

## 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...

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

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

### **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?