

APA 7th Edition Style Checklist

Format (see samples pp. 50-67)

- Font: 12 pt. Times New Roman throughout is preferred (2.19).
- Line spacing: Double-spaced throughout – including references (2.21).
- Space: Only one space after punctuation (6.1). Fonts should always be 100% scaling, normal spacing, normal position, and normal kerning. There is no extra space between headings and the beginning of the next paragraph. There should be no additional space before or after paragraphs even if this results in odd endings/beginnings of pages (e.g. the heading of a section being the last line on a page and the rest of the section being on the next page). First line of all paragraphs should be indented .5 inch.
- Margins: 1 inch all around. (2.22)
- Alignment: Flush-left, ragged right margin, no word hyphenation at the end of a line (2.23).
- Indentation: Indent .5 inch the first line of every paragraph, except the abstract, block quotations, and references (2.24).
- Page numbers: In the right corner of the header flush right with right margin on all pages, starting from the Title Page (2.18).
- Header: Set at .5 inch from top and uses the same font as the body of the paper. Header includes the Running Head in the upper left corner and the page number in the upper right corner on all pages, including the Title Page (2.18).
- Running Head: In upper left corner of the page header flush left with the margin. The Running Head (e.g. CHRISTIAN LEADERSHIP) is the abbreviated title (no more than 50 characters counting spaces) in all capital letters (2.18).

Title Page (2.3; see Figure 2.1 and 2.2)

- Title: Type the entire title, centered, bold, positioned in the upper half of the page, capitalizing the first letters of each word except words of less than 4 letters. The recommended length of the title is no more than 12 words (2.4).
- Author Name: Centered, not bold. Omit all titles (2.5).
- Institution: Centered, not bold. Course prefix and number (e.g. MLD 100) included (2.3).

Abstract

- Format: Begin Abstract on new page, double-spaced, no first line indentation (2.9).
- Purpose: Abstract is an overview of the content of the paper consisting of no more than 250 words. It is not a trailer for the article – it is a spoiler of the article. Thus, it should explicitly include the purpose(s) of the paper, methodology, application(s), and conclusion (3.3).
- Numbers: All numbers in the abstract for reporting data (unless beginning a sentence) are typed as digits rather than words.
- Keywords: After the abstract, use a .5-inch indentation, italicized Keywords, colon, and then a listing of 4-6 words that could be used to search for the article. Do not use words that are already in your title (2.10).

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Body of Paper

- Title:** Centered top of the first page of the body, formatted the same as on the title page (2.4). There should be no Introduction heading since the title serves as this (2.27).
- Headings:** There are a variety of heading levels that are used throughout a paper. Review Table 2.3 for details (2.27).
- Tense:** All references to published material should have past tense verbs. All biblical characters and events should have past tense verbs (4.12) .
- Sections:** There are primarily 6 sections to a research paper Not every section may be relevant/required for an assignment that requires APA (1.1-1.10), so, students should determine appropriate sections based on the assignment. Descriptions of sections follow:

Introduction: While there is no heading for this section (the title of the paper serves as the heading), this is an important section. It allows the writer to indicate the purpose of the paper and the problem that it will address. It should not be a summary of the paper nor mention/summarize any of the other sections. It is possible for shorter papers that the Introduction will include, without heading, the Literature Review and Design/Methodology.

Literature Review: This section summarizes what the relevant literature already states about the topic of the paper. This is not intended to be a critique of the material, simply what it already states.

Design and Methodology: This section is only needed when research is being done. The design indicates how you will test hypotheses or how you will answer research questions to address the problem indicated in the Introduction in light of the Literature Review. The methodology are the steps that were taken to do the research. While these are similar, the design indicates how it is expected the gap in the literature being researched can be bridged while the methodology indicates how the research was actually done.

Results: This section provides the results of the research. Review proper APA information and reporting of results based on the type of research that was completed (chapter 3)

Discussion: This section discusses the intersection of the hypotheses/research questions, literature review, and results. In other words, how does this research fit into the existing research and how does it contribute to the field of knowledge. Limitations of the research are usually included either at the beginning or end of this section.

Conclusion: This section is not a summary of the paper. Instead, it looks forward by discussing recommendations by the author on avenues of future research to further the field of expertise.

General Mechanics of Style

- Emphasis:** Do not use **bold**, “quotation marks,” CAPITALIZATION, underlines, or *italics* to emphasize words/phrases. Foreign words should be italicized.

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- Acronyms:** On first appearance, acronyms must be written completely and followed by parentheses. Use acronym after that. For example, Toccoa Falls College (TFC). Do not use periods (e.g. use TFC, not T.F.C.).
- Numbers:** Whole numbers less than 10 are written as words. Numbers 10 or above are written as numbers unless starting a sentence, which should always be words. An exception to this rule is numbers that represent time, dates, ages, and numbers referring to research results. To form plurals of numbers, add *s* or *es* without an apostrophe. To indicate a decade of time, simply add an *s*. Examples: 1850s, fours and sixes, 10s and 20s (6.32-6.39)
- Hyphenation:** Hyphens used to connect noun modifiers have no spaces before or after. For example, client-centered counseling. (6.12)
- Lists:** Bullets and numbered lists are rarely used within the narrative. Lists are included in paragraph text. Lists should include the following: (a) an introductory statement followed by a colon; (b) the list lettering with an opening and closing parenthesis; (c) the statement that represents that list item followed by a semi-colon; and, (d) the final list item starting with a conjunction followed by a comma, the final list lettering, and final statement for that list item. This list is a sample of what it should look like 6.49-6.52).
- Quotes:** Limit direct quotes. Avoid single words or short phrases that are quoted. Rather than a direct quote, the student's writing will be stronger if they analyze the original quote well enough that they can summarize it in their own words with proper citation. Any material drawn from any resource that is verbatim or near-verbatim must have quotes and proper citation. Any material that is drawn from any resource that is a summarization of that material does not need quotes but still must be cited. Avoid long quotes of more than 40 words (8.25-8.36). The writing in a paper is clearly the student's own writing but cited on where it was drawn from other's ideas. See 1.17 and 8.1-8.6 for extensive information on plagiarism.
- Language:** Avoid language use designed to introduce bias or affect (e.g. very, always, unfortunately). Use clear, concise, direct Standard English. Avoid informal language/slang or colloquial language. Avoid personal pronouns, self-reference, and/or reader reference. They and their can be used to reference singular nouns. Maintain gender-neutral language throughout (4.16-4.21).
- Grammar:** Sentences have one topic. Avoid run on and complex sentences. Simple sentences that have substance are stronger than sentences that are complex and difficult to understand. Paragraphs have one theme. Each paragraph should be no longer than one page. Paragraphs should be more than one or two sentences. Each section should have more than one paragraph. Avoid beginning sentences with conjunctions (4.4-4.11).
- Errors:** Proofread. Spell checkers and grammar checkers do not catch all errors. However, when they do catch them (e.g. the squiggly red or blue underlines in Word), they should be corrected before the paper is submitted.
- Scripture:** Avoid quoting scripture. This does not mean that you should not base material off of scripture. Much like the quoted material discussed earlier, it is better to analyze scripture well enough that you can put it in your own words. This assists the reader to understand what you mean by the verse rather than leaving it open for the reader to interpret your citation differently than you. Thus, citations of scripture are almost always sufficient unless you have a specific need for the quote in order to make an

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exegetical or research point. If you quote scripture, do not include verse or chapter numbers inside the quote. Avoid using terms like book, chapter, or verse (e.g. in the book of John chapter 3 and verse 16) in favor of the shorter more common citation (e.g. John 3:16). If the citation is parenthetical, abbreviate the book name. For quoted scripture, you need to include in the parenthetical citation the spelled-out scripture version for the first quote from each version anywhere in the paper. Subsequent version citations will use abbreviation. Subsequent quotes of the same version in do not need version abbreviation unless the version is different than the immediately preceding version. For example, if the paper has already used both NIV and ESV quotes (spelled out in the citation) and the previous citation was ESV (even if it was not cited parenthetically) and the next is NIV, you would need to indicate NIV in a parenthetical citation. In short, the paper always presumes the last version until a new version is introduced. (9.42, 10.2.35)

Contractions: Avoid using contractions in scholarly writing (4.8).

Citations in Text

- Guidelines: All works referenced, quoted, or paraphrased are cited in the paper. All material that is not the author's own and is not common knowledge is cited. Cite at the sentence level – it is insufficient to have multiple sentences of material drawn from a source and only cite it at the beginning or ending of those multiple sentences. All citations should come from published scholarly sources. Most websites are not scholarly sources! Avoid using websites as sources. Only cite work that has been read by the student (8.1-8.6, 8.10-8.22).
- Pages: Page number is abbreviated “p.” and multiple page numbers “pp.”
- References: All citations in the text should be listed in the References. All items in the References should be cited in the text.
- Quotes: Quoted content should not cite or quote other sources. If this is the case, paraphrase the material. Citations for quoted content list author(s)' last name, date, and page number(s) (e.g. Tsai & Cole, 2012, p. 333).
- Paraphrases: Citations for paraphrased content list author(s)' last name and the year of publication, separated by comma in parentheses (e.g. Kang & Romo, 2011).
- Websites: Website sources include a paragraph number and are abbreviated “para.” (e.g. Yu, 2012, para.3). For web sources, the domain name or responsible organization should be listed as the author. (e.g. National Institute of Health, 2014).
- E-books: For e-book citations, do not use location numbers. If original page numbers are not provided, cite by indicating chapter, sections, paragraphs (e.g. Gladwell, 2008, Chapter 1, Section 2, para. 5).
- et al.: The first time an article with three or more authors is cited in text or parenthetically, et al. is used by listing the first author, no separating comma, et al., and any other needed information like publication year or page number (e.g. Abiden et al., 1993). The term et al. is not italicized and includes a period after al. In references, et al. is not used until more than 20 authors (8.17, 10.1.4).
- Ampersand: When referencing a work with two or more authors, the word “and” is used in the text, such as Kang and Romo (2011). For parenthetical citations, the symbol “&” (ampersand) is used in parentheses (e.g. Kang & Romo, 2011), (8.17)

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- Anonymous:** When a work's author is explicitly designated as "Anonymous" cite it in the text as (Anonymous, 1998), (8.14).
- No Source:** When no author is listed, cite the first few words of the title surrounded by quotation marks and followed by the date (e.g. "Study Finds," 2007), (9.37)
- Personal Source:** Personal communications are not cited in References (they are non-retrievable); cite these only in body of paper. For example, A long discussion followed (T. Cho, personal communication, April 18, 2008), (8.7-8.9).
- Works of Art:** Italicize titles of artwork, movies, TV shows, songs and reports. Capitalize words four letters long or greater. For example, *A Nation at Risk* has changed the face of education (10.14).

Reference Page (2.12, Chapter 10)

- Guidelines:** References are on a new page with the word "References" (without quotes) centered at the top of the page in initial caps, not italicized, not bolded. Use a page break to start the page rather than returns from the previous page. Citations in text match references at the end of paper and all references at the end of the paper are cited in text. References follow APA format (See first section of this document) and are in alphabetical order (2.12).
- Indentation** All listings should be hanging indent (2nd and subsequent lines) of .5 inch (2.12).
- Journals** Author(s)' last names, First initial. Second initial if provided. (Publication date). Article title with only the first word capitalized: First word after colon also capitalized. *Name of Journal Italicized and First Letters Capitalized*, volume *italicized* (issue number if provided, not italicized), page numbers. Do not include URL or database information if the article was retrieved from one.
- Example: Diaz, P., Cole, J., & Tsai, A.Y. (2013). Culture in transition: A closer look. *Journal of Social Psychology*, 13(1), 45-67.
- Book reference:** Author(s)' last name, First initial. Second initial if provided. (Publication date). *Title italicized with only first word capitalized: First word after colon also capitalized*. Publisher.
- Example: Lightfoot, C., Cole, M., & Cole, S. (2009). *The development of children*. Worth Publishers.
- Website:** Author(s)' last name, First initial. Second initial if provided. (Publication date). *Title italicized*. Retrieved from URL. Do not include date of retrieval.
- Example: Chou, L. (2009). *Technology and education*. Retrieved from <http://www.cc.fg.edu>

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E-books: If the original publication information is provided in the e-book, use that information (9.2). Otherwise, use Author(s)' last name, First initial. Second initial if provided. (Publication date). *Title italicized with only first word capitalized: First word after colon also capitalized.* [E-reader version, if applicable]. Retrieved from URL, if applicable but not if paywall blocked.

Example: Henson, J., Crowther, S., & Huizing, R. L. (2020). *Exegetical analysis: A practical guide for applying biblical research to the social sciences*. [Virtual Bookshelf].

DOI Include the digital object identifier (DOI) if it is assigned.

Example: Kang, P & Romo, L. (2011). The role of church engagement, spirituality, and mentoring relationships in developmental outcomes of Korean American adolescents. *Journal of Adolescence*, 34, 767-778.
doi:10.1016/j.adolescence.2010.08.003

Corporate author: List organization, date, Title of page italicized in upper and lower case and Retrieved from.

Example: National Art Education Association (2007). *FAQ*. Retrieved from <http://www.naea-reston.org/about-us/faq>

Undated: If there is no publication date for a source, use (n.d.). No spaces between n and d.

Scripture (9.2, 9.41-42, 10.2.35)

General APA is somewhat confusing on scripture citation. For instance, while Bibles can be obtained online and are cited as such in 10.2.35, sources drawn from websites that are typically from another citation/reference category should not reference the website but the original category (9.2). Also, APA approaches scripture as automatically 'republished' (9.42) but by its own definition of 'republished' (9.41), this should not be the case. Thus, what follows are recommendations of Scripture usage trying to hold in tension the ways that APA refers to Scripture.

Study Bibles It is important to distinguish that annotated/study notes are not part of original scripture. As such, they should be cited differently. Any material drawn from these notes should be treated as an edited book indicated from the copyright page. Be sure not to use the copyright information from the scripture portion, but the editors of the edition of notes that you are using. This will also require a page number if quoted material is used.

Citations The student may choose to spell out all narrational citations that have bible book names. However, they may also abbreviate all bible book narrational citations – in either case, be consistent. Parenthetical citations should all have bible books abbreviated. All scripture quotes require indicating bible version with an abbreviation (e.g. NIV). The first citation of a version requires the copyright year of the scripture (not the publication year of the bible edition – e.g. NIV 2011 even though the bible was published in 2020). Future citations of that version do not require copyright year unless a different copyright date of the same version is used (e.g. NIV 1984 and NIV 2011) – in which case use the copyright year on all uses of that version.

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References All bible versions cited in the paper require a listing in the bibliography (10.2.35). Despite the bible sample in 10.2.35, it seems clear from 9.2 that most bible websites (e.g. biblegateway.com) contain versions of printed publications. As such, even when using an online source for scripture, it should be referenced using print publication information that is available on the website rather than the website hyperlink. A separate reference entry should be entered as an edited book if annotated/study notes are used.

Other Resources

Publication Manual of the American Psychological Association, 6th Ed.: American Psychological Association. (2010). *Publication Manual of the American Psychological Association*, 6th edition. Washington, DC.

APA Style Blog: <https://apastyle.apa.org/blog>

APA Style Guide: prepared by a reference librarian, Eric P. Garcia, at the California State University, Northridge

<http://library.csun.edu/egarcia/documents/apacitationguide.pdf>

Owl at Purdue: <http://owl.english.purdue.edu/owl/resource/560/01/>