

APA STYLE CHECKLIST

(Revised 5/20/10 by Dr. Cathy Wilson, Memphis College of Art using) *Publication Manual of the American Psychological Association, 6th Ed.* This edition has significant changes from the last edition. Formatting is shown for Word on the Mac. There may be some changes on a PC.

The 2 pages of the checklist MUST be attached to the back of your paper and all items checked off that apply. Make copies as needed.

SYMBOLS USED GRADING PAPERS *DS*-Use Double Space, *TS*-Triple Spaced, *B*-Spacing Error, *¶*-New paragraph, *>*-Move to the right, *<*-Move to the left
I have reviewed the checklist to make sure my paper meets the Memphis College of Art 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.

Signature of Student _____

Date _____

FORMATTING THE PAPER (General Rules)

- ☐ Use 1" margin around the paper unless directed otherwise. (APA, p. 229) *Be sure to check--Word defaults to 1.25.* In Word, go to Format-Document-and make sure all margins-top, left, right and bottom are set at 1.00. To the right-you should see a pull down menu that asks Apply to: Click on *Whole document*. Make sure that Alignment is set to *Left*. Margins should be Unjustified (set at Left.) Header is set at .5.
- ☐ Insert page number in the header in the upper right hand corner starting with Title Page. To insert page numbers in Word, go to Insert; click *page numbers* (APA, p. 41, Figure 2.1). Be sure to check the font and that it is the same font used in your paper.
- ☐ Paper is Double-Spaced (DS) including references. (APA, p. 229). Go to Format-Paragraph-Look at *Spacing* and click *Double Spaced*.
- ☐ Font: Use 12 pt. **Times New Roman** or **Helvetica**. Check throughout paper that font does not change. Font may be reduced in tables or Appendices. (APA, p. 229) Go to Format-Font-Under Font-type in *Times New Roman or Helvetica*. Font Style should be set at *Regular*. Size should be set at 12.
- ☐ All paragraphs should be indented .5 in. using the tab key (APA, p. 229)
- ☐ All pages including title page include page numbers. (APA, p. 229)
- ☐ Paper is stapled (no clips, folders, not loose). APA checklist is attached. *MCA Preference*

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

- ☐ In upper left-hand corner of the page header insert the Running head in the header. This is new to the 6th ed. (The words Running head: 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)
- ☐ 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, 3) date written out (Ex: November 15, 2009) (Double-spaced [DS]) only. *MCA Preference* (APA, p. 23, 2.60, p. 229, 6.03) See Examples on P. 41 of APA Manual. Also see Paper Template given to students.

ABSTRACT (If required. Only for papers 10+ pages.) *MCA Preference*

- ☐ Begin Abstract on new page. (APA, p. 27)
- ☐ The abstract is a double spaced synopsis consisting of no more than 150-250 words. No paragraph indent. (APA, pp. 27, 41, 229)

BODY OF PAPER (Basic Rules). See APA paper example (APA, p. 41-59. Also see Paper Template given to students)

- ☐ Title is centered at top of 1st page of the report of text in upper/lower case. (APA, p. 23 and p. 41, Figure 2.3)
- ☐ Press the return key once and begin paper.
- Paragraphs:**
- ☐ Each paragraph should be longer than a single sentence, but no longer than one page. (APA, p. 87-88)
- ☐ There is a strong introductory paragraph with a topic sentence leading into paper. A closing paragraph sums up paper. *(Standard English)*
- Mechanics of Style:**
- ☐ Use only one space after punctuation. (APA, p. 87-88)
- ☐ When using quotes use quotation marks and cite page of text. (APA, p. 92, 4.09)
Ex. "NCLB has good points and bad points" (Jones, 2002, p. 101).
Ex. Jones (2002) stated, "NCLB has good points and bad points" (p. 101).
- ☐ Use 3 spaced ellipse points to indicate you have omitted information in quotes. Use 4 points to indicate an omission between 2 sentences. Do not begin or end a statement with an ellipse. (APA, p. 172-173, 6.09)
Ex. "Jones (2003) stated NCLB was promising . . . but had reservations about implementation."
To create an ellipse hit space bar, period, space bar, period, space bar, period, space bar.
- ☐ Use double quotation marks to enclose quotations in text. Use single quotation marks within double quotation marks to set off materials that in the original source were enclosed in double quotation marks (APA, p. 92, 4.09)
Ex. Smith (2002) stated, "the state of education was due to government intervention" (p. 202).
Ex. Smith (2002) stated, "the 'abysmal' state of education was due to government intervention" (p. 202).
- ☐ Quotes of 40+ words-set in block quotes. Indent entire block quote the same width as a new paragraph (about .5 in.). (APA, p. 171, 6.07)
- ☐ Hyphens have no spaces before or after. (APA, p. 97, 4.13). Guide to words used for hyphenation (APA, p.96, 4.13)
- ☐ Use the symbol for % when preceded by a numeral. Use the word percentage when a number is not given. (APA, p. 118, 4.05)
Ex. Jones (2003) stated 30% of the study showed low levels of understanding.
Ex. The high percentage of answers to this question indicated it was relevant to the study.
- ☐ Use Past Voice. Ex: Jones stated he disagreed vehemently with the author. (APA, p. 78, 3.10)
- ☐ Avoid Language Bias (APA, p. 70-77). Describe at the appropriate level of specificity being sensitive to labels, participants, gender, sexual orientation, racial and ethnic identity, disabilities, age, and historical and interpretive inaccuracies.

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Table of Contents The Style Checklist The Style Checklist

1. Understanding the eBook The Style Checklist The Style Checklist
 - The Rise of Digital Reading The Style Checklist The Style Checklist
 - Advantages of eBooks Over Traditional Books
2. Identifying The Style Checklist The Style Checklist
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an The Style Checklist The Style Checklist
 - User-Friendly Interface
4. Exploring eBook Recommendations from The Style Checklist The Style Checklist

- Personalized Recommendations
- The Style Checklist The Style Checklist User Reviews and Ratings
- The Style Checklist The Style Checklist and Bestseller Lists
- 5. Accessing The Style Checklist The Style Checklist Free and Paid eBooks
 - The Style Checklist The Style Checklist Public Domain eBooks
 - The Style Checklist The Style Checklist eBook Subscription Services
 - The Style Checklist The Style Checklist Budget-Friendly Options
- 6. Navigating The Style Checklist The Style Checklist eBook Formats
 - ePub, PDF, MOBI, and More
 - The Style Checklist The Style Checklist Compatibility with Devices
 - The Style Checklist The Style Checklist Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of The Style Checklist The Style Checklist
 - Highlighting and Note-Taking The Style Checklist The Style Checklist
 - Interactive Elements The Style Checklist The Style Checklist
- 8. Staying Engaged with The Style Checklist The Style Checklist
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers The Style Checklist The Style Checklist
- 9. Balancing eBooks and Physical Books The Style Checklist The Style Checklist
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection The Style Checklist The Style Checklist
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine The Style Checklist The Style Checklist
 - Setting Reading Goals The Style Checklist The Style Checklist
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of The Style Checklist The Style Checklist

- Fact-Checking eBook Content of The Style Checklist The Style Checklist
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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