

Tips for a Successful Format Review

The following advice is intended to help you move through the format-review phase of the Applied Research Center's (ARC) final-review process:

- From the beginning of your doctoral program, you should study the required style texts (the *Publication Manual of the American Psychological Association* and the Fischler School's *Style Guide for the Applied Dissertation*). The use of the *Mastering APA Style* workbook, as a valuable supplement to the *Publication Manual*, will enhance your skills in preparing a correct manuscript.
http://schoolofed.nova.edu/arc/res_writing_and_preparing/index.htm
- At any point in the dissertation process, your committee chair may determine that you need the assistance of a professional editor. Be sure that you hire an editor who has successful and verifiable experience working on manuscripts for Fischler School doctoral students. An Internet search may yield many impressive websites for editors who, in reality, have questionable skills.
http://schoolofed.nova.edu/arc/res_writing_and_preparing/editors.htm
- Submit your manuscript according to the required procedures after your dissertation committee recommends it for final review. An unstapled paper copy must be sent to the ARC (by surface mail or hand delivered) for the final-review process. The *review* copy need not be produced on quality paper; white copy paper is sufficient. Manuscripts submitted electronically will not be accepted. Initial submissions for the final-review process of the ARC must be addressed to the attention of "Final Review." Subsequent submissions (i.e., revisions) for the format review must be sent directly to your reviewer.
http://schoolofed.nova.edu/arc/academic_resources/processffr.htm
- The Format and Style Checklist must be completed, signed, and included with each submission. By marking an item on the checklist, you are informing the reviewer and the Fischler School that you have followed the required guidelines.
http://schoolofed.nova.edu/arc/res_writing_and_preparing/index.htm#FFR
- Check the ARC website on a regular basis for information related to the dissertation process. The page entitled "Resources for Writing and Preparing the Applied Dissertation" is updated frequently. Included on the page is the current turnaround time for review of manuscripts; the displayed number is an *estimate*. All submissions—including revisions—are examined in the order in which they are received by the reviewer.
http://schoolofed.nova.edu/arc/res_writing_and_preparing/index.htm
- You must be an active participant in all facets of the dissertation process. Therefore, your editor should not communicate directly with the format reviewer. Do not ask your editor to

send the edited manuscript to the ARC. You are responsible for ensuring that the manuscript is correct in all respects.

http://schoolofed.nova.edu/arc/res_writing_and_preparing/editors.htm

- Format reviews (and all other electronic communication from the university) are sent to your NSU e-mail address. Do not use a non-NSU e-mail account for communication with university personnel. Non-NSU e-mail may be automatically directed to a “junk mail” folder.

<http://www.nova.edu/common-lib/policies/emailcomm.policy.html>