School of Education
Doctoral Program in Educational Leadership

Policy Statement
Formatting and Documenting Checklist before Submitting a Dissertation for the Final Oral Defense

Before submitting your dissertation for the final documenting and editing review, please review this checklist to verify that your dissertations complies with the requirements.\textbf{Dissertations must be in formatting and documenting compliance at the 90\% level at a minimum to be able to proceed to the dissertation defense.} Dissertations submitted with a number of documenting and formatting errors will be returned to the dissertation author for revision prior to scheduling the final oral defense.

The documenting and formatting requirements for the Ed.D. dissertation are outlined in the \textit{Manhattanville College School of Education and College Library Formatting Guidelines for Doctoral Dissertation Doctor of Education in Educational Leadership} and the \textit{Publication Manual of the American Psychological Association} – \textit{6\textsuperscript{th} Edition}.

Final Review Checklist

The doctoral candidate shall complete the following activities prior to scheduling the final oral defense of the completed dissertation.

- Had the dissertation chair sign off indicating that the dissertation was ready for the final documenting and formatting review.

- Followed the dissertation formatting guidelines as stated in the \textit{Manhattanville College School of Education Formatting Guidelines for Doctoral Dissertation in Educational Leadership}:
  - Overall Requirements
  - Front Matter Requirements
  - Body of the Dissertation Requirements
  - References List and In Text Citation Requirements
  - Appendices Requirement
  - Permission to Use Copyrighted Material Requirements
• Followed the style guidelines as stated in the *Publication Manual of the American Psychological Association* – 6th edition:
  - Writing Clearly and Concisely Requirements
  - The Mechanics of Style Requirements
  - Displaying Results Requirements
  - Crediting Sources Requirements
  - References Requirements

• Specifically:
  - Reviewed carefully and complied with the tense requirements for a completed dissertation – APA, 3.06, pp. 65 & 66
  - Reviewed carefully to make certain the headings in the Table of Contents match the heading level structure in the body of the dissertation for wording and capitalization.
  - Reviewed carefully to make certain that the page numbers listed in the Table of Contents and List of Tables, Figures, and Appendices display the correct page numbers.
  - Done a thorough “Control F” crosscheck making certain that all in text reference citations appear in the References list and all sources listed in the References list are cited in the text. Made certain the citation information for the in text citation and the citation in the References list for any specific source match exactly and are done in strict compliance with APA format style. APA, Citing References in Text, p. 174
  - Followed strictly the design and content standards of all tables and figures. APA, section 5, pp. 125 – 167.
  - Secured all necessary permissions as outlined by APA for any data display – table, figure, questionnaire, or test – from a copyrighted source.
  - Followed strictly the proper APA and program formatting guidelines for heading level structure.

First reading: August 15, 2016
Second reading: January 17, 2017
Adopted: January 17, 2017