APA Checklist, 6th Edition

Note: See the table below this one for information changed for our program needs. There is a checklist in the *Publication Manual of the American Psychological Association* (6th ed.; pp. 241-243). Please check this for additional information, but be aware of several changes (i.e., program title pages) specific to our program listed below.

Done	Did you check that the following are correct?
	All content, except centered headings, is left justified only, including references. The right side is left open.
	Page numbers are inserted into upper *right* corner, with the running head on the *left*.
	The first page of the body of the paper has the title of the paper centered at the top. (This is not considered a heading and is *not* done in italics or bold.)
	Headings are: • Done in boldface type and bold/italics where appropriate, and according to the levels specified for headings in the APA text. The exceptions are the titles of Abstract and References, which are not in boldface. These are *not* headings, but titles. • Used throughout the paper, as per APA guidelines. (Best if the headings are consistent with criteria in the grading rubric.)
	There is a double space after all punctuation at the end of a sentence.
	Font is Times New Roman, 12-point, black type.
	The entire paper is double-spaced, including references with no blank lines.
	Paragraphs are indented 0.5", except in the abstract, unless there is more than one paragraph in the abstract.
	No more than 10% of the paper is in direct quotes, and, if used, page numbers or paragraph will be supplied in-text.
	A direct quote of > 40 words is formatted as a block quotation, without quotation marks around it.
	The conclusion of the paper draws connections among major ideas. (Note: A conclusion is **not** a summary. It makes judgments about what is in the body of the paper; it does not simply restate what was in the paper.)
	The reference list is in hanging indent format on a separate page, at the end of the paper, but before appendixes, if present.
	All references cited in the reference list are used in the body of the paper and all citations in the body of the paper are in the reference list.
	Reference entries follow the samples provided in the APA Manual (6th ed.) according to type of resource used.
	No underlining or fancy type are used.
	Grammar and punctuation are in accordance with APA rules.
	Margins are 1 inch on all sides.

Note: This is for information that differs from the APA Manual and/or is additional beyond the Manual. It is specific to our BSN program.

Done	Did you check that the following are correct?
	The title page is consistent with the example in the Sample APA Paper, posted in Block 0 of all courses.
	There is a running head (abbreviated from the paper's title) at the left upper corner top in the header of the title page and all subsequent pages of the paper. The abbreviated title itself is in all uppercase letters, and a maximum of 50 characters, including letter, spaces, and punctuation. It appears as follows: Running head: XXXXXXXXXX (all in CAPS). The running head should appear in the same format on every page of the paper.
	While APA requires 150 to 250 words in an abstract, with papers of 5 pages or less, an abstract of 3 or 4 sentences is acceptable The first line is not indented in the first paragraph of the abstract. If there is more than one paragraph in the abstract, the first line is indented starting with the second paragraph.
	Page breaks have been inserted after the title page, abstract, and end of paper in the Sample APA Paper provided in all courses. (If appendixes are used, a page break follows the reference list.)
	Spelling has been checked with both spell check and edited visually before submission. Be aware a word may be spelled correctly, but be the wrong word for the sentence (e.g., they're, there, and their).