



**APA Style Dissertation Guidelines:
Formatting Your Dissertation**

for
Doctoral Candidates and Doctoral Faculty

**Academic Year:
2021 – 2022**

Preface

*This guide was created by The Graduate School to help you prepare
your dissertation in APA Style, 7th Edition.*



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APA Style Dissertation Guidelines: Formatting Your Dissertation



Page and Text Requirements

Page Size

It is recommended that Standard Letter page size (8.5 x 11 inches) is used, unless otherwise specified.

Margins

1 inch for all margins (top, bottom, left, right) throughout the entire document.

Spacing

All text should be double-spaced. This rule also applies to all block quotations.

Font and Point Size

Black, Times New Roman, 12 pt. font is required for all text.

Bias-Free Language

Avoid language that perpetuates prejudicial beliefs or demeaning attitudes towards people on the basis of their:

- Age
- Disability
- Gender
- Racial or Ethnic Background
- Sexual Orientation
- Intersectionality
- Socioeconomic Status
- Educational Background
- Religious or Spiritual Beliefs
- Political Beliefs

***Please Note:** The aforementioned list is not a comprehensive one. Biased language in any shape or form will not be condoned nor tolerated by Montclair State University.

Required Dissertation Order

The Graduate School requires that you arrange your dissertation proposal and final dissertation in the following order:

1. Title Page – *Required*
2. Signature Page – *Required*
 - The signature page must be approved by The Graduate School prior to being circulated among your dissertation committee members and the Dean of The Graduate School for signatures.
3. Copyright Page – *Required*
4. Abstract – *Required*
5. Acknowledgements - *Optional*
6. Dedication - *Optional*
7. Contents Page – *Required*
8. List of Tables – *If Applicable*
9. List of Figures – *If Applicable*
10. Dissertation Text – *Required*
11. References – *Required*
12. Tables – *If Applicable*
13. Figures – *If Applicable*
14. Appendices – *If Applicable*

Supplemental Materials: Tables, Figures, & Appendices

Tables and Figures

Tables and figures should be embedded within the text after they are first mentioned or “called out.” A blank single-spaced line should be used to separate the top and bottom of a table or figure from the adjacent text. Tables and figures that take up too much space on the page or that cover multiple pages should be placed on separate pages after the references. Keep all tables and figures within the margins of the page. If it is not possible to keep the table or figure within the margins, then place the table or figure on a separate page after the references and change the orientation of the page to landscape.

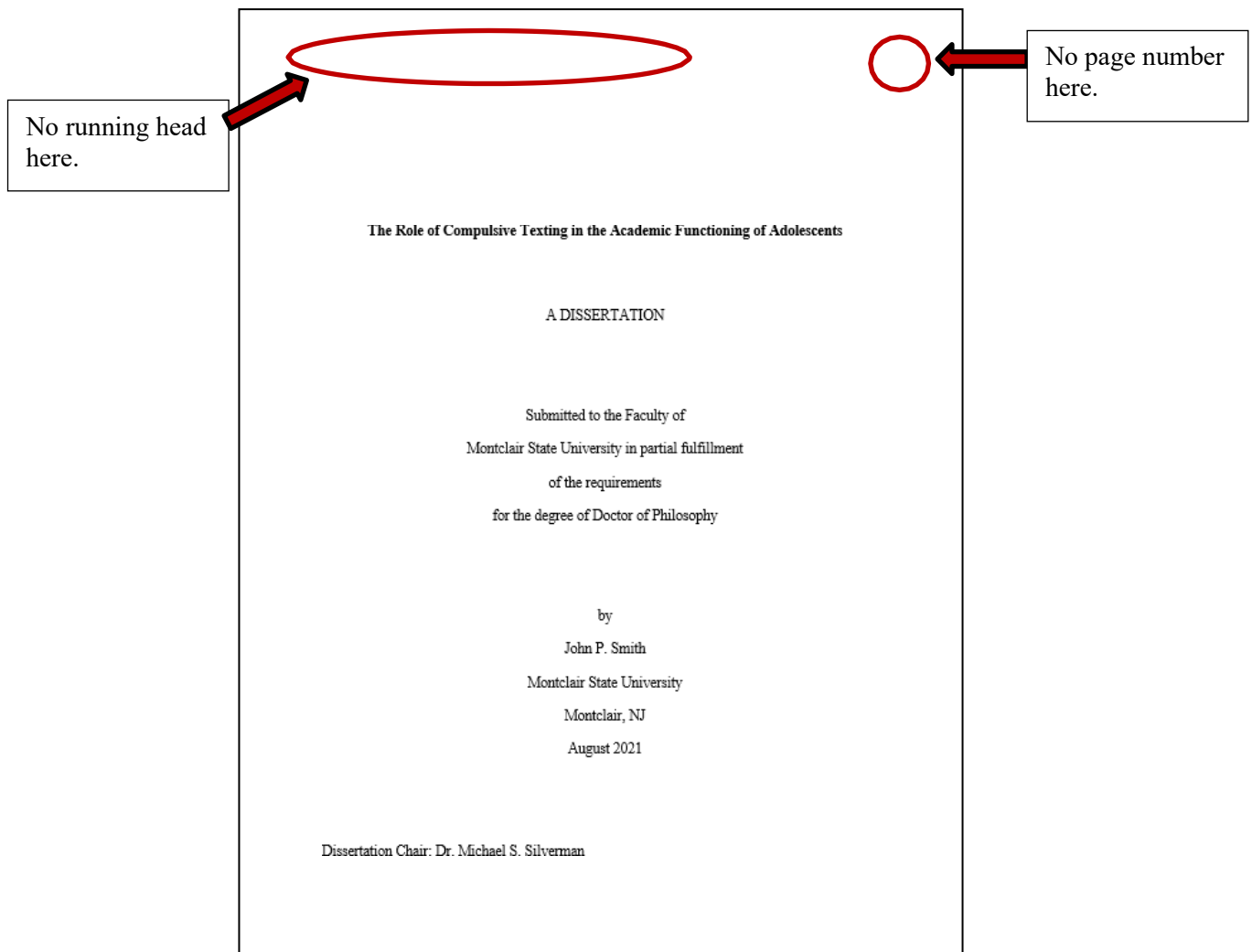
Appendices

Appendices are always placed on separate pages at the very end of the dissertation after the references, tables, and figures. Appendices can include but are not limited to: screenshots, emails, letters, surveys, and interview transcripts. All appendices should retain the original formatting they were given upon their creation.

Pagination

The Title Page

The title page should **not** include a page number or header.



The Prefatory Pages

All prefatory pages (except the title page) should be numbered using romanettes, or lowercase roman numerals (i.e., i, ii, iii, etc.). The romanette page number should be aligned to the upper right margin of the page with a running head aligned to the upper left margin. The running head should be a shorter version of the dissertation title and no longer than 50 characters in total.

Required Signature Page Example

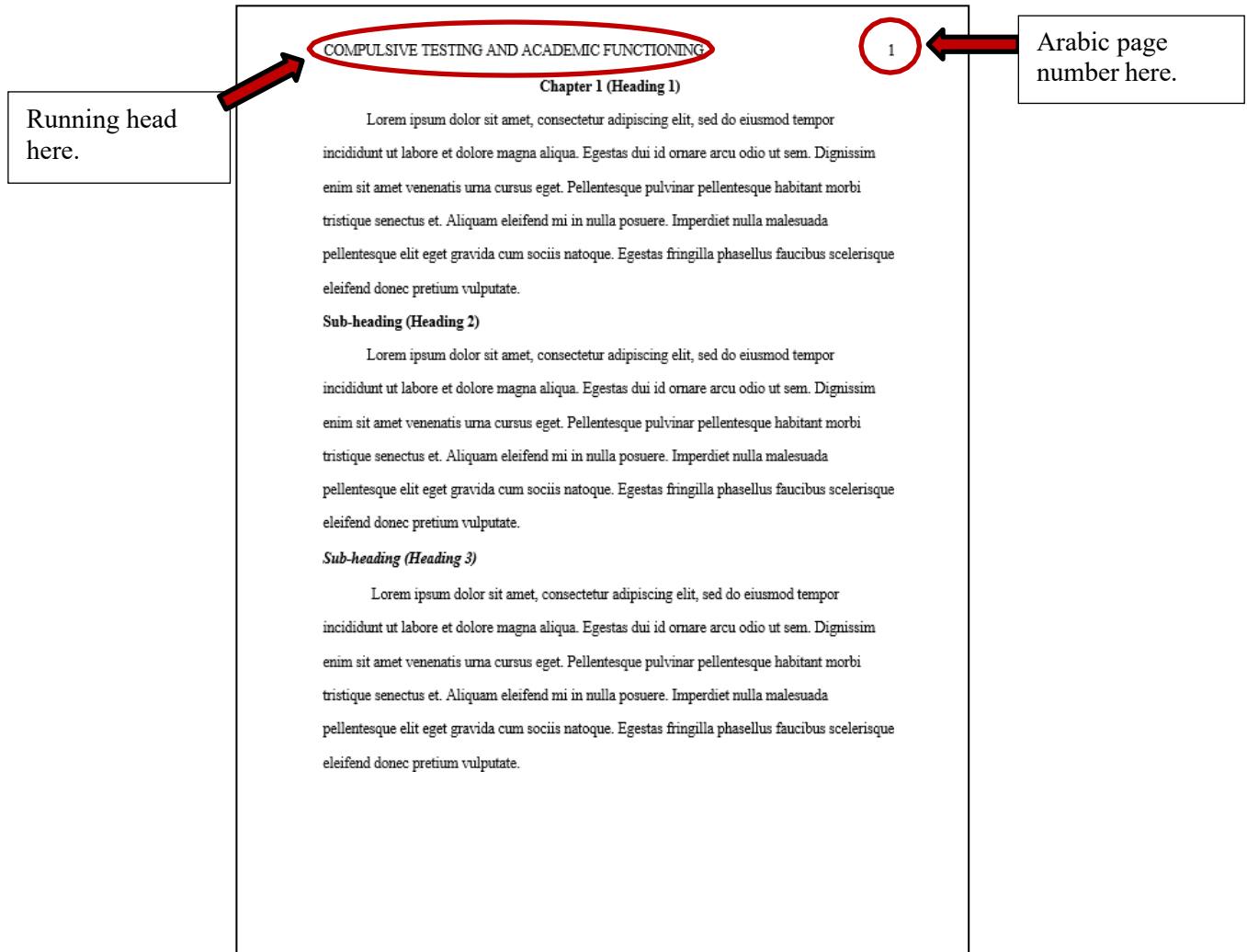
Running head here.	COMPULSIVE TESTING AND ACADEMIC FUNCTIONING	ii	Romanette page number here.								
MONTCLAIR STATE UNIVERSITY THE GRADUATE SCHOOL DISSERTATION APPROVAL We hereby approve the Dissertation The Role of Compulsive Texting in the Academic Functioning of John P. Smith Candidate for the Degree: Doctor of Philosophy <table border="0" style="width: 100%;"><tr><td style="width: 50%;">Graduate Program: Counseling</td><td style="width: 50%;">Dissertation Committee:</td></tr><tr><td>Certified by:</td><td>_____ Dr. Michael S. Silverman Dissertation Chair</td></tr><tr><td>Dr. Scott Herness Vice Provost for Research and Dean of the Graduate School</td><td>_____ Dr. Patricia X. Smith</td></tr><tr><td>_____ Date</td><td>_____ Dr. Frieda F. Friedman</td></tr></table>				Graduate Program: Counseling	Dissertation Committee:	Certified by:	_____ Dr. Michael S. Silverman Dissertation Chair	Dr. Scott Herness Vice Provost for Research and Dean of the Graduate School	_____ Dr. Patricia X. Smith	_____ Date	_____ Dr. Frieda F. Friedman
Graduate Program: Counseling	Dissertation Committee:										
Certified by:	_____ Dr. Michael S. Silverman Dissertation Chair										
Dr. Scott Herness Vice Provost for Research and Dean of the Graduate School	_____ Dr. Patricia X. Smith										
_____ Date	_____ Dr. Frieda F. Friedman										

1. ***Title Page** → Pagination differs for this page.
2. Signature Page
3. Copyright Page
4. Abstract
5. Acknowledgements
6. Dedication
7. Contents Page
8. List of Tables
9. List of Figures

Dissertation Prefatory Pages

Dissertation Content

When the content of the dissertation starts, the page numbering should restart at page one using Arabic numbering (i.e., 1, 2, 3, etc.) and continue throughout the dissertation until the end. The Arabic page number should be aligned to the upper right margin of the page with a running head aligned to the upper left margin. The running head should be the same shortened version of the dissertation title that was used for the prefatory pages and remain no longer than 50 characters in total.



Inserting Page Numbers into Your Dissertation

It is highly recommended that Microsoft Office Word be used to insert page numbers into your dissertation. For more information on how to correctly format and insert page numbers into your dissertation using Word, please visit the [“Doctoral Students” webpage](#) on The Graduate School website for a video tutorial under the “Resources for Writing Your Dissertation” tab.

Automate Your Table of Contents & Lists of Tables and Figures

For information on how to insert an automatic table of contents, list of tables, and list of figures, please visit the [“Doctoral Students” webpage](#) on The Graduate School website for video tutorials under the “Resources for Writing Your Dissertation” tab.

APA Style, 7th Edition: A Brief Overview

This section provides a very brief overview of APA Style formatting. For more thorough information about APA Style, 7th edition, please refer to **Appendix A (on page 11)** of this guide for additional APA resources.

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>

In-Text Citations

Number of Authors	Parenthetical Citation	Narrative Citation
One Author	(Author Last Name, Year)	Author Last Name (Year)
Two Authors	(Author 1 & Author 2, Year)	Author 1 and Author 2 (Year)
Three or More Authors	(Author 1 et al., Year)	Author 1 et al. (Year)

*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>

References

Your references should always be alphabetically organized by authors' last names. Each reference should have a hanging indent. All references should be double-spaced.

Reference Example: Journal Article Source

Format
Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article: Use sentence case capitalization. <i>Title of Periodical/Journal</i> , volume number(issue number), page numbers. DOI or URL
Example
Smith, A. B., Jenkins, N. P., & Orgain, F. H. (2021). Formatting your dissertation. <i>APA Guidelines</i> , 1(3), 1-12. https://doi.org/12.103/1234

Note: "Sentence case capitalization" refers to capitalizing a heading/title as you would a regular sentence.

*This table was adapted from:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_articles_in_periodicals.html

How to Organize Your Dissertation

***Please Note:** This section offers **one** example of how to organize a *chapters-based dissertation*. Articles-based dissertations may be organized differently. **Always be sure to check with your program advisor for more information regarding your program's specific guidelines for dissertation structure/organization.**

Dissertation Outline

- Abstract
- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Methodology
- Chapter 4: Results/Findings
- Chapter 5: Discussion

Dissertation Outline Breakdown

Abstract - (Maximum of 300 Words)

Short, factual, and includes a brief overview of the introduction, results section, and purpose statement of the study. Complete this section **last**. May or may not include keywords.

- Write this section in: **PAST TENSE**

Chapter 1: Introduction

- **Introduce Your Dissertation Topic**
- **Research Question/s:** What unanswered questions led you to conduct your study or research?
- **Problem Statement:** What do you seek to address by conducting your study or research? This is your dissertation's *thesis statement*.

Example: "The aim of this study was to investigate how participating in an expressive writing activity impacts the moods of adolescent participants with a prior diagnosis of major depressive disorder."

- **Hypotheses:** What do you predict will happen by conducting your study or research?

Chapter 2: Literature Review

- **Critically Evaluate:** Deeply analyze and critique past research related to your dissertation topic; do not simply summarize the research.
- **Find Common Threads and Themes:** Draw connections between previous research studies and your own. What do they have in common? How do they differ?
- **Locate Discrepancies:** Have you identified any gaps in the past research you have collected?

Chapter 3: Methodology

- **Research Design:** Was your study/research qualitative, quantitative, mixed methods, descriptive, or action research?
- **Materials Used:** What apparatuses did you use to conduct your study or research?
- **Procedure:** What steps did you take to conduct your study or research?
- **Theoretical Framework/s:** What theories will you use to analyze and interpret the data you collect? Why?
- **Addressing Potential Biases and Limitations:** Are there any potential confounding variables? Are there any potential factors that may alter the results of your study or research? How will you address these concerns and promote reflexivity?

Chapter 4: Results/Findings

Present the data you collected in a clear, organized, and factual manner. Use tables, figures, and any other visuals to illustrate the information you accumulated. **DO NOT** analyze the data in this section.

Chapter 5: Discussion

- Analyze and synthesize the results that you have collected. Is this data significant?
- Connect everything back to your research questions, purpose statement, and hypotheses.
- Use any theoretical framework/s to interpret the data collected.
- Discuss the potential biases or limitations that may have impacted the results of your research or your conclusions.
- Talk about the implications for future research.

Appendix A: Resources for Writers

The Center for Writing Excellence (CWE) at Montclair State University offers free and confidential writing consultations for all students, including doctoral students. For additional help with writing/formatting your dissertation, please email cwe@montclair.edu or call (973)-655-7442 for more information on how to schedule a writing consultation at the CWE.

For doctoral students, the Center for Writing Excellence offers the following writing resources:

- [Writing Your Thesis, Prospectus, or Dissertation](#)
- [APA 7th Edition CWE PowerPoint Presentation](#)
- [APA 7th Edition Sample Paper](#)
- [Purdue Owl Style Guide: APA 7th Edition](#)
- [APA Style Official Website](#)
- [Guidelines for Writing a Literature Review](#)
- [Literature Review Handout](#)
- [General Resources for Writers](#)

Appendix B: Chapters-Based Dissertation Template

(Dissertation Template Starts on Next Page)

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

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 Herness
Vice Provost for Research and
Dean of the Graduate School

Dr. Patricia X. Smith

Date

Dr. Frieda F. Friedman

Copyright©2022 by John P. Smith. All rights reserved.

Abstract (Required)

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Keywords: texting, academic functioning, compulsive behavior, counseling, academic achievement scores

Acknowledgements (Optional)

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Dedication (Optional)

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Contents

Chapter 1 (Heading 1)	1
Sub-heading (Heading 2)	1
<i>Sub-heading (Heading 3)</i>	<i>1</i>
References	4
Appendix 1	5

List of Tables

Table 1: Title of Table 2

List of Figures

Figure 1: Title of Figure	2
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Chapter 1 (Heading 1)

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Figure 1: Title of Figure

(Use the “insert caption” option from the References menu in Word and this will help to create an automated list of figures)

[insert figure here]

Sub-heading (Heading 4). Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Egestas dui id ornare arcu odio ut sem. Dignissim enim sit amet venenatis urna cursus eget.

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Table 1: Title of Table

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[insert table here]

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References

Ernst, A. (2008). Time to start comparing apples with apples. *Chest*, 134(3), 478–479.

<https://doi.org/10.1378/chest.08-1569>

Neno, R. (2007). Supporting people with complex needs. *Nursing Older People*, 18(12), 6–7.

<https://doi.org/10.7748/nop.18.12.6.s9>

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 ut 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 ut 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.