Formatting Guidelines for DPT projects

1. All papers should be formatted with the following:
   a. 1” margins on top, bottom, and right side; 1.5” on the left side
   b. Calibri, Times New Roman, or Arial font, either 11 or 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
   e. Page numbers in the upper right corner beginning with the table of contents page
   f. Page numbers should NOT appear on the title page, approval sheet, or acknowledgements
   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 APA or 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 College of Health Professions and Social Work”
   d. Include the running head in the header at the top left

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 left justified, 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 right justified
   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” and then it should be consistent with your chosen manuscript style (AMA or APA)
   f. Double spaced

7. **Abstract**
   a. Written in paragraph form with the major 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**

<table>
<thead>
<tr>
<th>AMA</th>
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<td><strong>Headings</strong></td>
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<td>Level 1 – flush left, bold, all caps</td>
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<td>Level 3 – paragraph indent (run into text), followed by a period, bold</td>
<td>Level 3 – paragraph indent, followed by a period, bold</td>
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*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><strong>Tables</strong></th>
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<tr>
<td>“Table” and table number in bold followed by a “.” Title not bold.</td>
<td>“Table” and table number on one line Table title on next line.</td>
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<tr>
<td>Title is above the table without space between the title and the table.</td>
<td>Title is above the table with one extra blank line between title and table</td>
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<td>If the table is not original work it must be cited.</td>
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<td>(pg 84-86 AMA manual of Style, 10th ed)</td>
<td>(ch 5 APA manual of style, 6th ed)</td>
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<th><strong>Figures</strong></th>
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<td>“Figure” and figure number in bold followed by a “.” Figure title not bold.</td>
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<td>Title is below the figure without space between title and figure. If the figure is not original work it must be cited.</td>
<td>The title is above the figure with one extra blank line between the figure title and the figure.</td>
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<td>(pg 84-86 AMA manual of Style, 10th ed)</td>
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<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. (ch 3 AMA manual of style, 10th ed.)</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. (ch 3 AMA manual of style, 10th ed.)</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
   g. Using lines in a table is advisable for readability

10. **References**
    a. See information in the table above for guidelines
    b. Refer to your reference manual for details (either APA or AMA)

11. **Appendices**
    a. Each appendix should have a letter and a title; bold
    b. The appendix letter and title should be included in 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 work “(continued)” at the top of the page