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| Thesis & Dissertation Writing & Formatting Checklist  Use the following checklist to adhere to APA and MSE requirements prior to submission to the MSE dean’s office. | Illustration of person sitting at a deck with a laptop, books, and a lant on it |

\*Common APA mistakes – check 7th edition manual carefully

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| Title Page | |
|  | Line spacing. Use the template to ensure line spacing is identical. Pay special attention to whether a section is double spaced or single spaced. Your name falls equal line spaces between the last line of your title and “A thesis submitted…” |
|  | The name listed should match your name in AIM (no nicknames, shortened names, married names, etc. Nothing that differs from official name listed in AIM) |
|  | Title may not exceed 6 inches on one line – titles longer than six inches will need to be on more than one line formatted as an inverted pyramid (longest line on top, shortest on the bottom) |
|  | Choose correct degree name |
|  | Correct spelling of chair, committee, and department names |
|  | Do not include page numbers |

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| abstract | |
|  | Title should not exceed 6 inches on one line and should be identical to the title on the title page |
|  | Indented, single-spaced paragraphs; double space between paragraphs |
|  | Keywords on the bottom line of the page, lowercase all |

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| Table of Contents | |
|  | Page numbers begin (lowercase roman numerals) in upper right corner |
|  | “TITLE PAGE” not actual title of thesis |
|  | Links and page numbers should be accurate |
|  | Headings up to level 3 are included |
|  | Font size and type consistent with the rest of the thesis (Times New Roman, 12 pt) |
|  | See template for proper formatting of table of contents – template is pre-formatted and hyperlinked correctly |

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| List of tables/list of figures | |
|  | Links may or may not be hyperlinked – check with your department |
|  | 1/4” tab spacing between “table/figure #” and title of figure/table |
|  | Titles should be title case |

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| description of Thesis (if needed) | |
|  | Explanation of any alternate style requirements from your department (running head, length, location of tables and figures) |
|  | Explanation of appendixes |

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| Body of Thesis | |
|  | Chapter 1 starts on page 1; page numbers should be in the upper right-hand corner |
|  | Double space, check paragraph formatting and remove space before and after |
|  | Half-inch paragraph indentation |
|  | Single-space after periods |
|  | \*Abbreviations – after the first introduction of an abbreviation use only the abbreviation (see further rules in APA 6.24) |
|  | \*Italics – most commonly used for anchors of scales, key terms or phrases (see rules at APA 6.22; note: may not be used for emphasis) |
|  | \*Quotation marks – most commonly used for quoted material, first introduction of a word or phrase used ironically/slang/invented or coined phrase, or to introduce a label (see rules at APA 6.7; note: may not be used to highlight key terms or to hedge or downplay meaning) |
|  | Use the appropriate tense. It will vary throughout the document (APA 4.12). In general, the methods section is usually past tense, research findings are past tense, and ongoing circumstances are present tense. |
|  | Pronouns – avoid third person, your thesis is your work (APA 4.16-4.17). You can refer to yourself as ‘I’ and your group as ‘we,’ but avoid an editorial ‘we’ that refers to the audience as well. |
|  | Format lists correctly – use (a), (b), (c), for horizontal and 1. 2. 3. with hanging indent for vertical – see APA 6.49 |
|  | Numbers below 10 should be written out but there are many exceptions – see APA 6.32 |
|  | Verbs and pronouns need to match the sentence – singular versus plural is the most common issue (APA 4.15) |
|  | En dash (separates equivalent relationships and number ranges including pages, ages, and dates) versus em dash (create emphasis by separating a phrase) versus hyphen (compound words) – make sure you are using the correct one (APA 6.7 & 6.14) |
|  | Quotations under 40 words are put in the paragraph. Quotations more than 40 words are formatted as block quotes. See APA 8.27 |
| Headings | |
|  | Properly formatted according to APA (APA 2.27); all title-case; each major word is capitalized including the second word in a hyphenated compound: e.g. Self-Management |
|  | Use at least 2 subsection headings within a heading, or none (APA 2.26); one stand-alone section will not need a subheading under a heading |
|  | Headings must be assigned a proper heading style from the styles pane. When done correctly, headings should all appear in the navigation pane. This allows MS Word to properly export the headings to bookmarks in the pdf. |
| Tables and figures – use them purposefully | |
|  | Information adds to the thesis rather than restates |
|  | Table and figure numbers bolded and on the first line, figure titles on the next line and italicized |
|  | Tables and figures placed right after callout paragraph in text (or as close as possible) |
|  | Table content text may be single, 1.5, or double spaced; format multiple tables with the same ‘look’ – see APA 7.1 |
|  | Insert one extra double space before table/figure heading and number and after end of table/figure or note to visually separate it from the text. |
|  | Review checklist for tables and figures at APA 7.21 & 7.35 |
|  | Table and figure notes begin with ‘*Note.*’ and should be double-spaced and on the same page as the table/figure (add citation information when needed here) |
| In-text citations | |
|  | Listed alphabetically when citing more than one article |
|  | Two authors: (Name & Name, year). Three or more authors: (First author et al., year). |
|  | Include page number after year if using a direct quote: (Author, year, p. 79) or Author, year, pp. 79–80) |
|  | Narrative citations include year in parentheses directly following author: Author (year) |

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| Reference list | |
|  | Double spaced; 0 pt space before and after |
|  | Format as paragraphs with hanging indent; don’t tab in |
|  | Alphabetical by first author, then second author (etc.), then by year |
|  | \*DOIs or stable URLs if they exist (note: some books will have DOIs); use open sites, not a BYU/password access only site – do not include a period at the end of a DOI or a URL, do not include “Retrieved on” |
|  | Use en dashes for page number or document ranges (APA 6.6) |
|  | Include up to 20 authors; for 21+ authors, include the first 19 authors … & the last author |
|  | \*Titles of books and journal articles should be formatted in sentence case |
|  | Italicize end-work title (the journal the article is in, the book the chapter is in, the title of the webpage) |
|  | \*Double check whether a period or a comma is necessary – APA 9.5 & 10 |
|  | More than one author, use an ampersand (&) between the names |
|  | Make sure each reference is cited in the text and each citation is in the reference list. We highly recommend using reciteworks.com to check. |

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| appendices | |
|  | List in order you introduce in the thesis (Appendix A should be the first one referenced) |
|  | Include copy of stamped consent/assent form and IRB Approval to Conduct Research (if applicable) |
|  | Consistent formatting with the rest of the thesis (12-point font, 1-inch margins, etc.) |