

FACULTY:
COURSE:

STUDENT:
ASSIGNMENT:

DATE:

LAKEVIEW COLLEGE OF NURSING FORMATTING GUIDELINES

Based on the *Publication Manual of the American Psychological Association* (APA) 6th Ed.

APA FORMAT	APA PG. #S	REQUIREMENT / Comment
Title Page: _____ Points		
Margins/Line Spacing/Font	228-229	1" MARGINS / DOUBLE-SPACED / Times New Roman-12
Running head/Page Number	229-230	^LH CORNER -- "Running head: ALL CAPS" / PG # ^ RH CORNER
Title/Byline	23-24	TITLE OF PAPER -- AUTHOR -- COLLEGE -- COURSE -- DATE
Text Pages: _____ Points		
Margins/Line Spacing/Font	228-229	1" MARGINS / DOUBLE-SPACED / Times New Roman-12
Title on Page 2	42; 229	CENTERED AT TOP BELOW RUNNING HEAD AND PAGE #
Running head/Page Number	229-230	^LH CORNER R.H. TITLE ONLY IN ALL CAPS / PG # ^ RH CORNER
Paragraph Length	68	Too Long / Too Short (1 Paragraph = 3 Sentences)
Headings	62-65	Appropriate Level? Y / N / NA Formatting Correct? Y / N / NA
Introduction: _____ Points		
Purpose of Paper Stated	28	Yes / No / NA
Identification of Problem/Topic	27	Yes / No / NA
Significance of Problem/Topic	28	Yes / No / NA
Citation of Sources: _____ Points		
Paraphrasing Cited	170-173	ALL INFORMATION FROM ANOTHER SOURCE MUST BE CITED / NA
Direct Quotations Cited	171	< 40 WORDS W/IN TEXT > 40 WORDS USE STAND-ALONE BLOCK
Overall Formatting Correct	178	Within Text Y / N / NA Parenthetical Citations Y / N / NA
Reference Page: _____ Points		
Title	37	CENTERED AT TOP BELOW RUNNING HEAD AND PAGE #
Author/Editor Information	184	LAST NAME, FIRST INITIAL, MIDDLE INITIAL / NA
Entries in Alphabetical Order	181	Yes / No / NA
Entry Information Complete	180	DATE OF PUBLICATION/VOLUME/ISSUE/DOI/WEBSITE/PUBLISHER
Punctuation/Capitalization	180-224	Correct use of comma, semi-colon, capital letters Yes / No / NA
Appropriate Use of Italics	183-187	BOOK & PERIODICAL TITLES; PERIODICAL VOL. #; ASSOC. PUNCTUATION
Hanging Indentation	37	Must be at least 5 spaces
Other: _____ Points		
Overall Writing Style	65-77	Proper Voice & Tense / No Jargon, Slang, Bias / Good Flow
Numbers	111-124	Generally: <10 write out as a word; > 10 use digits
Grammar / Spelling	77-86; 96	Grammar Errors: Y / N (Pg #) Spelling Errors: Y / N (Pg #)
Abbreviations	106-111	Spell out word initially, then provide abbreviation thereafter
Punctuation	87-96	Correct use of comma/semi-colon/quotation marks (See Pg #)
Spacing After Punctuation	87-88	Twice after end of sentence / Once after other punctuation
Capitalization	101-104	PROPER NOUNS / MAJOR WORDS IN TITLES W/IN TEXT / TRADE NAMES
Use of Italics in Text	104-106	BOOK & PERIODICAL TITLES / MOVIES-TV / NEW TERM BEING INTRODUCED
Double Quotation Marks	91-92	IRONIC COMMENT/SLANG/CHPT.-ARTICLE TITLE IN TEXT/QUOTES IN TEXT (SP2010)