CCS CHECKLIST
FOR APA STYLE & FORMAT

The rules of APA Style offer guidance for writing with simplicity, power, and concision. APA Style has been adapted by many disciplines and is commonly used in college. From time to time, updates are made to the guidelines and another edition released. Recently, the APA released a Seventh edition. As a result of that and in an effort to help our students put their best foot forward with their course requirements, we have put together the following.

Our checklist is specific to what our expectations are for Corporate College Services student submissions. It is meant to guide you as you craft your homework assignments and final paper to make sure you are consistent with APA Style in both formatting and writing. The expectation is that students also take advantage of the numerous resources available. The APA Style website (https://apastyle.apa.org/products/publication-manual-7th-edition) itself offers tutorials, FAQs, illustrations and other resources to help you improve your writing, master APA style and formatting, as well as avoid incidences of plagiarism. Please note that each institution, including our partners in delivering your degree, has its own expectations and requirements and should be abided by respectively.

Students are required to submit this checklist with all final paper submissions. Students are also reminded that prior to submitting any work, assignment guidelines should be double checked to assure required content is included.

☐ **1. Margins**

My margins are 1 inch at the top, bottom, left, and right of each page.

☐ **2. Typeface**

I have used 11-point Arial as my font and have used it consistently throughout my written assignments and paper.

☐ **3. Line Spacing**

My lines of text are all double spaced throughout my paper. There is an exception on my title page where there is an extra double space between my title and the rest of the information on my title page. There are also exceptions where I may single space in a table body, figure, footnotes, and equations.

☐ **4. Alignment**

My text is aligned at the left margin.

□ **5.** **Text Spacing**

I have inserted one space after punctuation marks, including those at the ends of sentences. I have inserted no spaces between internal periods in abbreviations, such as U.S. and a.m.

□ **6.** **Indenting for Paragraphs**

I have indented the first line of every paragraph 0.5 inches, and I have used the tab key for consistency. The remaining lines of my paragraph are left aligned.

□ **7.** **Quotation Marks**

I have placed quotation marks around all directly quoted material AND any article or chapter titles when these are mentioned in the text.

□ **8.** **Italics**

I have placed titles of longer works, such as books and journals, in italics in both my text and in my references list.

□ **9.** **Title Page Format**

My title page includes the following:
- A page number at the top right corner
- My title in bold font centered in the upper half of the page
- My name centered two double spaces below my title
- My affiliation (name of my school) centered below my name
- My course name centered below my affiliation
- My instructor's name centered below my course name
- The due date centered below my instructor's name

□ **10.** **Page Numbers**

My page number appears in the top right-hand corner of all my pages, including my title page. This page number should be created using the header function of my software and should be flush against the right margin.

□ **11.** **Paper Elements**

□ Executive Summary
CCS does not require an Abstract but they do require an Executive Summary which I have included at the beginning of my paper.

□ Paper Length
My paper is the appropriate length. I did not count my title page or my reference page in my minimum required pages.

☐ Paper Organization

I have organized my paper to make sure that the title is centered and bolded on the first line of the first page of text before the opening paragraph. The first line of my text begins one double-spaced line after the title.

I started each main section of the paper on a new page and arranged pages in the appropriate order: title page, executive summary, introduction, discussion of idea(s), research, evidence, conclusion, references, (and if needed, tables, figures, appendices).

I have started each new section with a header relevant to the text. All headers are in title case, centered and bold.

☐ **12. Body of Paper**

☐ I have incorporated three to five course concepts in my final paper.

☐ I have incorporated the use of MEAL:
<u>Main idea</u> – the paragraph's central focus, what you are trying to prove within the paragraph

<u>Evidence</u> – examples that help prove the main idea (and, in a longer paper, the thesis).

<u>Analysis</u> – the most important part of the paragraph; it digs deep into the evidence and explains how and why it proves the thesis

<u>Last thought</u> – concludes the paper and wraps up final thoughts. It connects the main idea back to the thesis.

☐ **13. Writing Style**

☐ Sentence Structure
My sentences are written in the Third Person (unless specified to use First Person) and I have avoided the use of contractions and poetic language.

The following is a more detailed Writing Style Checklist with suggested tutorials and page numbers from the APA Style Manual 7th edition (https://apastyle.apa.org/products/publication-manual-7th-edition) for reference or review.

☐ Subject – Verb Agreement
I have used a grammar check to make sure the Subject – Verb Agreement is consistent throughout. Subjects and verbs must agree with one another in number (singular or plural).

If a subject is singular, the verb is singular:
Example: One **dog is** sitting on the grass.

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S V

If a subject is plural, the verb must be plural:
Example: Two <u>dogs</u> <u>are</u> sitting on the grass.

| |
S   V

Subject – Verb Agreement Tutorial: https://youtu.be/4fMipjAnlRK (Khan Academy)

☐ Active Voice

I have used Active Voice unless instructed to use Passive Voice by the instructor. APA style encourages using the Active Voice although Passive Voice is accepted when it is more important to focus on the recipient of the action.

Examples: The dog ate the biscuits. (Active)
The cake was eaten by the dog. (Passive)

Active – Passive Voice Tutorial: https://youtu.be/TZd7rDVNi58

☐ Comma Usage

I have made the proper use of commas.
A comma is a useful punctuation tool for separating parts of a sentence or items in a list. There are several rules for using commas.

Comma Usage Tutorials: https://youtu.be/Wk0k2FLjM1c (Khan Academy)
https://youtu.be/09-t-giMcNk
https://owl.purdue.edu/owl/general_writing/punctuation/commas/index.html

☐ Paraphrasing

I have properly cited or referenced any paraphrasing used in all work submitted.
A Paraphrase is one legitimate way (when accompanied by accurate documentation) to borrow from a source. Paraphrasing is a valuable skill because it helps to control the temptation to quote too much.

Steps to Effective Paraphrasing include:
- Reread the original passage until you understand its full meaning.
- Check your version with the original to make sure that your version accurately expresses the key points in a new form.
- Record the source (including the page) on a notecard so you can credit it easily if you decide to incorporate the material into your paper.

Paraphrasing Tutorials: https://wordvice.com/a-guide-to-paraphrasing-in-research-papers-apa-ama/

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html

☐ Plagiarism

I have properly cited and referenced all sources used in work submitted.

According to Plagiarism.Org, *Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.*

Plagiarism Tutorial and paper checker site: https://www.scribbr.com/plagiarism/how-to-avoid-plagiarism/

https://www.scribbr.com/plagiarism-checker/ *fees

☐ Proofread

I have proofread my paper to assure there is consistency in writing style, that it is coherent and cohesive, and that it free from errors.

☐ Grammar & Spell Check

I have checked for grammar and spelling errors in all work submitted.

Grammar and Spell Check Sites: https://www.grammarly.com/grammar-check *fees
https://www.easybib.com/grammar-and-plagiarism/grammar-checker/

☐ **14. Writing Numbers**

I have used words to express numbers below 10. I have used numerals to express any numbers 10 or greater. I have also used numerals to express any times, dates, or ages.

☐ **15. Writing Lists**

I have used numbered, bulleted, or lettered lists. I have ensured that my items are parallel.

☐ **16. Blocked Quotations**

I have used the block format (indented, no quotation marks, double spaced) for all quotations that are 40 words or more in length.

☐ **17. In-Text Citations**

I have properly documented all summarized, paraphrased, and quoted materials with a correct In – Text Citation for all work submitted.
An In – Text citation is a brief reference. Always cite the source used within a paper to avoid plagiarism.

For In – Text Citation Examples or more information:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html#:~:text=When%20using%20APA%20format%2C%20follow,the%20end%20of%20the%20paper.
https://apastyle.apa.org/style-grammar-guidelines/citations

☐ **18. References**

☐ I have included a reference page at the end of my paper. I labeled the page References and centered and bolded it at the top of the page.

☐ I have created the appropriate reference entry for the type of work being cited. Each of my reference entries includes an author, date, title and source.

☐ I have included a full reference listed in alphabetical order and used a hanging indent for all lines after the first line of each entry for every source cited in my text.

☐ I have properly punctuated to group information and separate reference elements.

☐ I have double spaced the entire reference list, both within and between entries.

☐ I double checked my paper to make sure that if and or when I used in text citations, it corresponds with the appropriate reference. The beginning of the reference entry and year match the corresponding in-text citation. I did not include a reference entry for personal communications or secondary sources.