FORMAT AND STYLE REQUIREMENTS FOR THE APPLIED DISSERTATION

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FORMAT REVIEW PROCESS

- Approval from dissertation committee.
- Manuscript is checked for adherence to the format described in the Format Guide.
- Format Reviewer does not edit manuscript.
- **Turn around (15 business days)**
Reviewed in the order they are received.

Will be informed if:
  ◦ Approved
  ◦ Revise/Resubmit
  ◦ Approved (with minor revisions)
  ◦ Notified via NSU email and ADRIANA mail
REQUIRED GUIDE

- Format Guide for the Applied Dissertation
  Covers basic formatting rules, such as for margins, pagination, headings, typeface and size, indentation, tables and figures, reference list, appendices, line spacing and layout of preliminary pages.

- Aspects of format and style not covered in this guide are found in the APA Manual (6th edition).

- Does not cover matters of content of the dissertation.

Summer Institute, 2019
PRELIMINARY PAGES

- Order of Preliminary Pages: Title Page, Approval page, Statement of Original Work, Acknowledgments (optional), Abstract and Table of Contents.

- Use the templates – already formatted.

- Research and Dissertation Resources (Templates)
TYPEFACE AND SIZE

- Times New Roman
- 12 pt font

- Sans Serif Typeface (e.g., Arial) can be used in Table and Figures

- 10– or 11–point font can be used in tables and figures to fit material

- No bold (except in headings), no color
SPACING

- Double space between:
  - Headings and text
  - Between headings and subheadings
  - Paragraphs
  - Block quotations
  - Tables (and figures) and text

- Single Space
  - Preliminary Pages (see Format Guide)
  - Permissible within tables and figures. Be consistent!
HEADINGS

Centered, Boldface, Uppercase and Lowercase Heading

Level 1

Flush Left, Boldface, Uppercase and Lowercase Heading

Level 2

Indented, boldface, lowercase paragraph heading ending with a period.

Level 3

Style Guide
Chapter 1: Main Heading for Chapter

This chapter covers the different styles of headings used for the Abraham S. Fischler School of Education.

Second-Level Heading

This is the second level of heading used. Make sure to double space between text and heading.

Third-level heading. The third-level heading is the third, and last heading used. It is not mentioned within the Table of Contents.
### Research Questions

This study answered the following research questions:

1. What does the professional development framework use in these charter schools.

2. How does the model impact teachers, teaching techniques, students and their student’s learning at these schools?

3. What do teachers see as the benefits of the framework, and how can it be improved to be more effective?
TABLES/FIGURES

❖ Be consistent
❖ Do not use colors or bold
❖ Keep within the margins
❖ Do not carry over to next page
❖ Single or double spacing allowed
❖ If have only one, label as “Table” or “Figure” (only)
COMMON MISTAKES

- **Title page**– Do not include month and date.
- **Approval page**– No period in EdD, PhD, PsyD.
- **Statement of Original Work**– No signature.
- **Acknowledgments**– Preferred spelling “Acknowledgements” not “Acknowledgments”
COMMON MISTAKES (CONT’D)

Abstract

- Dissertation title should match the title on the cover page. Use lowercase letters for each keyword.
- No period at the end of the first paragraph.
- Name should be identical to the name on the Title page.
COMMON MISTAKES (CONT’D)

Table Of Contents
- Headings and titles, page numbers.
- Missing Table and Figure titles.
- No Level 3 headings.
COMMON MISTAKES (CONT’D)

- APPENDIX
  - Missing cover page
  - Not referenced in the manuscript
  - Personal information
  - No color (only black and white)

- REFERENCE LIST
  - Alphabetical order, All entries are double spaced
Tips

❖ Format Guide

❖ Resources on the Dissertation Support Services website

❖ Chair/ Editor