

## APA (7<sup>th</sup>) Documentation: Editing checklist

### References page

- ☐ The Reference page starts at the top of a new page
- ☐ The same font style and size is used as was used in the paper
- ☐ The title (References) is centered on the first line
- ☐ The References page is double-spaced, with no extra space between lines
- ☐ References are arranged in alphabetical order
- ☐ References are formatted as *hanging indents*
- ☐ No source appears on the Reference page that is not cited in the paper
- ☐ All sources cited in the paper appear on the Reference page
- ☐ Authors' names are spelled the same on the References page as they are in text
- ☐ All Reference entries have been formatted according to instructions and examples in a handbook or reliable online guide (see suggested resources at the top of this Guide)
- ☐ online article sources: include doi # if there is one (leave blank if no doi #)

*Authors' names* (see SVCWC Writing Guide "APA: Title formats," or check a handbook):

- ☐ one author
- ☐ two authors
- ☐ three to 20 authors
- ☐ more than 20 authors
- ☐ corporate or group author
- ☐ more than one source by the same author

Title *formats* (check handbook):

- ☐ *article* titles
- ☐ *book* titles
- ☐ *journal* titles

### In-text & narrative citations

- ☐ Every use of source material is fully cited
  - ☐ Each citation includes a reference to the source, either in narrative form (attribution) or in a parenthetical citation
- Authors' names* (check handbook):
- ☐ one author
  - ☐ two authors
  - ☐ three or more authors
  - ☐ corporate or group author
  - ☐ more than one source by the same author
- ☐ Sources are spelled the same as they are on the References page
  - ☐ Each citation includes the year of publication
  - ☐ In-text citation: Date follows a comma after the authors' names, e.g. (Hyde, 2019)
  - ☐ Narrative citation: Date in parentheses follows the authors' names, e.g., Hyde (2019)...
  - ☐ All sources in both narrative and in-text citations are introduced as last name only (even on first use)
  - ☐ Running attribution/acknowledgement is used to cite ongoing use from the same source (see SVCWC Writing Guide, "Running attribution/acknowledgement")
  - ☐ Verbs used in narrative citations (attribution) are in past tense, e.g., Hyde (2019) found...

*continued on reverse/next page*

## **SVCWC Writing Guide: APA 7<sup>th</sup> Editing checklist con't.**

- |   |   |
|---|---|
| <input type="checkbox"/> Quotations are few and effective   | <input type="checkbox"/> Citations for quotations include the page number(s) (p. or pp.); if there are no page numbers, use paragraph number(s) (para. or paras.) |
| <input type="checkbox"/> All quotations are correctly copied and enclosed in quotation marks                              | <input type="checkbox"/> Figurative language has been edited to a minimum   |
| <input type="checkbox"/> Quotations are integrated; they do not “float” (see SVCWC Writing Guide “Avoid floating quotes”) |   |

### **Other helpful SVCWC Writing Guides to consult:**

APA (7<sup>th</sup> ed.): Authors' names

APA documentation: Title formats

Using sources effectively: Avoid “floating” quotes

Using sources effectively: Running attribution/acknowledgment

Documentation: Citing “indirect” (or “secondary”) sources (APA & MLA)

Using sources effectively: To quote, or not to quote?