



APA 6th Edition Advanced Checklist

If you are unsure if you should use this guide, check with your course Instructor. This handout is mainly intended for assignments from 100 level courses or higher and may not be required for every assignment.

Punctuation	Check
When listing several elements, the serial comma is included before the word “and” (e.g. walking, running, and cycling)	
A comma is included before the word “but”	
Key terms are italicized and not put in quotation marks	
Phrases that are ironic, slang, or invented, are in quotation marks	
Two spaces after periods at the end of sentences	
One space after periods in citations	
One space after commas, colons, semicolons, and initials in personal names	
Use periods in Latin abbreviations (e.g., i.e., a.m., vs.)	
In the body of the paper, use commas between every three digits in numbers for one thousand or higher (e.g. 11,000)	

Individual Sentences	Check
Written in the past tense	
Written in the active style, not passive	
Does not contain contractions (e.g. can’t, don’t, etc.)	
Sentences are not vague (i.e. each sentence can “stand alone”)	
No sexist or prejudiced language	
A variety of styles, lengths, and structures are used to ensure not all the sentences sound the same	
Colloquial expressions and jargon are avoided because it can (a) confuse the reader, (b) sound amateur, (c) weaken your argument, (d) and it wastes space	
Pronoun references are clear, paying attention to such words as (a) this, (b) that, (c) these, (d) and those.	
The first person used only when describing steps taken in the research work.	
Inanimate objects are not anthropomorphized (i.e. people do and feel things, items do not)	
When directed by the course Instructor, poetic devices are not used, such as alliteration, rhyming, poetic expressions, clichés, and metaphors	
No sentences begin with conjunctions or adverbs (e.g. because, and, but, and hopefully)	
No run-on sentences (i.e. if the sentence has more than 60 words, it is probably a run-on sentence)	
Conjunctions are used sparingly (e.g. and, or, whether or not)	
Sentences are succinct without unnecessary adjectives	

Individual Sentences	Check
Correct usage of commonly misused words (e.g. only, to, like, nor, or, what, which, that, who, whom)	
There are agreements between subjects and verbs, even in the presence of such words as (a) together with, (b) including, (c) plus, (d) and as well as.	
Proper terms are used even for words that we improperly use the plural form in everyday language, such as (a) media/medium, (b) phenomenon/phenomena, (c) data/datum, and (d) appendices/appendix	
Adverbs are not over-used as introductions to sentences (e.g. fortunately, similarly, certainly, consequently, conversely, regrettably, importantly, more importantly, firstly, etc.)	

Individual Paragraphs	Check
Each paragraph starts with an introductory sentence	
The introductory sentence ties back to the thesis statement	
Each paragraph is at least longer than one sentence, but not as long as a page	
Quotations are appropriately and effectively used to support the attitude, angle, or argument expressed in the thesis statement	
Each paragraph ends with a concluding sentence	
Paragraphs are not vague (i.e. each paragraph can “stand alone”)	

Individual Tables or Figures	Check
All tables and figures are necessary and the information could not be efficiently or easily described in sentence format	
The image is clear, uncomplicated, and free of extraneous information	
The title is descriptive of the content	
All element (e.g. columns, rows, etc.) are clearly labeled	
All tables and figures are mentioned in the body of the paper	
All tables and figures are numbered in the order that they are mentioned in the body of the paper	
If the image contains elements that are copied from elsewhere, credit is given to the original creator(s)	
If a substantial amount of the image requires copyright permission, written permission is included in the appendices of the paper	