



# What We Can Learn From ProQuest: Overview

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INDIANA**TECH**

**PH.D. IN GLOBAL  
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# APA Edition

- APA 6<sup>th</sup> edition coordinates with the Dissertation Manual – Process and Procedure
- APA 7<sup>th</sup> edition coordinates with the Guide for Program Completion
- Be consistent throughout the document. If you defended your QP prior to April 2020, then you may continue in APA 6<sup>th</sup> edition and the Dissertation Manual – Process and Procedure




# 10 Common Errors

# Number 10: TITLE CASE

- Dissertation Title should be in TITLE CASE (All Caps)
- All page titles in the preliminary pages should be in TITLE CASE (All Caps)



## Number 9: Spacing

- Document should be double-spaced throughout with no additional space between paragraphs or sections.
  - Go to Paragraph -> Indents and Spacing -> Spacing -> Set Spacing to 0 pt Before and 0 pt after and Set Line Spacing to Double.
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# Number 8: Left Alignment

- Set the entire document to Align Left.
- All paragraphs should be indented one-tab space (use the tab feature and do not try to manually indent).
- Do not use the Justify Align feature.

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# Number 7: Weird Spacing

Weird spacing is the most technical word I can find for this:

- No space between words.
- Too many spaces between words.
- Incorrect spacing between punctuation.

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# Number 6: Using the Ampersand

- Use the ampersand for in-text parenthetical citations and on the reference page
  - Example (Parenthetical Citation): The sentence needs to be cited (Bottomley & Burgess, 2018).
- Spell out the word *and* when used as part of a sentence
  - Example (Narrative Citation): Bottomley and Burgess (2018) indicate...



# Number 5: Proper Use of the et al. construction

- There is different usage between APA 6<sup>th</sup> and 7<sup>th</sup> editions, but the construction works the same.
- Use the author name and et al.
  - Example 1 (Narrative Citation): Bottomley et al. (2020) indicated...
  - Example 2 (Parenthetical Citation): This sentence should be cited (Bottomley et al., 2020).

# Number 4: Heading Levels

- Chapter headings are considered titles.
- In APA format the first section is expected to be the introduction, therefore it is not labeled.
- Level headings should start with a Level 1 heading, then subsequent level heading should be using in ordered to denote subsections of each section. Level 1 heading should be the most used level heading in your document.

# Number 3: Direct Quotes

- Direct quotes should be limited throughout the document.
- All direct quotes should be in quotation marks.
- The citation for all direct quotes must use a page or paragraph number.
- Any direct quote that is more than 39 words should be in block quote style.

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# Number 2: Reference Page

- Use a hanging indent for all references.
- Reference page should be double-spaced with no additional spaces between references.
- All proper nouns are capitalized regardless of where they appear in the title.



# Number 1: Redact Appendices

- Redact appendices so that personal information such as email and phone numbers are not shown.
  - Do not include information in the Appendices that would identify the participants in your study (including organization).
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# Bonus: Numbered Lists

If there is no priority or specific order then avoid numbered lists as it indicates priority or order.

Example: The countdown numbers made you think that these were the most often seen issues from number 10 to number 1, but they were how they come up in a dissertation reading. Therefore, no priority is given to the numbers.

Do you see how it can be confusing to the reader?

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