

## Pacifica/APA Style Guidelines Checklist

The following checklist highlights common problems in Pacifica/APA formatting which require correction. The list is not exhaustive and should be used in conjunction with the current Counseling Psychology Program's *Student Papers Handbook*, *Thesis Handbook* and the *Publication Manual of the American Psychological Association* (6<sup>th</sup> edition, 2009), referred to herein as the *APA Publication Manual*.

### Layout and Format

1. Use 12-point Times New Roman font for all papers and theses. Do not use bold type. Print on only one side of each page. \_\_\_\_\_
2. The first page of the body of the paper has a 2-inch top margin. All other pages in the paper have a 1-inch top margin. \_\_\_\_\_
3. In a thesis, the 2-inch top margin applies to the Abstract, Table of Contents, List of Illustrations or Figures, List of Tables, and the first page of each chapter, each Appendix, the References, and the Autobiographical Sketch. \_\_\_\_\_
4. The left margin should be 1.5 inches, and all papers and theses are left aligned. Right and bottom margins are always 1 inch. \_\_\_\_\_
5. In a paper, every page (except the title page and the first page of the References section) is numbered in the top, right-hand corner, 0.75 inches from the top and right edges of the page. The title page of a paper is not counted or numbered. \_\_\_\_\_
6. In a paper for a course, the first page of the body of the paper is counted as page 1 but is not numbered. In a paper for a course, the first page of the References section is not numbered and though subsequent pages of the References section do display numbers, the References section of a paper does not count toward fulfillment of the page requirements for an assignment. \_\_\_\_\_
7. In a thesis, all pages count toward the minimum and maximum page numbers allowed. For page numbering in theses, follow the guidelines in the *Thesis Handbook* (Section III, p. 89). \_\_\_\_\_
8. Double-space the entire paper *except for* long quotations (see Pacifica/APA Style Guidelines V.B, Quotations, p. 9), between references (see VII.B References Section, p. 13), footnotes, and captions below pictures. \_\_\_\_\_
9. Paragraphs in a double-spaced paper are not separated by an extra space. \_\_\_\_\_
10. Check for and repair widows and orphans, any p. (for page number) separated from its numbers on the next line, and headings appearing at the bottom of a page (see Pacifica/APA Style Guidelines I, Layout and Format, J, K, & L, p. 7). \_\_\_\_\_

## Diction and Style

1. Avoid the use of contractions. Use “do not” instead of “don’t.” \_\_\_\_\_
2. Whenever possible, find ways to avoid the use of dual pronouns as they are cumbersome to the reader (e.g., “he/she” or “herself/himself”). Please refer to “Reducing Bias by Topic” in Section 3 in the *APA Publication Manual* (pp. 73-77). \_\_\_\_\_
3. When you are contrasting two themes, prefer “whereas” or “although” to “while.” “While,” used properly, is a temporal term. \_\_\_\_\_
4. Be discriminating when using the personal pronoun “I,” especially in a thesis and particularly in the literature review of a thesis. Avoid using “I” when stating others’ ideas and research. \_\_\_\_\_
5. Numbers 10 and above are written in numbers, except when they begin a sentence. Numbers nine and below are spelled out. Periods of time (hours, minutes, day, month, year) are exceptions and are formatted with numerals, except at the beginning of sentences. For all instances of the use of numbers, follow guidelines in *APA Publication Manual* (Sections 4.31-4.38, pp. 111-114). \_\_\_\_\_

## Punctuation and Spacing

1. A comma is required before “and” in a series of three or more items. \_\_\_\_\_
2. Place periods and commas within closing single and double quotation marks. Place all other punctuation marks (e.g., colons, semicolons, question marks) inside quotation marks only when they are part of the quoted material. \_\_\_\_\_
3. Do not use single or double quotation marks to distance yourself from the text. Example: He is a “modern” thinker. \_\_\_\_\_
4. Space *once* (a) after commas, colons, and semicolons; (b) after periods and other punctuation marks at the end of sentences; (c) after periods that separate parts of a reference citation; (d) after the period when citing page numbers (e.g., "p. 13"); (e) after periods which follow the initials in personal names (e.g., "C. G. Jung"). \_\_\_\_\_
5. To indicate a dash (used for a strong break in a sentence) use what is termed an “em dash” (—) with no spaces before or after, or type two hyphens without intervening spaces (--). \_\_\_\_\_
6. Use the standard tab setting on your computer to indent at the beginning of paragraphs. This usually corresponds to 5 spaces or 0.5 inches. \_\_\_\_\_
7. Follow the *APA Publication Manual*’s for rules for hyphenating words (Section 4.13, pp. 97-100) and formatting lists (seriation) (Section 3.04, pp. 63-65) \_\_\_\_\_

## Quotations

1. Short quotations are those of 39 words or less. These are incorporated into the body of the text and enclosed in quotation marks. They are followed by parentheses which contain the author, date, and page number of the reference. Note that the period *follows* the closing parenthesis. \_\_\_\_\_
2. Long quotations are those of 40 words or more. These are single-spaced and indented five spaces (or ½ inch) from the left margin. In this case, no quotation marks are used, and the period *precedes* the closing parenthesis. \_\_\_\_\_
3. Do not further indent the first line of a block quotation. Only subsequent paragraphs within a block quotation begin with a further indentation of ¼ inch. \_\_\_\_\_
4. You may alter the initial capitalization of quoted material to blend with your text. \_\_\_\_\_
5. Use an ellipsis (three ellipses points with spaces between) to indicate material left out of the middle of a quotation. If the missing material is within a sentence use three points . . . but if the missing material is more than a sentence add a fourth point. . . . In this case, the first point indicates the period at the end of the first sentence quoted. Do not use ellipses at the beginning or end of quoted material. \_\_\_\_\_
6. Cite epigraphs (quotations set beneath title chapters or headings or as a frontpiece) in the correct format (see example in Pacifica/APA Style Guidelines VI.M, Reference Citations in Text, p. 13), and include the source in the References. \_\_\_\_\_

## Reference Citations in Text

1. You must cite author and date anew in each paragraph. Within a paragraph, you do not need to repeat the date after the initial citation, unless another author's citation intervenes or unless confusion would result. \_\_\_\_\_
2. Try to cite specific page numbers (e.g, pp. 28-29) rather than (pp. 28ff) when referring to a section of text. \_\_\_\_\_
3. Secondary sources should be cited as follows: (as cited in X, 19XX, pp. xx-xx) for citations less than 39 words and (As cited in X, 19XX, pp. xx-xx) for citations which are 40 words or more and indented. \_\_\_\_\_
4. If a work has more than one author, use the ampersand "&" when citing in parentheses and when referencing at the end: for example, (Hillman & Ventura, 1992). Use "and" in the body of the text: for example, Hillman and Ventura (1992). (For citations of sources with multiple authors, see Pacifica/APA Style Guidelines VI.G, Reference Citations in Text, p. 11) \_\_\_\_\_
5. Always state the first name of a person at the first mention in your text, except in parenthetical citations: for example, Carl G. Jung. Do not include the person's title (e.g., "Dr.") in the name. \_\_\_\_\_

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6. At the first mention of an author, identify him or her by profession or field of expertise. \_\_\_\_\_
  7. In the text you use to introduce a quotation or idea, use the past tense: for example, “Jung said, . . .” not “Jung says, . . .” \_\_\_\_\_
  8. Titles of books in the text are capitalized and italicized. Titles of articles in the text are capitalized, not italicized, and are put in quotation marks. Titles of plays, journals, magazines, films, poems, and videos are italicized in the text. (See Pacifica/APA Style Guidelines VI.K, Reference Citations in Text, p. 13) \_\_\_\_\_
  9. Capitalize major words in titles of books and articles in the text of a paper or thesis. When a capitalized word is a hyphenated compound, capitalize both words. Also, capitalize the first word after a colon or a dash in the title. \_\_\_\_\_
  10. In the text of a thesis or paper, capitalize all words of four letters or more in titles of works and in heading Levels 1 and 2. \_\_\_\_\_
  11. If you are citing from an essay in an edited collection of essays or an anthology, cite the author of the essay, not the editor. \_\_\_\_\_

### **References Section**

1. Every paper and thesis should have a References section on the final page(s). \_\_\_\_\_
2. Each reference is to be single-spaced with double spacing between references. \_\_\_\_\_
3. Do not include references that are not cited in the text. All works you do cite must be included in the References section at the end of the paper or thesis. \_\_\_\_\_