

# **APA Dissertation Submission Form**

This form must be submitted with your Dissertation Clearance materials to <a href="mailto:seep.writingsupport@pepperdine.edu">gsep.writingsupport@pepperdine.edu</a>

Name:			
Addross	First Name	Last Name	M.I.
Address:	City	State	Zip
Phone:	Home:	Work:	·
		WOI K.	
Pepperdin	e E-maii:		
Program:			
Dissertatio	on Chair:		
Student CW	VID #:		
-	lete the following checkli page sample dissertation	st <b>before</b> submitting your dissertation a	and <b>review the</b>
-The d the pu -Comn -Use so	blisher. nittee page should include corr	page will reflect the month and year of Dissert ect degree initials and names of committee mention from 2nd page of T.O.C. (use lower case R	mbers (no signature lines).
- Wordi - Includ not incl	le consistent levels of heading tude any in the T.O.C.).	nould be identical to wording of headings in the for each chapter throughout the T.O.C. (If you of but not displayed until the 2nd page of the	do not include all level 3 or 4 headings, do

### List of Figures/ List of Tables (if applicable)

-Figure and table titles (title case) should be identical to those in the document.

# Tables/ Figures (if applicable) (Chapter 7 of the APA Manual, 7th ed.)

- -Table # is bold, not italicized.
- -Title of Table is italicized, and in title case (major words are capitalized), double spaced beneath table number.
- -If table continues to the next page, include header row at top of split on following page.
- -Figure # is bold, not italicized.
- -Title of Figure is italicized and in title case, double spaced beneath figure number.

### Levels of Heading (Chapter 2 of the APA Manual, 7th ed.)

-Review APA 7th, pp. 47-48 regarding the proper use of headings and APA resources on our <u>GSEP Writing Support Web page</u>. Chapter titles are considered Level 1 headings.

# Works Credited in Text (Chapter 8 of the APA Manual, 7th ed.)

- -Review punctuation, citation, and spacing of block quote citations (quotes of 40+ words).
- -Review APA rules for citation of sources and cite all the authors of a document accordingly (use of "et al.").
- -When citing multiple sources in a parenthetical citation, list authors in alphabetical order within parentheses.
- -Page numbers are always required when using a direct quote (or paragraph numbers for online sources).

### Numbers and Statistical Symbols (Chapter 6 of the APA Manual, 7th ed.)

- -Use digits to express numbers greater than or equal to 10, and for all numbers expressing statistical/mathematical functions, time, dates, ages, scores, points on a scale or when referring to subject participants.
- -Use % symbol when preceded by a number and when discussing statistics.
- -To designate the numbers in a total sample, you must use an uppercase, italicized N (Ex: N), and a lowercase italicized n to designate the number of members in a limited portion of the total sample (Ex: n).
- -Refer to grade levels, chapter #s, and research questions consistently throughout text.

# Margins, Seriation, and Spacing (Chapters 2 and 6 of the APA Manual, 7th ed.)

- -1" margins on all sides (text is aligned left; bottom/right margins may vary).
- -Placement of content in appendix must not violate margin specifications.
- -Seriation of items [i.e., (a), (b), (c) within a paragraph, 1. 2. 3. for numbered list and bullets] as indicated.
- -Double space throughout; Eliminate blank space as much as possible.

### References (Chapters 9 and 10 of the APA Manual, 7th ed.)

- -Review reference list principles, elements and variations, including extensive list of examples.
- -Be sure all sources cited in text are listed in references and those listed are cited within text.
- -See guidelines for citing information retrieved from the Internet.
- -Sources are listed alphabetically by lead author surname—in the case of multiple works by the same author, the oldest work is cited first.

#### Appendices (Chapter 2 of the APA Manual, 7th ed.)

- -Appendices should be labeled in the order in which they are mentioned in the document.
- -Appendices must conform to the same margin specifications as the rest of the document you may need to shrink pre printed forms in order to meet these requirements.
- -Appendices must include appropriate IRB Documentation when using human subjects (Approval Notice) -Exemption Notice or Non-Human Subjects Determination Notice is optional.