IWU Dissertations and Graduate Projects: Common Errors

* The candidate has not reviewed their dissertation manual, style guide, or guiding document for the department, school, or academic unit preferences.
* The candidate is not aware of margins for printing (1.5” from the left margin) or each chapter first page top margin (2” from top – Ph.D. in Organizational Leadership);
* The candidate has not used Grammarly or Microsoft’s Spelling and Grammar Tool prior to submitting their final draft;
* The candidate has not reviewed APA Heading Levels and matched those levels to the sample outlines provided in the *Dissertation Manual* (Ph.D. in Organizational Leadership);
* Review verb tenses for completed actions or when discussing other researchers’ work (see section 4.12 Verb Tense, pp. 117-188 in the APA 7th edition *Publication Manual*);
* Mislabeled tables and figures;
* Incorrect format and spacing of tables and figures (especially lack of spacing with superscripts in statistical tables);
* Missing References list entries for sources cited in the dissertation’s text;
* References list entries **do not** have matching in-text citations;
* Missing or unclear publication/copyright years within in-text citations;
* Incorrect page numbers in in-text citations;
* Incorrect references for chapters from edited books. Include chapter authors in the in-text citations and add References list entries where appropriate;
* Incorrect references for authored reference book entries (dictionaries, encyclopedias, handbooks, etc.). Include both the entry author, editor, page numbers, etc.
* Missing/incomplete/unclear References list entries;
* Candidate fails to format the References list with an automatic (true) hanging indent. Do not use the TAB key;
* References list entries do not include assigned DOIs (Digital Object Identifiers) when DOIs are available. And,
* The candidate did not review the References list for alphabetical order.