Settings for Seriations in Ed.D. Dissertations

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The APA Manual (6th edition) provides guidelines on the proper use of seriations, i.e. numbered and unnumbered lists. See Section 3.04, pages 63-65 for how and when to use seriations in your manuscript. However, the Ed.D. Dissertation Style Guide (2014-2015) provides specifics regarding document margins and indentations. The following guidelines provide assistance with formatting seriations (numbered and unnumbered lists) in Microsoft Word by blending these two sets of guidelines.

1. Make sure that your document has the correct margins. If your document margins are incorrect or you need to check them, please review my “Standard Document Margins for Ed.D. Dissertations” PDF for more details.

2. Set the cursor to the part of the document where you would like to begin the seriation.

3. In the HOME tab of the ribbon, select either the Bullets icon or Numbering icon in the Paragraph section. After you have clicked the icon, it should change to a light blue color and a number or bullet will appear in the document. Make sure that the Align Left icon remains selected. It should appear light blue (see below).

Bulleted Lists

Numbered Lists

1 According the Ed.D. dissertation style guide (2014-2105), the main text of your document (i.e. acknowledgements page to references) should have a 1.5-inch left margin and 1-inch top, right, and bottom margins. The appendices may have larger margins than the aforementioned settings but not smaller.
4. Right-click your mouse and select **Paragraph** from the pop-up menu.
5. Select the **Indents and Spacing** tab from the Paragraph pop-up menu.
6. In the **Indentation** section, enter by **Left**: “0.25”, select “Hanging” from the drop-down menu under **Special**, and enter “0.25” under **By**: (Word will add the quotation mark for inches to the measurements.) Then, click **OK**.

![Paragraph settings screenshot](image)

7. Type the text for your seriations. Every time you use the **Enter** key, Word will provide a new bullet or sequential number. Please note: MS Word provides more options for seriations, however those are beyond the scope of this document.
8. When you have finished with your seriations, you can click the **Bullets** icon or **Numbering** icon to turn it off. (The icon will change from blue to white.)

9. Right-click your mouse and select **Paragraph** from the pop-up menu.

10. Select the **Indents and Spacing** tab.

11. In the Indentation section, restore the Indentation settings to **Left**: “0”, **Special**: “First Line”, and **By**: “0.5”. (Word will add the quotation mark for inches to the measurements.) Then, click **OK**.

12. Your settings have now been restored and you can resume typing text without seriations.
EXAMPLE

- New Jersey, known as the “Garden State,” is has many farms, beaches, mountains, and valleys. However, it gets a bad reputation for crowded, rowdy tourist beaches and the less than scenic New Jersey Turnpike.

- New York is best known to many as the home of New York City. So, it is often necessary to specify New York State, best known as “The Empire State,” versus New York City. The state ranks as the seventh most populated state in the nation and 27th most extensive in terms of land. Its borders reach to New Jersey, Pennsylvania, Massachusetts, Connecticut, Vermont, and Canada.

Since your left margin should be 1.5 inches, the bullet or number should be 0.25 inch from the left margin (1.75 inches from the left edge of page) and all lines of the text should be 0.5 inch from the left margin (2 inches from the left edge of the page).