

APA Dissertation Clearance Submission Form

This form must be submitted with your dissertation manuscript for APA Review

Name: _____
 First Name Last Name M.I.

Address: _____

 City State Zip

Phone: Home: _____ **Work:** _____

Pepperdine E-mail: _____

Program: _____

Dissertation Chair: _____

Student CWID #: _____

Please complete the following checklist before submitting your dissertation:

<input type="checkbox"/>	<p><u>Preliminary Pages</u> -The date on title page and copyright page will reflect the month and year of APA clearance and upload to publisher. -Committee page should include correct degree initials and names of committee members (no signature lines). -Use section breaks to control header placement (if including in manuscript) and to format pagination (use lower case roman numerals [v, vi, vii] for all preliminary pages).</p>
<input type="checkbox"/>	<p><u>Table of Contents (T.O.C.)</u> - Wording for all headings in T.O.C. should be identical to wording of headings in manuscript. -Include consistent levels of heading for each chapter throughout the T.O.C. • If you do not include all level 3 or 4 headings, do not include any in the T.O.C. -Correct pagination (pages are counted but not numbered until the 2nd page of the T.O.C.).</p>
<input type="checkbox"/>	<p><u>List of Figures/ List of Tables (if applicable)</u> -Figure captions (sentence case) and table titles (title case) should be identical to those in the document.</p>
<input type="checkbox"/>	<p><u>Tables/ Figures (if applicable)</u> -<i>Title of Table</i> is italicized, and in title case (major words are capitalized). Table # is not italicized. -If table continues to the next page, write (continued) at bottom right, beneath first half of table (in parentheses; see APA 6th p. 131). -Figure captions: <i>Figure #</i> is italicized and captions (not italicized) are in sentence case (only the first letter of the first word and proper nouns are capitalized; APA 6th, pp. 150-167).</p>

(continued)

<input type="checkbox"/>	<p><u>Levels of Heading</u> (Chapter 3 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> -Review APA 6th, pp. 62-63 regarding the proper use of headings and APA resources on our GSEP Writing Support Web page
<input type="checkbox"/>	<p><u>Quotations/Citations</u> (Chapter 6 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> -Review punctuation, citation, and spacing of block quote citations (APA 6th pp. 169-179). -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).
<input type="checkbox"/>	<p><u>Numbers and Statistical Symbols</u> (Chapter 4 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> -Use digits to express numbers greater than or equal to 10, and for all numbers expressing time such as month, day, years, hours, minutes, etc., or when referring to subjects (pp. 111-116). -Use % symbol when preceded by a number and when discussing statistics (pp. 116-124). -To designate the numbers in a total sample, you must use an uppercase, italicized N (Ex: <i>N</i>), and a lowercase italicized n to designate the number of members in a limited portion of the total sample (Ex: <i>n</i>). - Refer to grade levels, chapter #s, and research questions consistently throughout text.
<input type="checkbox"/>	<p><u>Margins, Seriation, and Spacing</u> (Chapter 3 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> -1"on all sides -Placement of page number and pages in appendix must not violate margin specifications. -Seriation of items [i.e., (a), (b), (c) and 1. 2. 3.] as indicated (pp. 63-65). -Shift content to correct page breaks (eliminate widows/orphans). -Eliminate blank space before/after tables and figures by moving text to fill in as closely as possible.
<input type="checkbox"/>	<p><u>References</u> (Chapter 7 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> -Reference List—See APA 6th pp. 193-215. For detailed index of types of references, see esp. pp. 193-198 and corresponding example numbers. -Be sure all sources cited are listed and those listed are cited within text. -See guidelines to citing information retrieved from the Internet (DOI or URL of homepage required). -Sources are listed alphabetically by lead author surname—in the case of multiple works by the same author, the oldest work is cited first.
<input type="checkbox"/>	<p><u>Appendices</u> (Chapter 2 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> -Appendices should be labeled in the order in which they are mentioned in the manuscript. -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 (pp. 38-40). -Appendices must include appropriate IRB Documentation (Approval Notice, Exemption Notice or Non-Human Subjects Determination Notice).

Contact:

Carlos J. Jiménez
Assistant Manager, Writing Support
Carlos.Jimenez@pepperdine.edu
gsep.pepperdine.edu
310.568.5658