

Checklist for APA Form and Style

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APA refers to the *Publication Manual of the American Psychological Association* (5th ed.); SGAD refers to the *Style Guide for the Applied Dissertation*, which lists variations from APA standards.

Type of Error	Source for Rule
___ Abbreviations	APA pp. 103-111, 3.20-3.29
acronyms	APA pp. 104-105, 3.21-3.23
group authors	APA pp. 209-210, 3.96
Latin abbreviations	APA p. 106, 3.24
U.S. states	APA p. 218, Table 4.1
___ Abstract	SGAD; APA pp. 12-15, 1.07
___ Ampersand	APA p. 209, 3.95
___ Anthropomorphism	APA p. 38, 2.04
___ Appendixes	
contents, cover pages	SGAD
headings	APA p. 299, 5.19
order	APA p. 205, 3.90
reference in text	APA p. 206, 3.90
___ Believe vs. feel	APA p. 37, 2.04
___ Bias	APA pp. 61-76
___ Block quotations	APA p. 292, 5.13
___ Capitalization	APA pp. 94-100
nouns before numbers	APA p. 97, 3.15
racial designations	APA p. 68, 2.15
___ Citations	APA pp. 207-214, 3.94-3.103
reference agreement	APA p. 215, 4.01
direct quotations	APA pp. 117-118, 3.34
electronic sources	APA p. 231, 4.15
legal materials	APA pp. 397-410, Appendix D
multiple authors	APA pp. 208-209, 3.95
pers. communications	APA p. 214, 3.102
same-author/same-date	APA p. 212, 3.99
secondary sources	APA pp. 247-248, Ex. 22
verb tense	APA p. 42, 2.06

___ Colon	APA pp. 80-81, 3.04
___ Commas	APA pp. 78-80, 3.02
in numbers	APA p. 129, 3.48
___ Dashes	APA p. 291, 5.11
___ Ellipses	APA p. 293, 5.13
___ Figures	SGAD; APA pp. 177-201, 3.76-3.86
___ Footnotes	do not use
___ Heading levels	SGAD; APA pp. 114-115, 3.32
___ Hyphenation	APA pp. 89-94, 3.11
at end of lines	APA p. 287, 5.04
___ Italics	APA pp. 100-103, 3.19
___ Margins	SGAD
right justification	APA p. 287, 5.04
___ Modifiers	APA pp. 50-52, 2.09
dangling	APA p. 52, 2.09
misplaced	APA pp. 50-51, 2.09
___ Numbers	APA pp. 122-130, 3.42-3.49
numerals vs. words	APA pp. 122-127, 3.42-3.43
plurals	APA p. 130, 3.49
starting sentences	APA p. 126, 3.43c
___ Pagination	SGAD; APA p. 288, 5.06
___ Paper	SGAD
___ Paragraphs	
indentation	SGAD; APA p. 289, 5.08
length	APA p. 36, 2.03
___ Parallel construction	APA pp. 57-60, 2.11
___ Parentheses	APA pp. 84-85, 3.07
___ Plagiarism	APA pp. 349-350, 8.05
___ Preferred spelling	APA p. 89, 3.10

___ Preliminary pages	SGAD
___ Pronouns	APA pp. 47-50, 2.08
___ Quotation marks punctuation with	APA pp. 82-83, 3.06 APA p. 293, 5.13
___ References general forms examples of legal materials	SGAD; APA pp. 219-281 APA pp. 223-231, 4.07-4.15 APA pp. 239-281, 4.16 APA pp. 397-410 (Appendix D)
___ Running heads	do not use
___ Semicolon	APA p. 80, 3.03
___ Seriation	APA p. 292, 5.12
___ Since vs. because	APA p. 57, 2.10
___ Slash	APA pp. 87-88, 3.09
___ Spacing after punctuation	SGAD APA pp. 290-291, 5.11
___ Statistics <i>N</i> and <i>n</i> , percent (%)	APA pp. 136-147, 3.52-3.61 APA pp. 139-140, 3.58
___ Subject-verb agreement	APA pp. 44-47, 2.07
___ Tables (format) capitalization text references	SGAD; APA pp. 147-176, 3.62-3.74 APA p. 96, 3.13 APA p. 155, 3.63
___ Tests and surveys	APA pp. 206-207, 3.93
___ That vs. which	APA p. 55, 2.10
___ Titles	APA pp. 10-11, 1.06
___ Typeface	SGAD
___ While vs. although	APA pp. 56-57, 2.10
___ Wordiness/clarity	APA pp. 34-35, 2.03 and 2.04