

Dissertation Tips:

- Did you know that direct quotes are discouraged in dissertations?
- Did you know that every paragraph should have three or more sentences?
- Did you know there is a handy dissertation template in Word that you can use for your dissertation?
- Did you know that “etc.” is discouraged in formal writing?
- Did you know that you need to check your reference list against the manuscript?
- Have you ever heard of a split infinitive? *The students will learn to better identify their problems.* “Better” is splitting the infinitive “to identify.”
- Did you know that periods and commas sit inside quotation marks while semicolons and colons sit outside quotation marks?
- Did you know that you should capitalize the titles of published and unpublished tests and measure and their subscales? However, do NOT capitalize the word “test” or “scale” unless that word is officially part of the test or subscale title.
- Did you know that APA style is ONLY used for the part of your dissertation that sits within chapters and the references. Chapter One and the Chapter Title are formatted in ISU dissertation style (no bolding).
- Did you know there are three types of hyphens and dashes? Hyphens are a single hyphen. En-dashes are two hyphens (in Word) or Control + Minus key on a number keypad. Em-dashes are made by Control + Shift + Minus key on a number keypad. See sections 6.6 and 6.12 in the APA Manual of Style (7th ed.).

Tips for Dashes and Hyphens:

- Regular hyphen – use for most hyphenated words
 - Example: The after-hours use of the theater causes an assessment of fees.
- En-dash – (Ctrl + Minus Key) use when both sides are the same type of word
 - Example: 1960s–1970s
- Em-dash — (Ctrl + Alt + Minus Key) use when you set off part of a sentence
 - Example: The Ukraine crisis—a scandal in many countries’ view—is currently occupying a majority of our news in the U.S.