules in tables should not extend into the left and right margin areas.

## Reference List

- ▶ Begin the reference list on a new page. Double-space between entries and within each entry. Use the hanging-indent style. The reference list must be titled as “**References.**” Each entry must follow the style guidelines of the APA manual (sections 9.1–9.52 and 10.1–10.16).
- ▶ Up to 20 authors are now included before names are omitted with an ellipsis. Publisher location is no longer required.
- ▶ The presentation of digital object identifiers (DOIs) and URLs are standardized and should be presented as hyperlinks. The hyperlinks should be (a) the same typeface and type size as the text, (b) in black, and (c) not underlined. The label “DOI:” is no longer used, and “Retrieved from” is only used when a retrieval date is also needed.

## 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. 19). 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 23.

## 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 between all sections.
- ▶ 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 9 for the required format.

### Statement of Original Work

- ▶ See the sample on page 11 for the required format.
- ▶ Provide a 1/2 in. space above the Name and Date rules.
- ▶ The Statement of Original Work must be included and re-dated with each submission of the proposal and final report (including the final copies).
- ▶ A signature is not required. Including the dated page in your manuscript indicates that you attest to all content contained therein.

## 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 13 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 keywords (lowercase) that relate to your study. See section 2.9 of the APA manual for content guidelines.
- ▶ 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 15 for the required format.
- ▶ All Level 1 and Level 2 headings that appear in the text must appear in the Table of Contents. Do not include Levels 3-5 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 section 6.13 of 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**

Xxxx xx Xxxxxx Xxxxxx xx Xxxxx Xxxxxxxxx xxx  
xx Xxxxxxxxx xxxx Xxxxxx

by  
Xxxxx Xxxxxx

An Applied Dissertation Submitted to the  
Abraham S. Fischler College of Education  
and School of Criminal Justice in Partial  
Fulfillment of the Requirements for the  
Degree of Doctor of Education

Nova Southeastern University  
2020

# **SAMPLE APPROVAL PAGE**

## Approval Page

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

Xxxx Xxxxxxxx, EdD  
Committee Chair

Xxx Xxxxx, PhD  
Committee Member

Kimberly Durham, PsyD  
Dean

# **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.

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Name >*above the line, type your name*<

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Date >*above the line, type the date, e.g., May 15, 2020*<

## **SAMPLE ABSTRACT**

## Abstract

Xxxx xx XXXXXX XXXXXX xx XXXXX XXXXXXXXXXX xxx xx XXXXXXXXXXX XXX XXXXXX. [*the first element is the applied dissertation title*] XXXXX XXXXXXX [student's name], 2020: Applied Dissertation, Nova Southeastern University, Abraham S. Fischler College of Education and School of Criminal Justice. Keywords: xxxxxxxx, xxx xxxxxxx, xxxx xxxxxxxx, xxxxxxx

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.

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. See section 2.9 of the APA manual for content guidelines.



## **SAMPLE TABLE OF CONTENTS**

## Table of Contents

	Page
Chapter 1: Introduction .....	1
XXXXXXXXXX xx XXXXXXXXXXXX .....	1
XXXXXXXX XXX XXXXXXXX .....	2
XXXXXXXX XXXX .....	4
Chapter 2: Literature Review .....	6
XXXXXX XXXXXXXXXXXX .....	7
XXXXX XXXXXXXXXXXX .....	15
XXXXXX xx xxx XXXX .....	24
XXXXXXXXXXXXX xx xxx XXXXXXXX xx xxx XXXXXXXXXXXX .....	37
Chapter 3: Methodology .....	38
XXXXXX .....	38
XXXXXXXX XXXXXXXX .....	41
XXXXXXXXXXXXX xx XXXXXXXX .....	43
Chapter 4: Results .....	46
XXXXXXXXXXXXX xxx XXXXXXXXXXXX xx XXXXXXXX .....	46
XXXXXXXXXXXXX xx XXXXXXXX XXXXXXXX .....	50
XXXXXX xx XXXXXXX XXXXXXX .....	53
Chapter 5: Discussion .....	57
XXXXXXXX .....	58
XXXXXXXX .....	64
XXXXXXXXXXXXXXXXX .....	69
XXXXXX xx XXXX .....	71
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Appendices	
A Title in Initial Caps and Lower Case—Begin a Second Line Directly Below the First Line .....	81
B Title in Initial Caps and Lower Case.....	83
Tables	
1 Title in Initial Caps and Lower Case .....	47
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Title in Initial Caps and Lower Case .....	49

# **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, title case heading]

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, bold italic, flush left, title case heading]

Begin the first line of text as a new paragraph. Refer to section 6.17 of the APA manual for guidelines pertaining to capitalization in headings.

**Fourth-Level Heading.** [APA Level 4, indented, boldface, title case heading].

Begin the first line of the paragraph immediately after the heading.

***Fifth-Level Heading.*** [APA Level 5, indented, bold italic, title case heading].

Begin the first line of the paragraph immediately after the heading.

# **SAMPLE APPENDIX COVER PAGE**

Appendix B  
Student Survey

## **SAMPLES OF NUMBERED LIST AND HANGING INDENT STYLE FOR THE REFERENCE LIST**

## Numbered List (Seriation)

According to APA section 6.50-6.52, this style is used to indicate an “ordinal position (e.g., chronology, importance, priority) among the items.”

XXXXX XXXXXX XXX XXXXX XXXXXXXX XX XXXX XXX XXXXXX XXX XXXXXXX X XXXXX XXXX  
XXXXXXXX X XXXXX XXXXXXXXXXXXXXX XXX XXXX XXXXXXX  
XXXXXX:

1. XXX XXXXXXXXXXX XXXXXXX XX XXXXX XXXXXXXXXXX XX XXXXXXX XXX XXXXX XXXX XX  
XXXXXXXX XXXX XXXXXXX XXXXX.

2. XXX XXXXXXXXXXX XXXXXXX XX XXXXX XXXXXXXXXXX XX XXXX XX XXX XXXXXXX XXX X  
XXXXXXXX XXXX XXXXXXX XXXXX.

3. XXX XXXXXXXXXXX XXXXXXX XX XXXXX XXXXXXXXXXX XX X XXXXXXX XXX X XXXXXXXXXXX  
XXXXXXXX XXXX XXXXXXX XXXXX.

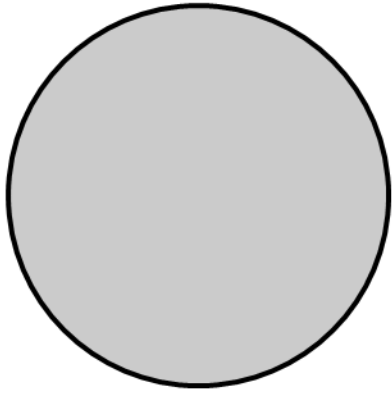
## Hanging Indent Style for the Reference List

Double-space between all lines of text in the reference list (i.e., between entries and within each entry. Indent the second and subsequent lines of an entry as specified on page 3 of this guide (under “Indentation”).

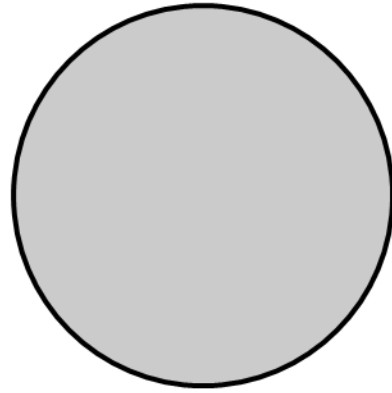
Gregory, A., Skiba, R. J., & Noguera, P. A. (2010). The achievement gap and the  
discipline gap: Two sides of the same coin? *Educational Researcher*, 39, 59–68.  
<https://doi.org/10.1032/02500782145600>



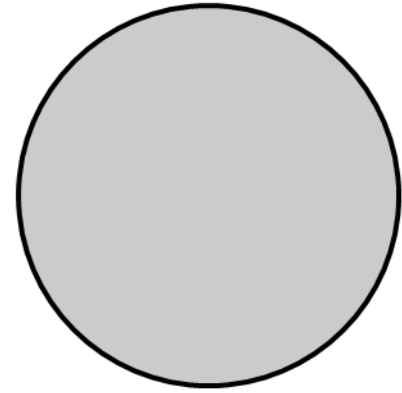
**SAMPLE OF A  
LANDSCAPED APPENDIX PAGE**



**Concept**  
**1**



**Concept**  
**2**



**Concept**  
**3**

