Department of Leadership Studies
Dissertation Formatting Guide

Last revised August 2017
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GENERAL OVERVIEW

Use of American Psychological Association (APA) Style

The most updated edition of the *Publication Manual of the American Psychological Association* (currently sixth edition, ISBN # 1-4338-0561-8) is the reference text SOLES uses for the proper preparation of manuscripts. For any requirements *not* explicitly addressed in this Dissertation Formatting Guide, please follow APA style guidelines (e.g., use of appropriate font, punctuation, spelling, capitalization, abbreviations, numbers, etc.).

In some instances, your dissertation committee might agree that another style is more appropriate for your dissertation. If this is the case in your situation, the exception to APA style should be approved by the Dean’s Office in advance of your dissertation proposal hearing.

Whether you use the standard APA style or you are approved to use an alternate style, you must follow it consistently throughout your dissertation.

Using This Guide

This guide serves several functions: to provide a general overview of formatting requirements, to elucidate the instances where SOLES formatting requirements differ from APA style, to offer specific references to relevant portions of the APA manual sixth edition for further study, and to show examples of various components of a correctly formatted dissertation.
FORMAT REQUIREMENTS

Organization of the Manuscript

Included in Table 1 below are the 14 components of a doctoral dissertation, listed in the order they should appear in the final manuscript. Items 1-10 are considered “front matter,” while items 12-14 are considered “back matter.”

Table 1

*Doctoral Dissertation Components, in Order of Appearance*

1. Title page
2. Copyright page (or blank if dissertation is not copyrighted)
3. Approval/signature page
4. Abstract (maximum 350 words)
5. Dedication page (optional)
6. Acknowledgments page
7. Preface with acknowledgments included, if desired (optional)
8. Table of contents
9. List of tables (when appropriate)
10. List of figures or illustrations (when appropriate)
11. Body of dissertation
12. References
13. Appendices

*Note.* One asterisk is included to the right of items that should be tallied in the total page count; two asterisks denote items that should be tallied in the total page count and should have printed page numbers.
Front Matter Requirements

The following paragraphs describe requirements for front matter components, in order of appearance. When pagination is required for a front matter component, page numbers appear in the lower-case Roman numeral format, centered at the bottom of the page (in the footer).

Title Page

This page is required; it is not paginated. The page itself follows a set structure, both in terms of the exact text used and the page formatting: Please see Appendices D and E for details.

Copyright Page / Blank Page

This page is required; it is not paginated. If a student chooses not to copyright their dissertation, the page should be left blank.

Approval Page

This page is required; it is not paginated. Because the uploaded electronic version of your dissertation will be publicly viewable, the Office of Graduate Records specifies that no hand-written signatures can be included in the document. If you scan the signed hard copy of your Approval Page, you must redact signatures before you insert the page into your dissertation. To make things easier, the DLS Executive Assistant can provide you with an unsigned, electronic copy of your Approval Page to insert directly into your dissertation (no alteration required).

Abstract

This section is required; it is not paginated. Please note your abstract should be double-spaced and contain a maximum of 350 words. Your abstract should explain in narrative summary the nature and scope of the problem or topic, research questions, the method employed in developing the dissertation, limitations (if any), and findings and/or conclusions reached.
Dedication

This section is optional; it is not paginated. Although this section is not required, many people choose to honor someone of particular importance in their lives by dedicating their dissertation to them. Dissertations are frequently dedicated to parents, spouses/partners, or mentors. The dedication should be brief.

Acknowledgments

This section is optional, and it is paginated if included. Like the dedication, this section is not required but it is frequently used. Many students acknowledge the assistance of those who were significant contributors to the process of writing the dissertation: committee members, outside readers, someone who helped formulate the proposal, or someone who helped with computer work or statistical analysis. Funding sources that supported the research would be acknowledged here as well.

Table of Contents

This section is required, and it is paginated. The Table of Contents should list paginated front matter (from the Acknowledgments page on), dissertation body (including chapter titles and all sub-headings within your dissertation chapters), and paginated back matter.

List of Tables

This section is required (assuming tables appear in your dissertation), and it is paginated. All tables in your dissertation need to be listed in the List of Tables, which is a separate page directly following the Table of Contents. The table number, name, and page number must be shown.

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1 Both “acknowledgment” and “acknowledgement” are correct spellings for the same word; the first is more common in American contexts (as well as the spelling used in the APA manual). Regardless of which spelling you use, ensure the word is spelled consistently throughout your document.
List of Figures

This section is required (assuming figures appear in your dissertation), and it is paginated. All figures (graphs, pictures, charts, etc.) in your dissertation need to be listed in the List of Figures, which is a separate page following the List of Tables (when applicable) and Table of Contents. The figure number, name, and page number must be shown in this list.

Back Matter Requirements

There are three sections that appear after the body of your dissertation: (a) the references section, (b) the appendices (if applicable), and (c) your IRB clearance.

In APA format, footnotes rather than endnotes are typically used: This means that your notes occur on the same page they are referenced. If you have approval to use an alternative format guide (e.g., MLA) that allows for endnotes, then you must follow that format, and your Endnotes would appear as the first section of back matter (before the References).

References

This section is required, and it is paginated. Your reference list must conform exactly to the format as indicated in the APA guide. Be sure to attend to the different reference formats for periodicals, books, book chapters, online sources, and ERIC documents.

When preparing your references, be sure of the following:

✓ Each citation is referenced in the References section.
✓ All references in the References section are included in the body of the dissertation.
✓ The spelling of the authors’ names is the same in the citations as in the References.
✓ All publication years are correct, and years match between the body of the dissertation and the reference list.
✓ Abbreviations are correct (see APA sixth edition, p. 106).
✓ Publishers’ locations are listed correctly (see APA sixth edition, pp. 186-187).

✓ The reference list is in alphabetical order by the first word of the properly formatted entry.

✓ The reference list is in a hanging indent format: The first line is flush left and subsequent lines are indented.

✓ Entries for each reference are single spaced, but double-spaced between references: See Appendix F for a visual example. (This is most easily achieved in Word by updating the “Spacing” section of “Paragraph” settings to “single” line spacing with “12pt” spacing added after each line.)

✓ Do not divide individual reference entries between pages.

Be sure that you have followed APA guidelines for any electronic publications (sixth edition, pp. 187-192). Some general rules are:

✓ Use the screen name/alias if the author’s name is unknown.

✓ Use the full title of each document in italics.

✓ Include version or file numbers (if applicable/known), the date of the publication or revision (usually at the bottom of the webpage), the full “http://” address, and the date you visited the site (in parentheses). If you printed the document, this date usually appears at the bottom of your print-out.

**Appendices**

This section is optional, and it is paginated if included. While appendices are permitted, students should ensure that appendices are necessary before including any. Carefully consider the materials you are considering for inclusion. What value do they add? Would the reader be better served by having the material included in the body of the dissertation?
Some items that are typically included in appendices are:

- lengthy computer print-outs;
- raw data;
- procedural explanations;
- written releases to use copyrighted work;
- copy of the Participation Consent Form;
- supplementary tables;
- examples of surveys or questionnaires; and
- mathematical derivations or proofs.

When including appendices:

✓ Use a cover page before each appendix. The first line of this page will be
  “APPENDIX” with a capital letter (“APPENDIX A,” “APPENDIX B,” etc.) followed
  by the title on the next line (double-spaced), in the top center of the page. Actual
  appendix information (tables, surveys, etc.) starts at the top line of the following
  page. (See Appendix F for a visual example.)

✓ Make sure that appendices are lettered – and appear – in the same order that they
  were mentioned in the text (e.g., earliest mentioned appendix is “APPENDIX A”).

✓ Continue pagination from the previous section (page numbers are sequential, no page
  numbers are omitted).

✓ Include appendices titles in the Table of Contents.

✓ Include any tables and figures in the List of Tables and List of Figures.
Institutional Review Board Clearance Page

This section is required and appears as the very last page of the dissertation, but it is not paginated and it is not included in the Table of Contents. Because the uploaded electronic version of your dissertation will be publicly viewable, the Office of Graduate Records specifies that *no hand-written signatures can be included in the document*. If your IRB clearance documentation includes any signatures, you must redact these signatures before you insert a copy of the form into your dissertation.

Additional and General Requirements

Using Copyrighted Material

If you are including copyrighted material from another source in your dissertation, you must obtain permission for use from the publisher of that copyrighted material. See the APA manual for information on when copyrights are required (sixth edition, p. 173).

Running Header

Although the APA manual sixth edition calls for a running header in documents, the SOLES formatting requirement is that you NOT insert a running header in your dissertation.

Margins

All materials in the dissertation (front matter, main text, appendices, etc.) must conform to these margin requirements:

- Use a 1-1/2” margin on left (mandatory for binding).
- Use a 1” margin on top, right, and bottom margins.

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2 In the rare case that a student’s dissertation did not involve research requiring Institutional Review Board approval, the student will not have IRB clearance documentation and this section will not be included in their dissertation.
✓ Follow the guidelines suggested in this section for pages that fall outside the size restrictions for page margins (see “Oversized Material” section of this guide, p. 12).

Pagination

When paginating your dissertation, be sure of the following:

✓ All pages of your dissertation, including any blank pages, are counted in the numbering, even if the number is not printed on the page (refer to Table 1 on p. 2 of this guide).

✓ The Institutional Review Board clearance page, which should be the very last page of your dissertation, is not numbered, nor counted in your pagination.

✓ There are no breaks in the numbering sequence.

✓ The front matter is numbered with small Roman numerals (i, ii, iii, etc.).
  
  o Roman numeral pagination is placed at the center of the lower margin, one-half inch up from the bottom of the page (in a footer).

✓ The body is numbered with Arabic numerals (1, 2, 3, etc.), beginning with the first page of the first chapter.
  
  o Arabic numeral pagination is placed at the upper right-hand corner of the page (in a header).

Spacing and Indentation

When working on spacing and indentation, make sure of the following:

✓ The body of the dissertation is double-spaced.

✓ The reference list is double-spaced, with individual references single-spaced.

✓ Long block quotations and footnotes are single-spaced.
✓ There are two spaces after each period ending a sentence, with one space after colons and semi-colons within a sentence.

✓ There are no words divided from one page to the next. (Use a standard dictionary for the proper division of words.)

✓ There are no paragraphs that end with one line at the top of a page.

✓ No pages end with headings or subheadings.

**Headings and Subheadings**

The heading format used in this manual follows APA sixth edition guidelines for *Five Levels of Heading Format* (sixth edition, Table 3.1, p. 62). Most dissertations will use up to the Level 3 or Level 4 format.

Some key guidelines are:

✓ Use headings and sub-headings to subdivide chapters or sections.

✓ Follow APA guidelines when using headings and subheadings.

✓ Never use only one subsection heading if it is the only subsection in a section (use at least two, or use none).

✓ Ensure the headings match Table of Contents listing.

✓ Use heading format consistently (even if one section has fewer levels than another).

More details on heading formatting (both within chapters and in the Table of Contents) appear in Appendix C.

**Tables and Figures**

Ensure that all charts, tables, graphs, figures, and captions adhere to APA requirements.

Please note that tables and figures are numbered with Arabic numerals.
Tables. The table caption appears at the top left side of the table. The caption for a table includes the word “Table” and table number, corresponding to the order mentioned in the main text, followed by a carriage return (double-spaced), and an italicized descriptive phrase (single-spaced). All elements within the table should be double-spaced. Any notes for the table are located beneath the table and begin with “Note.” (italicized and followed by a period; all notes are single-spaced). For additional guidelines about tables, see the APA manual (sixth edition, pp. 128-150) and use its Table Checklist (sixth edition, p. 150) to ensure effective data presentation and correct style conformity.

In the circumstance that you include a table as a stand-alone appendix, the table will be both lettered and numbered: Use the letter of the appendix (e.g., “A”) and number in order of appearance within the appendices (e.g., “Table A1,” Table B2,” etc.). Include these tables on the List of Tables page, following all regular tables that appear in the body of the dissertation. Also be sure that there is consistency between appendix title and table title. (e.g., If the text in the List of Tables is “Table A1: Proportions of Error in All Surveyed Groups” then the text of the appendix in the Table of Contents – and on the appendix page itself – would be “APPENDIX A: Proportions of Error in All Surveyed Groups.”) For additional information, refer to the APA manual (sixth edition, section 2.13, p. 39).

Figures. The figure caption is placed at the bottom left of the figure. The caption for a figure includes the word “Figure” and the figure number (italicized, followed by a period and space) and a descriptive phrase ending in a period (e.g., “Figure 1. A pie chart of enrollment

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3 Capitalize this descriptive phrase as you would a title (i.e., capitalize the first letter of every major word).
rates by gender.”). For additional guidelines about figures, see the APA manual (sixth edition, pp. 150-167) and use its Figure Checklist (sixth edition, p. 167) to ensure effective figure communication and correct style conformity.

Other tips for tables and figures. Additionally, when preparing tables and figures you should be sure to:

✓ Include caption and notes on the same page as the table or figure.
✓ Avoid large empty spaces – but if the figure or table is large, it should be presented on its own page.
✓ If you choose a landscape orientation for the table or figure, the top of the table or figure should be at the left margin. The pagination should remain at the top right corner of the portrait orientation (same as rest of document).
✓ If you are using photographs, they must be treated as figures, with the same captioning and margin requirements. Ensure that digital photo resolution is clear enough that you can electronically insert the photograph into the document.

Oversized Material

If a table or figure is too large to fit on one page, use one of the following alternatives:

Tables.
✓ Try landscape rather than portrait orientation.
✓ Reduce the table to fit on one page (do not reduce the table number and caption).
  Make sure that it is still readable.
✓ Simply continue the table on the next page (without making the table face itself).
  Head the subsequent pages with the table number (e.g., “Table [1]”) and indicate the

4 Capitalize the figure caption as you would a normal sentence (i.e., only capitalize the first letter of the first word and any proper nouns).
table is continued (e.g. “cont.”). Do not reprint the descriptive phrase on the second page.

**Figures.**

✓ Try landscape rather than portrait orientation.

✓ Reduce the figure to fit on one page (do not reduce the figure number and caption).

Make sure that it is still readable.

✓ If margins need to be adjusted to accommodate the figure, you may decrease the margins (for this page only) to 1” on left margin, and ¾” on all other margins, adjusting the location of the page number as required.

**Points to Consider for Printed Documents**

As dissertations are now uploaded and stored electronically, the university no longer requires students to submit hard copies. However, some students choose to print and bind their dissertation so that they may give copies to committee members, donate a copy to DLS, or keep a copy as a personal memento. If you do choose to print and bind your dissertation, make sure the pages are free of smudges and stains, and that you adhere to the following suggestions in order to produce a final product of appropriate and presentable quality.

**Paper**

Your dissertation should be printed on a laser or inkjet printer in black ink. Be sure:

✓ The original copy is on 20-pound, white, acid-free (minimum one percent alkaline reserve) bond paper, 8-1/2 x 11 inches (normal copy paper is usually acid-free).

✓ The original copy is not punched and is unbound.

✓ There are no smudges, spots, glitches, or shaded background.

✓ All paper is of the same size and weight.
✓ Pages are printed on one side only.

✓ Standard photo duplication paper may be used for the copies of the original. However, copies done on self-copy machines are rarely clean enough to meet the university’s quality standard. We recommend using a commercial copy company.

**Binding**

One popular local option for dissertation binding is the College Bookbindery, but students may utilize any bindery of their choice, as long as the company adheres to USD’s school color requirements:

✓ Columbia blue (cover)

✓ Gold (lettering)
FINAL FORMATTING CHECK AND DISSERTATION SUBMISSION

While your dissertation will ultimately be submitted to the Office of Graduate Records, you must first submit a copy to your Committee Chair and subsequently to the Leadership Studies office for format evaluation.

Note on Typist and Formatting Services

If you chose to use a typist or formatting service in the production of your dissertation, you must ensure that all format requirements are satisfied and the final overall appearance of your dissertation meets the requirements outlined in this guide. This is your responsibility, and your dissertation will not be accepted if it does not conform to all requirements.

The SOLES faculty and staff cannot recommend any typist or formatting service. We urge you to use caution when securing such services.

Format Check Process

Once you have successfully defended and made any committee-required revisions to your dissertation, you must submit an electronic copy (Word or PDF) to the DLS Executive Assistant (EA), who will review it to ensure the dissertation meets all style and formatting requirements; if any revisions are necessary, you must make the requested edits and resubmit to the EA for approval. After the EA has given final confirmation that all requirements are satisfied, both you and the EA should sign a hard copy of the DLS Dissertation Format Checklist (provided as the last page of this guide).

Due to the heavy volume of defenses during spring semester, students are encouraged to submit their dissertation to the EA for format review as soon as possible following defense, even if minor edits are still being made to portions of the document.
**Dissertation Submission Process**

Once the format check is complete, students should follow the steps outlined in the Office of Graduate Records [Procedures for Submission of Dissertation](#), ensuring that their dissertation is uploaded and all required steps completed in advance of the official university dissertation submission deadline (see relevant year/semester of the [USD Academic Calendar](#)).

Items to be turned in to Graduate Records include:

- ✓ The signed DLS Dissertation Format Checklist (signed by the EA, as described in previous “Format Check Process” section);
- ✓ One (1) hard copy of the signed Approval Page (signed by the student’s committee at the successful conclusion of their defense);
- ✓ A printed copy of the Certificate of Completion for the Survey of Earned Doctorates (emailed to student upon completion of the online survey);
- ✓ The completed Dissertation Action Form (included in the Procedures for Submission of Dissertation document).

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5 Only one signed Approval Page is required for submission to Graduate Records. If a student chooses to bind copies of their dissertation, they must also include a signed Approval Page in each bound copy.
APPENDIX A

Common Formatting Issues
Before you submit your dissertation to the Leadership Studies office for review, make sure it meets the standards for these ten easy-but-often-overlooked points.

1. **Your name on the title page appears exactly as it is in our records.** Many students have a legal full name they do not use on a regular, daily basis. However, the name on the title page of the dissertation must be your legal full name as indicated in USD’s records based on your current registration with the university.

2. **The name of the program/degree on the title page is correct.** There is one doctoral degree in Leadership Studies and it is a Doctor of Philosophy degree. This is what you include on your title page. Your program, specialization, or concentration is not noted on your dissertation title page.

3. **Your faculty committee is listed consistently with what we have on record, and the names/degrees are spelled correctly.** Be sure you have officially changed your committee with us if membership is different from when you first advanced to candidacy. Also, be sure you have spelled the names of your committee members correctly and consistently (e.g., between the title page and the approval page). Contact the Leadership Studies office if you need assistance in confirming the proper form and spelling of faculty names, including middle initials and their degrees.

4. **The abstract is under 350 words.** You must ensure that your abstract is 350 words or less. If it is not, your dissertation will be returned to you, or even if we miss catching the overage, your abstract will be truncated online. Nothing would look worse than having your abstract end with, “…and the results showed that.”

5. **The text on the Dedication and/or Acknowledgments pages (if included) are double-spaced.** These must be double-spaced. See this format guide for further formatting information for your dedication and/or acknowledgments.

6. **The Table of Contents matches the dissertation content.** Ensure that the page numbers for each section in the Table of Contents match the actual pages on which the sections of the dissertation fall, and that all headings and subheadings match.

7. **The pagination is correct.** Follow the guidelines in this document regarding the correct numbering of all front matter, body, and back matter.

8. **The first page of each chapter has a page number.** All pages of the main body of the document must have a page number. Beware of preformatted software programs.

9. **The reference list matches the citations within the dissertation.** Make sure each citation is listed in the reference list, and that each listing in the reference list appears in the dissertation. Also ensure that the spelling of names and years of publications are the same.

10. **You have left plenty of time to attend to formatting details!** Make sure you allot proper time to follow the requisite guidelines and for the Leadership Studies office to review and suggest revisions.
APPENDIX B

Other Formatting Resources
Numerous examples of correctly formatted dissertation elements are included throughout the APA manual, the official external reference text used by SOLES. If students wish to view additional APA examples, the Purdue University Online Writing Lab is a respected academic resource that contains a regularly updated APA formatting and style guide (http://owl.english.purdue.edu/owl/resource/560/01/). Students should not use other formatting style reference texts unless advance permission to use another style was granted to them by the Dean’s Office.

Beyond carefully studying the APA manual and this guide, we recommend that students review examples of formatted dissertations. Electronic copies of dissertations can be accessed via the Copley Library database (http://digital.sandiego.edu/dissertations/) and the ProQuest website (http://search.proquest.com/, fees may apply). There are also hard copies of some past dissertations available in the SOLES Reading Room. Your dissertation chair may also be able to recommend examples that are especially relevant to you and your research. As you review examples, be aware that not all dissertations are well-formatted and that APA formatting requirements change periodically.
APPENDIX C

Correctly Formatted Headings
Headings As They Should Appear in the Table of Contents

PAGE OR CHAPTER TITLE ................................................................. #

Level One Heading ................................................................. #

Level Two Heading ................................................................. #

Level three heading ............................................................... #

Level four heading ................................................................. #

Level five heading ................................................................. #

Headings As They Should Appear Within the Body of the Dissertation

CHAPTER NUMBER

TITLE

Level One Heading

Text text text text text text text text text text text text text text text text text text text

Level Two Heading

Text text text text text text text text text text text text text text text text text text text

Level three heading. Text text text text text text text text text text text text text text text text text text text

Level four heading. Text text text text text text text text text text text text text text text text text text text

Level five heading. Text text text text text text text text text text text text text text text text text text text
APPENDIX D

Correctly Formatted Title Page
EXAMINING THE IMPACT OF NAME ON IDENTITY:
CASE STUDIES FROM THE U.S. AND EUROPE

by

John Jacob Jingleheimer Schmidt

A dissertation submitted in partial fulfillment
of the requirements for the degree of

Doctor of Philosophy

May 2017

Dissertation Committee

Fred J. Galloway, EdD
Lea Hubbard, PhD
Afsaneh Nahavandi, PhD
Christopher B. Newman, PhD

University of San Diego
APPENDIX E

Correctly Formatted Front Matter: Visual Examples
(Please see Example Dissertation document for more complete view of pages featured in this appendix.)

**Title page**

No pagination; yellow-highlighted text contains candidate’s personalized information.

**Copyright page**

No pagination; copyright information included (yellow-highlighted text personalized with candidate’s name and appropriate year), or page left blank.

**Approval page**

No pagination; insert jpg/png picture of Approval Page – or electronic Word version provided by EA – for this page. Yellow-highlighted areas contain candidate’s personalized information. If a scan of a signed hard copy form is used, signatures must be redacted.

**Abstract**

No pagination; double-spaced.
Dedication page (optional)

No pagination; double-spaced.

Acknowledgments page (optional)

Paginated (Roman numerals); double-spaced.

Table of Contents

Paginated (Roman numerals); double-spaced; heading/subheading levels mirror body of document.
List of Tables

Page 7

1. Table 1: The First Table is My Description
2. Table 2: The Second Table is My Description
3. Table 3: An Another Table
4. Table 4: This is the Last Table is My Description

Paginated (Roman numerals); double-spaced; separate page directly following Table of Contents.

List of Figures

Page 10

Figure 1: My only Figure, separate from and for the Narrative

Paginated (Roman numerals); double-spaced; separate page directly following List of Tables (after Table of Contents).
APPENDIX F

Correctly Formatted Back Matter: Visual Examples
Please see Example Dissertation document for more complete view of pages featured in this appendix.

References

Paginated (Arabic numerals); entries are single-spaced with a hanging indent; double-spaced between entries.

Appendices

Paginated (Arabic numerals); first page is a cover page with “APPENDIX [A]” and appendix title; actual appendix information begins on following page.
IRB page

No pagination; insert jpg/png picture of IRB clearance documentation for this page (as last page of entire dissertation). If a scan of a signed hard copy form is used, any signatures must be redacted.
DLS DISSERTATION FORMAT CHECKLIST*

This checklist serves a final reminder of the main format requirements. Please review and complete all items below BEFORE submitting your dissertation to the Leadership Studies office for format review.

☑ Title Page is formatted correctly
☑ Abstract is maximum 350 words and formatted correctly
☑ 1.5” left margin
☑ 1” top, right, and bottom margins
☑ 12-point Times New Roman or Courier font
☑ Double spacing throughout the document
☑ Pagination is continuous and placement of numbers is consistent throughout
☑ All pages are in order
☑ Front Matter is in the proper order
☑ Table of Contents meets specified format
☑ Chapter titles meet specified format and are consistent throughout manuscript
☑ Oversized material is in one of the three alternative formats
☑ Tables and Figures are consistent with APA guidelines
☑ Institutional Review Board clearance documentation is the very last page of the dissertation and not included in pagination

Please ensure that you have closely adhered to ALL format requirements specified in the DLS Dissertation Formatting Guide, as well as the most updated edition of the APA manual. The DLS representative will not sign this form until all requirements are satisfied and any necessary revisions have been made.

By signing here, the doctoral candidate, _______________________________________, confirms adherence to the required dissertation format criteria, including those listed above:

_________________________________________  ____________
Signature                                      Date

By signing here, the Department of Leadership Studies representative, _______________________________________, confirms that they have reviewed the candidate’s dissertation for adherence to all formatting requirements and that the dissertation is ready for submission:

_________________________________________  ____________
Signature                                      Date

* Candidates must take this completed form, along with other required materials, to the Office of Graduate Records to complete the dissertation submission process.