EDITING CHECKLIST

This form must be signed by student and advisor, and attached to ANY copy of the thesis/dissertation submitted to the AIIAS editor. Note that this checklist is a summary, and must not be used as a "Style Manual" for formatting purposes.

ORGANIZATION OF THESIS/DISSERTATION

Pagination
____ Every page after the abstract is counted (though on some pages the number does not show).
____ All page numbers are in the same position, centered .75” from the bottom of the page.

Preliminary Pages (lower case roman numeral page numbers)
____ 0. A blank page begins and ends the research (for binding)
____ 1. Abstract, approximately 350 words
____ 2. Title Page (page i, but no number shows)
____ 3. Copyright page (optional)
____ 4. Approval page (with original signatures in black ink)
____ 5. Dedication Page (optional—if you use it, keep it short)
____ 6. Table of Contents (page numbering shows beginning here)
____ 7. List of Tables (only used if you have 5 or more tables)
____ 8. List of Figures (only used if you have 5 or more figures)
____ 9. List of Abbreviations/Symbols (only if 5 or more, and if they are used at least 3 times)
____ 10. Acknowledgments (optional)

Body of Thesis/Dissertation (begins on page 1)
____ 11. Body of Thesis/Dissertation (divided into chapters)

References
____ 12. Appendix(es) with titles for each appendix
____ 13. References (APA)/Bibliography (Turabian)
____ 14. Curriculum Vita (fits on one page) (page numbers not shown)

SPACING
____ Titles of preliminary pages and first pages of chapters begin at 2.00”.
____ Abstract title page, title page, and dedication are centered vertically on the page.
____ Text is double spaced, beginning of paragraphs indented .5”, no extra space between paragraphs.
____ Single spacing is appropriately used for tables, long quotes (Turabian), and reference list.
____ One blank line after chapter number, two blank lines between chapter title and text.
____ Two blank lines before and one blank line after subheadings within the text.
____ Three blank lines before and after tables/figures inserted within the text.

TABLES/FIGURES
____ Tables do not contain vertical lines and have few horizontal lines.
____ Tables/figures follow the initial reference in text.
____ Tables/figures are identified in the text by a number (e.g., Table 1; not Table 2.1, etc.).
____ Tables/figures are numbered consecutively throughout the document.
____ Table numbers and titles are typed above the table, figure numbers and captions, below.
____ Decimal points are vertically aligned.
____ Table number and column headings are repeated if table is continued onto another page.
____ If a table/figure is taken from another source, the complete source is cited below the table.
____ Tables are consistently formatted, easy to read, and look nice on the page.
HEADINGS and SUBHEADINGS

_____ Headings and subheadings are properly chosen and formatted.
_____ No heading has only a single subheading under it.
_____ Capitalization of headings follows AIIAS style.
_____ Spacing above and below headings is correct.
_____ No heading appears without at least two lines of text below it at the bottom of a page.

FOOTNOTES
(Mainly for Turabian, but occasional explanatory notes may appear in APA).

_____ If footnotes are used, they begin on the page where the citation is made.
_____ Footnote is indented the same as the paragraph; the next line reaches the left margin.
_____ Individual footnotes are single spaced with double space between footnotes.
_____ Footnotes are continuously numbered throughout each chapter.

REFERENCES/BIBLIOGRAPHY

_____ All direct quotes have page or paragraph numbers included in the reference.
_____ All entries are in correct format (either Turabian or APA).
_____ Web references have been tested to assure that the links work.
_____ All entries are in correct alphabetical order.

SPECIFIC APA RULES

_____ When citing two or more authors, within the text the word and is spelled out, but inside parentheses in in-text citations and in the reference list, an ampersand (&) is used.
_____ For in-text citations, multiple authors are in alphabetical order, not chronological order (e.g., Alexander, 1999; Messman-Moore & Resnick, 2007; Veazey, 2003).
_____ Numbers below 10 are written in words unless in a table or in the abstract (check exceptions).

SPECIFIC TURABIAN RULES

_____ Round numbers or numbers below 20 are written out if not part of a descriptive research report.
_____ The symbol % appears only in tables.
_____ Use abbreviations for books of the Bible.

MISCELLANEOUS FORMAT ITEMS

_____ Thesis/dissertation body text is left aligned.
_____ There is no numbering on any subheadings (e.g., Data Analysis, not 1.2.1 Data Analysis).
_____ Dots in ellipsis marks are spaced ( . . . ).
_____ In a numbered list, the numbers are indented one tab position; succeeding lines align under the first letter of the text.
_____ There are no widows or orphans--a paragraph has two lines at the bottom or top of a page.
_____ Page numbers in the Table of Contents, List of Tables and Figures correspond with actual text.
_____ Dashes are formed by two hyphens—they have no space before or after them.
_____ All statistical expressions in text and tables are italicized (e.g., $F$, $N$, $SD$, $M$, $n$, $p.$, etc.).
_____ There is one space before and after mathematical signs ($=, <, >$).

I have personally checked the manuscript for all of the above items.

Student’s Signature ____________________________________________ Date: __________
Research Advisor’s Signature: ________________________________ Date: __________

Signed form must accompany all work sent to the AIIAS editor