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).