

APA – CHECKLIST FOR SCHOLARLY PAPERS

- _____ title page is accurate and complete (APA pp. 10, 306, 380)
- _____ format:
 - _____ 1 inch margins
 - _____ sequentially numbered pages, upper right in header, beginning with title page
 - _____ 12 point-font
 - _____ double-spaced
 - _____ sequencing of content (APA, pp. 10-29)
 - _____ specific and proper headings (levels 1,3,4) (APA, p.114)
- _____ references:
 - _____ paraphrases and summaries have (Author, year) citations]
 - _____ direct quotes and statistical data from figures or tables (author, year, page numbers) citations
 - _____ direct quote over 40 words are in block format and cited
 - _____ all text citations appear in the reference lists, except personal communication
 - _____ all entries in the reference have a corresponding entry in text
 - _____ entries in the reference list are alphabetized
 - _____ entries in the reference lists are complete and accurate
- _____ content:
 - _____ each major part of the paper has a corresponding heading
 - _____ each section of the paper meets the assignment criteria
 - _____ each section of the paper meets the APA criteria (APA, pp. 12-29)
 - _____ biased language has been eliminated according to APA guidelines (APA, pp. 61-76)
 - _____ grammar and mechanics have been corrected in accordance with APA standards (APA, pp. 31-61, 78-111)
- _____ organization:
 - _____ logic is overt and clear
 - _____ transitions are used
- _____ quality of writing: I have evaluated the content and organization, answering each questions on the bulleted list provided by the APA (pp. 29-30).
- _____ manuscript submission: I have checked each item in the bulleted list provided in “Appendix A: Checklist for manuscript submission” (APA, pp. 379-383).