

Style Guide for the Applied Dissertation



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School of Education**

**Applied Research Center
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The *Style Guide for the Applied Dissertation* describes the required format and style for applied dissertations at the Abraham S. Fischler School of Education. This style guide does not cover matters of content. Refer to the *Applied Dissertation Procedures Manual* and other required texts for matters related to organization and content. Supplemental material pertaining to format and style may be found at the website of the Applied Research Center (ARC; <http://www.fischlerschool.nova.edu/applied-research/writing-and-preparing-the-dissertation>).

APA Style

Aspects of form and style not covered in this guide are to be found in the sixth 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. Before it is submitted for final approval, your applied dissertation must be correct in all aspects of style, including--but not necessarily limited to--the following (APA section numbers are in parentheses):

1. Writing Clearly and Concisely (3.01-3.23)
2. The Mechanics of Style (4.01-4.49)
3. Displaying Results (5.01-5.30)
4. Crediting Sources (6.01-6.32)
5. Reference Examples (7.01-7.11)

Editing

- ▶ You are responsible for editing and proofreading your applied dissertation prior to submitting it to your committee chair or to the ARC. 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. Students who obtain the services of editors must provide those persons with this guide. The university does not assume responsibility for a student's contractual agreement with an editor or for the quality of the editor's work. Editors must not make changes that affect the content of the applied dissertation.
- ▶ Refer to the ARC website for additional information.

Format Review

- ▶ Refer to the ARC website for an explanation of the format-review process.
- ▶ A completed and signed Format and Style Checklist for the Applied Dissertation, a copy of which may be found at the ARC website, must be included with every submission of the applied dissertation manuscript for the format review.

Paper

- ▶ The manuscript that is submitted for the final-approval review process (including the format review) must be on 8.5 in. x 11 in. white copy paper. Do not bind or staple the review copy or the final manuscript; use only one side of the paper.
- ▶ The final manuscript, requested upon final approval by the executive dean, must be on 8.5 in. x 11 in. white, quality paper (minimum 25% cotton; 20-24 lb).

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 sides. 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 of this guide).
- ▶ Use a ragged (i.e., unjustified) right margin, except for the Table of Contents.
- ▶ Begin each chapter at the top of a new page.
- ▶ Page numbers are placed *within* the top or bottom margins (see Pagination section of this guide).
- ▶ Bottom margins must be 1-in. 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.
- ▶ The hyphen that separates two words may appear at the end of a typed line. Do not hyphenate a single word at the end of a line (e.g., do not type “malefac-” at the end of a line and “tion” at the beginning of the next line).
- ▶ See the ARC website for additional information.

Typeface and Size

- ▶ Use only Times New Roman or Courier New typeface (12 pt). However, a sans serif typeface (e.g., Arial) should be used in figures, except for the figure caption.
- ▶ 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 by APA rules. Do not use underlining or colors. Do not use superscript (e.g., the “th” in “5th”) or bold type (except for headings and for certain statistical symbols and table data as described in the APA manual). Do not use heavy, bold lines for the horizontal rules in tables.

▶ Do not use a bullet style (circles, squares, etc.) for itemized lists.

Line Spacing

▶ Double-space between all lines of text, between paragraphs, between headings and subheadings, between headings and text, and between tables (and figures) and text; see examples on page 16. Refer to the APA manual for line-spacing guidelines for tables.

▶ Single-spacing is required in some sections of preliminary pages (see samples in this guide) and in block quotations. In multiparagraph block quotations, single-space *within* each paragraph, but double-space *between* each paragraph (see example on p. 20). Single-spacing is permissible in multiple-line table titles, table notes, figure captions, and text headings; however, consistency throughout the manuscript is required.

Spacing After Punctuation

▶ Provide one space after *sentence-ending* punctuation. APA style is used for all other spacing after punctuation.

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. 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.

▶ The typeface and size of page numbers should be the same as the manuscript type. Do not use running heads.

Indentation

▶ The first line of each paragraph must have a consistent indentation of 1/2 in. Use the same 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.

▶ In numbered lists, indent the first line of each item; second and succeeding lines should be flush left (see example on p. 20).

Headings

- ▶ Use no more than the first three levels of headings that are described in the APA manual. See the examples on page 16 for the required format.
- ▶ The 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 Appendix D of the *Applied Dissertation Procedures Manual* for appropriate headings in your manuscript.

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

Reference List

- ▶ Single-space within each entry, but double-space between entries. Use the hanging-indent style. The reference list must be titled as “References,” and each entry must follow the style guidelines of the APA manual.
- ▶ Remove all hyperlinks, such as the underlining of URLs.

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 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. 18). 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 22.

▶ Guidelines pertaining to appropriate appendix material can be found in Appendix A of the *Applied Dissertation Procedures Manual*.

Preliminary Pages

▶ The order of preliminary pages is as follows: title page, Approval Page, Acknowledgments (optional), Abstract, and Table of Contents.

▶ The degree designation for the Speech-Language and Communication Disorders program is Doctor of Speech-Language Pathology. The degree designation for all concentrations, including Speech-Language Pathology, is Doctor of Education.

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.

▶ The year in which you expect the applied dissertation to be approved by the executive dean (i.e., final approval) 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.

▶ Use only your legal name as recorded by the university registrar. Do not include titles or degree abbreviations.

Approval Page

▶ See the sample on page 10 for the required format.

▶ Your name must appear exactly as it is presented on the title and abstract pages. The signature rules should be at least as long as the longest line of type beneath them. Use consistent spacing (no smaller than 1/2 in. and no larger than 3/4 in.) above all signature rules.

▶ Refer to the ARC website for additional information (“Guidelines for the Approval Page”).

Acknowledgments (Optional)

▶ An Acknowledgments page, if included, must be double-spaced with a paragraph indentation. Use the preferred spelling of “Acknowledgments.”

▶ 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 12 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 ERIC descriptors that relate to your study and that are found in the thesaurus of ERIC descriptors. A link to the online thesaurus may be found at the ARC website.

▶ 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 14 for the required format.

▶ All first- and second-level headings in the Table of Contents must appear in the text, and vice versa. Do not include third-level headings 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.”

- ▶ If you have only one appendix item, one table, or one figure, do not include an identifying letter or number; label the header “Appendix,” “Table,” or “Figure” and begin the title at the first tab position.
- ▶ Refer to 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 Xxxxxxxx
xxx xx Xxxxxxxxx xxx Xxxxx

by
Lina Lamont

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

Nova Southeastern University
2011

SAMPLE APPROVAL PAGE

Approval Page

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

Donald Lockwood, PhD
Committee Chair

Date

Kathy Selden, EdD
Committee Member

Date

Program Professor Review
Applied Research Center

Date

Ronald P. Kern, PhD
Associate Dean

Date

SAMPLE ABSTRACT

Abstract

Xxxx xx Xxxxxx Xxxxxx xx Xxxxx Xxxxxxxxx xxx xx Xxxxxxxxx Xxxx Xxxxxx. [the first element is the applied dissertation title] Lina Lamont, 2011: Applied Dissertation, Nova Southeastern University, Abraham S. Fischler School of Education. ERIC Descriptors: Xxxxxxxxx, Xxxxxxxxx, Xxxxx Xxxxxxxxx, Xxxx Xxxxxx, Xxxxx Xxxxxx

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.

Include four or five ERIC descriptors that relate to your study and that are found in the thesaurus of ERIC descriptors. A link to the online thesaurus may be found at the ARC website.

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.

SAMPLE TABLE OF CONTENTS

Table of Contents

	Page
Chapter 1: Introduction.....	1
XXXXXXXXXX xx XXXXXXXXXXXX	1
XXXXXXXXX XXXX XXXXXXXX	2
XXXXXXXXX XXXXX.....	4
Chapter 2: Literature Review.....	6
XXXXXX XXXXXXXXXXXX	7
XXXXXX XXXXXXXXXXXXXXX	15
XXXXXX xx xxx XXXXX	24
XXXXXXXXXXXXXX xx xxx XXXXXXXX xx xxx XXXXXXXXXXXX.....	31
Chapter 3: Methodology	38
XXXXXX.....	38
XXXXXXXXX XXXXXXXX.....	41
XXXXXXXXXXXXXX xx XXXXXXXX	43
Chapter 4: Results.....	46
XXXXXXXXXXXX xxx XXXXXXXXXXXX xx XXXXXXXXXXXX.....	46
XXXXXXXXXXXXXX xx XXXXXXXX XXXXXXXX.....	50
XXXXXX xx XXXXXXX XXXXXXX.....	53
Chapter 5: Discussion	57
XXXXXXXXX.....	58
XXXXXXXXXXXX.....	64
XXXXXXXXXXXXXXXXXXXX.....	69
XXXXXX xx XXXX.....	71
References.....	74
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
2 Title in Initial Caps and Lower Case	51
Figure	
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]

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, indented, boldface] Begin the first line of the paragraph immediately after the heading. Refer to the APA manual for guidelines pertaining to capitalization in headings.

SAMPLE OF APPENDIX COVER PAGE

Appendix B
Student Survey

**SAMPLES OF NUMBERED LIST,
MULTIPARAGRAPH BLOCK QUOTATION,
AND HANGING INDENT STYLE FOR THE
REFERENCE LIST**

Numbered List (Seriation)

According to APA section 3.04, this style is used to indicate an “ordinal position (e.g., chronology, importance, priority) among the items.”

Xxxxx xxxxxx xxx xxxxx xxxxxxx xx xxxx xxx xxxxx xxx xxxxxx x xxxxx xxxx
xxxxxxx x xxxxx xxxxxxxxxxxxxx xxx xxxx xxxxxx xxxxxx:

1. Xxx xxxxxxxxxxx xxxxxx xx xxxxx xxxxxxxxxxx xx xxxxxx xxx xxxxx xxxx xx
xxxxxxx xxxx xxxxxx xxxxx.

2. Xxx xxxxxxxxxxx xxxxxx xx xxxxx xxxxxxxxxxx xx xxxx xx xxx xxxxxx xxx x
xxxxxxx xxxx xxxxxx xxxxx.

3. Xxx xxxxxxxxxxx xxxxxx xx xxxxx xxxxxxxxxxx xx x xxxxxx xxx x xxxxxxxxxxx
xxxxxxx xxxx xxxxxx xxxxx.

Multiparagraph Block Quotation

Single-space *within* each paragraph of the block quotation, but double-space *between* each paragraph. Indent only the left side of the block quotation.

Xxxx xxxxxxxx xxxxxxxxxxx xxx xxxxx xxxxxxx x xxxxxx (Smith, 2008):

Xxxx xxxxxxxx xxx xxxxx xxxxxxx xxxxx xx xxxxxx xxxxx xxxxx x xxx xxxxxxx
xxxxxx xxxxxxx xxxxxxx xxxxx xx xxxxxx x xxxxx xxxxx xxxxxxx x xxxxx.

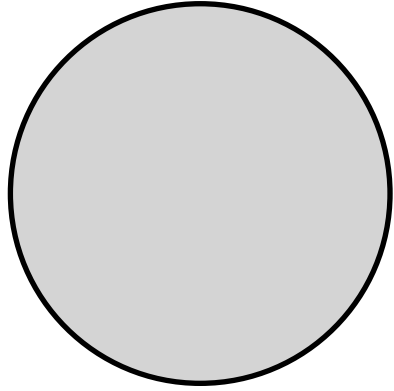
Xxxx xxxxxxxx xxx xxxxx xxxxxxx xxxxx xx xxxxxx xxxxx xxxxx x xxx xxxxxxx
xxxxxx xxxxxxx xxxxxxx xxxxx xx xxxxxxx xxxxx xxxxx xxxxxxx. (p. 139)

Hanging Indent Style for the Reference List

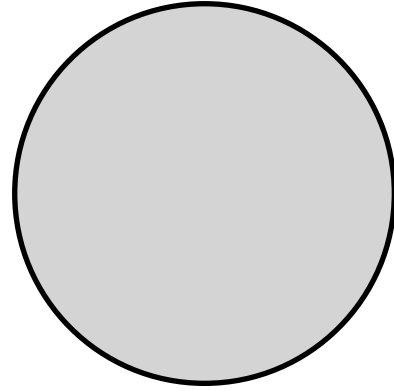
Single-space within each entry, but double-space between entries. The indent for the second and subsequent lines of the entry should be 1/2 inch.

Shiple, M. F., Johnson, M., & Hashemi, S. (2009). Cognitive learning style and its effects on the perception of learning, satisfaction and social interactions in virtual teams. *Journal of American Academy of Business, 14*(2), 17-27.

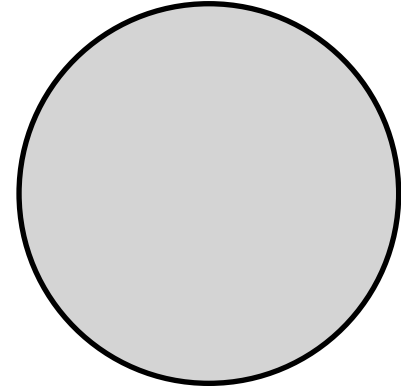
**SAMPLE OF A
LANDSCAPED APPENDIX PAGE**



**Concept
1**



**Concept
2**



**Concept
3**

