

APA Style Guidelines Checklist/Thesis Editing Checklist

The following checklist highlights common problems in APA formatting which require correction. The list is not exhaustive and should be used in conjunction with the current Counseling Psychology Program's *Student Papers Handbook*, *Thesis Handbook*, and the *Publication Manual of the American Psychological Association* (7th edition, 2019), referred to herein as the *APA Publication Manual*.

Layout and Format

1. Use an APA 7 approved font (12-point Times New Roman, 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode, 11-point Georgia, or 10-point Computer Modern for all papers, and 12-point Times New Roman for the Thesis Capstone Project. Do not use bold type except on Title Pages and as indicated on page 7 in Section II. Headings. Print on only one side of each page.

2. In a paper, every page is numbered in the top, right-hand corner, 0.5 inches from the top edge and 1 inch from the right edge of the page. In the thesis, every page is numbered except the title page. Front matter is numbered using Roman numerals.

3. The References section of a paper does not count toward fulfillment of the page requirements for an assignment.

4. Double-space the entire paper *except for* footnotes and captions below pictures. Paragraphs in a double-spaced paper are not separated by an extra space.

5. Check for and repair widows and orphans, any p. (for page number) separated from its numbers on the next line, and headings appearing at the bottom of a page (see Pacifica/APA Style Guidelines I, Layout and Format, F & G, p. 7).

Diction and Style

6. Avoid the use of contractions. Use "do not" instead of "don't."

7. Whenever possible, find ways to avoid the use of dual pronouns (e.g., "he/she" or "herself/himself"). Please refer to "Reducing Bias by Topic" in Section 5 in the *APA Publication Manual* (pp. 131-149).

8. When you are contrasting two themes, prefer “whereas” or “although” to “while.” “While,” used properly, is a temporal term. _____
9. Be discriminating when using the personal pronoun “I.” Avoid using “I” when stating others’ ideas and research. _____
10. Numbers 10 and above are written in numbers, except when they begin a sentence. Numbers nine and below are spelled out. Periods of time (hours, minutes, day, month, year) are exceptions and are formatted with numerals, except at the beginning of sentences. Numbers used to express age are also exceptions to this rule. For all instances of the use of numbers, follow guidelines in *APA Publication Manual* (Sections 6.32, pp. 178-181). _____

Punctuation and Spacing

11. A comma is required before “and” in a series of three or more items. _____
12. Place periods and commas within closing single and double quotation marks. Place all other punctuation marks (e.g., colons, semicolons, question marks) inside quotation marks only when they are part of the quoted material. _____
13. Do not use single or double quotation marks to distance yourself from the text. Example: He is a “modern” thinker. _____
14. Space *once* (a) after commas, colons, and semicolons; (b) after periods and other punctuation marks at the end of sentences; (c) after periods that separate parts of a reference citation; (d) after the period when citing page numbers (e.g., "p. 13"); (e) after periods which follow the initials in personal names (e.g., "C. G. Jung"). _____
15. To indicate a dash (used for a strong break in a sentence) use what is termed an “em dash” (—) with no spaces before or after, or type two hyphens without intervening spaces (--). _____
16. Use the standard tab setting on your computer to indent at the beginning of paragraphs. This is meant to correspond to 0.5 inches. _____
17. Follow the *APA Publication Manual*’s rules for hyphenating words (Section 6.12, pp. 162-163) and formatting lists (seriation) (Section 6.49, pp. 189-191). _____

Quotations

18. Short quotations are those of 39 words or less. These are incorporated into the body of the text and enclosed in quotation marks. They are followed by parentheses which contain the author, date, and page number of the reference. Note that the period *follows* the closing parenthesis. _____
19. Long quotations are those of 40 words or more. These are double-spaced and indented 1/2 inch from the left margin and extend to the right _____

margin. In this case, no quotation marks are used, and the period *precedes* the closing parenthesis.

20. Do not further indent the first line of a block quotation. Only subsequent paragraphs within a block quotation begin with a further indentation of 1/4 inch.
21. You may alter the initial capitalization of quoted material to blend with your text.
22. Use an ellipsis (three ellipses points with spaces between) to indicate material left out of the middle of a quotation. If the missing material is within a sentence use three points . . . but if the missing material is more than a sentence add a fourth point. . . . In this case, the first point indicates the period at the end of the first sentence quoted. Do not use ellipses at the beginning or end of quoted material.
23. Cite epigraphs (quotations set beneath headings or as a frontispiece) in the correct format (see example in Student Papers Handbook APA Style Guidelines VII.N, Reference Citations in Text). Include the source in the References section only if the epigraph comes from a scholarly book or journal, is a quotation used with permission, or is cited elsewhere in the text.

Reference Citations in Text

24. You must cite author and date anew in each paragraph. Within a paragraph, you do not need to repeat the author or date after the initial citation, unless another author's citation intervenes or unless confusion would result.
25. Try to cite specific page numbers (e.g., pp. 28-29) rather than (pp. 28ff) when referring to a section of text.
26. Secondary sources should be cited as follows: (as cited in X, 19XX, pp. xx-xx) for citations less than 39 words and (As cited in X, 19XX, pp. xx-xx) for citations which are 40 words or more and indented.
27. If a work has more than one author, use the ampersand "&" when citing in parentheses and when referencing at the end: for example, (Hillman & Ventura, 1992). Use "and" in the body of the text: for example, Hillman and Ventura (1992). (For citations of sources with multiple authors, see Pacifica/APA Style Guidelines VI.G, Reference Citations in Text, p. 11)
28. Always state the first name of a person at the first mention in your text, except in parenthetical citations: for example, Carl G. Jung. Do not include the person's title (e.g., "Dr.") in the name.
29. At the first mention of an author, identify him or her by profession or field of expertise.
30. In the text you use to introduce a quotation or idea, use the past tense: for example, "Jung said, . . ." not "Jung says, . . ."
31. In the text of a paper or thesis, capitalize all words of four letters or more in titles of works as well as in headings.

32. If you are citing from an essay in an edited collection of essays or an anthology, cite the author of the essay, not the editor. _____
33. All claims made must be cited within the body of the text. Claims made without adequate citation constitute plagiarism. _____

References Section

34. Every paper and thesis should have a References section on the final page(s). _____
35. Each reference is to be double-spaced with double spacing between references. _____
36. Do not include references that are not cited in the text. All works you do cite must be included in the References section at the end of the paper. _____