

TIPS TO GET FINAL DISSERTATION APPROVAL

The purpose of the final formatting review is to be sure you have a final manuscript that looks polished, and aligns with UoR guidelines, as your dissertation will be available in a database for others to read. To get your dissertation approved faster, use the checklist below to finalize your manuscript.

1. Check General Formatting

- The top, bottom, and right margins are set to one (1) inch. Left margin is 1 ¼ inches.
- There is no running head, and no page numbers are included in the header.
- The page numbers follow UoR guidelines:

Front Matter Pages	Page Numbers
Title/Signature Page	Understood to be page i, but not numbered.
Copyright notice	ii
Abstract	iii
Acknowledgments (Dedication optional)	iv
Table of Contents	v
Lists of Figures and Tables (if applicable)	vi
List of Appendices (if applicable)	vii

- If any of the preliminary pages exceed one page, page numbers are advanced appropriately.
- Front Matter page numbers use Roman numerals and are centered in the footer.
- Chapter 1 begins on page 1. Pages are numbered sequentially from Chapter 1 through the end of the document, using Arabic numerals centered in the footer of the page in Times New Roman 12 point font.

2. Check Front Matter

Title Page

- The title page follows UoR guidelines provided in the [Dissertation Handbook](#) and as shown.
- The title page includes the signature of your Chair.

Copyright Page

- The required information (as shown below) is centered on the page.

FULL DISSERTATION TITLE

A dissertation submitted
by
FULL STUDENT NAME
Month, Year
to
UNIVERSITY OF THE ROCKIES

Upon the recommendation of the Faculty and the approval of the Board of Trustees, this dissertation is hereby accepted in partial fulfillment of the requirements for the degree of
DOCTOR OF PSYCHOLOGY

Approved by:

Chair Signature

Full Name, PhD
Committee Chair

Committee Members:
Full Name, PhD
Full Name, PhD

Copyright by

FULL LEGAL NAME OF STUDENT

Year the degree will be conferred

Abstract

- The abstract includes the title of the dissertation, your name, and the word “Abstract” centered on the top of the page, as shown. 
- The first line of the abstract is indented, just like a regular paragraph.
- At the bottom of the abstract, include the words “Key Words” or “Keywords” and then a series of keywords for your study, formatted in *italics*.

Full Dissertation Title

by

Full Student Name

Abstract

Table of Contents

- The table of contents includes all CHAPTER names and Level 1 and 2 headings along with their corresponding page numbers.
- Chapter headings are flush left and subheadings are indented underneath them.
- All page numbers should be right flush and appear in a straight line down the page.
- All page numbers listed in the table of contents are accurate.

*To see a sample of the Front Matter sections, please see [this resource](#).

3. Check Citations

- Carefully review your document and be sure that all citations are formatted properly in APA style. Here are some specific formatting guidelines to keep in mind:
- The “&” symbol is only used within parenthetical citations.
 - Parenthetical: (Silver, McAllister, & Yudofsky, 2011)
 - In-text: Silver, McAllister, and Yudofsky (2011) found...
- Et al. is used appropriately, using the guidelines provided in the table below:

Number of Authors	First Citation	Subsequent Citations
1-2	(Smith & Jones, 2016)	(Smith & Jones, 2016)
3-5	(Smith, Jones, & Lassitter, 2016)	(Smith et al., 2016)
6+ authors	(Brown et al., 2016)	(Brown et al., 2016)

- Website URLs are not used in-text or in parenthetical citations.
 - Incorrect: (www.CNN.com, 2016).
 - Correct: (CNN, 2016).
- Page numbers are included for all direct quotes.
 - “Coffee is great” (Jones, 2016, p. 6). **OR**
 - According to Jones (2016), “coffee is great” (p. 6).
- Quotations of fewer than forty (40) words are incorporated into the text, in quotation marks.
- Quotations with forty (40) words or more are in a single-spaced block, indented one-half (1/2) inch from the left margin, with no line indentation or quotation marks.

4. Check Headings

- Each chapter begins on a new page.
- Each chapter heading uses all caps and Roman numerals: CHAPTER I: INTRODUCTION, CHAPTER II: LITERATURE REVIEW, etc.
- All level headings follow APA guidelines, as shown below:

Level	Proper Format
1	Centered, Bold, Uppercase and Lowercase Headings
2	Flush-Left, Boldface, Uppercase and Lowercase Headings
3	Indented, boldface, lowercase heading with a period. Begin body text after the period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period.
5	<i>Indented, italicized, lowercase heading with a period.</i> Begin text after the period.

5. Check Details

Tables and Figures

- For help with tables and figures, see [this resource](#). Other key guidelines to consider:
- Tables and figures are easy to read.
- Tables and figures are not split between two pages unless it is impossible to include the entire table or figure on one page. If a table or figure is too large to fit on one page, an abbreviated heading is used on the following page (e.g., Table 1 - Cont'd.).
- Tables and figures are placed as close as possible to the first mention within the text. If small enough, place below the first mention, or begin on the page immediately following the first mention.

6. Check End Matter

Reference List

- The entire reference list should follow APA guidelines. Here are some additional guidelines:
- All blue text and hyperlinks are removed from URLs in the reference list.
- Each reference list entry is single-spaced.
- A double-space is used between individual references.
- Each reference entry is formatted using a left hanging indent.

Appendices

- Appendices are placed after the reference list.
- Each Appendix has a title (ex: Appendix A: Informed Consent) that is centered on the page and not in bold font.

7. Respect Privacy and Copyright

- No names, organization names, or other personal information is included without consent.
- All personal and business addresses, email addresses, and phone numbers are blacked out.
- No scales or other information under copyright are included without permission.
 - You must have permission from a copyright holder to include the full-text of a published survey/instrument in your dissertation.
 - If you obtained written permission from the copyright holder, include a letter of permission in your appendices that shows the author agreed to allow you to reprint the information (See page 231 in the *APA Manual*). *For instance, you could include a copy of an email from the author providing the permission to reproduce the scale.*
 - Keep in mind that permission to *use* a scale is not the same as permission to *republish* it.
 - At the bottom of the survey, you will also need to include a statement like this:
 - From *Title of Book* (p. #), by A.B. Author and C.D. Author, year, Place of Publication: Publisher. Copyright [year] by [Name of Copyright Holder]. Reprinted with permission.

8. Compare to Samples

Looking at examples can be very helpful during this process. To see examples of different sections of a properly formatted dissertation, please click on the links below:

- [Front Matter](#)
- [Chapter I](#)
- [Chapter II](#)
- [Chapter III](#)
- [Chapter IV](#)
- [Chapter V](#)
- [End Matter](#)

9. Prepare Final Submission

Per requirements of the University of the Rockies, an approved professional APA Style editor must still review and verify review of the final dissertation before its final submission. A list of dissertation editors can be obtained from your dissertation committee or adviser.

- A signed copy of A11: Certification of APA Style Compliance is included with the final manuscript.