APA Dissertation Guidelines:

Preparing Your Dissertation

Prepared by The Graduate School
October 2021
Don’t forget to review the updated APA Dissertation Guidelines!
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 Doctoral Students.
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

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

<table>
<thead>
<tr>
<th>Requested Degree Conferral</th>
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</tr>
</thead>
<tbody>
<tr>
<td>May 2022</td>
<td>February 15th, 2022</td>
<td>March 31, 2022</td>
<td>Prior to Defense Date</td>
<td>Defense Date Approved by April 8, 2022</td>
<td>Prior to Final Submission of Dissertation via Email</td>
<td>May 6, 2022</td>
<td>May 12, 2022</td>
</tr>
</tbody>
</table>
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

Book Reference

Basic Reference Format

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

Publisher. DOI (if applicable)

Basic Reference Example


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

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.
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)
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

<table>
<thead>
<tr>
<th>Heading Level</th>
<th>Formatting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Bolded, Centered, Title Case Capitalization</strong>&lt;br&gt;Text begins as a new paragraph.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Bolded, Left-Aligned, Title Case Capitalization</strong>&lt;br&gt;Text begins as a new paragraph.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Bolded, Left-Aligned, Italicized, Title Case Capitalization</strong>&lt;br&gt;Text begins as a new paragraph.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Bolded, Indented, Title Case Capitalization, Ends with a Period.</strong>&lt;br&gt;Texts begins on the same line and continues as a regular paragraph.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Bolded, Indented, Italicized, Title Case Capitalization, Ends with a Period.</strong>&lt;br&gt;Texts begins on the same line and continues as a regular paragraph.</td>
</tr>
</tbody>
</table>

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](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 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/
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
AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) STYLE

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

From September 2 to September 12, we will be open on a modified schedule. Log into the schedule to see our available appointments Monday through Friday.

Doctor’s Office Hours:
- Monday: 8:30am-5:00pm
- Tuesday: 8:30am-5:00pm
- Wednesday: 8:30am-5:00pm
- Thursday: 8:30am-5:00pm
- Friday: 8:30am-5:00pm

If you have any questions, please contact us at 973-655-7443 or via email at cwe@montclair.edu.

Available Schedules:
- Fall 2021
- CWE Summer 2022
- Fall 2022
- Winter 2021

Zoom Option Available:
- Appointments are now available with the option to Zoom. Make sure to select YES when you schedule your appointment.
- Click on the Zoom link in the meeting summary.
- Join the meeting.
- If you have any questions, please contact us at cwe@montclair.edu.
Scheduling Appointments with Jenny
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)

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
Important Prefatory Pages
The Role of Compatitive 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
COMPULSIVE TEXTING AND ACADEMIC FUNCTIONING

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 Hermann
Vice Provost for Research and Dean of the Graduate School

Date
Dr. Patricia X. Smith

Dr. Frieda F. Friedman
Dissertation Components: Chapters-Based

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

*Part of the prefatory pages
Dissertation Components: Articles-Based

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

- Article Abstract
- Article
- Article References

Summarizing Report

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>
<thead>
<tr>
<th>Table 1</th>
</tr>
</thead>
</table>

*Title of Table*

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
<td>27</td>
<td>31</td>
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<tr>
<td>Row 2</td>
<td>110</td>
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<td>Row 3</td>
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<td>Row 4</td>
<td>78</td>
<td>465</td>
</tr>
<tr>
<td>Row 5</td>
<td>3001</td>
<td>8</td>
</tr>
</tbody>
</table>

*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.
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.
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?