

## APA Style Paper Checklist

Use this checklist BEFORE submitting your paper to the ASC for proofreading. Thank you!

### Helpful Web sites for APA format:

1. <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
2. <http://www.apastyle.org/learn/faqs/index.aspx>
3. <http://www.apastyle.org/learn/quick-guide-on-formatting.aspx>
4. [http://www.umuc.edu/library/libhow/how\\_cite.cfm](http://www.umuc.edu/library/libhow/how_cite.cfm)
5. [http://www.umuc.edu/library/libhow/apa\\_examples.cfm](http://www.umuc.edu/library/libhow/apa_examples.cfm)
6. <http://owl.english.purdue.edu/owl/resource/560/17/>
7. <http://libguides.css.edu/APA6thEd>

Additional information is available through the Atomic Learning tutorials that can be accessed through the Tools link in Blackboard.

### *Cover Page*

The cover page is centered in the upper half of the page.

The font on the title page and throughout the paper is 12-point Times New Roman font.

The title has a maximum of 12 words (no abbreviations).

The header on the first page follows the appropriate format:

Running head: ABBREVIATED TITLE OF PAPER

(The abbreviated title in all caps will be used as the header on the remaining pages.) See information at the following link: <http://www.apastyle.org/learn/faqs/running-head.aspx>

The cover page contains the elements required by APA that are listed below:

Title of Paper

Your Name

Southwest Tech

(Individual instructors may require additional items such as the date and the instructor's name.)

## *Body of Document*

The entire paper is double-spaced, and each sentence is followed by two spaces. (Remove the extra space before and after the paragraphs by adjusting the Spacing settings in the Paragraph tab dialogue box.)

The entire paper has one-inch margins (default setting).

A header with an abbreviated title (all caps) is in the upper left corner, and a page number is in the upper right corner on each page. Page one starts on the cover and the numbering continues throughout the entire paper. (See the tutorials available through the links above, particularly the Atomic Learning available through Blackboard.)

The title is repeated at the beginning of the paper. (Do not use *Introduction* as a heading at the beginning of the body of the paper).

Contractions are *not* used since this is a formal paper.

The first time that words represented by acronyms and abbreviations are used they are spelled out and followed by the acronym or abbreviation in parentheses [eg. American Psychological Association (APA)].

Numbers ten and below are written in word form, unless the number is associated with a specific unit of measure.

Units are included with numbers that represent the measurement of a specific unit. (eg. blood glucose is expressed in *mg/dL*, blood pressure is expressed in *mmHg*.)

Proper section heading format is used. See the information located at the following links:

<http://blog.apastyle.org/apastyle/2009/07/five-essential-tips-for-apa-style-headings.html>

<http://writing.wisc.edu/Handbook/DocAPAHeadings.html>

## *Organization*

The introduction of the paper clearly states what the paper is going to be about (thesis statement) without saying “This paper is going to be about. . .” OR “I am going to write about. . .”

Each paragraph is organized with a main idea and supporting details.

Each sentence has a subject and a verb and expresses a complete thought.

Each paragraph is written in your own words, except for direct quotes.

Person reference (first person--I, third person--he, she, they) is consistent throughout the paper. Avoid using second person--you.

	<p>Pronoun reference is consistent. If referring to a patient, which is singular, use <i>he/ she</i>, not <i>they</i> OR <i>his/ her</i>, not <i>their</i>. (“A patient should not be given oral medication if <i>he/ she</i> is not able swallow.”)</p> <p>Use <i>who/ whom</i> for people and <i>that</i> for other nouns (“The patient <i>who</i> came to the emergency room was in great pain.”)</p>
	<p>Direct quotes are properly indicated with correct quotation format.</p> <p><a href="http://www.write.armstrong.edu/handouts/APAstyle.pdf">http://www.write.armstrong.edu/handouts/APAstyle.pdf</a></p>
	<p>All direct quotes of more than 40 words are in block quotation format.</p> <p>NOTE: Block quotations can be created by selecting the quote, clicking the down arrow on the Paragraph menu on the Home ribbon and under the Special down arrow selecting Hanging and OK. The first sentence will have to be tabbed, but the rest of the quote will be lined up.</p>
	<p>Paraphrased and summarized portions of other sources have in-text citations.</p>
<p><b><i>APA Citations</i></b></p>	
	<p>Proper APA in-text citations are used. (The URL for the Web site is not correct format).</p> <p>The following two key items are often missed.</p> <ol style="list-style-type: none"> <li>1. A direct quote OR paraphrase should be followed by a proper citation: (Author’s last name, copyright date, page #). If no author is given, the name of the editor or sponsoring organization can be used. If no copyright date is provided, the abbreviation <i>n.d.</i> should be used.</li> <li>2. A page number should be provided for a print or digital version of a book or magazine. The paragraph number or section title should be used when information is taken from a Web site. (Link 5 above provides a variety of citation examples.)</li> </ol>
<p><b><i>Reference Page--Bibliography</i></b></p>	
	<p>The references are listed in alphabetical order.</p>
	<p>The reference entries are formatted with a hanging indent.</p>
	<p>The information is double-spaced.</p>
	<p>The information follows the correct format for each type of resource (see information links in the first section above). Pay particular attention to <b>title capitalization</b> and <b>italicization</b> rules.</p>