



EDITING CHECKLIST

This form must be signed by student and advisor, and attached to ANY copy of the thesis/ dissertation submitted to the AIAS 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