Formatting the Dissertation

- ➢ **Margins:** Left, 1.5; Right, Top and Bottom, 1.0
- ➢ **Pagination:**
  [To set the position for your pagination, go to file, page setup, and layout—change the footer or header to 1.0]
  - o Preliminary pages—All preliminary pages, except title page and copyright are lower case Roman numerals
    - ▪ Title page—NO pagination
    - ▪ Copyright (optional)—NO pagination
    - ▪ Dedication (optional), becomes page iii
    - ▪ Acknowledgments (optional)
    - ▪ Abstract
    - ▪ Table of Contents
    - ▪ List of Tables
    - ▪ List of Figures/Illustrations
    - ▪ Preface (optional)
  - o Main Text, Appendices, References—Use Arabic numbers; page 1 of chapter 1 is "1" Every page MUST be paginated. (Do NOT use a,b,c—4a, 4b, 4c)

- ➢ **Spacing**
  - o Main Text: double space
  - o Long indented quotes (usually 40 words or more): single space
  - o Appendices—optional spacing (however, must be within the required margins)
  - o References: single space with one blank line between citations
  - o Tables—APA requires open tables. However, you may choose to frame your tables. Whichever format you use, please be consistent throughout the dissertation.
    - ▪ Long tables can run several pages. If there are only a few lines which are moving over to the next page, consider changing the font size and/or changing the spacing to 1 or 1.5 instead of double space.

- ➢ Font/Size. The University recommends that you use 10 or 12 point. The font should be crisp and clear. Most people use Times New Roman or Ariel. Verdana, Cambria and Tahoma are also nice—if you use Tahoma, I recommend that you use 10 point.

APA Format in Citations within Text and Reference List:

1. In your reference list, begin reference **flush to left margin**, all other lines are indented to your paragraph setting.
2. One author, numerous citations—list earlier to most recent year (1990-2002)
3. Same author and multiple authors—alphabetize by second author, third if necessary
   > Smith, A. 1999
   > Smith, A. 2001a
   > Smith, A 2001b
   > Smith, A & Adams, J.
   > Smith, A & Bancroft, E.

4. Titles of chapters, books, articles in magazines and articles within journals are to be written in upper and lower case **as in a sentence**. Names of journals are always capitalized.

    Author, A. B. (1999). *Title of the work*. Location: Publisher.
    Author, A.B. & Second, C.D. (2000). Title of the chapter. In T.E. Edward (Ed.), *Title of the book* (pp. 100-155). Location: Publisher.
    Little, T.B. (2002). Title of the article within a journal. *Most Distinguished Journal, 35*, 1002-1045.
    Itty, B. T. (1990, April 9). Title of the article within a magazine. *Time, 133*, 35-38.

5. Many journal articles, newsletters, papers, government reports, etc. are available on the internet. To cite use the formatting as above and add the date the material was retrieved and the URL - -Author, N. (1996). Title of the article. *Name of the Journal, vol.,* pages. Retrieved January 25, 2006, from http://www...
   For more samples of electronic retrieval, see Publication Manual of the American Psychological Association, 5th edition, pp. 271-281.

6. When citing multiple authors within the text, use **and**; citing authors parenthetically and in reference list, use **&**

7. **Use of et al**.:
   a. In the Reference List **MUST list ALL authors' names up to and including the fifth author; Six or more authors use the surname and initials of the first author then et al.**
      Within the body of the dissertation--
   b. A work with three, four, or five authors: list ALL authors the first time citation appears, thereafter use the surname of the first author and et al.
   c. A work with six or more authors, cite only the surname of the first author followed by et al.
   d. If using two references with six or more authors and the same year, list as many of the authors as is necessary to distinguish the two references followed by a comma and et al.:
      Kosslyn, Koenig, Barrett, et al. (1996)
      Kosslyn, Koenig, Gabrieli, et al. (1996)

Personal Communication: Do NOT include "personal communications" in reference list. These appear only in the text. Written either as:
    T. K. Lutes (personal communication, April 18, 2001) OR
    (V.-G. Nguyen, personal communication, September 28, 1998)

Figures: The Figure number (Figure 1.) and title is placed UNDER the figure.

Tables: Table number and title is placed BEFORE the table.

Additional things to keep in mind when using APA format.

1. When expressing "time/age," use Arabic numbers even if it is below 10, unless it is at the beginning of a sentence.
2. Percentages are expressed as %
3. 1990s (NOT 1990's)
4. Try not to leave too much "white space" between tables and text. Move your text around your tables. You do not want to have a page with two or three lines of text, a small table, lots of white space, and then continue text on the next page. (Think of it as creating a book.)
5. Levels of Subtitles. Use the chapter with the most levels of subtitles as your model for subtitle positioning throughout dissertation (see samples below). When setting up your dissertation chapters do not count Chapter 1 and Title as heading levels. This will confuse things if you are using more than three levels of subheadings.

Chapter 1

SIGNIFICANCE OF THE STUDY

First Subheading

Second Subheading

This is your third subheading. Continue on with your text. (This style is best if the third subtitle sections are rather short)

Another way of setting this up, especially if your third heading(s) is/are lengthy, is the following:

First Subheading

Second Subheading

Third Subheading (or indent at paragraph)

_____

Most dissertations do not have more than three levels of subtitles.

However, in the event that you do, I would recommend the following:

First Subtitle

Second Subtitle

Third Subtitle

      Fourth subtitle. (Indent at paragraph, as illustrated above, then

"period" and continue on with text.

NOTE: When you are running off the final copy of the dissertation check ALL pages. Make sure that the pagination is continuous and no pages are missing.

If there is anything on this list that you do not understand, please feel free to contact me via phone (215-898-7370) or email (bettyd@gse.upenn.edu)