

APA Formatting

Proofreading Checklist for Thesis or Dissertation

Entire Document	Page #
MARGINS:	
Left: 1.5 inches	
Top, Right and Bottom: 1 inch	
TEXT: = all printed words, numbers, symbols, including page numbers	
Single font style, serif, non-script [Times Roman preferred]	
12 pt [except text within illustrative material, footnotes, and headers]	
Black [except text within illustrative material]	
Double-spaced [exceptions detailed in handbook]	
Widow/Orphan text not recommended [see pg. 4, Section 2 in HANDBOOK]	
PAGINATION:	
Preliminary pages—lower-case Roman numerals	
Title and copyright pages—no page numbers printed on page	
First page of Chapter 1 begins with Arabic numeral one < 1 >	
Numbered consecutively through the last page of document	
Page numbers—12 pt, centered, 3/4" above bottom edge using text font	
BODY OF DOCUMENT: Required	
Text: begins at 1 inch top margin [Headers are considered text]	
Section headings: APA designated levels [Level 1 heading is centered, bold]	
Margins: No text or images crossing margin boundaries	
No blank pages [exception: copyright page]	
ILLUSTRATIVE MATERIAL: Conditional [photos, graphs, charts, maps, etc.]	
Tables: do not break up over two pages unless too large; when breaking tables across pages, repeat the header row.	

<p>Tables: labeled ABOVE using 12pt, black font, single or double-spaced, in the following style:</p> <p>Table 1</p> <p><i>Errors When Forecasting Industrial Production. Below are the Mean Absolute Percentage Errors from annual forecasts.</i></p>	
Tables: centered between margins, never crosses margin borders	
Tables: located between paragraphs of text when possible, instead of on its own page	
<p>Figures: labeled BELOW using 12pt, black font, single or double-spaced, in the following style:</p> <p>Figure 1. Economic analysis of the impact from a change in Taxes when the Federal Reserve is following an MSI.</p>	
Figures: centered between margins, never crosses margin borders	
Figures: located between paragraphs of text when possible, instead of on its own page	
Images: must be concise, accurate, professional quality [no sloppy scans, low-res]	
Images: must have an enumerated label	
Images: must have a concise caption	
Images: if larger than standard 8.5x11 size, must be located in an appendix that occurs after all other appendices	
Individual Pages	
TITLE: Required;	
Margins: Left – 1.5 inches; Top, bottom, right – 1 inch	
Elements: centered except for signatures	
Double-space within and between each page element	
Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Use: <i>Submitted to the Graduate Faculty as partial fulfillment of the requirements for</i>	
Use: Correct degree name—consult advisor	
Must: include the name of committee chair	
If you include other members, ALL must be included	
Use: Committee Chair or Committee Member in the order shown below—not Advisor,	

Professor, or any other administrative job title Dr. Jane Doe, Committee Chair / Jane Doe, Ph.D., Committee Chair Dr. John Doe, Committee Member / John Doe, Ph.D., Committee Member	
Must: include the name of the current Dean of the College of Graduate Studies Dr. Amanda Bryant-Friedrich / Amanda Bryant-Friedrich, Dr. rer Nat.	
Committee members' names begin at the left with the signature line _____	
Dr. Jane Doe, Committee Chair	
Dean of COGS is centered under the signature line _____	
Dr. Amanda Bryant-Friedrich, Dean College of Graduate Studies	
Must: use the month you are graduating—May, August, or December	
No page number printed	
Text: 12pt, black, serif-font	
COPYRIGHT: Required	
No page number printed	
Blank – OR – Contains copyright year, your name, and the copyright statement	
Text: 12pt, black, serif-font	
ABSTRACT: Required	
Margins: Left – 1.5 inches; Top, bottom, right – 1 inch	
Part One section: Single-spaced within and between each element; centered	
Part Two section: Double-spaced	
Page number: will always be lower-case Roman numeral three < iii >	
Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Use: <i>Submitted to the Graduate Faculty as partial fulfillment of the requirements for</i>	
Use: Correct degree name—consult advisor	
Must: use the month you are graduating—May, August, or December	
Text: 12pt, black, serif-font	

DEDICATION: Optional	
Heading: NONE	
Text: begins 3 inches below top edge of page	
Must: be flush left (no centering); use same font as remainder of document (no script style)	
Double-spaced; Limited to One Page	
Text: 12pt, black, serif-font	
ACKNOWLEDGEMENTS: Optional	
Heading: Top of page , centered; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Text: begins next double-spaced line below heading; each line is double-spaced	
Limited to one page	
Text: 12pt, black, serif-font	
TABLE OF CONTENTS: Required	
Heading: Top of the page , centered; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Line entries: flush left, begin next double-spaced line below heading	
Page numbers: flush right	
Required entries: Abstract, Contents, Chapters, sections, References	
Conditional entries: Acknowledgments, List of Tables, Figures, Abbreviations, Symbols, Preface, Appendices	
Entries / headings: use <u>T</u> itling <u>C</u> apitalization ; Sections / sub-sections: indented accordingly	
Chapter entries: begin with Roman numeral <period> then chapter heading, <div style="display: flex; justify-content: space-between;"> <div> I. Introduction to Autism Spectrum Disorders II. Literature Review </div> <div> # # </div> </div>	
Enumeration: Uses Roman and Arabic numbers to correspond to heading levels in a chapter; do not preface the headings with the numbers/letters in the actual document <div style="display: flex; justify-content: space-between;"> <div> I. Introduction to Autism Spectrum Disorders A. Asperger's Syndrome a. Identifying Disorders 1. Intervention Techniques </div> <div> (Level One Heading) (Level Two Heading) (Level Three Heading) (Level Four Heading) </div> </div>	

Entries: Double-spaced within and between	
Text: 12pt, black, serif-font	
LIST OF TABLES: Conditional	
Heading: Top of Page ; centered; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Line entries: flush left, begin next line below heading	
Page numbers: flush right; dot leaders used between caption and page number Table 1. A measure of intervention methods used over a five-year period 45	
Enumeration: Numbered in order of appearance in document, i.e., Table 1, Table 2, Table 3	
Entries: double-spaced within and between	
Text: 12pt, black, serif-font	
LIST OF FIGURES: Conditional	
Heading: Top of page ; centered; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Line entries: flush left, begin next line below heading	
Page numbers: flush right; dot leaders used between caption and page number Figure 1. A map identifying clusters of ASD occurrences in Ohio 45	
Enumeration: Numbered in order of appearance in document, i.e., Figure 1, Figure 2, Figure 3	
Entries: double-spaced within and between	
Text: 12pt, black, serif-font	
LIST OF ABBREVIATIONS: Conditional	
Heading: Top of page ; centered; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Line entries: flush left, begin double-space below heading	
Entry: Begin with abbreviation in all capital letters, followed by the definition	

Order: alphabetic —each alpha group separated by a double-space AAA ABA BBB CCC CDC	
Entries: Single-spaced [this is one of the few exceptions to double-spacing]	
Entries: Dot leaders used between abbreviation and definition OCD Obsessive Compulsive Disorder	
Text: 12pt, black, serif-font	
LIST OF SYMBOLS: Conditional	
Heading: Top of the page ; centered; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Line entries: flush left, begin double-spaced below heading	
Entry: Begin with symbol, followed by the definition; dot leaders used between abbreviation and definition ©Copyright	
Order: numeric followed by alphabetic	
Entries: Single-spaced [this is one of the few exceptions to double-spacing]	
Text: 12pt, black, serif-font	
PREFACE: Conditional	
Heading: Top of the page ; centered; Use: <u>T</u> itling <u>C</u> apitalization [<u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]	
Text: begins next double-spaced line below heading	
Text: Double-spaced, 12pt, black, serif-font	
Pagination: Part of preliminary section; uses lower-case Roman numerals	

<p>CHAPTER FIRST PAGES: Required</p> <p style="text-align: center;">Chapter One</p> <p style="text-align: center;">Introduction</p> <p>Level Two Heading</p> <p>Section begins here and goes on and on ... etc.</p> <p>Level Two Heading</p> <p>Section begins here and goes on and on ... etc.</p>	
<p>Chapter number: Top of the page; centered [Chapter One]; bold; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Heading: Double-spaced below chapter number; centered; bold [Level 1 Heading]; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Text: double-space below heading</p>	
<p>Text: double-spaced, 12pt, black, serif-font</p>	
<p>REFERENCES: Required</p>	
<p>Heading: Top of the page; centered; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Line entries: flush left, double-spaced below heading</p>	
<p>Double-spaced: within and between references OR</p>	
<p>Single-spaced: within reference, but double-spaced between references</p>	
<p>Text: 12pt, black, serif-font – URLs/links may not be a different color</p>	
<p>APPENDIX: Conditional</p> <p style="text-align: center;">Appendix A</p> <p style="text-align: center;">IRB Approval</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Text or image goes here</p> </div>	
<p>Appendix letter: Top of the page; centered [Appendix A]; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Heading: double-spaced line below Appendix; centered [Heading for Appendix A]; Use: <u>T</u>itling <u>C</u>apitalization [<u>M</u>ajor <u>W</u>ords are <u>C</u>apitalized]</p>	
<p>Text/image: begins next double-spaced line below heading</p>	
<p>Text: double-spaced, 12pt, black, serif-font [for text that is not part of a scanned document, figure, illustration, table, etc.]</p>	