

Scholarly Paper Checklist¹

1. ___ **Font Type (FT) and Font Size (FS):** Times New Roman, 12 point, throughout paper.
2. ___ **Cover Page:** Double space (**DS**) body (**B**) of the title page, to include: Title, Author and University.
3. ___ **Headers:** Title Page (**RH**): Running head: ALL CAPS TITLE (left-justified) and page number (right-justified). Remaining Pages (**RP**): ALL CAPS TITLE (left-justified) and page number (right-justified).
4. ___ **Double-Spacing:** Double-space (**DS**) all of paper; only single space Academic Honesty statement.
5. ___ **Justification:** Left-justified (**LJ**), right margin not justified.
6. ___ **Margins:** 1" all the way around paper.
7. ___ **Headings:**
Level 1 (L1): **Centered, Boldface, Title Case**
Level 2 (L2): **Flush Left, Boldface, Title Case**
Level 3 (L3): **Indented, boldface, sentence case, ends with a period.**
Level 4 (L4): ***Indented, boldface, italicized, sentence case, ends with a period.***
Level 5 (L5): ***Indented, italicized, sentence case, ends with a period.***
8. ___ **Spacing:** 2 spaces between sentences (**2s**), 1 space all else (**1s**).
9. ___ **Regular Indent (RI):** ½" indent first line of paragraphs. Use the "Tab" key (do NOT space five spaces).
10. ___ **Block Indentation (BI):** Any direct quote of 40 words or over must be block indented, double spaced, with no quotation marks. Indent these block-indented quotes ½" from the left margin.
11. ___ **In-text citation:** *Direct quotes (DQ)* of less than 40 words require double quotation marks followed by (Author, year, p. #), unless Author (year) is noted in the statement, then just (p. #). Direct quotes of 40 or more words require *block indention* (see above). *Paraphrased statements (PS)* do not require quotation marks but do require either Author (year) in the citation or (author, year) following citation, no page number is used.
12. ___ **Bold, Underline, Color:** Never use bold (**B**) or underline (**U**) or color (**C**) in your APA papers.
13. ___ **Scholarly Papers:** Reference literature using past tense (**PT**).
14. ___ **Use Varied Sentence Structure:** Do not repeat words (**RW**) or phrases (**RP**) within paragraphs if at all possible. Check for this after you believe you're finished with your final draft. **EDIT papers** when completed!
15. ___ **Grammar and Usage:** Carefully proofread each scholarly paper for accuracy and do not solely rely on grammar and spell check. **GRADING COMMENT CODES:**
G: Grammar * **P:** Punctuation * **S:** Spelling * **SS:** Sentence Structure * **WC:** Word Choice
16. ___ **Noun and pronoun agreement:** “The *student* turned in *his* paper. . .” and “The *students* turned in *their* papers. . .”
17. ___ **Don't Use Book or Journal Titles in the Text of Your Paper:** Purpose of the reference page.
18. ___ **References:** **RT** (Title): Reference if single reference, References if double reference, centered. **S:** spacing
TC: capitalization error in reference title – only capitalize first word of primary and secondary title and proper names, **AI:** use author's initials for first and middle name, **C:** missing comma, **P:** period(s) missing or misplaced or not needed, **H:** remove hyperlink to website, **I:** italicize title of book and title and issue of a journal, **E:** edition is not capitalized and is enclosed in parenthesis within the title line: *Human resource management* (11th ed.).

¹ Adapted from “Scholarly Paper Checklist,” by Cheryl Torok Fleming, 2009, *Orientation for New Faculty*, Toolkit, p. 5. Copyright Indiana Wesleyan University, 2009.