

APA STYLE CHECKLIST

This checklist **MUST** be attached to the back of your paper and all items checked off that apply. Make copies as needed.

I have reviewed the checklist to make sure my paper meets the APU department of psychology Guidelines for writing an APA paper. The paper I have presented is my own work with citations made to give credit to the sources I have used. I understand that all APA rules are not used on this page and that **plagiarism will result in a failing grade.**

Student Signature: _____

Date: _____

FORMATTING THE PAPER (General Rules)

- ☐ Use 1" margin around the paper. (APA, p. 229) *Be sure to check--Word defaults to 1.25"*
- ☐ Header is set at .5" and uses the same font as the body of the paper.
- ☐ Header includes the page number in the upper right corner on all pages, including the Title Page (APA, p. 41, Figure 2.1, p.229).
- ☐ Header includes the Running head in the upper left hand corner on all pages including the Title Page.
- ☐ Paper is left aligned and double-spaced throughout – including references. (APA, p. 229).
- ☐ Font: Use 12 pt. **Times New Roman** throughout. (APA, p. 228)
- ☐ All paragraphs should be indented .5" (APA, p. 229)
- ☐ Bullets are not used within the narrative.
- ☐ Paper is written using clear, concise, direct Standard English. Avoid informal language/slang. Avoid language use designed to introduce bias or affect (e.g. avoid using the words *very*, *always*, *unfortunately*). (APA, p. 70-77).
- ☐ Sentences have one topic. Paragraphs have one theme. Each paragraph should be longer than a single sentence, but no longer than one page. (APA, p. 87-88)
- ☐ Acronyms, on first appearance, must be written completely and followed by parentheses. Use acronym after that, e.g. Azusa Pacific University (APU) (APA, p. 107, 4.23). Do not use periods (e.g. use APU, not A.P.U.) (APA, p. 88, 4.02)
- ☐ Whole numbers less than 10 are written as words. Numbers greater than 10 are written as numbers unless starting a sentence (APA, p. 111, 4.31)
Ex: There were three schools that participated in the study. (Numbers under ten). There were 11 schools that participated in the study. (Numbers over ten). An exception to this rule is numbers that represent time, dates, ages and numbers in specific parts of manuscript (e.g., M = 3.12 in the results section or tables, page numbers).
- ☐ Use Spell (S) and Grammar Check (GC). **Proofread**, as S and GC do not catch all errors. (APA, p. 230)
- ☐ The writing is clearly my own but other's ideas are cited. *Plagiarism* (APA, p. 15-16, 1.10; p. 270, 6.01)
- ☐ Paper is stapled (no clips, folders, not loose). APA checklist is attached.

TITLE PAGE (See Example) (APA, p. 41, Figure 2.3)

- ☐ In upper left-hand corner of the page header insert the Running head in the header. The words "Running head:" (without quotes) are in upper and lower case letters followed by the abbreviated title (no more than 50 characters counting spaces) in all capital letters. Ex. Running head: ART EDUCATION. (APA, p. 229; p. 41, Figure 2.3)
Note: The words "Running head:" are not included on the following pages, but the actual running head in all capital letters should be included on all following pages. Ex. ART EDUCATION
- ☐ Page number should be inserted on the far right of the header.
- ☐ Title page has the entire title of paper centered (upper and lower case letters) **halfway** down the page. The recommended length of the title is no more than 12 words. Below paper title insert: 1) name, 2) college. Double-spaced only. (APA, p. 23, 2.01.)

ABSTRACT

- ☐ Begin Abstract on new page. (APA, p. 27)
- ☐ Abstract is a double spaced overview of the content of the paper consisting of no more than **250** words. No paragraph indent. All numbers in the abstract for reporting data (unless beginning a sentence) are typed as digits rather than words.

BEGINNING BODY OF PAPER (page 3)

- ☐ Title is centered at top of 1st page of the narrative of text in upper and lowercase. It is not bolded. (APA, p. 23 and p. 41, Figure 2.1)
- ☐ Press the enter key once and begin paper. This is no extra space between the title and the beginning of the paper. The introduction is not labeled.
- ☐ There are no extra return spaces between paragraphs or sections of the paper. *Note: Word's default puts extra space between paragraphs*
- ☐ All works referenced or paraphrased are cited in manuscript. All material that is not my own and is not common knowledge is cited. Quoted content does not cite or quote other sources. I have only cited work that I have read. My citations are scholarly sources. (Many websites are not scholarly sources!)

- ❑ Citations for paraphrased content list author(s) last name and date (separated by comma and single space) (Eck & Lambert, 2012).
- ❑ Citations for quoted content list author(s) last name, date, and page number(s), e.g. (Tsai & Cole, 2012, p. 333). Page number is abbreviated "p." Electronic sources include a paragraph number and are abbreviated "para.", e.g. (Yu, 2012, para. 3).
- ❑ All citations in the text are referenced in the References. All items in the References are included in the text. (APA, p.174, 6.11)
- ❑ The first time an article with two to five authors is cited all the authors' last names are included. First names and initials are not used. After that, use et al. The term et al. is not italicized and with a period after al. If there are six or more authors, list only the first author's last name followed by et al. (APA, p. 175, 6.12)
 Ex. for two authors: (Smith & Elliott, 1993)
 Ex. for three-five authors (first usage only): (Abiden, Jones, Smith, & Elliott, 1993)
 Ex. for three-five authors (second or more usage): (Abiden et al., 1993)
 Ex. for six authors: (Wasserstein et al., 2005) (APA, p. 177, 6.1; See table 6.1 for examples)
- ❑ When referencing a work with two or more authors, the word "and" is used in the text, while the symbol "&" is used in parentheses and on the references page. (APA, p. 176, 6.14)
 Ex. Abiden, Jones, Smith, and Elliott (1993) completed a literature review on the topic.
 Ex. A literature review on the topic (Abiden, Jones, Smith, & Elliott, 1993) revealed no change.
- ❑ When a work's author is designated as "Anonymous" cite it in the text as (Anonymous, 1998). For web sources the domain name or responsible organization should be listed as the author. Ex. (National Institute of Health, 2014). (APA, p. 177, 6.15)
- ❑ When no author listed, cite the first few words of the title (surrounded by quotation marks) followed by the date in. (APA, p. 176, 6.15) Ex. ("Study Finds," 2007)
- ❑ Personal communications are not cited in References (they are non-retrievable); cite these only in body of paper. (APA, p.179, 6.20) Ex. A long discussion followed (T. Cho, personal communication, April 18, 2008).
- ❑ Italicize titles of works artwork, movies, TV shows and reports. Capitalize words four letters long or greater. (APA, pp. 104-106)
 Ex: *A Nation at Risk* has changed the face of education.

REFERENCE PAGE (APA, p. 49)

- ❑ References are on a new page, with the word References centered at the top of the page in upper and lower case letters. (APA, p. 37, 2.11)
- ❑ References in text match references at end of paper and all references are included in the reference list. (APA, p. 37, 2.11; p. 174)
- ❑ References follow APA format (Double-spaced, alphabetical order with hanging indent on second line). (APA, p. 174-179)
- ❑ **Book reference.** Author last name, First initial. Second initial if provided. (Publication date). *Title italicized with only first word capitalized: First word after colon also capitalized.* City, State published: Publisher.
 Ex: Castaneda, R. M. (2013). *Health psychology: An overview*. Azusa, CA: Azusa Press.
- ❑ **Journal reference.** Author last names, First initial. Second initial if provided. (Publication date). Article title with only first word capitalized: First word after colon also capitalized. *Name of Journal Italicized and First Letters Capitalized*, volume italicized(issue number if provided not italicized), pages as 123-234.
 Ex: Diaz, P., Cole, J., & Tsai, A. Y. (2013). Culture in transition: A closer look. *Journal of Social Psychology*, 13(1), 45-67.
- ❑ **Electronic source.** Author last name, first initial (publication date). *Title italicized.* Retrieved from URL (APA, p. 205, 29 and 30)
 Do not add date of retrieval. (New APA).
 Ex: Chou, L. (2009). *Technology and education*. Retrieved from <http://www.cc.fg.edu>
- ❑ Corporate author. List organization, date, Title of page italicized in upper and lower case and Retrieved from. Ex. National Art Education Association (2007). *FAQ*. Retrieved from <http://www.naea-reston.org/about-us/faq>
- ❑ NO publication date for a source, use (n.d.). No spaces between n and d. (APA, p. 185, 6.28)

FINAL POINTS

When you need to see examples or have another APA question you cannot find use your APA manual or one of these resources.

- **Owl at Purdue:** <http://owl.english.purdue.edu/owl/resource/560/01/>
- **APA Citation Style:** <http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm> *NOTE: ERIC document *Star trek* should be *star trek*.
- **APA Style.org:** <http://www.apastyle.org/pubmanual.html>
- **Publication Manual of the American Psychological Association, 6th Ed.**
- **Son of Citation Machine:** <http://citationmachine.net/> You will love this one! Plug in info and it makes the citation for you. Check it!

Modified from Ecklund; Wilson (2010); chiron.valdosta.edu/whuitt/materials/APA_Style_Checklist.doc;
carey.jhu.edu/students/academic/APAManuscriptStyleChecklist.pdf