

SPECIAL INVITED ARTICLE

A Modified Presubmission Checklist

JENNIFER DUNN

KAREN FORD

Mesa State University

KIRSTEN L. REWEY

University of Minnesota

JOHN A. JUVE

University of Missouri–Columbia

ALYSON WEISER

STEPHEN F. DAVIS

Emporia State University

The following checklist was adapted from the article “Is This REALLY APA Format?: A Presubmission Checklist for the Psi Chi Journal of Undergraduate Research,” which appeared in the Fall 2000 issue (Vol. 5, pp. 87–89) of this journal. We hope that this updated version, which incorporates changes found in the fifth edition of the Publication Manual of the American Psychological Association (American Psychological Association, 2001), will assist authors, faculty advisors, and reviewers with the APA format aspect of the publication process.

Presubmission Checklist for Correct APA Formatting

General Formatting and Typing

<i>I have read the manuscript and I know that:</i>	Manual Section
<input type="checkbox"/> there are 1-in. (2.54-cm) margins on all four sides of each page of the manuscript	5.04
<input type="checkbox"/> the typeface is the correct size (12 points on a word processor) and the correct style (serif typefaces such as Courier or Times Roman)	5.02
<input type="checkbox"/> the manuscript is double-spaced throughout, including title page, references, tables, figure captions, author notes, and appendixes	5.03
<input type="checkbox"/> the page header is the first two or three words of the title	5.06
<input type="checkbox"/> the page number appears (a) on the same line with the page header and is five spaces to the right of the page header, or (b) immediately below the page header	5.06
<input type="checkbox"/> the page header and page number are typed at the top of each page of the manuscript (except pages containing figures)	5.06
<input type="checkbox"/> the page header and figure number are handwritten on the back of figures (or on the front, outside the image area of the figure)	5.22
<input type="checkbox"/> there is only one space after punctuation marks including: commas, colons, semicolons, punctuation at the end of sentences, periods in citations, and all periods in the References section	5.11
<input type="checkbox"/> lowercase letters in parentheses have been used to indicate a series of events or items within a paragraph	5.12
<input type="checkbox"/> words are not broken (hyphenated) at the end of a line	5.04
<input type="checkbox"/> all units of measurement have correct abbreviations	3.25, 3.51
<input type="checkbox"/> arabic numerals have been used correctly to express: all numbers in the Abstract, numbers that are greater than 10, numbers that immediately precede a unit of measurement, numbers that represent fractions and percentages, numbers that represent times, dates, ages, participants, samples, populations, scores, or points on a scale, numbers less than 10 <i>only when</i> those numbers are compared to a number greater than 10 (e.g., "Participants included 15 humanities and 3 natural science majors.")	3.42
<input type="checkbox"/> words have been correctly used to express: numbers less than 10, numbers at the beginning of a title, sentence, or heading	3.42

Title Page

<i>I have read the manuscript and I know that:</i>	
<input type="checkbox"/> the running head is aligned with the left margin and is equal to or less than 50 characters and spaces long	5.15, 1.06
<input type="checkbox"/> the author note <i>does not</i> appear on the title page; instead the author note appears on a separate page after tables, figures, and appendixes (if included)	3.89, 5.20

Abstract

<i>I have read the manuscript and I know that:</i>	
<input type="checkbox"/> the word <i>Abstract</i> is typed at the top of the page	5.16

Presubmission Checklist for Correct APA Formatting (continued)

	Manual Section
<input type="checkbox"/> the first line of the Abstract is even with the left margin	5.16
<input type="checkbox"/> the Abstract is not more than 120 words	1.07, 5.16

Body of the Manuscript

I have read the manuscript and I know that:

<input type="checkbox"/> there are <i>no</i> one-sentence paragraphs	2.03
<input type="checkbox"/> gender-inclusive language is used through plural pronouns (e.g., <i>they, their</i>), by using nouns (e.g., <i>one, an individual, participant's</i>), sparse use of <i>he or she</i> or <i>she or he</i> , or by sparse use of alternating between gendered pronouns (e.g., <i>he . . . she . . .</i>)	2.13
<input type="checkbox"/> the words <i>male</i> and <i>female</i> are used <i>only</i> as adjectives (e.g., female quail) whereas the words <i>men, women, boys, and girls</i> are used as nouns	Table 2.1
<input type="checkbox"/> quotations are word-for-word accurate and page numbers are provided	3.35, 3.39
<input type="checkbox"/> the word <i>while</i> is used <i>only</i> to indicate events that take place simultaneously (alternatives: <i>although, whereas, and, but</i>)	2.10
<input type="checkbox"/> the word <i>since</i> is used <i>only</i> to indicate the passage of time (alternative: <i>because</i>)	2.10
<input type="checkbox"/> terms that are abbreviated are written out completely the first time they are used, then always abbreviated thereafter	3.21
<input type="checkbox"/> Latin abbreviations are used sparingly and <i>only</i> in parenthetical material	3.24
<input type="checkbox"/> the word <i>and</i> is used in citations outside of parentheses	3.95
<input type="checkbox"/> the ampersand (&) is used in citations within parentheses	3.07, 3.95
<input type="checkbox"/> when two or more citations are in parentheses the citations are typed in the same order they appear in the References section	3.99
<input type="checkbox"/> each and every citation used in the manuscript is correctly typed in the References section	4.01, 4.02
<input type="checkbox"/> the phrase <i>et al.</i> is used with each citation that lists six or more authors, and with each citation that lists three to five authors <i>after</i> the first instance of that citation	3.95
<input type="checkbox"/> in the Method section the word <i>participants</i> is consistently used (do not use <i>subjects</i>)	1.09, 2.12
<input type="checkbox"/> in the Results section all test statistics (e.g., <i>F, t, p</i>) are italicized	3.19, 3.58

References Section

I have read the manuscript and I know that:

<input type="checkbox"/> all entries are typed in alphabetical order	4.04
<input type="checkbox"/> each and every entry occurs in the body of the manuscript	4.01
<input type="checkbox"/> authors' names are separated by commas	4.08
<input type="checkbox"/> the volume numbers of journals are italicized	4.11
<input type="checkbox"/> each entry is typed in a "hanging indent" format, meaning that the first line of each reference is typed flush left and every line after the first line of each entry is indented	5.18, 4.07
<input type="checkbox"/> the names of journals, book chapters, and books are correctly capitalized	4.11

Reference

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.