

**Brock University**  
**Faculty of Education**  
**Department of Graduate & Undergraduate Studies**

**CHECKLIST FOR MRP SUBMISSION**

Please check the following formatting points in your document and sign bottom of page 2:

- Every page of the manuscript has a **1.5 inch (3.81 cm)** margin at the left side. The right, top, and bottom margins are at least **1 inch (2.54 cm) wide**. This ruling applies to the entire manuscript, including references and appendixes.
- The manuscript is double spaced throughout. There are no extra spaces around headings, between paragraphs, or between reference listings. (Note: the Table of Contents page may be single spaced with a double space between chapter headings, between final chapter and References, and between References and Appendixes. Handbooks and Appendixes do not have to be double spaced or conform to APA guidelines.)
- A serif font (e.g., Times New Roman, 12-point size) is used throughout the manuscript, including tables. For figures, a **sans serif** font (no handles and curls, e.g., Arial) is used. (Note: Handbooks and Appendixes do not have to be consistent with serif font or 12-point size.)
- The bottom line of the title page must have the copyright symbol, author's name and year of graduation, e.g.,  
© Janet Pollock 2013
- Pre-text pages are numbered in lowercase Roman numerals centered at the bottom, beginning with the Abstract as page ii (the Title Page is page i but not numbered) in the following order: Abstract, Acknowledgements (optional), Table of Contents, List of Tables, List of Figures.
- Beginning at Chapter One, pages are numbered in Arabic numerals at the top right corner (approx. one half inch or 1.5 cm from the top of the page), and numbers are continued on each page in sequence throughout the entire document.
- A chapter heading is centered, boldface, and typed in capital block style:  
**CHAPTER ONE: INTRODUCTION TO THE STUDY**  
The manuscript requires 1 – 5 levels of heading beyond the chapter heading. Follow APA for all other levels.
- Chapter headings and Level 1 headings only are listed in the Table of Contents. Headings in text and Table of Contents match exactly.
- No heading is alone at the bottom of a page. There is at least one line of text under a heading at the bottom of a page.
- There are no headings called **Introduction, Summary, Overview**, etc. following a chapter heading.
- There are no headings “stacked” directly after one another. There is at least a short paragraph between headings.
- Each table and figure is presented alone on a page, with no text on the same page. The table or figure is introduced in the manuscript using its identifying number, and the page with the table or figure is inserted as the page following or soon after the one on which it is introduced. No blank space is left on text pages to accommodate the position of a table or figure page.
- A table heading is on two lines, flush left, and double spaced. The second line (title) is italicized, and the first and all significant words begin with capital letters. There is no closing punctuation:  
Table 1

*Correct Presentation of a Table Heading*

- A table is double spaced throughout, with the exception that, for readability, single spacing is permitted. Tables in landscape position are placed with the top of the table at the binding side.
- In the body of a table, the use of lines is avoided. Vertical lines are not used. Horizontal lines are used only for clarity, as follows: margin-to-margin horizontal lines are used to separate the table heading from the body of the table and to close the table (preceding any relevant table notes).
- A figure caption is placed *below* the figure on a continuous line. The word *Figure* is italicized, followed by a period. The title follows and has only the first word and proper nouns capitalized. The title is also closed with a period:  
*Figure 1. A representation of a figure caption.*
- Heading for the reference list is centered and boldface: **References**
- A reference listing provides all the information necessary for retrieval of the source. In addition to author(s), date, and title, the city of publication and the publisher are included for books; the journal, magazine, etc. are identified for articles; DOI (digital object identifier) is included whenever available; the online address is shown for online articles with no DOI.
- The reference list is double spaced throughout. The first line of each listing begins at the left margin, and subsequent lines are indented (paragraph margin). There is no extra space between listings. A reference listing is not split onto two pages. If there is not enough room at the bottom of the page for the entire listing, the listing is put at the top of the next page.
- Appendices have a letter designation in the order that the Appendix is mentioned in the text. For example, the first appendix that is mentioned in the text is Appendix A, then Appendix B, etc. The heading for each appendix is written on two lines, centered, boldface, and double spaced as follows:

### **Appendix A**

#### **Representation of an Appendix Heading**

- Letters of information, informed consent, or appreciation are not included as appendices.
- If clearance was required from Brock's Research Ethics Board (REB) for research with human participants, the file number of the certificate is included in the methodology chapter. The certificate will no longer be included in the final document which will be submitted electronically to the Brock University Digital Repository.
- No actual names, locations or jurisdictions are revealed throughout the document unless an exemption from the confidentiality policy has been provided. If pseudonyms are used for names, schools, school boards, etc., then this should be stated in the methodology chapter and in the handbook, if applicable.
- If applicable, permission has been granted from each individual to include photographs, artwork, writing samples, written assignments, etc., even if pseudonyms are used.
- If materials are included that are created by others and copyright protected, a footnote indicates that written permission for inclusion has been obtained from the copyright owner.
- All graphics are cited in APA format, even original graphics created in the research for the MRP, project, or thesis. Any graphics or clipart included are the original, acquired from an open source, or used with the written permission of the copyright owner.

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