

**GTEP APA 5th Edition (2001) CHECKLIST**  
**For student self-evaluation of the document:**  
**Submit to Project Advisor with finished documents.**

NAME \_\_\_\_\_ S.S.# \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ PROPOSAL

\_\_\_\_\_ REPORT

*All factors should be consistent with the American Psychological Association (APA) Manual  
and GTEP APA Notations, 5<sup>th</sup> Edition, or newer.*

**General Format:**

- \_\_\_ Title page, table of contents, chapter title pages match samples.
- \_\_\_ Margins are 1 inch on all sides. Text is double spaced.
- \_\_\_ Arabic numbers on all pages except title page are at upper right corner at the 1 inch margin.
- \_\_\_ Tables and figures and their placement are appropriate.
- \_\_\_ Document is printed in 12 point type, no bold, no underlining, same size font throughout, no dot matrix or specialized type, white paper.

**General Proofreading:**

- \_\_\_ Literature review is paraphrased appropriately.
- \_\_\_ Text is gender free to avoid reader bias.
- \_\_\_ Text is free of grammatical, spelling, and typographical errors.

**Copyright Needs:**

- \_\_\_ Reference list format is consistent with *APA Manual* instructions and correctly edited..
- \_\_\_ Reference list contains only and all authors specifically cited in the text.
- \_\_\_ Citations of authors are by surname and date, without given names or titles.
- \_\_\_ Quotations are cited with page numbers from original sources.
- \_\_\_ Written permission from the publisher, personally addressed to the student, is included (place all in the same appendix) for any nonoriginal tables, figures, and appendix material.