Dissertation Format Review Checklist

Type of paper is correct
  o White
  o 20lb bond
  o Printed on one side only

Margins are correct
  o 1.5 inches for left margin
  o 1 inch for top, bottom, and right margins

Preliminary Pages are in correct order:
  o Title Page
  o Optional: Copyright page
  o Approval Page (obtain committee signatures prior to binding)
  o Optional: Dedication
  o Acknowledgments
  o Table of Contents
  o List of Tables
  o List of Figures
  o Abstract

Title page includes:
  o Title of dissertation
  o Name of author
  o Correct phrase re: partial fulfillment of requirements
  o NSU spelled out
  o Year of publication

Approval/Signature page is included with names inserted

Pagination
  o Preliminary pages are in lowercase Roman numerals
  o Body of document in is Arabic numerals
  o Follow template for location of all page numbers

APA style
  o Document is double-spaced in Times New Roman, 12 point font
  o Quotes of 40 words or longer are in double-spaced block quotes
  o Headings and subheadings in correct format
  o Citations and references in APA style (optional: Chicago style for citations and references; please note, do not use footnotes for references)