

Dissertation Formatting Checklist

Conflict Analysis and Resolution Program | Halmos College of Arts and Sciences

Use this checklist with the CAR dissertation template. Check each item after replacing the sample text, then review the exported PDF before sending the manuscript to your chair or committee. Follow any additional current program and college submission requirements.

Document setup and front matter

- ☐ The document uses US Letter pages, one-inch margins on every side, and a consistent readable font (the template uses 12-point Times New Roman).
- ☐ I entered my exact dissertation title, official name, year, degree, college, and committee details on the title and approval pages.
- ☐ I included or removed optional copyright, dedication, and acknowledgment pages as appropriate.
- ☐ Preliminary pages use the template's Roman numerals; Chapter 1 starts with Arabic page 1. Page numbers are present and sequential.
- ☐ The table of contents and lists of tables and figures match the final headings, titles, and page numbers.

Abstract

- ☐ The abstract begins on its own page with a centered, bold Abstract heading.
- ☐ The abstract is one double-spaced paragraph of no more than 250 words; its first line is not indented.
- ☐ It summarizes the problem and purpose, design and data sources or participants, analysis, principal findings, conclusion, and implications.
- ☐ It reports completed findings, is accurate to the dissertation, and avoids citations unless essential.
- ☐ I added three to five descriptive keywords or short phrases below the abstract, with an italicized Keywords: label.

Chapters and headings

- ☐ Each chapter begins on a new page. I replaced sample chapter titles and headings with my own.
- ☐ Heading levels follow the APA 7 hierarchy consistently; I applied Word heading styles instead of manually simulating them.

- ☐ Body paragraphs are left-aligned, double-spaced, and have a 0.5-inch first-line indent, except where APA calls for another format.
- ☐ Quotations of 40 words or more are formatted as block quotations, without quotation marks, with an appropriate citation.

Tables and figures

- ☐ Every table and figure is mentioned by number in the text and numbered in the order first mentioned.
- ☐ Each table or figure has a bold number and italicized title above it; any needed note or source attribution appears below.
- ☐ All table and figure text is readable, labels are consistent, and nothing crosses the page margins.

Citations and references

- ☐ Every in-text citation has a matching reference entry, and every reference entry is cited in the manuscript.
- ☐ Reference entries are alphabetized, double-spaced, and use a 0.5-inch hanging indent.
- ☐ I checked each source against APA 7 examples, including italics, capitalization, issue numbers, page ranges, and DOI links when available.
- ☐ I removed all placeholder references and examples supplied with the template.

Final review in Word and PDF

- ☐ I removed every bracketed placeholder, sample table or figure I did not use, drafting instruction, comment, and highlight.
- ☐ I updated Word's table of contents and fields, then checked the page numbers and lists again.
- ☐ I inspected every page of the exported PDF for blank pages, stranded headings, broken tables, clipped text, and unexpected spacing.
- ☐ I confirmed current program and HCAS requirements for approval signatures, final submission, and any required forms.