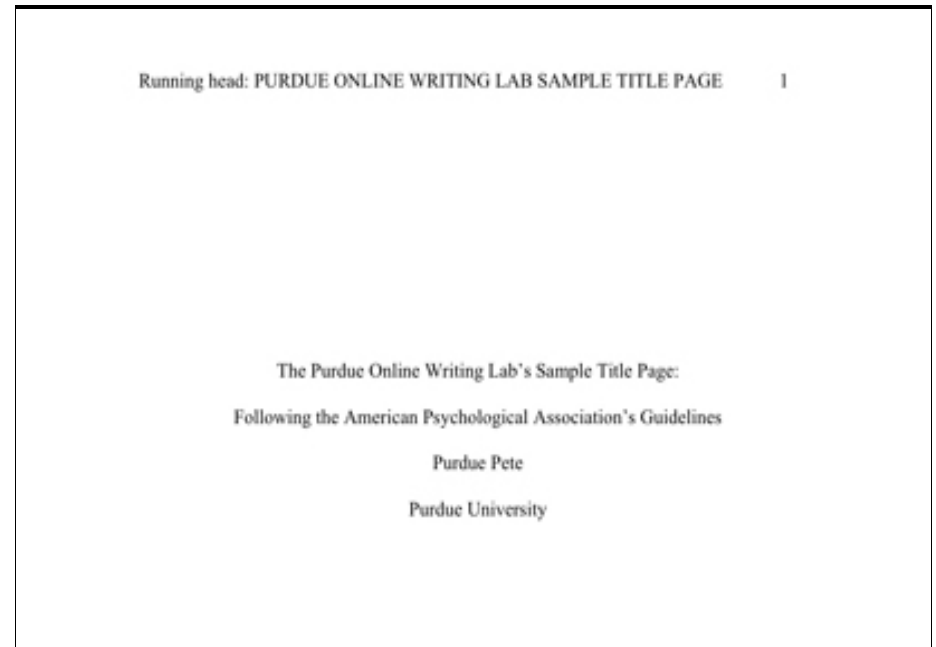


APA Essay Checklist

Typing and Format:

- 1" margins on all sides
- 12 pt. font / Times New Roman (or other approved fonts by the professor)
- Double-spaced throughout (including references)
- No extra spaces after paragraphs
- Indent the beginning of a new paragraph 0.5"
- Page numbers begin on the title page. Numbers are placed in the upper right hand corner.
- Numbers less than 10 are written out as words (i.e., one through nine)
- Numbers 10 and greater use Arabic figures (10 – 999,999) Use the % symbol and figures to report any number as a percentage (6 %, 22.5%)

EXCEPTION: Do not use a figure to start a sentence: Write out the number. When writing out the number, also write out "percent"
- Book Titles, Journals, or Major Works* should be italicized. "Short Stories", "Poems", "Articles" should be put in quotations marks.
- No **personal pronouns** ("you don't know how important voting is until...")
- No **narrative language** ("I will write", "in my essay", "I believe", "in conclusion")
- The author is addressed by full name or last name only, NOT FIRST NAME
- No "texting" language: gonna, wanna, sorta, etc.



(Source: https://owl.english.purdue.edu/media/jpeg/20090916025049_560.jpg)

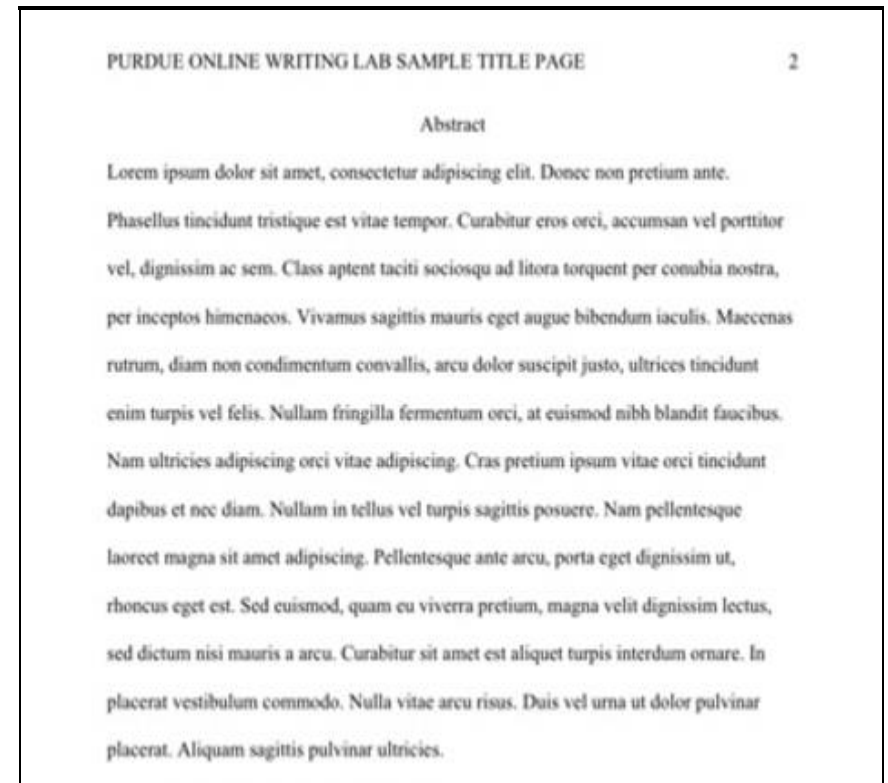
- Contractions** are NOT used (can't, won't, isn't, doesn't). There are some exceptions, but they're typically rare.

Title Page & Abstract:

- Title page should have a header. All subsequent pages should have a running header, but without "Running head"
- The title page should include the title, your name, and the university's name.
- The Abstract appears on a separate page. Check with your professor to see if this is a requirement for your specific paper.
- "Abstract" is centered, capitalized, and not bolded or italicized.
- No extra spacing is added before or after "Abstract"
- The first paragraph is not indented, but every subsequent paragraph is.

Headings: Long papers should be "chunked" using headings and subheadings

- Level 1 – Centered, Bold, Title Case
Title case: All words start with a capital letter except prepositions (of, with, to, for, and so on)
- Level 2 – Flush left, Bold, Title Case
- Level 3 – Indented, Bold, Sentence case, End with a Period
First word is capitalized, subsequent words are all lower case



(Source: https://owl.english.purdue.edu/media/jpeg/20090916025049_560.jpg)

In-text Citations:

- All material must be cited. Anything not cited is assumed to be your idea.
- In-text quotations (fewer than 40 words) are incorporated into the text
 - Set within double quotation marks
 - Followed by the in-text citation with the page number of the quote
 - Use p. for a quote from a single page
 - Use pp. for a quote that spans a range of pages
 - Note that the sentence punctuation follows the citation

- For an-text citation for the quoted author given earlier in the sentence, only the page number follows the quote.

Example: Flintstone (2005) found doing the macarena increased reading fluency because “the children were able to set words to music and movement” (p. 32).

- Long quotes of 40 words or more are set as block quotes
 - each line is indented 5 spaces (0.5” in.) and double-spaced.
 - Period goes before the page number
- Always introduce and explain how each quotation supports your argument!

Headers:

VARYING DEFINITIONS OF ONLINE COMMUNICATION 6

partner, and both participants and their partners rated their CMC relationship as more intimate than their FtF relationship.

Discussion

In 2002, Cummings et al. stated that the evidence from their research conflicted with other data examining the effectiveness of online social relationships. This statement is supported by the aforementioned discussion of other research. There may be a few possible theoretical explanations for these discrepancies.

Limitations of These Studies

The discrepancies identified may result from a number of limitations found in the materials reviewed by Cummings et al. These limitations can result from technological constraints, demographic factors, or issues of modality. Each of these limitations will be examined in further detail below.

Technological limitations. First, one reviewed study by Cummings et al. (2002) examined only email correspondence for their CMC modality. Therefore, the study is limited to only one mode of communication among other alternatives, e.g., IM as studied by Hu et al. (2004). Because of its many personalized features, IM provides more personal CMC. For example, it is in real time without delay, voice-chat and video features are available for many IM programs, and text boxes can be personalized with user’s picture, favorite colors and text, and a wide variety of emoticons, e.g., :). These options allow for both an increase in self-expression and the ability to overcompensate for the barriers of CMC through customizable features, as stated in Tidwell and Walther

Annotations:

- A Level 2 heading should be flush with the left margin, bolded, and title case. (points to "Limitations of These Studies")
- A Level 3 heading should be indented 0.5" from the left margin, bolded, and lower case (except for the first word). Text should follow immediately after. If you use more than three levels of headings, consult section 3.02 of the APA manual. (points to "Technological limitations.")
- A Level 1 heading should be centered, bolded, and uppercase and lower case (also referred to as title case). (points to "Discussion")
- Because all research has its limitations, it is important to discuss the limitations of articles under examination. (points to the text in the "Limitations of These Studies" section)

(Source: https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf)

References Page:

- “References” should be centered and at the top of your page
- Include only sources mentioned in the paper; if you did not cite

them in your paper, do not include them here! Always cross-reference your paper and your Works Cited page to make sure you have everything.

- Double space everything; make sure no extra space is added between citations or the title
- Indent the second line of each entry in your reference list one-half inch from the left margin (hanging indentation)
- Invert authors' names (last name, first)
- Give the last name and initials for all authors of a particular work unless the work has more than six authors
 - If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors
- Alphabetize by the last name of the first author of each work
- When you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- For book, article, or Web page, capitalize:
 - the first letter of the first word of a title and subtitle
 - the first word after a colon or a dash in the title
 - proper nouns
- Capitalize all major words in journal titles
- Italicize titles of longer works such as books and journals

Sample Block Quote

A similar approach colors La Primaudaye's *The French Academie* (translated in 1594).

According to Geoffrey Aggeler:

At times it is not a fusion but a division, a conflict in which Calvinist Christianity is pitted against Stoicism, but as with [Phillippe de] Mornay, the Calvinist element is always victorious. The "presumptuous" Stoic opinion that man can master all passion and achieve an understanding of God and nature through an exercise of natural virtue is vigorously attacked, even as Momay attacks the "heathen" view of Fortune in his *Discourse of Life and Death* [translated in 1592 by Sidney's sister]. (226-27)

Hall, La Primaudaye, and Mornay, all deemed Neostoics, handled Stoicism with much more caution than did Lipsius, and there was much to be cautious about.

(Note: The in-text citation in the block quote above is formatted for MLA, not APA. However, the general formatting for the block quote is the same.)
(Source: <http://www.mesacc.edu/~jerol76351/102mwf/images/block.jpg>)

REIMAGINING CAREER SEMIOTICS

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References

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(Source: http://library.devry.edu/pdfs/APA_Checklist.pdf)