

# Presubmission Checklist for the *Publication Manual of the American Psychological Association* (6th ed.)

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*The following checklist was developed to assist authors, faculty advisors, and reviewers in aligning manuscripts with the recent revision of the Publication Manual of the American Psychological Association (2010) and updates earlier versions of the checklist that appeared in the Psi Chi Journal of Undergraduate Research in Fall 2000 and Winter 2001. Items in the checklist were based on a review of formatting mistakes identified in manuscripts submitted to the Journal.*

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Many thanks to everyone who contributed to checklists that were published in the *Psi Chi Journal of Undergraduate Research* for earlier editions of the *APA Publication Manual*, including Jennifer Dunn, Karen Ford, John A. Juve, Alyson Weiser, and Stephen F. Davis. We also thank our editors, Randolph Smith, Martha Zlokovich, and Susan Iles, for their helpful guidance.

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## GENERAL FORMATTING AND TYPING

I have read the manuscript and I know that:	Manual Section
<input type="checkbox"/> The typeface is the correct size (12 point) and the correct style (serif typefaces such as Times New Roman).	8.03
<input type="checkbox"/> The manuscript is double-spaced throughout, including title page, author page, references, tables, figure captions, and appendixes.	8.03
<input type="checkbox"/> There are at least 1 in. (2.54 cm) margins on all four sides of each page of the manuscript.	8.03
<input type="checkbox"/> All lines in the manuscript are left-justified with a ragged right margin. Words are not broken (hyphenated) at the end of a line.	8.03
<input type="checkbox"/> The phrase "Running head:" appears at the top left of page 1 of the manuscript and is followed by an abbreviated title typed in all uppercase letters.	8.03
<input type="checkbox"/> The running head is equal to or less than 50 characters and spaces long.	8.03
<input type="checkbox"/> The running head appears at the top left of all remaining pages of the manuscript (without the phrase "Running head:") and is typed in all uppercase letters.	8.03
<input type="checkbox"/> All page numbers appear at the end of the line with the running head and are aligned with the right margin.	8.03
<input type="checkbox"/> All manuscript pages are numbered sequentially starting with the title page (which is page 1).	8.03
<input type="checkbox"/> A series of events or items within a paragraph (seriation) is indicated by lowercase letters in parentheses.	3.04
<input type="checkbox"/> There is only one space after punctuation marks, including commas, colons, semicolons, punctuation at the end of sentences, periods in citations, and all periods in the Reference section.	4.01

<b>GENERAL FORMATTING AND TYPING</b>	
<b>I have read the manuscript and I know that:</b>	<b>Manual Section</b>
☐ There is no space before or after a hyphen (-) or a dash (–), but a space before <i>and</i> after a minus sign (e.g., a - b)	4.13
☐ All units of measurement have correct abbreviations.	4.27
☐ Arabic numerals are used to express: —numbers 10 and larger, —numbers in the abstract, —numbers that precede a unit of measurement (centimeters, grams, etc.), exact time interval (days, hours, etc.), dates, ages, scores, amount of money, or points on a scale.	4.31
☐ Words are used to express: —numbers less than 10, —numbers at the beginning of a sentence, title, or heading; —approximations of days, months, and years.	4.32
☐ The appropriate heading levels for the manuscript are used and formatted accurately.	3.02, 3.03
☐ Parentheses are not used back-to-back; instead, the parenthetical material is included in the parentheses and separated by a semicolon.	4.09
☐ Words of four letters or more used in titles and headings are capitalized.	4.15
☐ A zero ('0') precedes a decimal point when the number could exceed 1 (e.g., elapsed time, height), but no zero is used when the number could not exceed 1 (e.g., proportions, statistical significance).	4.35

<b>TITLE PAGE</b>	
<b>I have read the manuscript and I know that:</b>	<b>Manual Section</b>
☐ The title concisely summarizes the manuscript including the issue under investigation or variables studied and the relations between the variables.	2.01
☐ The author note appears at the bottom of the title page and includes up to four paragraphs: Paragraph 1: the name, department, and university of all authors; Paragraph 2: any changes in the affiliation of any author that occurred between completion of the study and submission of the manuscript; Paragraph 3: acknowledgements, including financial support and assistance in the preparation of the manuscript; Paragraph 4: complete correspondence information, including mail and e-mail addresses.	2.03

  

<b>ABSTRACT</b>	
<b>I have read the manuscript and I know that:</b>	<b>Manual Section</b>
☐ The word “Abstract” appears at the top of page 2, centered, typed in upper and lowercase letters.	2.04
☐ The first line of the abstract is even with the left margin.	2.04
☐ The length of the abstract conforms to the word limit established by the journal (typically 150-250 words) or instructions received (e.g., college or university preparation guides).	2.04

BODY OF THE MANUSCRIPT	
I have read the manuscript and I know that:	Manual Section
❑ The title is typed at the top of page 3 exactly as it appears on page 1 (the title page).	2.05
❑ There are <i>no</i> one-sentence paragraphs.	3.08
❑ Language is used to indicate the <i>appropriate level of specificity</i> and <i>sensitivity to labeling</i> and that <i>acknowledges the contributions of research participants</i> .	General Guidelines for Reducing Bias (pp. 71-73)
❑ Parallel phrases or terms have been used to describe multiple groups (e.g., “men and women” not “men and wives”; “Blacks and Whites” not “African Americans and Whites”).	3.12 to 3.16
❑ Appropriate nouns and pronouns are used to describe participants (e.g., if participants are men and women, plural pronouns are used).	3.12, 3.20
❑ The words “gay men,” “lesbians,” “bisexual men,” and “bisexual women” are used instead of “homosexuals.”	3.13
❑ Words used to describe people of varied ethnic or racial backgrounds are selected carefully, reflect the group’s preferred designation, and, when possible, specify the nation or region of origin.	3.14
❑ “People first” language is used when describing persons with any type of condition or with varied ability levels (e.g., “patients diagnosed with lung cancer” not “cancer patients”; “persons with paranoid schizophrenia” not “paranoid schizophrenics”).	3.15
❑ The terms “girl” and “boy” describe participants 12 years of age and younger, “young man” and “young woman” and “female adolescent” and “male adolescent” describe individuals aged 13-17, and “man” and “woman” describe participants 18 years of age and older. Adults aged 65 years or more are referred to as “older adults.”	3.16
❑ Active verbs appear whenever possible.	3.18, 3.21

BODY OF THE MANUSCRIPT	
I have read the manuscript and I know that:	Manual Section
❑ The word <i>since</i> is used only to refer to the passage of time (alternative is <i>because</i> ).	3.22
❑ The word <i>while</i> is used only to refer to events that occurred simultaneously (alternatives are <i>although</i> , <i>whereas</i> , <i>and</i> , or <i>but</i> ).	3.22
❑ Any quotations are word-for-word accurate and include a page number.	4.08
❑ Units of measurement and time are correctly abbreviated.	4.27
❑ Statistical symbols (e.g., <i>F</i> , <i>t</i> , $\chi^2$ ) are italicized.	4.45
❑ Exact <i>p</i> values are reported to two or three decimal places, and no zero precedes the decimal.	4.35
❑ The word <i>and</i> is used when citing multiple authors <i>outside</i> of parentheses and the ampersand (&) is used when citing multiple authors <i>inside</i> parentheses.	Table 6.1
❑ When there are three to five authors for a citation, all authors are listed the first time a citation is used, and the first author’s last name followed by the phrase “et al.” is used for every subsequent citation.	Table 6.1
❑ When there are six or more authors for a citation, the first author’s last name is followed by the phrase “et al.” for all citations in the manuscript.	Table 6.1
❑ Each and every citation used in the body of the manuscript also appears in the References section.	Paragraph preceding 6.11, paragraph preceding 6.22
❑ When two or more citations are included in parentheses, they are typed alphabetically by the first author’s last name and separated by a semicolon.	6.16

<b>REFERENCES SECTION</b>	
<b>I have read the manuscript and I know that:</b>	<b>Manual Section</b>
<input type="checkbox"/> Each and every entry in the References also appears in the body of the manuscript.	Paragraph preceding 6.11, Paragraph preceding 6.22
<input type="checkbox"/> All entries are typed double spaced using a “hanging indent” format (first line is flush left with the margin and the second and all subsequent lines are indented 1/2”).	2.11, Paragraph preceding 6.22
<input type="checkbox"/> All entries are typed in alphabetical order based on the last name of the first author on each publication.	6.25
<input type="checkbox"/> Authors’ surnames and initials are separated by commas and each author is separated by commas.	6.27
<input type="checkbox"/> Titles of articles, book chapters, books, and journals are correctly capitalized.	6.29
<input type="checkbox"/> The name of the journal and the volume number are italicized.	6.30
<input type="checkbox"/> Only if each issue of the journal begins with page 1, the issue number is typed, in parentheses, immediately after the volume number and is <i>not</i> italicized.	6.30
<input type="checkbox"/> The URL of resources obtained electronically or through the Internet has been typed accurately and completely, including capitalization and punctuation.	6.31
<input type="checkbox"/> The <i>digital object identifier</i> (DOI) is included (if a DOI has been assigned to the reference).	6.31

<b>TABLES AND FIGURES</b>	
<b>I have read the manuscript and I know that:</b>	<b>Manual Section</b>
<input type="checkbox"/> Each table is necessary, belongs in the printed version of the manuscript, and conforms to APA’s style rules.	5.19
<input type="checkbox"/> Numerical data containing decimals are typed consistently throughout each table (e.g., all cells include the same number of decimal places)	5.14
<input type="checkbox"/> Each figure is necessary, belongs in the printed version of the manuscript, and conforms to APA’s style rules.	5.30

**Reference**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.