



## APA STYLE CHECKLIST

### Basic APA Formatting Elements

- \_\_\_\_\_ Article follows *APA Publication Manual, 6th Edition* guidelines
- \_\_\_\_\_ 12 pt. Times New Roman font – **8.03**
- \_\_\_\_\_ No bold, oversized, or decorative fonts, except for statistical and mathematical copy – **4.45**
- \_\_\_\_\_ Double-spaced throughout essay – **8.03**
- \_\_\_\_\_ Margins are 1” (2.54 cm) on all sides – **8.03**

### Abstract

- \_\_\_\_\_ Begin Abstract on separate page with no other information but the Abstract included (in other words, the Abstract appears on its own page)—**2.04**
- \_\_\_\_\_ Center the word Abstract—do not bold or italicize the Abstract title—**Figure 2.01**
- \_\_\_\_\_ Write a concise Abstract that allows readers to quickly survey the contents of an article—**2.04**
- \_\_\_\_\_ Follow journal submission guidelines for Abstract (i.e. check with the journal where the manuscript will be submitted to ensure Abstract follows the journal’s requirements for word count and content)

### Title Page

- \_\_\_\_\_ Running head: SHORT ALL CAPS TITLE— **Figure 2.1**
- \_\_\_\_\_ Title matches exactly the paper title, but is shortened to include the first part of the title—**Figure 2.1**

### Punctuation

- \_\_\_\_\_ Use semicolons to separate an item/multiple items in a list that has commas – **4.04**

- \_\_\_\_\_ Dashes should be used sparingly and formatted correctly—**4.06**
- \_\_\_\_\_ **Correct dash—usage. Incorrect dash – usage. Incorrect dash - - usage.**
- \_\_\_\_\_ Double-space after periods for easy readability – **4.01**

### Source Citation in Text

- \_\_\_\_\_ Cite direct quotations from online sources by listing author, year, and paragraph (example: According to Smith (2008), “. . .” (Discussion section para. 4). Most online sources do not list page numbers, so be sure to use the abbreviated para for paragraphs in place of page number—**6.05**.
- \_\_\_\_\_ Cite sources with two authors by listing both names each time the source appears (example: Smith and Smith (2008)—**6.12**
- \_\_\_\_\_ Cite works with three – five authors by listing all authors the first time they appear (example: Smith, Jones, Davis, Adams, and Paul, 2006), and then in subsequent citations list the last name of the first author followed by et al (Smith et al, 2006)—**6.12**
- \_\_\_\_\_ When citing authors with the same surname, include the author’s initials in each citation (example: Jones, R. (2006) and Jones, J. M. (2007) noted in their research that . . .)—**6.14**
- \_\_\_\_\_ Quotations over 40-words must be represented in an indented block quote with no additional beginning paragraph indenting—**6.03**

### Tone & Style

- \_\_\_\_\_ Tone of article must be academic and free of informal language—**3.07**
- \_\_\_\_\_ Author(s) maintain academic tone throughout and avoid use of contractions, cliché phrases, unsupported claims or assertions
- \_\_\_\_\_ Key points are organized within sections using seriation—numbered listing, to demonstrate chronological positioning. Use Arabic numerals followed by a period, one space, and no parentheses—**3.04**
- \_\_\_\_\_ Authors are frugal with words and the manuscript utilizes an economy of expression for a more readable manuscript—**3.08**
- \_\_\_\_\_ Avoid using third person attributions in an effort to be objective—**3.09**
- \_\_\_\_\_ Restrict use of *we* to references of author and coauthor(s), and avoid using the editorial *we* because it reduces clarity—**3.09**
- \_\_\_\_\_ Present parallel ideas in coordinate form—with the parallelism present before and after the coordinating conjunction—**3.23**

### Proofreading

\_\_\_\_\_ Authors should utilize several proofreading techniques prior to submitting their manuscripts for review. Some suggested proofreading techniques include:

- Read body of article carefully for errors
- Read to make sure essay maintains academic tone
- Let drafts and revisions rest in-between proofreading sessions
- Ask a colleague or skilled assistant to read final draft
- Use this checklist to review manuscript prior to submission

\_\_\_\_\_ Follow the guidelines in the *APA Publication Manual's, 6<sup>th</sup> Edition, Checklist for Manuscript Submission*—**8.07**

\_\_\_\_\_ Review APA website (<http://www.apastyle.org>) for more information on how to format scholarly articles and research

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|-----------------------|
| <b>Reference Page</b> |
|-----------------------|

\_\_\_\_\_ Cite references by the same author (or by the same two or more authors in the same order) with the same publication date arranged according to alphabetical titles—but excluding A or The as the first word (for example: “The faculty development guide” would come before “A guide to faculty development )—**6.25** (see exception to this rule in *APA Publication Manual, 6<sup>th</sup> Edition*)

\_\_\_\_\_ See **Table 6.1** in *APA Publication Manual, 6<sup>th</sup> Edition*, for a brief overview of basic citation styles

\_\_\_\_\_ Do not underline or hyperlink website addresses—**6.31**

\_\_\_\_\_ Use DOI's when available, and properly cite them—**6.31**

\_\_\_\_\_ Cite article titles with the first letter capitalized and the remaining letters lowercase (for example: Faculty development in medical schools: How to engage students and professors)—**7.01**

\_\_\_\_\_ Avoid using italics, underlining, quotations, or bold face in article titles—**7.01**

\_\_\_\_\_ Titles of books, journals, and technical reports should be italicized, and the same is true journal titles and volume numbers.

\_\_\_\_\_ Titles of web pages where articles appear are not italicized—**4.21**

Last updated Dec. 5, 2016