

# Proofreading Checklist

## Electronic Thesis or Dissertation

### *APA Formatting Style*



| <b>Entire Document</b> – Guidelines can be found in the <a href="#">Formatting Manual</a> and <a href="#">APA Addendum</a> . The addendum consists of sample pages but the main differences from the default style are the Table of Contents, how sections are labeled, and the formatting of headings. This style is used primarily by social sciences, education, and some health sciences. Humanities also use this format style if they use MLA, Chicago, etc.   | <b>Page #</b> |
|--|---------------|
| <b>COPYRIGHT:</b> Check that you have: 1) secured permission to reuse third-party copyrighted material (articles, illustrative material, photographs, test materials, survey instruments, trademarks, logos, etc.); 2) reproduced the copyrighted material exactly as it was originally published, including any copyright notices/symbols 3) provided attribution or statements of permission as required by copyright holder (permission to use granted by XXXX, etc., Originally published XXXXX © 2010 Pearson Publishing) |               |
| <b>MARGINS:</b>  |               |
| Left: 1.5 inches; Top, Right and Bottom: 1 inch (portrait orientation)   |               |
| Top: 1.5 inches; Left, Right and Bottom: 1 inch (landscape orientation)  |               |
| No text or images crossing margin boundaries [top, bottom, left, right]  |               |
| <b>BODY OF DOCUMENT: Document order, appearance of content</b>   |               |
| All written/illustrative material must appear in a Preface, Chapter, or Appendix; no ‘stand-alone’ sections or other divisions allowed [see section 3.1 in <a href="#">MANUAL</a> ]  |               |
| Text/illustrative material: begins at 1 inch top margin  |               |
| AVOID: excessive space between paragraphs, other page content, or at top of pages  |               |
| AVOID: Widow/Orphan text [pg. 4, Section 2 in formatting manual]   |               |
| No blank pages [exception: copyright page]   |               |
| <b>TEXT: = all printed words, numbers, symbols, including page numbers</b>   |               |
| <b>One font style</b> used uniformly throughout: serif, non-script [Times Roman, Cambria, etc.]  |               |
| <b>12 pt</b> [except text within illustrative material and footnotes]  |               |
| <b>Black</b> [except text within illustrative material]: includes URLs/hyperlinks, in-text parenthetical references, reference numbers, bookmarks, section headings, etc.  |               |
| <b>Double-spaced</b> [exceptions detailed in formatting manual]  |               |
| AVOID: all capital letters, italicization, bolding, and underlining for emphasis as it reduces readability and can be misinterpreted. Follow scholarly writing style of your discipline.   |               |

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| <b>PAGINATION:</b>  |  |
| Preliminary pages—lower-case Roman numerals   |  |
| Title & copyright— counted in pagination but <b>no page numbers printed on page;</b>  |  |
| First page of Chapter 1 begins with Arabic numeral one < 1 >  |  |
| Page numbers—12 pt, centered, 3/4" above bottom edge using text font  |  |
| <b>ILLUSTRATIVE MATERIAL: Conditional [photos, graphs, charts, maps, etc.]</b>  |  |
| <b>Tables: labeled ABOVE</b> using <b>12pt</b> , black, <b>serif font</b> , in the following style:<br><b>Table 1</b><br><i>Errors When Forecasting Industrial Production. Below are the Mean Absolute Percentage Errors from annual forecasts.</i>   |  |
| Tables: do not break up over two pages unless too large; when breaking tables across pages, repeat the header row; never crosses margin borders; do not separate table from its label   |  |
| <b>Figures: labeled BELOW</b> using <b>12pt</b> , black, <b>serif font</b> , in the following style:<br><b>Figure 1.</b> Economic analysis of the impact from a change in Taxes when the Federal Reserve is following an MSI.   |  |
| Figures: do not break up over two pages unless too large; if breaking across pages, label each part of figure; never crosses margin borders; do not separate figure from its label  |  |
| Illustrative Material: must be concise, accurate, professional quality [no sloppy scans, low-res]; must have an enumerated label and concise caption  |  |
| <b>Individual Pages – listed in the exact order they are to appear in your document</b>   |  |
| <b>TITLE: Required</b>  |  |
| 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  |  |
| Must: include committee chair - If you include any others, then ALL must be included  |  |
| Use: Committee Chair or Committee Member—not Advisor, Professor, or any other administrative job title; include the honorific or degree<br><b>Dr. Jane Doe, Committee Chair / Jane Doe, Ph.D., Committee Chair</b><br><b>Dr. John Doe, Committee Member / John Doe, Ph.D., Committee Member</b> |  |

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| Must: include the name of the current Dean of the College of Graduate Studies<br><b>Dr. Amanda C. Bryant-Friedrich / Amanda C. Bryant-Friedrich, Ph.D.</b> |  |
| Committee members' names left-aligned under the signature line<br><br>_____  |  |
| <b>Dr. Jane Doe, Committee Chair</b>   |  |
| Dean of COGS is centered under the signature line<br><br>_____   |  |
| <b>Dr. Amanda C. Bryant-Friedrich, Dean<br/>College of Graduate Studies</b>  |  |
| Use: Month of Graduation—May, August, December   |  |
| <b>COPYRIGHT: Required</b>   |  |
| Blank – <b>OR</b> – Contains copyright year, your name, and the copyright statement; may also choose to use a Creative Commons copyright license           |  |
| <b>ABSTRACT: Required</b>  |  |
| Part One section: Single-spaced within and between each element; Centered  |  |
| Part Two section: Double-spaced  |  |
| Page number: will <b>always</b> 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   |  |
| Use: Month of Graduation—May, August, December   |  |
| <b>DEDICATION: Optional</b>  |  |
| Heading: <b>NONE</b>   |  |
| Text: begins <b>3 inches</b> below top edge (2 inches below top 1 inch margin)   |  |
| Must: be flush left (no centering), use same font as rest of document (no script style)  |  |
| Double-spaced and <b>limited to one page</b>   |  |
| <b>ACKNOWLEDGEMENTS: Optional</b>  |  |
| <b>Heading: Top of page; centered, bolded;</b> Use: <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]          |  |
| <b>Text: begins double-spaced below heading</b>  |  |
| Double-spaced and <b>Limited to one page</b>   |  |

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| <b>TABLE OF CONTENTS: Required</b>   |  |
| <b>Heading: Top of page, centered, bolded;</b> Use: <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]  |  |
| <b>Line entries: begin double-spaced below heading,</b> flush left   |  |
| Page numbers: flush against right margin in straight vertical line – not crooked   |  |
| Required entries: Abstract, Table of Contents, Chapters, chapter sections, References  |  |
| Conditional entries: Acknowledgments, List of Tables, List of Figures, List of Abbreviations, List of Symbols, Other Lists, Preface, Appendices  |  |
| Entries / headings: use <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]  |  |
| <p><b>Chapter entries:</b> begin with Roman numeral &lt;period&gt; then chapter heading/title</p> <p><b>I. Introduction to Autism Spectrum Disorders</b> #</p> <p><b>II. Literature Review</b> #</p> <p><b>Appendix entries:</b> begin with letter &lt;space or period + space&gt; then appendix title</p> <p><b>A. IRB Approval</b> #</p> <p><b>B. Survey Letter</b> #</p>  |  |
| <p>Enumeration: Uses Roman and Arabic numbers to correspond to heading levels in a chapter; sections/sub-sections indented correctly as shown below</p> <p><b>I. Introduction to Autism Spectrum Disorders</b> (Level One Heading)</p> <p><b>A. Asperger’s Syndrome</b> (Level Two Heading)</p> <p><b>a. Identifying Disorders</b> (Level Three Heading)</p> <p><b>1. Intervention Techniques</b> (Level Four Heading)</p>           |  |
| Entries: Double-spaced within and between; <b>do not</b> preface actual headings in document with these numbers  |  |
| <b>LIST OF TABLES: Conditional</b>   |  |
| <b>Heading: Top of Page; centered; bolded</b> Use: <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]   |  |
| <b>Line entries: begin double-spaced below heading,</b> flush left   |  |
| <p><b>Page numbers:</b> flush against right margin in straight vertical line – not crooked;</p> <p><b>Entries:</b> Dot leaders used between caption and page number</p> <p><b>Table 1. A measure of intervention methods used over a five-year period . . . . . #</b></p> <p><b>Table 2. An abbreviated caption is better but if you use the complete caption you must indent each subsequent line as shown here . . . . . #</b></p> |  |
| Enumeration: Numbered in order of appearance in document using Arabic numerals<br>Table 1, Table 2, Table 3, etc.  |  |

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| Entries: double-spaced within and between  |  |
| <b>LIST OF FIGURES: Conditional</b>  |  |
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| <b>Line entries: begin double-spaced below heading,</b> flush left   |  |
| <b>Page numbers:</b> flush against right margin in straight vertical line – not crooked;<br><b>Entries:</b> Dot leaders used between caption and page number<br><br><b>Figure 1. A map identifying clusters of ASD occurrences in Ohio . . . . . #</b><br><b>Figure 2. An abbreviated caption is better but if you use the complete caption<br/>you must indent each subsequent line as shown here . . . . . #</b> |  |
| Enumeration: Numbered in order of appearance in document using Arabic numerals<br>Figure 1, Figure 2, Figure 3   |  |
| Entries: double-spaced within and between  |  |
| <b>LIST OF ABBREVIATIONS: Conditional</b>  |  |
| <b>Heading: Top of page; centered; bolded.</b> Use: <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]  |  |
| <b>Line entries: begin double-space below heading,</b> flush left  |  |
| Entry: Begin with abbreviation in all capital letters, followed by the definition  |  |
| Order: <b>alphabetic</b> —each alpha group separated by a double-space<br><br>AAA<br>ABA<br>←<br>BBB<br>←<br>CCC<br>CDC<br>←   |  |
| <b>Entries: Single-spaced</b> [this is one of the few exceptions to double-spacing]  |  |
| Entries: Dot leaders used between abbreviation and definition<br><b>OCD . . . . . Obsessive Compulsive Disorder</b>  |  |
| <b>LIST OF SYMBOLS: Conditional</b>  |  |
| <b>Heading: Top of the page; centered; bolded.</b> Use: <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]  |  |
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| Entry: Begin with symbol, followed by the definition; dot leaders used between abbreviation and definition<br>© ..... <b>.Copyright</b>  |  |
| Order: subgroups according to discipline conventions; when relevant follow alphabetic order of symbols (not definition) within each subgroup; subgroups separated by single space  |  |
| Entries: Single-spaced [this is one of the few exceptions to double-spacing]   |  |
| <b>PREFACE: Conditional</b>  |  |
| <b>Heading: Top of the page; centered; bolded.</b> Use: <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]  |  |
| <b>Text: begins next double-spaced line below heading</b>  |  |
| Text: Double-spaced, 12pt, black, serif-font   |  |
| Pagination: Part of preliminary section; uses lower-case Roman numerals  |  |
| <b>CHAPTER FIRST PAGES: Required</b> [all line spacing is double]<br><br><p style="text-align: center;"><b>Chapter One</b> [chapter number]<br/><b>Introduction</b> [level one heading]</p> <b>Level Two Heading</b><br>Section begins here and goes on and on ... etc. Section begins here and goes on and on ... etc. Section begins here and goes on and on ... etc.<br><b>Level Three Heading.</b> Section begins here and goes on and on ... etc. Section begins here and goes on and on ... etc. Section begins here and goes on and on ... etc.<br><b>Level Four Heading.</b> Section begins here and goes on and on ... etc. Section begins here and goes on and on ... etc. Section begins here and goes on and on ... etc. |  |
| <b>MANUSCRIPT CHAPTERS:</b> See section 2.8.2 in formatting manual. If the manuscript has been accepted for publication or has been published, the chapter title page must specify the name of the publishing journal and include either the notation “in press” or the complete citation if already published. This can be placed directly below the title of the chapter or in a footnote on the chapter title page. If the manuscript is copyrighted to the publishing journal (common), you must verify you have permission to reprint as part of your thesis/dissertation and note that after the citation.   |  |
| <b>Chapter number: Top of the page; centered; bolded</b> [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]   |  |
| <b>Heading: Double-spaced below chapter number; centered; bold</b> [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]   |  |

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| <b>Line entries: double-spaced below heading,</b> flush left,   |  |
| Double-spaced: within <b><i>and</i></b> between references <b>OR</b>  |  |
| Single-spaced: within reference, <b><i>but</i></b> double-spaced between references   |  |
| Text: 12pt, black, serif-font – URLs/links may <b>not</b> be a different color  |  |
| <b>APPENDIX: Conditional</b> [all spacing is double]<br><br><b>Appendix A</b><br><b>IRB Approval</b><br><br>Text or image goes here. Text or image goes here. Text or image goes here.<br>Text or image goes here. Text or image goes here. Text or image goes here. Text or<br>Text or image goes here. Text or Text or image goes here. |  |
| <b>Appendix letter: Top of the page; centered; bolded</b> [Appendix A]; Use: <u>T</u> itling <u>C</u> apitalization [ <u>M</u> ajor <u>W</u> ords are <u>C</u> apitalized]  |  |
| <b>Heading: double-spaced line below Appendix; centered; bolded</b> [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]  |  |
| <b>Text/image: begins next double-spaced line below heading</b>   |  |
| Text: double-spaced, 12pt, black, serif-font [for text that is <b>not</b> part of a scanned document, figure, illustration, table, etc.]  |  |