Checklist for Scholarly Papers

______ title page is accurate and complete (APA pp. 23, 185-186)

______ format:  ______ 1 inch margins

______ sequentially numbered pages, upper right in header, beginning with title page (APA, pp. 229-230)

______ 12 point-font

______ double-spaced

______ specific and proper headings (APA, pp. 62-63)

______ references:  ______ paraphrases and summaries have (Author, year) citations

______ direct quotes and statistical data from figures or tables have (author, year, page numbers) citations

______ direct quotes over 40 words are in block format and cited

______ all text citations appear in the reference list, except personal communication

______ all entries in the reference have a corresponding entry in text

______ entries in the reference list are alphabetized

______ entries in the reference list are complete and accurate

______ content:  ______ each major part of the paper has a corresponding heading

______ each section of the paper meets the assignment criteria

______ biased language has been eliminated according to APA guidelines (APA, pp. 70-77)

______ grammar and mechanics have been corrected in accordance with APA standards (APA, pp. 77-100)

______ organization: ______ logic is overt and clear

______ transitions are used

______ manuscript submission: I have checked each item in the bulleted list provided in “Appendix A: Checklist for manuscript submission” (APA, pp. 241-243).