

Dissertation Format Review Checklist

Type of paper is correct

- White
- 24 lb water marked 25 %cotton based paper
- Printed on one side only

Margins are correct

- 1.5 inches for left margin (**Very Important**)
- 1 inch for top, bottom, and right margins

Preliminary Pages are in correct order:

- Title Page
- *Optional: Copyright page*
- Approval Page (obtain committee signatures prior to binding)
- *Optional: Dedication*
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Abstract

Title page includes:

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

Approval/Signature page is included with names inserted

Pagination

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

APA style

- Document is double-spaced in Times New Roman, 12 point font, black
- Quotes of 40 words or longer are in double-spaced block quotes
- Headings and subheadings in correct format (APA level 1, 2, 3 or 4)
- Citations and references in APA style (*optional: Chicago style for citations and references; please note, do not use footnotes for references*)
- 2.0 Spacing (without space before or after paragraph)
- Abstract cannot exceed 250 words