

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, 6.00) 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:

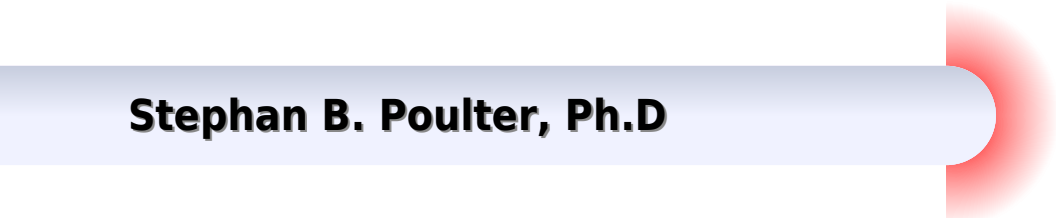
- ☐ Each paragraph should be longer than a single sentence, but no longer than one page. (APA, p. 87-88)
- ☐ There is a strong introductory paragraph with a topic sentence leading into paper. A closing paragraph sums up paper. *(Standard English)*

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, 3.16)
- ☐ 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.

The Style Checklist The Style Checklist

Stephan B. Poulter, Ph.D



The Style Checklist The Style Checklist:

The Style Checklist Lloyd Boston, 2010-09-07 The good news is the most stylish clothes you can have are probably already in your closet But savvy women are on a perpetual quest to find the perfect addition to their wardrobe the perfect bathing suit a traffic stopping pair of jeans that classic little black dress While the editorial pages of high fashion magazines can offer inspiration they can't help you find what works for your looks and lifestyle But Lloyd Boston's *The Style Checklist* offers basic guidance to help make your everyday commute your runway With solutions to common fashion problems and a lot of how to advice this book simplifies and demystifies how to achieve style

The Bride and Groom's Wedding Checklist and Planner Guide Heather Grenier, 2010 This book was inspired by every bride and groom who has woken up more than two months from their wedding in a cold sweat wondering if there is anything else they could have possibly forgotten You will learn how to start the entire process off on a good foot by telling your families and finishing the engagement process Ring selection engagement parties and the expectations of family and friends should be your first priority before any other planning begins You will then start the process by setting budget parameters outlining who will be paying for what and creating guest lists for seating catering and further planning Wedding planners and successfully married couples have been interviewed and their stories have been included to provide you with their insight into the world of the planning from start to finish Everything you need for your big day will be laid out in a detailed checklist including transportation locations reception options catering protocol photography guest services the dress the groom's tux the rings the gifts the cake the best man and maid of honor and ultimately the honeymoon For every freshly engaged couple preparing for their big day this book and companion CD ROM will be a guiding force in setting and establishing your wedding plan and checklist The companion CD ROM is included with the print version of this book however is not available for download with the electronic version It may be obtained separately by contacting Atlantic Publishing Group at sales@atlanticpub.com Atlantic Publishing is a small independent publishing company based in Ocala Florida Founded over twenty years ago in the company president's garage Atlantic Publishing has grown to become a renowned resource for non-fiction books Today over 450 titles are in print covering subjects such as small business healthy living management finance careers and real estate Atlantic Publishing prides itself on producing award winning high quality manuals that give readers up to date pertinent information real world examples and case studies with expert advice Every book has resources contact information and web sites of the products or companies discussed

Your Research Project Nicholas Walliman, 2019-12-06 With a calming reassuring tone Nicholas Walliman gives you the ability and confidence to plan design and prepare for your research project The new edition of this bestselling book will help you Explain research theory within the context of your own project Curate structure and format your literature review Anticipate the challenges of social media and web based research Apply how to tips quickly to your own research planning and design Monitor your progress in the field with checklists Develop writing habits to use as a

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Getting the Buggers to Write Sue Cowley, 2011-10-13 Part of the hit Getting series A thoroughly practical guide for teachers offering a whole host of ways to help all their students to improve their writing skills In this third edition bestselling author Sue Cowley offers advice on improving skills and confidence and getting students excited about writing not just in literacy or English but across the curriculum This book is full of engaging and creative approaches for writers at all stages of confidence and competence from children just starting to write to experienced learners looking to perfect their own style This edition includes new material on writing in the digital age creative ideas for getting boys to write cross curricular writing projects On the companion website you ll find lots of useful extras including advice about the teacher as writer how you can use your writing skills beyond the school This thoroughly practical guide will interest all educators who want to maximise the potential of every one of their students It is an invaluable resource for teachers working at secondary and FE level but equally a source of inspiration and practical advice for practitioners in primary schools *The Community*

Leadership Handbook James F. Krile, 2006-02-03 Tools for people seeking to improve their communities This significant guide puts the tools of democracy into everyone s hands Based on the best of Blandin Foundation s 20 year experience in developing community leaders it gives community members like yourself the tools to bring people together to make changes Here are some of the useful resources you ll find Identifying Community Assets Community Problem Analysis Accessing Community Data Appreciative Inquiry Translating Vision to Action Interpersonal Communication for Leaders Managing Interpersonal Conflict as a Leader Building Social Capital Across Cultures Network Mapping Locating Your Social Capital Stakeholders Analysis Building Coalitions Building Effective Community Teams Recruiting and Sustaining Volunteers Getting the Most from Your Meetings *Federal Register* , 1998-07-15 **The SAGE Encyclopedia of Educational Research,**

Measurement, and Evaluation Bruce B. Frey, 2018-01-29 In an era of curricular changes and experiments and high stakes testing educational measurement and evaluation is more important than ever In addition to expected entries covering the basics of traditional theories and methods other entries discuss important sociopolitical issues and trends influencing the

future of that research and practice Textbooks handbooks monographs and other publications focus on various aspects of educational research measurement and evaluation but to date there exists no major reference guide for students new to the field This comprehensive work fills that gap covering traditional areas while pointing the way to future developments Features Nearly 700 signed entries are contained in an authoritative work spanning four volumes and available in choice of electronic and or print formats Although organized A to Z front matter includes a Reader s Guide grouping entries thematically to help students interested in a specific aspect of education research measurement and evaluation to more easily locate directly related entries For instance sample themes include Data Evaluation Measurement Concepts a Resource Guide to classic books journals and associations and a detailed Index Entries conclude with References Further Readings and Cross References to related entries The Index Reader s Guide themes and Cross References will combine to provide robust search and browse in the e version *Career Counselling* Mr. Rohit Manglik,2024-12-25 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels **The Father Factor** Stephan B. Poulter, Ph.D,2010-12 The father factor is the conscious understanding awareness and appreciation of the critical influence that your father had still has or could have in your career development and future potential Noting that the father son or father daughter relationship is one of the least understood relationships in adult life Dr Poulter helps you become acutely aware of the immeasurable impact negative or positive that your father has on your ability to relate to other people From this recognition you will also learn to move past the career roadblocks that frequently stem from the lingering effects of your father s influence Defining five main styles of fathering Dr Poulter devotes a chapter each to The Superachiever Father The Time Bomb Father The Passive Father The Absent Father whether physically or emotionally The Compassionate Mentor Father By becoming aware of how your father related to you particularly in a destructive relationship you ll understand how your career relationships in many ways mirror your degree of comfort with your father s emotional legacy In this way career roadblocks often based on interactions with people on the job will be more easily transformed into career building blocks that will lead to advancement and success

Essentials of Person-Environment-Correspondence Counseling Lloyd H. Lofquist,1991-10-01 **Closure: The Definitive Guide** Michael Bolin,2010-09-08 If you re ready to use Closure to build rich web applications with JavaScript this hands on guide has precisely what you need to learn this suite of tools in depth Closure makes it easy for experienced JavaScript developers to write and maintain large and complex codebases as Google has demonstrated by using Closure with Gmail Google Docs and Google Maps Author and Closure contributor Michael Bolin has included numerous code examples and best practices as well as valuable information not available publicly until now You ll learn all about Closure s Library Compiler Templates testing framework and Inspector including how to minify JavaScript code with the Compiler and why the

combination of the Compiler and the Library is what sets Closure apart from other JavaScript toolkits Learn how the Compiler significantly reduces the amount of JavaScript users have to download when visiting your site Discover several ways to use the Compiler as part of your build process Learn about type expressions primitives and common utilities Understand how Closure emulates classes and class based inheritance Use Closure Templates on the server and the client from either JavaScript or Java Test and debug your JavaScript code even when it s compiled

The Teacher's Guide to Inclusive Education Peggy A. Hammeken,2007-06-20 Formerly published by Peytral Publications The Teacher s Guide to Inclusive Education 750 Strategies for Success provides practical teacher tested strategies appropriate for all students in the inclusive classroom including learners with special needs at risk students and youngsters who need additional support This guide covers topics such as reading written language and organizational skills and includes 100 reproducibles to aid in communication lesson planning student behavior accommodations assessments and more

Best Practices for Teaching Beginnings and Endings in the Psychology Major Dana Dunn,2010-01-12 Introductory and capstone experiences in the undergraduate psychology program are crucial ways to engage students in their major and psychology department impart realistic expectations and prepare them for life beyond college Providing the right orientation and capstone courses in psychology education is increasingly a concern of instructors department chairs program directors and deans and both types of courses have become important sources for gathering pre and post coursework assessment data for degree learning outcomes The strategies presented here have been designed to help educators examine issues around teaching the introductory or careers course and developing a psychology specific orientation program The authors also provide concrete suggestions for building capstone experiences designed to fit the needs of a department its pedagogical philosophy or the educational agenda of the college or university Undergraduate psychology curriculum designers and instructors can benefit from learning innovative and effective strategies for introducing the major to first year students and at graduation for bringing closure reinforcing the overall departmental learning outcomes and helping students apply their disciplinary knowledge in capstone experiences and post graduate life In this collection of articles psychology instructors involved in the improvement of teaching and learning review the research and share their own successes and challenges in the classroom Discussions include effective practices for helping students become acclimated to and engaged in the psychology major application of developmental knowledge and learning communities to course design and use of quality benchmarks to improve introductory and capstone courses Other chapters describe innovations in the design of stand alone courses and offer concrete advice on counseling psychology graduates about how to use what they have learned beyond their higher education experiences

Teaching Styles and Strategies Harvey F. Silver,Farvey F. Silver,1996 **Adobe Creative Suite 2 Workflow** Jennifer Alspach,Shari Nakano,Steve Samson,2006 Adobe CS2 makes it easy to work smarter Why not take advantage of all it has to offer Odds are you already use Adobe s Creative Suite Maybe you use some of its features all of

the time but you know it also includes other powerful tools you have yet to explore because you just don't have the time. The irony is that the whole design of Creative Suite is intended to save you time; the applications and tools included in the product work together seamlessly making it possible for designers like you to work incredibly efficiently from file creation to distribution. This book can help you quickly learn how to take advantage of all that CS2 has to offer. By following its concise explanations and step by step exercises you'll soon learn core skills and techniques that will enable you to create an integrated workflow that will not only save you lots of time but will also give you more flexibility to move between applications to make necessary tweaks, try out new ideas and create portable files for review.

Adobe Creative Suite 2 Workflow will help you Master Version Cue and Bridge the hub for Creative Suite 2. Use CS2 more effectively everyday on all kinds of projects. Know which applications are best to use for specific tasks. Learn how to combine applications for peak efficiency. Answer the top 15 How Do I questions for every CS2 application. With full color examples and dozens of practical tips and tricks this book is the working professional's guide to getting the most out of all of your CS2 tools.

Classworks - Literacy Year 6 Paula Ross, 2003. This teacher's resource series is designed for teaching Primary Literacy and Numeracy in today's classroom setting. Structured around the blocked units of work they provide everything teachers need to slot into their medium term plan. The series consists of Literacy Numeracy titles which provide a more comprehensive approach to lesson planning and Literacy Text and Numeracy Practice books full of great resources.

The Little Black Dress Tracy Martin, 2014-02-21. This invaluable guide will solve the perennial What to wear problem for women everywhere. Starting with the design classic the LBD with tips on how to wear it and how to adapt it Tracy Martin ensures you will look the part with Audrey Hepburn perfection. Read on to discover how to wear all your wardrobe well from all styles of dresses to suits, skirts and shirts and even underwear. Choose the right handbags and jewellery to accessorise with flawless precision and finish off every outfit with the right pair of shoes. Whatever the occasion from workwear to weddings and whatever your mood you can put together an outfit with confidence and ease knowing you have just the right picture perfect look. This is a must have guide for every woman which will enable her to perfect her wardrobe and dress with confidence and style. Tracy Martin has contributed to both specialist and mainstream magazines writing features on design style and fashion. She often appears on television including a regular slot on ITV's This Morning. Among her other books are Collectable Names and Designs in Fashion and the new book High Heel Heaven.

The Everything Wedding Book Katie Martin, 2010-11-18. Ever since it was published as the first book in the Everything series The Everything Wedding Book has been the go to resource for brides to be. Now it's back and better than ever. Written by trusted wedding planner and expert Katie Martin this new and improved edition includes information on Multicultural and interfaith ceremonies. Having a nontraditional wedding. Floral design with a new lighting and décor section. Planning an eco friendly wedding. Using the Internet to set up a wedding website and to buy products and services. From the guest list and invitations to the honeymoon and thank you cards this is the definitive guide.

for anyone planning helping to plan or hoping to someday plan the wedding of her dreams **The Copyeditor's Handbook** Amy Einsohn, Marilyn Schwartz, 2019-05-14 The new updated edition of the handbook that should be on every copyeditor's desk Unstuffy hip and often funny The Copyeditor's Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn't make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you're ready to test your mettle pick up The Copyeditor's Workbook Exercises and Tips for Honing Your Editorial Judgment the essential new companion to the handbook *The Study Skills Handbook* Stella Cottrell, 2024-06-13 This is the ultimate guide to study skills written by million copy bestselling author Stella Cottrell Her tried and tested approach based on over 20 years experience of working with students has helped over a million students to achieve their potential When it comes to studying there is no one size fits all approach This engaging and accessible guide shows students how to tailor their learning to their individual needs in order to boost their grades build their confidence and increase their employability Fully revised for the sixth edition it contains everything students need to succeed This is an invaluable resource for undergraduate students of all disciplines and is also ideal for postgraduates mature students and international students It prepares students for what to expect before during and after their studies at university New content in this edition helps students make the most of online learning with a new self evaluation page and more on working collaboratively online This edition includes support tailored for students on hybrid asynchronous or distance learning courses as well as more material on building study stamina and improving concentration

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