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 is in 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