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| **APA Writing Style** | **APA Manual**  **(7th ed.)** | **Yes** | **No** | **Notes** |
| 1. Does the structure, format, and organization follow APA style of writing? | Sections 2.16-2.25 |  |  |  |
| 1. Have you used heading levels appropriately? | Section 2.27 |  |  |  |
| 1. If you used abbreviations, have they been used correctly? Did you check the required punctuation? | Sections 6.24-6.31 |  |  |  |
| 1. Have you utilized bias-free language throughout the paper? | Section 5.1-5.10 |  |  |  |
| 1. Have you presented the information in a fair and balanced way? |  |  |  |  |
| 1. If you used long quotations, are they absolutely necessary to support the premise of the paper? Does each quotation contribute significantly to the paper? Can any of these quotations be paraphrased? Is it formatted correctly? | Section 8.27 |  |  |  |
| 1. Did you avoid the use of synonyms for important key terms and concepts? |  |  |  |  |
| 1. Did you follow the APA instructions for writing in the appropriate verb tense and/or pronouns? If you used the first person, is it appropriate? | Sections 4.12 & 4.16-4.21 |  |  |  |
| 1. Have you clearly defined important key terms and concepts? If you coined or introduced a new term, is it set off in italics the first time it is used? | Section 6.22 |  |  |  |
| 1. Have you accurately used in text-citations? | Sections 8.1-8.36 |  |  |  |
| 1. Does your reference list utilize the correct formatting? Are all references used in the paper? | Sections 9.1-9.52 |  |  |  |
| 1. Have you spelled out all acronyms the first time they are mentioned? | Section 6.24 |  |  |  |
| 1. Have you included any annotations that are not linked to the path of the argument? Have you avoided using a series of annotations? |  |  |  |  |
| 1. If you used numbers in your paper, did you use correct formatting? Look out for when to spell out numbers and when to use numerals. | Sections 6.32-6.39 |  |  |  |

Use the following checklists to edit the content of your paper. Remember that during editing, your focus is on grammar and APA formatting. Hopefully, you have made use of other resources available from the Center for Writing and Academic Success on our [website](https://community.saybrook.edu/writingcenter/). If not, check out our [*Writing Tips & Tools*](https://community.saybrook.edu/writingcenter/Pages/Writing-Tips-&-Tools.aspx) page.

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| **Grammatical Accuracy** | **APA Manual (7th ed.)** | **Yes** | **No** | **Notes** |
| 1. Is every sentence of your paper a complete sentence? Have you avoided sentence fragments, run-ons, or complicated sentence structures? |  |  |  |  |
| 1. Have you avoided using indirect sentence constructions? |  |  |  |  |
| 1. Have you eliminated dangling, unclear, or awkward modifiers? | Section 4.23 |  |  |  |
| 1. Have you checked for the proper use of commas, apostrophes, quotation marks, and other punctuation marks? | Sections 6.1-6.10 |  |  |  |
| 1. If you have any long sentences (e.g., several lines), have you attempted to break them down into two or more sentences? | Section 4.6 |  |  |  |
| 1. If you have any long paragraphs (e.g., a page or longer), have you attempted to break them down into two or more paragraphs? | Section 4.6 |  |  |  |
| 1. Have you checked the entire paper for the proper article usage (e.g., a, an, the), proper use of prepositions, subject-verb agreement, and noun-pronoun agreement? | Section 4.15 |  |  |  |
| 1. Have you spell-checked and grammar-checked the entire paper? Watch out for homonyms and use standard American English spelling throughout. | Sections 6.11-6.12 |  |  |  |
| 1. Have you avoided informal language such as contractions, colloquialisms, jargon, and/or slang and idiomatic expressions? | Sections 4.8-4.9 |  |  |  |

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| **APA Citations, References, and Formatting** | **APA Manual**  **(7th ed.)** | **Yes** | **No** | **Notes** |
| 1. Did you cite scholarly sources? |  |  |  |  |
| 1. Have you checked the APA Publication Manual to accurately check your citations? |  |  |  |  |
| 1. Have you checked each citation in the paper to make sure that it appears on your reference list accurately? Are all references in the reference list cited in the paper? |  |  |  |  |
| 1. Have you checked the accuracy of the spelling of the authors' names in your paper and in your reference list? |  |  |  |  |
| 1. Are your margins set appropriately? | Section 2.22 |  |  |  |
| 1. Are all pages numbered accurately? |  |  |  |  |
| 1. Is your paper double-spaced and single-spaced where appropriate? |  |  |  |  |
| 1. Did you include a properly formatted title page, with the instructor’s name and degree spelled correctly? | Section 2.3 |  |  |  |