

APA Dissertation Guidelines:

Preparing Your Dissertation

Prepared by The Graduate School
October 2021



**Don't forget to review
the updated
APA Dissertation Guidelines!**

Montclair State University The Graduate School

Doctoral Students

MENU
SEARCH
APPLY

Current Students

New Student Checklist

Doctoral Students

Commencement Information for

Welcome!

In 1998, Montclair State University became the first of New Jersey's public institutions of higher education to join Rutgers University in offering a doctoral degree. Today, the university is recognized as a Carnegie R2 doctoral research institution. About 350 students at Montclair State are enrolled in

https://www.montclair.edu/graduate/current-students/doctoral-students/

Getting Started

The Graduate School Forms for Doctoral Candidates

Resources for Writing your Dissertation

- [APA Style Dissertation Guidelines](#)
- [Articles-Based Dissertation Template](#)
- [Automatic Lists of Tables and Figures](#)
- [Automatic Table of Contents – Google Docs](#)
- [Automatic Table of Contents- Microsoft Word](#)
- [Chapters-Based Dissertation Template](#)
- [Dissertation PowerPoint Presentation](#)
- [Inserting Page Numbers Into Your Dissertation](#)
- [Sample ETD Form](#)

https://www.montclair.edu/graduate/about-school/

Montclair State University The Graduate School

About The Graduate School

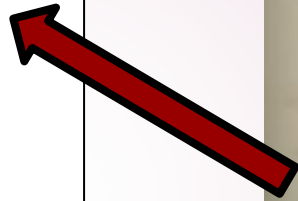
- Message from the Graduate School
- The Graduate School Staff
- Graduate Program Coordinators
- Programs and Experience
- Explore Montclair State
- The Graduate Council
- About Us FAQ
- Privacy Policy

The Graduate School at Montclair State University

The Graduate School provides leadership and direction for Montclair State University graduate programs. We strive to create a learning environment distinguished by high quality graduate programs aligned with the university's overall teaching, research, and public service mission. The Graduate School and our dedicated faculty are committed to providing access to affordable academic programs for qualified graduate students from diverse backgrounds.

Together with the Graduate Council, The Graduate School:

- Continuously reviews the university's graduate programs and policies
- Establishes and maintains appropriate admission and academic standards
- Encourages student inquiry and critical thinking
- Provides enhanced levels of professional competence
- Fosters research and scholarly activity



https://www.montclair.edu/center-for-writing-excellence/

Montclair State University Center for Writing Excellence

Center for Writing Excellence

Center for Writing Excellence

Center for Writing Excellence

Current CWE Schedule

Sessions are conducted online and face-to-face. To contact us by phone, please call the number on the **WC Online log-in page**. This number changes according to which staff member is managing the Virtual Front Desk. You can also write to cwe@montclair.edu. If you have problems connecting to WiFi, please



Please Note:

- The sooner you meet with me, the better!
- Provide assistance with:
 - Your signature page
 - Your prefatory pages
 - Formatting your references
 - Filling out your ETD Form
 - APA Style 7th Edition
 - Grammar and lexical concerns
 - Organization and flow
 - Analyzing and synthesizing your ideas
 - The Literature Review
 - Preparing your defense presentation

Jenny Haber

Graduate Assistant Liaison

haberj2@montclair.edu

- Provide one-on-one writing consultations to graduate students through the CWE:
 - **25- and 50-minute sessions**
- Specialize with doctoral students working on their dissertations
- Review and approve dissertation formatting and all prefatory pages
- Create and implement workshops tailored to doctoral students' needs

Important Deadlines


Dissertation Defense and Submission Deadlines:

Academic Year 2021-2022

Requested Degree Conferral	Application for Graduation	Request for Dissertation Defense Date (see pg. 20)	Request for Approval of Signature Page (see pg. 21)	Dissertation Defense Date Approval (see pg. 21)	Submission of Completed Signature Page, Completed Embargo Form, and Dissertation Filing Fee to TGS (see pg. 23)	Final Submission of Dissertation to TGS via Email (see pgs. 24-26)	Electronic Submission of APPROVED document to ProQuest; Survey of Earned Doctorates (see pg. 25)
<p>January 2022</p>	<p>September 30th, 2021</p>	<p>November 1, 2021</p>	<p>Prior to Defense Date</p>	<p>Defense Date Approved by December 1, 2021</p>	<p>Prior to Final Submission of Dissertation via Email</p>	<p>January 12, 2022</p>	<p>January 19, 2022</p>

Dissertation Defense and Submission Deadlines:

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 <p>May 2022</p>	February 15th, 2022	March 31, 2022	Prior to Defense Date	Defense Date Approved by April 8, 2022	Prior to Final Submission of Dissertation via Email	May 6, 2022	May 12, 2022

APA Style 7th Edition: An Overview

Journal Article Reference

Basic Reference Format

Author Last Name, First Initial. Second Initial. (Year). Title of article. *Title of Journal*, *Volume Number*(Issue Number), pages. DOI or URL

Basic Reference Example

Smith, J. A. (2012). The effects of expressive writing on mental health. *Journal of Counseling & Mental Health*, 45(3), p. 21-35. <https://doi.org/12.345/6789>

Book Reference

Basic Reference Format

Author Last Name, First Initial. Second Initial. (Year). *Title of book.*

Publisher. DOI (if applicable)

Basic Reference Example

Smith, J. A. (2012). *The effects of expressive writing on mental health.*

Penguin. <https://doi.org/12.345/6789>

Published Dissertation Reference

Basic Reference Format

Author Last Name, First Initial. Second Initial. (Year). *Title of dissertation*
(Publication No.) [Doctoral dissertation, Name of Institution Awarding
the Degree]. Name of Database or Archive Used for Retrieval.

Published Dissertation Reference

Basic Reference Example

Smith, J. A. (2012). *The effects of expressive writing on mental health* (Publication No. 1234567) [Doctoral dissertation, Montclair State University]. ProQuest Dissertations Publishing.

In-Text Citations: One Author

Format 1: Parenthetical Citation → (Smith, 2012)

- **Example Sentence:**

Past research has indicated that anxiety levels decrease when adults engage in expressive writing activities (Smith, 2012).

Format 2: Narrative Citation → Smith (2012)

- **Example Sentence:**

Smith (2012) found that anxiety levels decrease when adults engage in expressive writing activities.

In-Text Citations: Two Authors

Format 1: Parenthetical Citation → (Smith & Doe, 2012)

- **Example Sentence:**

Past research has indicated that anxiety levels decrease when adults engage in expressive writing activities (Smith & Doe, 2012).

Format 2: Narrative Citation → Smith and Doe (2012)

- **Example Sentence:**

Smith and Doe (2012) found that anxiety levels decrease when adults engage in expressive writing activities.

In-Text Citations: Three or More Authors

Format 1: Parenthetical Citation → (Smith et al., 2012)

- **Example Sentence:**

Past research has indicated that anxiety levels decrease when adults engage in expressive writing activities (Smith et al., 2012).

Format 2: Narrative Citation → Smith et al. (2012)

- **Example Sentence:**

Smith et al. (2012) found that anxiety levels decrease when adults engage in expressive writing activities.

In-Text Citations: Block Quotes

Format 1: Parenthetical Citation

Research indicates that:

Nunc congue nisi vitae suscipit tellus mauris a diam maecenas sed enim ut sem viverra aliquet eget sit amet tellus cras adipiscing enim eu turpis egestas pretium aenean pharetra magna ac placerat vestibulum lectus mauris ultrices eros in cursus turpis massa tincidunt dui ut ornare lectus sit amet est placerat. (Smith, 2012, pp. 21-35)

In-Text Citations: Block Quotes

Format 2: Narrative Citation

Smith (2012) indicated that:

Nunc congue nisi vitae suscipit tellus mauris a diam maecenas sed enim ut sem viverra aliquet eget sit amet tellus cras adipiscing enim eu turpis egestas pretium aenean pharetra magna ac placerat vestibulum lectus mauris ultrices eros in cursus turpis massa tincidunt dui ut ornare lectus sit amet est placerat. (pp. 21-35)

Headings & Subheadings

Headings

Heading Level	Formatting
1	Bolded, Centered, Title Case Capitalization Text begins as a new paragraph.
2	Bolded, Left-Aligned, Title Case Capitalization Text begins as a new paragraph.
3	<i>Bolded, Left-Aligned, Italicized, Title Case Capitalization</i> Text begins as a new paragraph.
4	Bolded, Indented, Title Case Capitalization, Ends with a Period. Texts begins on the same line and continues as a regular paragraph.
5	<i>Bolded, Indented, Italicized, Title Case Capitalization, Ends with a Period.</i> Texts begins on the same line and continues as a regular paragraph.

Note: "Title Case Capitalization" refers to capitalizing a heading as you would a book title; most words will be capitalized and articles will be lowercased.

*This table was adapted from the: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Heading Level 1

Nunc congue nisi vitae suscipit tellus mauris a diam maecenas sed enim ut sem viverra aliquet eget sit amet tellus cras adipiscing enim eu turpis egestas pretium.

Heading Level 2

Nunc congue nisi vitae suscipit tellus mauris a diam maecenas sed enim ut sem viverra aliquet eget sit amet tellus cras adipiscing enim eu turpis egestas pretium.

Heading Level 3

Nunc congue nisi vitae suscipit tellus mauris a diam maecenas sed enim ut sem viverra aliquet eget sit amet tellus cras adipiscing enim eu turpis egestas pretium.

Heading Level 4. Nunc congue nisi vitae suscipit tellus mauris a diam maecenas sed enim ut sem viverra aliquet eget sit amet tellus cras adipiscing enim eu turpis egestas pretium.

Heading Level 5. Nunc congue nisi vitae suscipit tellus mauris a diam maecenas sed enim ut sem viverra aliquet eget sit amet tellus cras adipiscing enim eu turpis egestas pretium.

CWE Resources: APA Style 7th Edition

- **APA PowerPoint:** <http://www.montclair.edu/center-for-writing-excellence/wp-content/uploads/sites/209/2020/09/APA-7th-Edition-CWE-PowerPoint-Presentation.pdf>
- **APA Sample Paper:** <http://www.montclair.edu/center-for-writing-excellence/wp-content/uploads/sites/209/2021/01/APA-Style-CWE-Sample-Paper-January-2021.pdf>
- **APA 7- Purdue Owl:**
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- **APA Free Citation Generator:**
<https://www.scribbr.com/apa-citation-generator/>

CWE Digital Dashboard

[Montclair State University](#)
Center for Writing Excellence

MENU
SEARCH

Resources for Writers

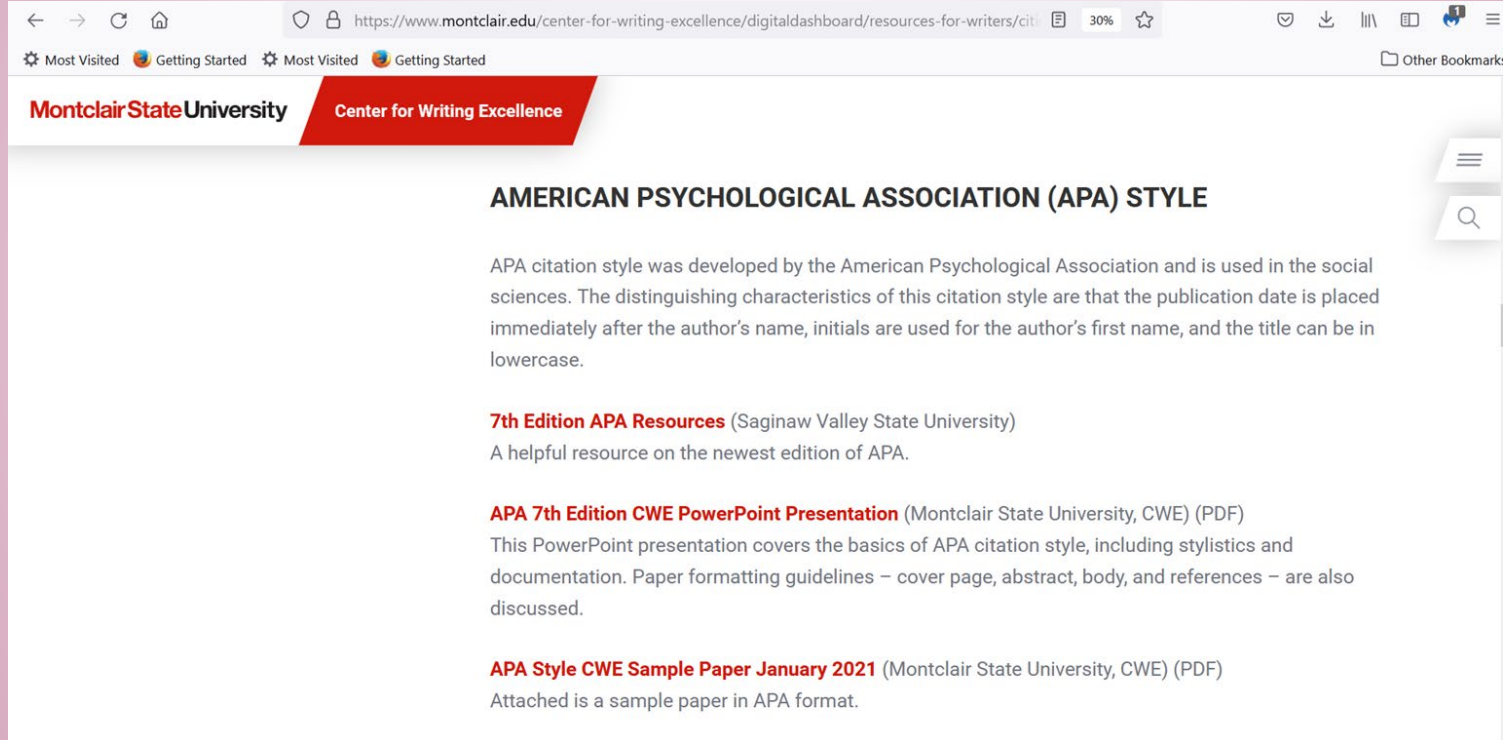
Center for Writing Excellence

- [About Us](#)
- [Hours and Location](#)
- [Appointments](#)

Here is an overview of the topics covered on this page. You will find multiple resources for each category. To begin, simply click on any of the topics below, and you will be directed to the appropriate section on our site.

- The Writing Process

CWE Digital Dashboard



The screenshot shows a web browser window displaying the Montclair State University Center for Writing Excellence Digital Dashboard. The browser's address bar shows the URL: <https://www.montclair.edu/center-for-writing-excellence/digitaldashboard/resources-for-writers/citi>. The page header includes the Montclair State University logo and the Center for Writing Excellence. The main content area is titled "AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) STYLE" and contains three resource links:

- APA citation style** was developed by the American Psychological Association and is used in the social sciences. The distinguishing characteristics of this citation style are that the publication date is placed immediately after the author's name, initials are used for the author's first name, and the title can be in lowercase.
- 7th Edition APA Resources** (Saginaw Valley State University)
A helpful resource on the newest edition of APA.
- APA 7th Edition CWE PowerPoint Presentation** (Montclair State University, CWE) (PDF)
This PowerPoint presentation covers the basics of APA citation style, including stylistics and documentation. Paper formatting guidelines – cover page, abstract, body, and references – are also discussed.
- APA Style CWE Sample Paper January 2021** (Montclair State University, CWE) (PDF)
Attached is a sample paper in APA format.

CWE Hours

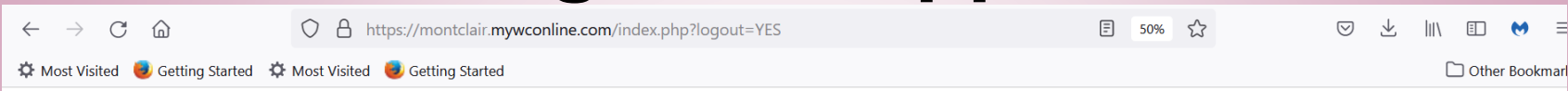
- Monday through Sunday appointments
- Evening hours available
- Face-to-face, chat, and Zoom appointment modalities
- Free and confidential
- 50-minute sessions for graduate students

CWE Hours: Jenny's Schedule

Tuesdays: 3-7 pm

Wednesdays: 2:30-7 pm

Scheduling CWE Appointments



Montclair State University

Montclair State University | Center for Writing Excellence

You have successfully logged out of the system.

First visit? Register for an account.
Returning? Log in below.

Input fields for email (cwe@montclair.edu) and password.

AVAILABLE SCHEDULES

- CWE Fall 2021**
- CWE Summer 2021
- FWW Studio-Fall 21
- Graduate School-Fall 21

Check box to stay logged in:

LOG IN

Having trouble logging in?
Reset your password.

Receiving unwanted text messages?
Remove your mobile number.

FALL SCHEDULE & CONTACT INFORMATION

From September 2 to September 18 we will be open on a modified schedule. Log into the schedule to see our available appointments Monday through Friday.

Our full fall schedule begins Sunday, September 19:
Sunday: 4-9pm (online only)
Monday & Tuesday: 10am-8pm (face-to-face & online)
Wednesday: 10am-12pm & 1:30-9pm (face-to-face & online)
Thursday: 10am-5pm (face-to-face & online)
Friday: 10am-4pm (face-to-face & online)
Saturday: 11am-4pm (online only)

Call us at the following phone number for immediate assistance from our virtual front desk. This number changes throughout the day and is currently: **973-655-7442**. If you have problems connecting to WiFi, please consider these resources: MSU: Internet Access and Hotspot.

NUMBER OF APPOINTMENTS PER WEEK: CWE appointments are limited to two appointments, per person, per week.
► Only one appointment of two can be extended to 50 minutes.
► Writers can schedule appointments up to 4 weeks in advance. Writers may drop in for additional sessions as explained below.

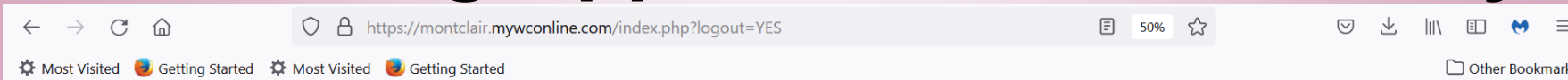
DROP-IN APPOINTMENTS: Drop-in appointments can be scheduled 15 minutes in advance when there is an available opening. To schedule a drop-in, call the phone number posted below.
► Drop-ins are 25 minutes only.
► One drop-in, per writer, per day.

If you need help while we are closed, many helpful resources are available on our Digital Dashboard:
<https://www.montclair.edu/center-for-writing-excellence/cwe-digital-dashboard/resources-for-writers>.

ZOOM option now available!
Appointments are now available with the option to Zoom. Make sure to select YES when you schedule your appointment if you prefer to talk with your consultant through Zoom. If you select NO, your online appointment will take place entirely through the chat interface here in WOnline.

- How to Zoom with the CWE:
1. Log in here: <https://montclair.mywonline.com/> and click on your appointment.
 2. Click on the red "Start or join online consultation" link.
 3. Chat with your consultant to let them know you are ready for the appointment to start.
 4. Your consultant will then send you a Zoom link.
 5. Please note that if you choose the Zoom option, there will not be a saved

Scheduling Appointments with Jenny



ACCESS TEXT-ONLY/ACCESSIBLE & MOBILE VERSION

Montclair State University

Montclair State University | Center for Writing Excellence

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- CWE Summer 2021
- PYW Studio--Fall 21
- Graduate School--Fall 21



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Dissertation Types

1. Chapters-Based

2. Articles-Based

Dissertation Order: Chapters-Based

1. Title Page
2. Signature Page
3. Copyright Page
4. Abstract
5. Acknowledgements (optional)
6. Dedications (optional)
7. Contents Page
8. List of Tables (if applicable)
9. List of Figures (if applicable)
10. Dissertation Text
11. References
12. Appendices (if applicable)

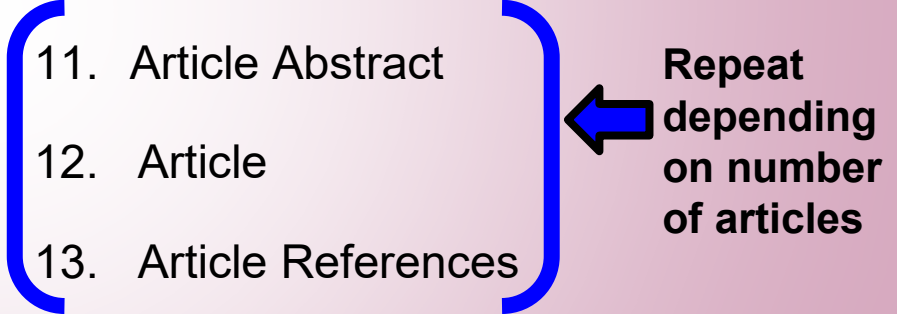
Prefatory Pages

1. Title Page
2. Signature Page
3. Copyright Page
4. Abstract*
5. Acknowledgements
6. Dedication
7. Contents Page
8. List of Tables
9. List of Figures

* Abstract location and quantity varies depending on the type of dissertation

**CHAPTERS-BASED
DISSERTATION**

Dissertation Order: **Articles-Based**

1. Title Page
 2. Signature Page
 3. Copyright Page
 4. Acknowledgements (optional)
 5. Dedications (optional)
 6. Contents Page
 7. List of Tables (if applicable)
 8. List of Figures (if applicable)
 9. Summarizing Report
 10. Summarizing Report References
 11. Article Abstract
 12. Article
 13. Article References
 14. Appendices (if applicable)
- Repeat depending on number of articles**
- 

Please Note: The abstract and reference pages are ordered differently than in a Chapters-Based Dissertation.

Prefatory Pages

1. Title Page
2. Signature Page
3. Copyright Page
4. ~~Abstract*~~
5. Acknowledgements
6. Dedication
7. Contents Page
8. List of Tables
9. List of Figures

* Abstract location and quantity varies depending on the type of dissertation

**ARTICLES-BASED
DISSERTATION**

Important Prefatory Pages

The Role of Compulsive Texting in the Academic Functioning of Adolescents

A DISSERTATION

Submitted to the Faculty of
Montclair State University in partial fulfillment
of the requirements
for the degree of Doctor of Philosophy

by
John P. Smith
Montclair State University
Montclair, NJ
May 2022

Dissertation Chair: Dr. Michael S. Silverman



Title Page

MONTCLAIR STATE UNIVERSITY
THE GRADUATE SCHOOL
DISSERTATION APPROVAL

We hereby approve the Dissertation

The Role of Compulsive Texting in the Academic Functioning

of

John P. Smith

Candidate for the Degree:

Doctor of Philosophy

Graduate Program:
Counseling

Dissertation Committee:

Certified by:

Dr. Michael S. Silverman
Dissertation Chair

Dr. Scott Hernes
Vice Provost for Research and
Dean of the Graduate School

Dr. Patricia X. Smith


Date

Dr. Frieda F. Friedman



**Signature
Page**

Dissertation Components: Chapters-Based

- Abstract*  ***Part of the prefatory pages**
- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Methodology
- Chapter 4: Results/Findings
- Chapter 5: Discussion

Dissertation Components: **Articles-Based**

- Introduction
- Objective(s)
- Results/Findings
- Conclusion
- References

Summarizing Report



- Article Abstract
- Article
- Article References



**Repeat
depending
on number
of articles**

Sample Dissertation Templates

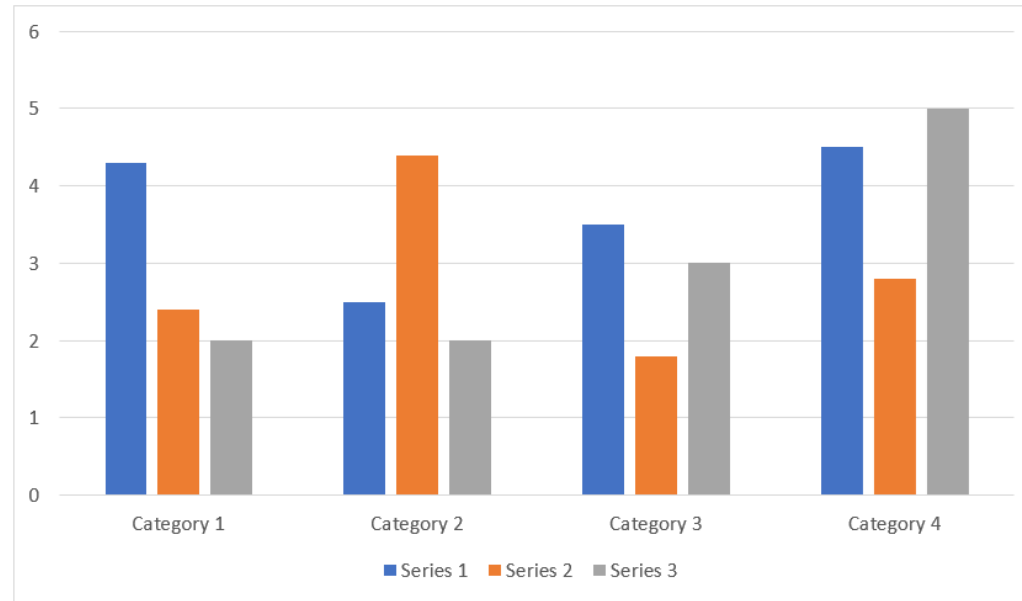
Will be provided as a takeaway after workshop

Common Student Concerns

How do I format my figures and tables?

Figure 1

Title of Figure



Note. Insert description of figure here.

How do I format my figures and tables?

Table 1

Title of Table

Column 1	Column 2	Column 3
Row 1	27	31
Row 2	110	46
Row 3	5	15
Row 4	78	465
Row 5	3001	8

Note. Insert description of table here.

Where do I place larger figures or tables?

- **Option 1:** Place at the end of the dissertation after the references pages and before the appendices. Each figure or table is given a separate page.
- **Option 2:** Turn the table or figure into an appendix at the end of the dissertation.

How do I format appendices?

Appendix 1

Interviewer: Robin Scherbatsky (RS)

Interviewee: Sales manager Carl MacLaren (CM)

Date and time: May 21st, 2021 at 7:00 pm

Location: Sky Mall Headquarters

RS: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt labore et dolore magna aliqua.

CM: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

RS: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt labore et dolore magna aliqua.

CM: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

How do I convert APA 6th edition into 7th?

- Heading levels 3, 4, and 5 are now different in APA 7th edition.
- The words “Running head” are no longer needed in the running head.
- In-text citations with three or more authors use “et al.” with the first and all other subsequent citations. → (Smith et al., 2019)
- Use bias-free language: e.g., person-first language, using “they” and “them” pronouns, etc.

****Please [click here](#) for a website that highlights the various differences between the 6th and 7th editions.****

Questions?