**APA 7th Edition Pre-Submission Checklist**

**Please use the following checklist to check for any formatting or citation errors after you have completed writing and before you submit the paper:**

* Sections of an APA paper: title page, text of paper, and reference page.
* Title Page: **Title Format:** Center the title on title page in title case, bold, centered, and positioned in the upper half of the title page. **Author, Affiliation (school name), Course, Instructor, Due Date, Page Number:** one blank double-spaced line between the paper title and the author. Center - First name, middle initial(s), and last name; Center – Affiliation; Center – Course; Center – Instructor; Center – Due Date; Flush right header – Page-numbering for all pages.
* Begin paper by centering title at the top of page two. The title is uppercase and lowercase letters and located directly under the 1” margin.
* Double space entire paper/Use 1-inch margin/Text is to be left aligned.
* **One** space after punctuation at the end of a sentence, comma, colons, and semicolons.
* Use the same font throughout the text of the paper. Options include
  + 11-point Calibri
  + 11-point Arial
  + 10-point Lucinda
  + 12-point Times New Roman
  + 11-point Georgia
* Same font throughout with the exception of italicizing: (1) key terms or phrases (2) titles of books, reports, webpages, and other stand-alone work.
* Numbers: zero through nine are expressed in words while numbers 10 and above are written as numbers (Exceptions: numbers expressing approximate lengths of time written as words ex: 1 hr 30 min; 12:30 a.m.; about 3 months ago; at the beginning of sentences).
* Punctuation when ending a Quote**:** If quotation is at the **end** of a sentence, close quote with quotation marks, cite the source in parentheses, and end with a period or other punctuation outside the final parenthesis.
* Avoid using “etc.” at the end of a list or exclamation point unless it is part of the quotation.
* Ampersand: If the citation is in parentheses, use the ampersand ('&') instead of the word “and” in text of paper. Always use ampersand (&) in tables, captions and on reference page.
* Capitalize first letter following a colon if clause is a complete sentence.
* Use complete sentences and avoid slang. Use Spell Checker and proofread paper.
* First sentence of every new paragraph must be indented.
* Do not use contractions (it’s = it is; won’t = will not).
* Always spell out acronym on first use. Example: APA = American Psychological Association
* Direct Quotes: must give page number. If no page numbers available, cite paragraph number using abbreviation para. (para. 4). If no page or paragraph numbers, cite heading and paragraph number where information found: (Discussion section, para. 2).
* For a work with one or two authors, include the author name(s) in every citation. For three or more authors, include the name of only the first author plus “et al.” in every citation.
* Quotations of 40 words or more treat as block quotation. No quotation marks – indent the whole block .5 in from left margin. Double-space entire block quotation; (a) cite the source in parentheses after the quotation’s final punctuation or (b) cite the author and year in the narrative before the quotation and place only the page number in parentheses. Do not add a period after the closing parenthesis in either case.
* The reference page is the last page (unless appendix). Insert a page break at end of the final paragraph to prevent distortion when edits are made.
* Double-Space the entire paper.
* Insert one space after periods or other punctuation marks at the end of a sentence, commas, colons, semicolons, periods that separate parts of a reference list entry, periods following initials in names. Do not insert a space after internal periods in abbreviations (e.g., a.m., i.e., U.S.), after periods in identity concealing labels for study participants (F.I.M.), around colons in ratios (1:4).
* Title of Reference page: Centered – Reference(s) on page directly under the 1” margin. Do not underling, italicize or make bold.
* Cite references in text of paper and include sources on reference page. PLEASE NOTE: Wikis (like Wikipedia) cannot guarantee the verifiability or expertise of entries, and therefore are not considered scholarly sources. DO NOT USE WIKIS AS PRIMARY SOURCES. Always have additional sources if using Wiki’s to reaffirm Wiki’s accuracy.
* References are in alphabetical order by author(s) last name on the reference page; list last name, then first and middle initials (if applicable) only. Author. Date. Title. Source. When author is unknown or cannot reasonably be Determined, move the title of the work to the author position followed by a period before the date of the publication, i.e., Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership, 76(1), 26-33.* or Anonymous. (2017). or Generalized anxiety disorder. (2019). respectively.
* When citing a book on the reference page, capitalize the first word of the title only (with the exception of proper names). Also, italicize the name of the book. i.e., Meadows, D. H. (2008). *Thinking in systems: A primer* (D. Wright, Ed.). Chelsea Green Publishing.
* Capitalize the FIRST word of all proper names in the title of books and articles and after a colon.
* Italicize the name of books, journals, and magazines, but do NOT italicize the name of the article.
* Do not use the words Volume or Vol., Issue or Iss,. or Pages, p. or pp. on reference page.
* The name of the journal and volume number are italicized. Pay attention to punctuation.
* Citing a source within a source (secondary sources) example: In-text—Bennett (as cited in Rudman, 1999) defined.
* Reference list: Rudman, R. (1999). Human resources management in New Zealand. (3rd ed.). Auckland, N.Z.: Addison Wesley Longman
* Citing references on reference page: use the hanging indent. Highlight the citations and press Ctrl T automatically formats.
* For electronic references, give the DOI or *digital object identifier*, if assigned. DOI’s always begin with the number 10. Database names are no longer needed. If no DOI assigned, provide the URL or *uniform resource locator* of the journal, book, source referenced.
* Use 3rd person point of view (unless opinion paper) avoiding pronouns such as *I, we, my, our* (1st person) and *you, yours, your, us, we* (2ndperson). Deal with facts, thus, providing citations within paper and reference page. Focus on subject; not feelings about the subject. The use of 3rd person retains a formal tone: Academic writing is more formal than casual conversation. Please be familiar with the exceptions to this rule in Chapter 4.
* Cite all references in paper AND on reference page. If listed on reference page MUST have cited within paper.
* No retrieval dates, retrieved from, or database name needed on reference page.

**References**

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