

Dissertation Tips:

Reference Formatting:

- It is helpful to note that when formatting references, using the *spacebar* or *enter key* to simulate a *hanging indent* creates major formatting issues, because the spaces and paragraph drops do not remain when text or graphics are added in the document above them. They get pushed forward or downward creating major problems with formatting underneath them in the document. It is far less difficult to format the reference list using Word. To format a references list properly using Word:

1) Go to *Home* on the toolbar,

2) go to the *Paragraph* tab,

3) select *Hanging* from the box labeled *Special* underneath *Indentation*,

4) select *Double* from the *Line spacing* box underneath *Spacing*,

5) hit *OK*,

6) and your document will now *automatically* create the appropriate *double-spaced lines* with a *hanging indent* for each reference list entry.

Then, all that is left is to enjoy your good work!

Fun Facts:

- 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- Did you know that you should capitalize the titles of published and unpublished tests and measure and their subscales?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.

Over and Under Citation:

If, as you are reading, you encounter a list of in-text citations but are unable to determine the relevance for the works listed, without sifting through the entire list and checking each work against the References list, then the problem is over-citation. Conversely, if the author has drawn key conceptual support from sources that are not listed (i.e., the conceptual information is incomplete or is underrepresented by the in-text sources that are provided), then the problem is under-citation. The perfect number of authors to include in in-text citations would be enough to correspond directly and efficiently with works in the references list entries, allowing readers to efficiently do a search for the source document, while being parsimonious enough to still be intelligible (meaning one doesn't have to locate and assess each source from the in-text in the references list to know how it is related to the information being cited). The same information can be represented in multiple documents, but in-text citations do not have to contain every single one to prevent plagiarism. Instead, they should contain those that are directly utilized for the paraphrase in question.

Just because the same or similar information can be found in other documents doesn't mean that if you do not cite each one that you have committed plagiarism. You should provide in-text citation information only for those sources from which conceptual information is explicitly being drawn, and if there are other sources that might be relevant, split the citations according to

contributions to the information being presented. Create the in-text citation list alphabetically the same way that it would normally be constructed, except split the list using a semicolon followed by the words "see also" or "for further review" and then present the list of works of lesser import in alphabetical order. Otherwise, it is acceptable to only present the list of first order sources and omit or mention the others at another point. The guidelines for this topic are found in Section 8.1 & 8.12 of the APA Publication Manual.

For example . . .

There is no shortage of existing research establishing the connection between traumatic experiences, during childhood and adolescence, and an array of negative social, physiological, and mental health impacts in adulthood and throughout the lifespan (for a literature review see Felitti et al., 1998; Flaherty et al., 2006; Clarkson Freeman, 2014; Hutchins et al., 2022; McCrae et al., 2019; Powers & Duys, 2020; Zyromski et al., 2020). Regardless of the field of inquiry, there has been pronounced inconsistency in the use of ACEs terminology within professional counseling (Powers & Duys, 2020; Zyromski et al., 2020; see also Clarkson Freeman, 2014; Hutchins et al., 2022; McCrae et al., 2019).