

## Part II – Writing in APA Format Checklist

Use this checklist to ensure that your paper is submitted using APA Format correctly

### Your File

Your paper for this assignment is going to be two pages long. The first page will be your Title Page and the second page will be your References page. These are NOT two separate documents...they are Page 1 and Page 2 in the same document.

- Your submission is a single document, not two separate documents, submitted to the Part II Drop Box.
- Your submission is in either Microsoft Word format (.doc or .docx) or has been converted to Portable Document File format (.pdf – this is the PREFERABLE way to submit ALL assignments into Blackboard.)

### Your Title Page

- Running header at the top of the page (best done using the Header tool in MS Word) which contains the title of the paper with left justification and the page number with right justification.
- Your name
- Title of your paper (this should be your approved Research Question)
- Title of this assignment (this should be “Research Project Part II – Writing in APA Format”)
- The name of the college (Kennebec Valley Community College)
- The course number and name of the class (ex: PSY 101: Introduction to Psychology)
- Your professor’s name and academic rank (ex: Wendy St. Pierre, MSW Ph.D.)
- First letter of any major words in your Research Question are capitalized.
- Title page and entire document is double-spaced.
- All the information on the Title Page is centered and vertical.
- Do not use any alternative formatting built into your word processor...this should be a pretty boring looking page!
- Use Times New Roman 12 pt. font. No use of bold, italics, underlined, or alternative fonts.
- Do not include pictures

### References Page

On this page, you are going to list the three articles that you have found to support your Research Question (they may have changed since your proposal.)

- Make sure that your sources explore different aspects of the question, including opposing viewpoints if you have found those.

- The title “References” (without quotes) is at the top of Page 2 in this document. Centered and in Bold font.
- References are listed in alphabetical order by the last name of the first author.
- References are double spaced with no extra spaces in-between each one.
- References paragraph format is hanging-indent.
  - Hanging indents on a Mac <https://www.youtube.com/watch?v=YQ0zMcFH02Y>
  - Hanging indents on a Windows PC <https://www.youtube.com/watch?v=p1uldzDBu8k>
  -
- No bullets or numbers outlining the references.

### APA Format of References Checklist

- EBSCO can help with APA citations. When you open up the peer reviewed article in EBSCO you will see the word “Cite”. Click the Cite link and scroll down to select APA. Copy and paste this into your paper and change it to hanging-indent paragraph format. (However, you still need to do the following checks to be sure that your citations are truly in APA Format).
- Some articles come with a Digital Object Identifier (doi) number. You can include this in your citation.

**Junco, R., Merson, D., & Salter, D. W. (2010). The effect of gender, ethnicity, and income on college students' use of communication technologies. *CyberPsychology, Behavior & Social Networking*, 13(6), 619-627. doi :10.1089/cyber.2009.0357**

- Only the initials of the first and middle names of authors are used. There is also a space between the initials.

**Junco, R., Merson, D., & Salter, D. W. (2010). The effect of gender, ethnicity, and income on college students' use of communication technologies. *CyberPsychology, Behavior & Social Networking*, 13(6), 619-627.**

- The title of the article is all lower case except for the first word.

**Junco, R., Merson, D., & Salter, D. W. (2010). The effect of gender, ethnicity, and income on college students' use of communication technologies. *CyberPsychology, Behavior & Social Networking*, 13(6), 619-627.**

- The name of the journal and volume number are formatted with italics.

**Junco, R., Merson, D., & Salter, D. W. (2010). The effect of gender, ethnicity, and income on college students' use of communication technologies. *CyberPsychology, Behavior & Social Networking*, 13(6), 619-627.**

- Issue numbers are formatted inside parenthesis and are not italics.

**Junco, R., Merson, D., & Salter, D. W. (2010).** The effect of gender, ethnicity, and income on college students' use of communication technologies. *CyberPsychology, Behavior & Social Networking*, 13(6), 619-627.

- Paging is given as a range (e.g. 45-56) without using p. or pp.

**Junco, R., Merson, D., & Salter, D. W. (2010).** The effect of gender, ethnicity, and income on college students' use of communication technologies. *CyberPsychology, Behavior & Social Networking*, 13(6), 619-627.

- If your article has multiple authors, feel free to explore the details on the OWL website.
  - <https://owl.english.purdue.edu/owl/resource/560/06/>
- If you have used a website for one of your sources you need be ensure that the website is credible and peer reviewed. It is NOT recommended that you use ANY websites for this project.
- To cite a website that you may have used (in addition to the three Peer Reviewed Articles) you still need to cite those articles in your References.
  - [http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?\\_ga=1.141965874.1870025270.1468853564](http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html?_ga=1.141965874.1870025270.1468853564)
- Citing websites with no author
  - <http://www.apastyle.org/learn/faqs/cite-website-material.aspx>
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### Access your Instructor's Feedback

The Proposal Quiz serves as a communication tool for you to access feedback from your instructor to refine your question and your research. It is vital that you check your grades and feedback on this quiz prior to moving forward with Parts 2 and 3.

You must achieve a score of 100 on this quiz for your topic and selected articles to be "approved". You will be asked to continue to retake this quiz, answering each question again (so save your answers) until you score a 100.

To access your grades and feedback execute the following steps (this applies to all aspects of Blackboard grades and feedback).

1. Log into your course.
2. Go to "My Grades" in the left menu
3. Click on the WORDS "Research Project Part II" (you should see your numerical grade for this quiz.)
4. Click on the number itself, the grade.

5. At this point you should see your submission and any comments your instructor has left for you.
6. If you have submitted multiple tries at this quiz, you should see each of your subsequent grades and you can click on each one to see the different feedback you got on each submission.