

Assignment Checklist

Note: Ensure that APA 6th edition style has been followed throughout every assignment.

Items in the checklist will enumerate some, but not all requirements.

Print this out and physically check off each item. **Seriously. Do it.**

Check this link for general information <http://vickyjohnson.altervista.org/APAFormatting.htm>

1. Use this template (makes it much easier): APA Template If you can't open it here, check the links at the top of your Course Outline	
2. Include a cover sheet as per APA guidelines.	
3. Use a running head throughout the paper. Title should be in all caps.	
4. Include bibliography/references where required (see Course Outline for requirements). See p. 49 of your APA manual for examples.	
5. Use Times New Roman, 12 point font, double-spaced typeface, one inch margins throughout. In APA style, there is NO deviation from double space! Also, 2 spaces between each sentence.	
6. With spell-check and grammar-check turned on, address every red line and green line indicated in your paper. Google "how to turn on spell check" and follow instructions for your operating system and version of Word.	
7. Read through entire paper aloud to proof-read. Seriously. This works not only for editing mistakes, but also to check for clarity and awkward sentences.	
8. Capitalization and punctuation: check these guidelines Capitalization/Punctuation Look here for when to use commas: http://www.apastyle.org/learn/faqs/when-use-comma.aspx	
9. Avoid using slang, colloquial expressions, and jargon. No contractions except in a quote.	
10. Be consistent in using past or present tense.	
11. Do not state your opinions as fact! Back it up with scholarly references, state it as your opinion, or leave it out.	
12. Direct quotes MUST include page numbers. (See APA, p. 170, 171) Jones (2007) said "Blah, blah, blah" (p. 22). Or (without a name) "Blah, blah, blah" (Jones, 2007, p. 22).	
13. Avoid using direct quotes that can be summarized or paraphrased. Do not use quotations to add content to your paper. That's your job!	
14. Use the "Find" feature in Word (upper right) and check every time you use these words: need, must, should. Make sure they are justified and not judgments.	
15. Review mistakes from previous papers You should be making a list. Don't make all of the same mistakes again!	
16. Save your assignment as AssignmentX_YourName before submitting in Blackboard.	