

Comprehensive Checklist for Successful Academic Writing

Basic APA Formatting Guidelines

- ___ 1. Did you format your paper to have 1” margins?
- ___ 2. Is your paper double-spaced?
- ___ 3. Is the font of your paper 12 point?
- ___ 4. Is the running head in all capital letters?
 - ___ 4a. Is your running head less than 50 characters?
- ___ 5. Does your page header include the first two or three words of your title?
 - ___ 5a. Are the page numbers 5 spaces to the right of your page header?
- ___ 6. Does your title suggest the nature of your study?
 - ___ 6a. Are the important words capitalized in the title?
 - ___ 6b. Is your title centered? Along with your name and the name of the college or university you attend?
- ___ 7. Does this assignment require that you have an abstract?
 - ___ 7a. Is your abstract less than 120 words?
 - ___ 7b. Is your abstract formatted in a block style and on its own page?

- ___ 8. Is your title at the beginning of the body of your paper?
- ___ 9. Did you report and format your statistics in your results section?
- ___ 10. Did you cite all of your references?
 - ___ 10a. Is your reference list in alphabetical order?
 - ___ 10b. Are your references credible sources?
- ___ 11. Did you correctly label and format all figures and tables in your paper?
- ___ 12. Does your paper flow consistently and concisely?
 - ___ 12a. When reading your paper, does it have an active voice and is interesting to read?

- 12b. Did you consistently write in present or past tense and not a mixture of the two?
- 12c. Did you proofread your paper to check for any spelling errors, run-on sentences, or missed punctuation?

* See *Publication manual of the American Psychological Association* or *Writing for Psychology Handbook* for further detailed information.

Proper Citation and Plagiarism

- 1. Did you use in-text citations for the material that was not your own thoughts or is not common knowledge?
 - 1a. Are your in-text citation consistent with your references on your reference page?
 - 1b. Are the authors' last names and the year of the publication included in the in-text citation?
 - 1c. If you got information from a professor's lecture or some other informal source did you cite it as an personal communication?
- 2. Did you correctly site information obtained from the internet?
- 3. Did you put direct quotes in quotation marks and use parenthetical citation to cite them?
 - 3a. Example: According to Dr. Smiles, "Laughter is the best medicine" (Smiles, 2009).
- 4. Did you use "et al." only when there were six or more authors?

- 5. Did you correctly capitalize the title of the article or book chapter?
 - 4a. Did you italicize the name of the journal and the volume number?
- 6. Did your professor require a certain number of references? If so, did you meet the requirement?
- 7. Did you proofread your paper to make sure that you did not inadvertently leave out quotation marks for direct quotes or skip over any missed citations?
- 8. Did you talk with your professor about any questionable citing or possible plagiarisms situations?

This information was adapted from the following sources: