Formatting Guidelines for DPT projects

1. All papers should be formatted with the following:
   a. 1” margins on all side
   b. Calibri font, 12-point
   c. Double-spaced in the text of the document (MS Word has a default setting to add an extra space after each hard return – remove it!)
   d. Running head (a shortened version of your title) should appear in the upper left header in all caps; the font style and size of the running head must match the rest of the paper; the running head should be ½” from the top of the paper
   e. Page numbers should appear in the upper right corner (1/2” from the top of the page) beginning with the table of contents page
   f. Page numbers should NOT appear on the title page, approval sheet, or acknowledgements; here are websites that may help if you struggle with the page numbering requirement:
      i. http://word.mvps.org/FAQs/Numbering/PageNumbering.htm
      iii. http://www.gcflearnfree.org/word2013/17.3
   g. Reference list is single-spaced within the reference and double-spaced between
   h. Headings should not appear without associated text (ex. at the bottom of a page)
   i. Only AMA (with the PT Journal modifications) will be accepted

2. Sequence:
   a. Title/cover page
   b. Approval Sheet
   c. Acknowledgements
   d. Table of Contents
   e. Abstract
   f. Body of manuscript
   g. References
   h. Appendices (optional)

3. Title page:
   a. Use the format for the title page as indicated on the Graduate Studies webpage
   b. Change the word “thesis” to either “Independent Research” or “Case Report” as appropriate to your manuscript
   c. Change “College of Arts and Sciences” to “Marieb College of Health and Human Services”
   d. Include the running head in the header at the top left (format as stated above)

4. Approval Sheet:
   a. Use the Approval Sheet format provided on the Graduate Studies webpage
   b. Change “thesis[dissertation]” to “Independent Research” or “Case Report” as appropriate for your manuscript
   c. Change the degree to “Doctor of Physical Therapy”
   d. Replace “Student Name” with your name
   e. Change “Approved” date to the month and year in which you completed your final defense and your paper was approved by your committee
   f. Add committee chair and committee member names and credentials (must match those listed on the department webpage)
g. Remove extra lines
h. Change thesis[dissertation] in the sentences at the bottom of the page to “independent research” or “case report” as appropriate for your manuscript
i. Include running head in the header at the top left

5. Acknowledgements
   a. Written in paragraph form
   b. Double spaced

6. Table of Contents
   a. Major headings are aligned to the left margin, subheadings have varying degrees of indent based on order (second order/level are indented once, third order/level are indented twice)
   b. All headings in the paper must appear identically in the table of contents
   c. Page numbers are aligned to the right margin
   d. Appendices are listed by appendix letter and appendix title
   e. NOTHING should be in bold or all caps EXCEPT the words “Table of Contents”
   f. Double spaced
   g. Here are some websites to help you set up your table of contents so that it automatically updates page numbers when you revise the paper:
      i. https://support.microsoft.com/en-us/kb/285059

7. Abstract
   a. Written in paragraph form with the major headings (Level 1 headings) embedded (ie. Introduction, methods, results, etc.)
   b. Headings should be in bold with the first letter capitalized
   c. Keywords are optional
   d. Double spaced

8. Body of the manuscript

| Headings | Level 1 – flush left, bold, all caps
          | Level 2 – flush left, bold
          | Level 3 – paragraph indent (run into text), followed by a period, bold |
|----------|---------------------------------------------------------------|
|          | *Headings must be attached to associated content. Do not end a page with a heading. (pg 925 AMA manual of style, 10th ed) |

<table>
<thead>
<tr>
<th>Tables (see additional below)</th>
<th>“Table” and table number in bold followed by a “.” Title not bold.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title is above the table without space between the title and the table.</td>
</tr>
<tr>
<td></td>
<td>If the table is not original work it must be cited. (pg 84-86 AMA manual of Style, 10th ed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Figures (see additional below)</th>
<th>“Figure” and figure number in bold followed by a “.” Figure title not bold.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title is below the figure.</td>
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<tr>
<td></td>
<td>If the figure is not original work it must be cited.</td>
</tr>
<tr>
<td>References in-text</td>
<td>Superscripted numbers should appear at the end of the sentence after the punctuation. No space should be present between the punctuation and the superscripted reference number.</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reference list</td>
<td>Numbered list with the references in order as they appear in the manuscript. Single-space within each reference, double space between each reference. Remove all hyperlinks.</td>
</tr>
</tbody>
</table>

9. **Additional information on Tables and Figures**
   a. Numbers and titles should be consistent with your chosen style (APA or AMA/PT)
   b. Titles on tables and figures should be single-spaced
   c. Do not start a table or figure at the bottom of a page.
   d. Tables and figures should be entirely placed on a page. If a table crosses a page due to size, the table number and title with the word “continued” should be placed at the top and the column headings must be repeated at the top of the second page.
   e. Information within a table can be single-spaced.
   f. Legend information for tables and figures should be single-spaced and font size reduced.
   g. Using lines in a table is advisable for readability

10. **References**
    a. See information in the table above for guidelines.
    b. Refer to the AMA Manual of Style for specifics.

11. **Appendices**
    a. Each appendix should have a letter and a title; bold; centered.
    b. The appendix letter and title should be included in the table of contents, flush to the left margin of the table of contents.
    c. If the appendix is longer than one page the appendix letter and title should be repeated on each successive page with the word “(Continued)” at the top of the page.
Formatting checklist

(If you complete the items on this checklist you should have minimal revisions)

☐ Title page matches the format from Graduate Studies, with the modifications listed in #3 above

☐ Approval sheet matches the format from Graduate Studies, with the modifications listed in #4 above

☐ I have removed the default spacing in MS Word from this document

☐ Margins are all 1”

☐ Page numbers begin on the Table of Contents page

☐ All components of the manuscript are present as listed in #2 above

☐ Acknowledgements page is double-spaced

☐ Table of Contents is double-spaced; nothing is bold except the words Table of Contents
  ○ Page numbers are flush to the right margin
  ○ Level 1 headings are flush to the left margin, others are indented

☐ Abstract is in paragraph form, all level 1 headings are present and in bold

☐ The heading format in the manuscript is consistent with my chosen reference style

☐ The tables and figures match the information listed above in #8 and #9

☐ References are single-spaced within each reference and double-spaced between references

☐ Every reference is formatted consistent with AMA

☐ Every reference obtained from a website has the appropriate URL (without a hyperlink)

☐ Appendices all have letters and titles; these are in bold and centered.