

## APA Publication Manual – Writing Checklist

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This checklist will help you to edit your APA research paper for correct formatting per APA 5<sup>th</sup> edition requirements. After writing your paper, check that you have done the following:

- ❑ The entire document is double-spaced.
- ❑ You used either Times New Roman or Courier in a 12 point font.
- ❑ You have used 1.0 inch margins on all four sides.
- ❑ Your entire document is written in past tense. When discussing current hypotheses and contributions (Introduction and Discussion), you may use present tense.
- ❑ You have numbered all pages in sequence starting with the Title page.
- ❑ You have avoided using personal pronouns and modifiers (e.g., my, me, I, our, we, etc.).
- ❑ Nothing in the document is bolded.
- ❑ You used five space paragraph indents throughout the body.
- ❑ Your title page contains:
  1. A right justified header that consists of 12 words followed by five spaces and the page number. Header must be inserted, not manually entered.
  2. A left justified running head with an abbreviated title that is capitalized and no more than 50 characters.
  3. Your full title (10-12 word maximum) centered on the page, followed on the next line by your name centered (no titles), followed on the next line by your institutional affiliation centered.
- ❑ Your abstract is no longer than 120 words. It is titled, Abstract, which appears centered on the first line. The first line of text is not indented.
- ❑ The full title also appears centered on the first line of the Introduction.
- ❑ Every work that is cited in the body is referenced on the Reference page. Likewise, every reference on the Reference page has been cited at least once in the body.
- ❑ To cite the work of others, you have either paraphrased or used a direct quote. Make sure all paraphrases have been cited using the author(s) names and dates of publication. Make sure all direct quotes:
  1. Have been cited using the author(s) names, dates of publication, and page

number(s) from which the quote was taken.

2. If quote is 39 or fewer words, it should appear in quotation marks.

3. If a quote is 40 or more words, it should appear as an indented block without quotation marks.

❑ When citing others, you made every attempt to paraphrase instead of using quotes. However, if you used three or more consecutive words from the author(s), you must cite by direct quoting.

❑ The title References appears centered on the Reference page. References appear alphabetically by first author's last name. The first line of each reference is not indented. Subsequent lines are indented five spaces.

❑ Journal and Text names are italicized, not underlined. Volume numbers are italicized. Issue numbers appear in parentheses and are not italicized. You must include both the first and last page numbers on journal article references.

❑ Make sure that electronic (Internet) sources have been referenced correctly (see Manual).

❑ Make sure you have performed a spelling and grammar check on the completed document.

❑ Make sure that you have thoroughly cited, so that no material has been plagiarized!

❑ Your content, organization, and headings are appropriate .

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***Important note: Completing this checklist does not guarantee you an "A" grade on your paper. Each research project/paper has different details and requirements. You are responsible for knowing your project/assignment details and parameters, as outlined in the APA Manual and/or your course syllabus.***