

# DISSERTATION FORMATTING CHECKLIST

## DNP PROJECT

Student Name: \_\_\_\_\_

Candidate      Advisor

The entire dissertation (incl. page numbers) is in Times New Roman 12.  
Text is double-spaced, **without** extra space between paragraphs.  
Margins are 1" on all sides.  
Pagination begins with Arabic numbering on Title page.

### Order and Formatting of Front Matter

Title page includes running head (see *APA 7<sup>th</sup>*, 2.3, 2.4 and 2.8)  
Copyright page  
Abstract, including Keywords (see *APA 7<sup>th</sup>*, 2.9, 2.10)  
Table of Contents  
List of Tables  
List of Figures  
Author Acknowledgments (if applicable)

### Text

Headings are logical and consistent (See *APA 7<sup>th</sup>* 2.27).  
Level headings are formatted correctly (see *APA 7<sup>th</sup>*, 2.27)  
Tables are formatted correctly (see *APA 7<sup>th</sup>*, Ch. 7)  
Figures are formatted correctly (see *APA 7<sup>th</sup>*, Ch. 7)  
Block quotations are formatted correctly (see *APA 7<sup>th</sup>*, 8.27)  
Chapter 1: Introduction of problem statement, purpose of the project, clinical questions and theoretical framework  
Chapter 2: Review of the Literature  
Chapter 3: Methodology, including participants, setting, tools and data collection  
Chapter 4: Results/analysis  
Chapter 5: Discussion including significance, implications, strengths, and limitations

### Citation & Copyright, and Order of Back Matter

Reference list is present and formatted correctly (see *APA 7<sup>th</sup>*, Ch. 10)  
Footnote formatting is correct, if applicable (see *APA 7<sup>th</sup>*, 2.13)  
Tables  
Figures  
Appendices, if applicable (see *APA 7<sup>th</sup>*, 2.14)  
Author has copyright permissions for all third-party works used (see *APA 7<sup>th</sup>*, 12.14-12.17)