ICMSN Graduate Nursing Program
Southeastern Louisiana University
McNeese State University
University of Louisiana - Lafayette

✔	APA STYLE CHECKLIST—6th edition	APA Manual Section
	General Formatting	
	The paper was proofread for typographic errors, correct grammar, and sentence clarity.	3.18-3.23
	The paper is stapled. (Not loose, no paperclips)	
	The paper is printed on 8.5 x 11 inch white paper.	8.03
	There are 1-inch (2.54-cm) margins on all four sides of each page of the paper and margins are left justified.	8.03
	The first line of every paragraph is indented by 0.5 inch *excluding* headings and block quotations.	8.03
	The font is the correct size (12 points) and the correct style (serif typefaces such as Courier or Times Roman).	8.03
	There is no change of font in any section of the paper.	8.03
	The paper is double-spaced throughout, including the title page and reference page.	8.03
	There is only one space after punctuation marks including: commas, colons, semicolons, periods in citations, and all periods on the reference page. Type two spaces at the end of sentences.	4.01
	Lowercase letters in parentheses, for example, (a), (b), (c) have been used to indicate a series of events or items within a paragraph.	3.04
	Proper nouns are capitalized. (For example: The course was titled Biology of Primates. There is a Master of Education program at the university.)	4.16
	Lower case letters are used for generic terms. (For example: She is a biology teacher. Two participants had a master's degree in education.)	4.16
	Words are not broken (hyphenated) at the end of a line.	4.13
	Final periods come outside of parentheses at the end of sentences.	6.03
	Plural pronouns are not used for singular antecedents. (Example: *A* participant…*they*)	3.20
	Gender-inclusive language is used including nouns such as patient, client, participant, student rather than using he or she.	3.12
	Each paragraph is longer than one sentence but not longer than one page of the paper.	3.08

	Arabic numbers have been used correctly to express all numbers that:
	    are greater than 10
	    precede a unit of measurement
	    represent fractions or percentages
	    represent times, dates, ages, scores
		4.31

	Words have been correctly used to express numbers:
	    less than 10
	    at the beginning of a title, sentence, or heading
		4.32

	Nouns followed by numbers are capitalized. (For example: Day 1, Phase 2)	4.17
	The word *since* in used only to indicate the passage of time. (Alternative: *because*)	3.22
	The word *while* is only used to indicate events that took place simultaneously. (Alternatives: *although, whereas, but*)	3.22
	Abbreviations and acronyms are used sparingly and only after writing the words the first time they are used. [For example: University of Louisiana Lafayette (ULL), AIMS (Abnormal Involuntary Movement Scale)]	4.22
	All units of measurement have correct abbreviations.	4.27
	The past tense is used to express an action that occurred in the past or when reporting your results.	3.06, 3.18
	Title Page	
	The title of the paper is no more than 10-12 words long.	2.01
	The title page is formatted (centered) correctly and contains the title of the paper, a byline reflecting the author's name and institution where the work was conducted. (For example: Mary A. Jones; College of Nursing, University of Louisiana Lafayette)	8.03
	Header, Page Numbers, and Headings	
	The page header is the first two or three words of the title.	2.01
	The page header begins on the title page and appears in the right-hand corner of each page. (The page header can be inserted automatically with MSWord.)	8.03

	The page number appears (a) on the same line with the page header and is five spaces to the right of the page header, or (b) immediately below the page header.	8.03
	Page numbering begins on the title page and consecutive numbering continues for every page thereafter including the reference page.	8.03
	There are at least two headings, or none, for each level.	3.02
	All headings of the same level appear in the same format.	3.03
	Quotations and Citations	
	Every recoverable source cited in the paper appears on the reference page.	pp. 169,174
	All direct quotations give a page number, author and year and are enclosed in quotation marks.	6.03
	All quotations of 40 or more words are blocked, left-indented and double-spaced. Omit the quotation marks and include the page number in the citation.	6.03
	The phrase et al. is used *after* the first in-text citation for publications with three or more authors.	6.12
	The phrase "et al." is punctuated correctly. For example: (Jones et al., 1993)	4.26
	The year of publication is omitted from subsequent citations *after the first citation within a paragraph*.	6.11
	When citing a work with two or more authors, "and" is used in the text. For example: 'Brown and Jones (1995) completed a literature review on the topic." The symbol "&" is used for citations in parentheses. For example: A literature review on the topic (Brown & Jones, 1995) concluded that…"	6.12
	The names, spellings, and dates cited in the text of the paper match the reference page.	p. 174
	When necessary, proper credit was given to the sources of information used in the paper.	p.169
	Quotations are thoughtfully integrated into the writing.	
	Sufficient analysis of information is provided rather than grouping together lengthy quotations without adequately synthesizing and discussing the material.	
	Inappropriate paraphrasing is avoided by rewriting statements *completely* in your own words. Provide credit for paraphrasing material or ideas by indicating author and date.	6.04
	The primary source of electronic information is cited rather than citing only the database (i.e., citing a specific journal as opposed to citing only the database).	6.05
	The person evaluating this assignment will be able to clearly identify and locate the sources used in the paper, as well as understand how and where the information from those sources has been integrated into the paper.	
	Reference Page	
	All entries on the reference page are typed in alphabetical order.	p. 180
	Each entry on the reference page is typed in a "hanging indent" format meaning that the first line of each reference is typed flush left and every line after the first line of each entry is indented.	2.11
	References follow APA format (author, date, title of article or chapter, title of journal or book, volume, page numbers).	6.22
	All authors' names on the reference page are separated by commas.	6.27
	The names of journals, book chapters, and books are spelled out completely and are correctly capitalized on the reference page.	6.29
	The volume numbers of journals on the reference page are italicized.	6.30
	Issue numbers are not italicized and are provided only if each issue of the journal begins on page 1.	6.30
	The reference page is double spaced.	2.11

This checklist is not intended to be all inclusive so please refer to the APA Manual for any formatting issue not included on this checklist. <u>The APA manual is the ultimate authority on all issues of style:</u>

American Psychological Association (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.