

APA Checklist for Dissertations

Please do not turn in drafts of your work until the following basic APA formatting requirements are met.

- Margins are 1" all the way around (i.e., top, bottom, left and right are all 1").
- Margins are left-justified (ragged right).
- Document is double-spaced, without extra 9-pt space or double-space return between paragraphs.
- Running head in the top left corner. Page numbers in the top right corner.
- Hard page breaks are inserted at the end of every chapter. (No multiple returns to begin a new page.)
- For dissertations, chapter names on two lines, centered, upper case, plain not bold text, no colon. For example:

CHAPTER ONE
INTRODUCTION

- Level 1 headings are centered, in sentence case, bold not plain text. For example:

Self-Efficacy

- Level 2 headings are left-justified, in sentence case, bold not plain text. For example:

Vicarious Learning

- Level 3 headings are left-justified but then indented, bold not plain text, only the first word is capitalized, followed by a period and the paragraph text. For example:

Academic self-efficacy. When students have strong self-efficacy, they are more likely to be intrinsically motivated and persist through a challenge when they encounter difficulties ...

- There are at least two level 2 headings or two level 3 headings within sub-sections that use these headings.
- Block quotes do not have quotation marks, they include the reference citation + page number, and the sentence proper ends with a period. No period after the citation.
- References are double-spaced, no space between, with a .5" hanging indent. For example:
National Science Foundation. (2012, February). *FY 2013 Budget Request to Congress*. Retrieved from <http://www.nsf.gov/about/budget/fy2013>.
Sue, D. W., & Sue, D. (2016). *Counseling the culturally diverse: Theory and practice* (7th ed.). Hoboken, NJ: Wiley & Sons.
Super, D. E. (1953). A theory of vocational development. *The American Psychologist*, 8(5), 185-190. doi: <http://dx.doi.org/10.1037/h0056046>
- Bonus writing tip ... unrelated to APA:** Aim for no more than 20% of references from the previous millennium, and at least 20% published within the last five years. **Hint:** Does it look like your paper was written today or 10 years ago? **Exception:** Your focus is on the history of a topic without concern for its evolution through time.
- Bonus bonus tip ...** Save your document under a new name that includes the date every day. For example: Ebejer_Ch_1_Outline_010518 or Ebejer_Ch_1_Draft_010518. Back up in cloud storage or email it to yourself!

If you don't know what any of these are or how to embed them in your document, please ask. ☺