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Please complete the following checklist before submitting your dissertation and review the preliminary page sample dissertation:					
	Preliminary Pages -The date on title page and copyright page will reflect the month and year of Dissertation Clearance and upload to publisher. -Committee page should include correct degree initials and names of committee members (no signature lines). -Use section breaks to format pagination (use lower case roman numerals [v, vi, vii] for all preliminary pages).				
	Table of Contents (T.O.C.) - 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. - Verify pagination (pages are counted but not displayed until the 2 nd page of the T.O.C.).				
	List of Figures/ List of Tables (if applicable) -Figure and table titles (title case) should be identical to those in the document.				
	-Table -Title o -If table -Figure	# is bold, not italicized. f Table is italicized, and in a continues to the next page # is bold, not italicized.	(Chapter 7 of the APA Manual, 7th ed.) title case (major words are capitalized), double spaced be e, include header row at top of split on following page. title case, double spaced beneath figure number.	eneath table number.	

(continued)

	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 GSEP Writing		
	Support Web page. Chapter titles are considered level 1 headings.		
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	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).		
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\Box	Numbers and Statistical Symbols (Chapter 6 of the APA Manual, 7th ed.)		
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	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: <i>n</i>).		
	-Refer to grade levels, chapter #s, and research questions consistently throughout text.		
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	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.		
	-Shift content to correct page breaks (eliminate widows/orphans).		
	-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.		
1			

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