APA Style Checklist
(Updated for APA Style 7th Edition)

Review this checklist before submitting your research for publication in a peer-reviewed journal such as Psi Chi Journal of Psychological Research. Based on hundreds of past submissions, the items included below represent common mistakes that can easily be corrected; consider each item carefully and make any needed changes accordingly.

For your convenience, citations to the Publication Manual of the American Psychological Association (7th Edition) are included where appropriate.

Formatting Your Article
1. In general, all text should be double-spaced (APA 2.21). For Psi Chi Journal, it is preferable to use Times New Roman font, size 12.
2. The title page at the start of your masked manuscript should include only the article’s title. Author names and institutional affiliations should be removed from your masked manuscript. This protects authors’ confidentiality during the review process.
3. Single-experiment studies generally always have an untitled Introduction section, followed by titled sections for Method, Results, Discussion, and References. Each section may include subheaders such as Participants, Measures, and Procedure headers within the Method section (APA 2.26–2.28). See this example manuscript provided by the American Psychological Association.

Common Spelling/Grammar Mistakes
1. Verbs should be written in the past or present-perfect tenses (e.g., “explored” or “have explored”), unless regarding the implications of the present study or an ongoing definition (APA 4.12 and Table 4.1).
2. The terms “we,” “our,” and “us” should only be used to refer to the present authors, not broader groups or society in general (APA 4.17).
3. Key terms should be italicized only once, when it is most appropriate to draw readers’ attention to the term or phrase (APA 6.22). However, use quotations marks when referring to stimuli words or a letter, word, phrase, or sentence as a linguistic example (APA 6.7).
4. Use the terms “female” and “male” only as adjectives. The terms “woman” and “man” or “girl” and “boy” should be used in other cases (APA 3.16).
5. Abbreviations should be introduced once in the manuscript body (APA 6.25). And remember, having too many abbreviations can confuse readers, so it is recommended to limit use of them where possible (APA 6.24).
6. Prefixes (e.g., non, pre, un, and anti) should generally be unhyphenated (APA Table 6.2).
7. En dashes (–) should be used when referring to a range of numbers, as opposed to em dashes (—) used to interrupt the flow of sentences, hyphens (-) used for connecting words, and minus signs (−) used to indicate a negative value (APA 6.6 and 6.45).
What to Include in Your Manuscript

1. For quantitative research, include basic findings such as effect sizes and confidence intervals in your abstract (APA Table 3.1).
2. Three to five keywords should be placed on a separate line at the end of your abstract (APA 2.10; see example).
3. Include specific hypotheses (APA Table 3.1). When submitting to Psi Chi Journal, it is preferred that these be written in paragraph format, not as numbered lists.
4. In a Participants section, include all available demographic information for age, sex, race/ethnicity, etc. If no demographic info was collected, include this detail in the Limitations section of your article (APA 3.6 and Table 3.1).
5. At the start of the Procedure section, indicate in a single sentence that institutional review board approval was received prior to data collection (APA Table 3.1).
6. In your Discussion section, include the present study’s accomplishments, limitations, possibilities for future research, and why the present research is important (APA Table 3.1).
7. Psi Chi Journal prefers for any References, Tables, Figures, and Appendices to be included, in that particular order, after the manuscript body (APA 7.6).
8. All tables, figures, and appendices should be referenced at least once within the manuscript body (APA 7.5).
9. Introduce all abbreviations in each table, regardless of whether they have been introduced in a previous table or in the manuscript body (APA 6.25 and 7.15).

Statistics and Numbers

1. For p values other than p < .001, specific values should be provided with an = symbol (APA 4.35).
2. Include effect sizes with all F and p statistics.
3. Zeros shouldn’t be included before the decimal point unless a number is currently less than 1, but could exceed 1 in other cases (APA 6.36).
4. Numbers should be rounded consistently to two decimal places, unless the term is very small such as .001. APA 6.36.

Citations and References

1. Check that all citations in your manuscript have a corresponding reference in the References section, and vice versa (APA 8.4).
2. List separate citations in alphabetical order, as they would be organized in the References section (APA 8.12)
3. For citations with three or more authors, use first name + “et al.” every time, including the first time (APA 8.17)
4. Provide DOI numbers in hyperlink format (e.g., https://doi.org/10.24839/2325-7342.JN24.2.74) for all works that have a DOI. For online works without a DOI, include a URL instead (APA 9.34).
5. When referencing a journal article, include volume and issue number (APA 10.1).

Additional Reading
Visit https://apastyle.apa.org for more APA Style tips and resources.