Use this checklist to determine whether your work is in Asbury-sanctioned APA style. The checklist is comprehensive, but not totally inclusive of all APA style requirements. Note that the format varies by type of paper (e.g., experimental or literature review/conceptual-theoretical-opinion papers). Also, inclusion of tables and figures will depend on the content of each paper. You should check your APA Style manual as well as discuss specific requirements with your professor as these may be altered for specific assignments.

**General Typing and Organization**

1. Have you used 1” margins on the left and right sides, from the bottom, and from the top to the first line of TEXT?

2. Are the parts of the report in the correct order?
   
   i. **Experimental Papers:** title page, abstract, introduction, method, results, discussion, references, figures and tables
   
   ii. **Literature Review/Conceptual-Theoretical-Opinion Papers:** title page, abstract, introduction, conceptual sections (with subheadings as appropriate), conclusion, references

3. Have you used headings and subheadings to outline your work?

4. Are your headings and subheadings in the correct format? (The following applies to all types of papers.)

<table>
<thead>
<tr>
<th>Level of heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (on Title Page)</td>
<td>Effects of Chapel Skips on Spiritual Formation of College Students</td>
</tr>
<tr>
<td></td>
<td>John W. Hughes</td>
</tr>
<tr>
<td></td>
<td>Asbury University</td>
</tr>
<tr>
<td>Abstract (p. 2)</td>
<td>Abstract</td>
</tr>
<tr>
<td>Title (at beginning of paper, p. 3)</td>
<td>Effects of Chapel Skips on Spiritual Formation of College Students</td>
</tr>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td></td>
<td>(Note that text starts on same line after period.)</td>
</tr>
<tr>
<td>4</td>
<td><strong>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</strong></td>
</tr>
<tr>
<td></td>
<td>(Note that text starts on same line after period.)</td>
</tr>
<tr>
<td>5</td>
<td><strong>Indented, italicized, lowercase paragraph heading ending with a period.</strong></td>
</tr>
<tr>
<td></td>
<td>(Note that text starts on same line after period.)</td>
</tr>
</tbody>
</table>
5._______ Have you double-spaced between lines throughout the report in ALL sections (with the exception of some tables and figures)?

6._______ Have you removed all blank lines throughout the report? (There is no extra line spacing between sections. Some word processing programs automatically add this so be sure to remove it.)

7._______ Is EACH page headed by the running head and a page number?

8._______ Are the pages numbered consecutively?

9._______ Have you used 5 to 7 space paragraph indents throughout the report? (Be sure to use the same indent spacing throughout the entire paper.)

10._______ Have you used Arial size 11 font, Calibri size 12, Times New Roman size 12 font, or Tahoma size 11 font?

11._______ Did you remember to italicize ALL statistical notation?

12._______ Have you used third person perspective (i.e., no “I” or “you”) in writing your paper – unless your professor has specified differently for this particular paper?

13._______ Have you used active voice rather than passive voice? For example, have you limited the use of the word “it” (e.g., Incorrect – It was discovered...; Correct – Regular engagement in worship activities seems to foster spiritual formation...)?

14._______ Have you limited (but not completely eliminated) the number of times sentences start with the authors’ names (e.g., James and Walton (2010) argued...)? Note that the concept should drive the sentence, not the researcher (e.g., Spiritual formation is dependent upon regular engagement in worship activities (James & Walton, 2010)). This will help you to focus on concept development rather than just mere reporting. Note, too, that some papers are about the authors or researchers rather than the concept.

Title Page (see example on next page)

15._______ Is your title no longer than 12 words?

16._______ Is the title located in the upper third of the title page?

17._______ Did you avoid the use of commonplace terms, such as “method,” “study,” etc., in your title?

18._______ Does your title accurately portray what you did in your paper?

19._______ Are the title, your name and affiliation:
   i. _____centered on the upper third of the title page?
   ii. _____centered on each line?
   iii. _____did you include your middle initial?
   iv. _____alone with no other information added?

20._______ Is the running head:
   v. _____no longer than 50 characters?
   vi. _____flush left at the top of the page?
   vii. _____in all caps using this format? -- Running head: TITLE
   viii. _____in the Header/Footer in your document?
   ix. _____including the page number at flush right?
Effects of Chapel Skips on Spiritual Formation in College Students

John W. Hughes

Asbury University
Abstract (Ask if this section is required)

21._______ Is the abstract titled by the word “Abstract” in non-bold typeface in the center of the first line?
22._______ Is the abstract no longer than 100 words (Asbury specific limit)?
23._______ Is it written in clear and concise language? Have you eliminated all “fluffy” and superfluous language? Is the abstract dense with information?
24._______ Is it written in active vs. passive voice? (See examples above.)
25._______ Have you included only the four or five most important concepts, findings, or implications? You can often do this by reviewing the headings and subheadings of your paper.
26._______ If you are writing a Literature Review or Theoretical paper, have you included the thesis, discussion, conclusions, and implications?
27._______ If you are writing an abstract for an experimental paper, have you included the primary research question, the hypothesis/hypotheses, the method, the results (with no statistics), and any implications?
28._______ Have you included specific words in your abstract that an audience would use in their electronic searches?
29._______ Have you remembered NOT to indent the first line of the abstract?
30._______ Have you remembered NOT to include any statistics?
31._______ Do not add keywords to the Abstract (p. 41 in APA Style Manual).
32._______ Note that the running head on this page is different than on title page. Use the header/footer function to designate that the first page (title page) is different than the others. See example next page.
Abstract
Text goes on this line with no indentation for the abstract only. Be sure to include the four or five main points of your paper.
**Introduction (in Experimental Paper) or Main Body of Paper (in Other Types of Papers)**

33.______ Is the introduction headed by your title, NOT by the word “Introduction” in the center of the first line?

**Citations**

34.______ Have you minimized your use of direct quotations as much as possible by putting ideas into your own words (paraphrasing) while also citing the authors, year, and page number(s)?

Note: APA guidelines encourage you to include the page number(s) though it is not required.

35.______ Are reference citations complete and accurate?

i. _____ Have you included all authors’ names in the first citation (unless there are six or more authors)?

ii. _____ In all other citations beyond the first, have you truncated the citation if more than 2 authors (see p. 177 in the APA Style Manual)?

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation in Text</th>
<th>Subsequent Citations in Text</th>
<th>First Citation in Text, Usually at End of Sentence</th>
<th>Subsequent Citations in Text, Usually at End of Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Hughes, Asbury, and Gray (2010)</td>
<td>Hughes et al. (2010)</td>
<td>(Hughes, Asbury, &amp; Gray, 2010)</td>
<td>(Hughes et al., 2010)</td>
</tr>
<tr>
<td>One work by four or five authors</td>
<td>Hughes, Asbury, Gray, and Rader (2010)</td>
<td>Hughes et al. (2010)</td>
<td>(Hughes, Asbury, Gray, &amp; Rader, 2010)</td>
<td>(Hughes et al., 2010)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Hughes et al. (2010)</td>
<td>Hughes et al. (2010)</td>
<td>(Hughes et al., 2010)</td>
<td>(Hughes et al., 2010)</td>
</tr>
</tbody>
</table>

36.______ Have you used “and” to connect authors’ names when the citation appears in the text?

37.______ Have you used an ampersand (&) to connect authors’ names in parenthetical citations?

38.______ Have you left out authors’ first names and initials, their institutional affiliations, and the titles of their articles/books?

39.______ When you mention or cite a well-known historical figure, have you used the person’s first name only once and thereafter referred to that person by last name only?

40.______ Have you cited all authors as: Smith (2009), (Smith, 2009), OR “In 2009 Smith . . . “? 
41._______ Have you cited the author(s) and year of publication as early as possible in paragraphs where you refer to their work?
   
i. And did you cite the year only once in the paragraph (not mentioning it again in subsequent citations within that same paragraph)
   
ii. Exception: if you discuss an author’s work and then talk about a different author or your own thoughts, then return to the original author you must cite the first author again with name and year

42._______ When you have 3-5 authors, have you used all last names the first time the work is cited and then “first author et al.” afterwards?

43._______ When you have 6 or more authors, have you used et al. for the first and subsequent references?

44._______ Have you dropped the year of publication whenever an author is mentioned for the second or later time in the same paragraph?

45._______ Have you added the citation in every paragraph in which an author’s work is referred?

46._______ If you have a quote that you cite in the text, followed by paraphrased material from the same author in the same paragraph, include the page number(s) of the paraphrased material at the end of that material so that your readers will know that you have paraphrased.

47._______ For direct quotations, cite the author, year, and page number(s) except for when the author is cited earlier in that same paragraph. In such cases, only cite the page number.

48._______ See handout on plagiarism.

49._______ Have you formatted your quotations correctly? (Be sure to limit the number of these you use.)

50._______ If the quotation is less than 40 words, have you formatted it like this?

   From a journal, book, or pdf file:
   
   Hughes and Wesley (2000) went so far to suggest that “spiritual formation does not occur in the absence of regular chapel attendance” (p. 10).
  
   OR

   “Spiritual formation does not occur in the absence of regular chapel attendance” (Hughes & Wesley, 2000, p. 10).

   OR if quote is on more than one page . . .

   “Spiritual formation does not occur in the absence of regular chapel attendance” (Hughes & Wesley, 2000, pp. 10-11).

   From a website:

   Hughes and Wesley (2000) went so far to suggest that “spiritual formation does not occur in the absence of regular chapel attendance” (Chapel Skips, para. 4).

   OR

   “Spiritual formation does not occur in the absence of regular chapel attendance” (Hughes & Wesley, 2000, Chapel Skips, para. 4).
51. ______ If the quotation is more than 40 words, have you formatted the block quotation like this (see APA Style Manual, p. 179)?

Others have contradicted this view arguing that multiple factors contribute to spiritual growth and that to limit it to just one factor:

Chapel attendance alone is not a necessary and sufficient cause of spiritual formation. While it may indeed foster such formation, other religious practices also contribute, and in some circumstances, may in fact play a greater role than chapel attendance. In addition, some have argued that chapel attendance is not even necessary in any form for such formation to occur.

(Nietzsche & Singer, 2004, pp. 111-112)

52. ______ If you used a source that was cited in another source (a Secondary Source), did you name the original source in your Signal phrase? And did you list the secondary source in your reference list and include the secondary source in the parentheses (p. 178)? And have you used secondary sources sparingly? Example:

Manning proposes in Ragamuffin Gospel that the greatest sin of all is the sin of self-sufficiency (as cited in Morarity, 2010, p. 22). [with Morarity in References]

53. ______ If you cited text that originally had words in quotation marks, did you put them in single quotation marks in your quote? Example:

“A counselor cannot simply walk into the office and ‘put on’ an effective counseling demeanor.”

54. ______ If you cited Scripture did you identify which version you quoted from the first time Scripture was quoted in the paper? And did you cite the version only once, unless different versions were subsequently cited? Example:

John 3:16 (New International Version) begins with the well known words, “For God so loved the world.” OR
A well known passage of Scripture begins with, “For God so loved the world . . . ” (John 3:16, New International Version).

55. ______ Have you included periods and commas within closing single or double quotation marks? Place other punctuation marks (e.g., ?, ;, !) inside the quotation marks only when they are part of the quoted material.

56. ______ Have you left ending periods off in a reference entry from book or journal article titles that end with a question mark? For example the following is correct:


While this version is incorrect:


57. ______ Have you limited the use of sources other than peer-reviewed scientific journals (i.e., limit the use of internet and other sources that are NOT scientific journals)?

58. ______ Have you consistently used the past tense or present perfect tense for the literature review, and the purpose and hypotheses of your study?

59. ______ For experimental papers, is the description of your study’s purpose and hypotheses at the end of the introduction, AFTER the literature review?
60. If you cite publications by two or more primary authors with the same last name, have you included the first author’s initials in all text citations, even if the year of publication differs? Example:

References:


Textual Citation:

Among studies, we review M. A. Light and Light (2008) and I. Light (2006).

61. For other papers, have you made your thesis clear early in the paper and then returned to it near the end of the paper?

62. Have you added one space after the end of each sentence?

63. Here and throughout the paper, do you have only one line between the running head and the first line of text? See example on next page.
concluded that spiritual formation could be enhanced by regular attendance in worship. Also, regular
Method (Experimental Papers)

64._______ Have you begun typing the method immediately after the end of the introduction?
65._______ Is the method titled by the CENTERED word “Method” in bold?
66._______ Have you organized the method into subsections, using margin headings? (e.g., Participants, etc.)
67._______ Have you organized the Procedure subsection, using paragraph headings when needed?
68._______ Is the method section ENTIRELY written in the past tense?
69._______ Are any necessary abbreviations explained?
70._______ Have you used WORDS to express numbers that begin sentences and NUMBERS below 10? (see APA manual for exceptions)

Results (Experimental Papers)

71._______ Have you begun typing the results section immediately after the end of the method section?
72._______ Is the results section headed by the CENTERED word “Results” in bold?
73._______ Have you included a statement about what effect size you are reporting?
74._______ Have you organized the results section into subsections using margin headings?
75._______ Have you used past tense throughout the results section?
76._______ Did you capitalize the independent variable names Linked by “x’s” (e.g., Favor x Sex interaction)?
77._______ For mathematical and statistical expressions:
   i. _____ have you used numerals rather than words?
   ii. _____ did you italicize symbols (n, M, F, p, etc.)?
   iii. _____ did you use appropriate spacing?
   iv. _____ did you include a space before and after equal signs?
78._______ When a result was not significant, did you remember to report the F statement but not interpret the finding?
79._______ Did you describe/interpret ALL significant results?
80._______ Did you remember to interpret any significant interactions and reference the table or figure you made of that interaction?

Discussion (Experimental Papers)

81._______ Have you begun typing the discussion immediately after the end of the results?
82._______ Is the discussion section titled by the CENTERED word “Discussion” in bold?
83._______ Are reference citations complete and accurate?
84._______ Have you used the past tense to re-describe results and refer to earlier findings?
85._______ Have you used the present tense to discuss the results, theories, speculations, and conclusions?
86._______ Have you included the following sections – overview of results, how these fit with existing literature, implications, strengths and weaknesses of the current research, future directions?
Conclusion (Literature Review/Conceptual-Theoretical-Opinion Papers)

87._______ Is the conclusion section titled by the word “Conclusion” in bold in the center of the first line?
88._______ Are reference citations complete and accurate?
89._______ Have you used the past tense to re-describe main points?
90._______ Have you used the present tense to discuss the results, theories, speculations, and conclusions (i.e., to support your main thesis?)

References

91._______ Did you begin the reference list on a new page?
92._______ Is the reference list page titled by the word “References” in non-bold typeface in the center of the first line?
93._______ Are the references listed in alphabetical order by the first author’s last name (p. 181 in the APA Style Manual)? See table on next page.
94._______ Is the first line of each reference typed flush with the left margin?
95._______ Are subsequent lines within a reference tab-indented?
96._______ Did you use the correct reference type for each citation (e.g., book, journal article, web-based)? Be sure to refer to the APA Style Manual.
97._______ For journal articles, have you italicized the journal name and volume number?
    v. _____ used initials only for author’s first names?
    vi. _____ used a single space between initials?
    vii. _____ used an ampersand (&) to connect authors’ names?
98._______ Have you appropriately included the electronic source?
99._______ Have you included the DOI – digital object identifier? See example.
100._______ Have you remembered to NOT put a period after the doi?
101._______ Is this section also double-spaced?
102._______ Have you only included sources that you mention in the text?
103._______ Have you double-checked the format of your references against the APA Style Manual, noting capitalized words, italics, punctuation, appropriate pieces of content, etc.?
<table>
<thead>
<tr>
<th>Reference Rule</th>
<th>Example (do not include what’s italicized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Earliest to latest”</td>
<td>Hughes, J. W. (1990) <em>comes before</em></td>
</tr>
<tr>
<td>“One before multiple if beginning with same surname”</td>
<td>Hughes, J. W. (2010) <em>comes before</em></td>
</tr>
<tr>
<td></td>
<td>Hughes, J. W., &amp; Gray, S. (2009). <em>Effects of worship</em></td>
</tr>
<tr>
<td></td>
<td>Hughes, J. W., &amp; Gray, S. (2009). <em>Relationship between</em></td>
</tr>
<tr>
<td>“If articles in same year are part of series, keep in series order”</td>
<td>Hughes, J. W., &amp; Gray, S. (2009a). <em>Relationship between</em></td>
</tr>
<tr>
<td>(Don’t alphabetize. This is a rare exception to the alphabetizing rule.)</td>
<td>Hughes, J. W., &amp; Gray, S. (2009b). <em>Effects of worship</em></td>
</tr>
<tr>
<td></td>
<td>Hughes, J. W., &amp; Gray, S. (2009c). <em>Benefits of confessing</em></td>
</tr>
</tbody>
</table>
**Tables (May not be in your paper)**

104.______ Is each table typed on a separate page?
105.______ Have you used 1" margins all around?
106.______ Does each table have its title typed in italics?
107.______ Is each table numbered consecutively according to its order in the results section?
108.______ Is each table identified by the heading “Table” and number typed flush with the left margin?

**Figures (May not be in your paper)**

109.______ Is each figure drawn on a separate page?
110.______ Is each figure numbered consecutively according to its description in the results section?
111.______ Did you place the title of the figure below the figure itself?
112.______ Did you remember to italicize “Figure 1” in the title of the figure?
113.______ In content of the figure,
   i. _____ is the IV on the horizontal axis?
   ii. _____ is the DV on the vertical axis?
   iii. _____ are units on the vertical and horizontal axis spaced equally?
   iv. _____ did you use a representative scale for the DV?
   v. _____ are the IV and DV labels typed parallel to their respective axes?
   vi. _____ are the plotted lines labeled, or have you used the distinctive plot points with a legend?

**Wrapping Up**

114.______ Have you run Spell-Check on your paper and manually made the corrections as needed?
115.______ Have you examined your paper for any squiggly lines under text like this and corrected the offending word or phrase?
116.______ Have you done a Print Preview to look at all the pages from a “birds-eye” perspective to check for widows/orphans, formatting errors, blank pages, heading errors, etc?
117.______ Have you eliminated widows/orphans (i.e., single lines of text hanging by themselves or section headings that have no text following them on the same page)?
118.______ Have you CAREFULLY read over your paper and corrected typos and spelling errors?
119.______ Have you had your paper reviewed by the Center for Academic Excellence?
120.______ Have you made the corrections suggested by the Center for Academic Excellence?


APA Style Manual...