**APA (2020) CHECKLIST/Common Errors #1-33**

**Updated September Oct 4, 2022**

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* Circle the APA Errors (by the number below) for each student paper.
* Include this document with the student paper scanned with editing of APA Tip # beside each error on their paper

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| **TIP#** | **TOPIC** New APA (2020) 7th ed. Changes are in Red type throughout | **APA (2020) 7th ed. Page #** |
| **1.** | **Professional Paper (Sample)** | pp. 50–60. |
| 1. | Student Paper (Sample included) | pp. 61–67. |
| 1a. | **Title on Cover Page** (Bold the Title only, capitalize each word) | pp. 9–31, 35–38, 50, 61 |
| 1b. | Running head (not required for student paper – APA, 2019) | pp. 30–32, 37, 50–60. |
| 1c. | Page Numbers (always include on every assignment/paper/slide) | pp. 31–32, 44, 50–67. |
| **2.** | **Formatting/Page Set up** |  |
| 2a. | Double Space (throughout including quotations and References) | p. 45, 61. |
| 2b. | Line Spacing (no extra line spaces in manuscript, see cover changes) | pp. 45, 61, pp. 187–188. |
| 2c. | Page Margins: 1” (2.54cm) on all sides (left, right, top, bottom) | p. 45 |
| **3**. | **Typeface/Font** (variety ok in 7th APA , 2020 , 12 Times Roman/Calibri) | pp. 44, 227, pp. 50–67. |
| **4a.** | **Abstract** (bold, center) title on separate page; flush first line to the left; limit to 250 words (Abstract not required for student paper, but instructor may request) No citations in Abstract; generalize content | p. 38, 50, 73-74. |
| 4b. | *Keywords:* Aboriginal people… (below Abstract) (italic, no bold, indent) | pp. 38–39, 50 |
| **5**. | **Title of the Paper** on 1st page of Text (bold) capitalize each word | pp. 32–39, 51, 61. |
| **6a.** | Introduction (subtitle labelled Introduction not required) | p. 47. |
| 6b. | Conclusion (level 1 heading-*student paper*) Centre, Bold | p. 57, 64. |
| **7.** | **Paragraphs** | p. 39, 45, 61. |
| 7a. | Paragraphs (Indent every para except abstract) | p. 39, 45, 61. |
| 7b. | Paragraphs (Justification) do not justify | p. 45, 61. |
| 7c. | Paragraphs (Avoid Single Sentence; need at least 2 sentences in each) | p. 115. |
| 7d. | Paragraphs (Avoid paragraphs that are too long – over one page) | p. 115. |

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| **8.** | **APA Level of Headings. 5 levels:** New APA (2020) 7th ed. Changes are in Red type | | pp. 47–48. |
| 8a. | Level 1 | **Centered, Bold, Title Case Heading**  Text begins as a new paragraph. | p. 48. |
| 8b. | Level 2 | **Flush Left, Bold, Title Case Heading**  Text begins as a new paragraph. | p. 48. |
| 8c. | Level 3 | ***Flush Left, Bold Italic, Title Case Heading* (New heading level in 7th ed., APA, 2020).**  Text begins as a new paragraph. | pp. 48, 56–57. |
| 8d. | Level 4 | **Indented, Bold,** **Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph. | p. 48. |
| 8e. | Level 5 | ***Indented, Bold Italic,******Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph. | p. 48. |

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| **Tip#** | **TOPIC**  New APA (2020) 7th ed. Changes are in Red Type | **APA (2020) 7th ed. Page #** |
| **9.** | **References (Citing References in Text)** |  |
| 9a. | Citations in Text need inclusion in Reference list (& vice/versa) | p. 257. |
| 9b. | Citations: Must Match Ref Pages (author#; author spelling, year#) | p. 257. |
| 9c. | Period Placement: (after the parenthesis, not before) End of sentence. | p. 254. |
| 9d. | Author (last name only) in Citation (no first initials unless s/a yr/author) | pp. 51, 56–57, 262, 287. |
| 9e. | Author/Year Placement (year stays with author not by itself) | pp. 254–265. |
| 9f. | Spaces (1 space between page & #; Author & year) | pp. 58–59, 66–67. |
| 9g. | “And” or “&” in Text (‘and ‘outside parentheses ‘&’ within) | p. 266. [see #25 Ref. List] |
| 9h. | Brackets (put abbrev. in square brackets within parenthesis) | p. 292 nested missing in 2019 |
| 9i. | Personal Communication (S. Bell, personal communication, May 1, 2020) | p. 65, 260–261, (8.9). |
| 9j. | Citation -Secondary Source (Lee, 2018, as cited in Smith, 2020) | p. 63, 258. |
| 9k. | Citation URL (do not cite url in the text, cite author year) | p. 282, 347. |
| 9l. | Page(s) one/page range: (Barr, 2020, p. 78) (Ng, 2020, pp. 4–9). | p. 63, 66, 272. |
| **10.** | **Authors: One, Two or Multiple** |  |
| 10a. | One or Two Authors in Text (Smith & Jones, 2020). | p. 266. |
| 10b. | Three or More Authors in Text (Use et al., 1st & q time after)  Correct: Bell et al. (2020) or (Bell et al., 2020);  Incorrect: Bell et al., (2020) or (Bell, et al, 2020). | p. 51, 59, 266–267 |
| 10c. | Multiple Authors within Parenthesis (Author alpha order)  Correct: (Bell, 2020; Kent, 2019). Incorrect: (Kent, 2019; Bell, 2020). | p. 263. |
| 10d | Same Authors, multiple years of publications (WHO, 2019, 2021; Young et al., 2020, 2022). incorrect is: (WHO, 2019; 2021). | p. 263 |
| **11.** | **Acronyms/Abbreviations** |  |
| 11a. | Acron./Abbrev. (write out in full 1st time cited; sub Xs use abbrev.) | pp. 172– 173. |
| 11b. | Acron./Abbrev. (do not use at beginning of a sentence) | p. 174. |
| 11c. | Acron./Abbrev. (periods/punctuation) | pp. 172–173. |
| 11d. | Abbreviations e.g., (for example) or i.e., (that is) (always follow by comma) | p. 176. |
| **12.** | **Capitalization** (proper nouns only) |  |
| 12a. | Capitalization (Do not capitalize diseases, disorders, generic medication, theories, models, professional roles, (e.g., correct is registered nurse, physician…) (not correct is Registered Nurse) | pp. 165–166. |
| 12b. | Capitalization (Yes - Nations/Languages/racial or ethnic groups) | p. 142. |
| **13.** | **Diagrams** (no adding models/tools/scales) without author consent | p. 253. |
| **14** | **Numbers/Bullets** |  |
| 14a. | Numbers (figures or words) (full words below 10; digits above 10) | pp. 178–181. |
| 14b. | Numbers (not at beginning of sentence) | p. 179. |
| 14c. | Numbered/Bulleted Lists in Text (avoid; write out in full) | pp. 190–192. |
| **15.** | **Quotations** |  |
| 15a. | Quotations (Direct Quotes) include page number or para number | pp. 271–274. |
| 15b. | No quotations on long quotes over 40 words; indent, double space | pp. 271–274. |

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| **TIP#** | **TOPIC**  New APA (2020) 7th ed. Changes are in Red type | **APA (2020) 7th ed. page #** |
| **16.** | **Avoid the following writing errors (16-19):** |  |
| 16a. | Anthropomorphism (avoidance of, clarification). (This paper will…) | p. 117. |
| 16b. | Jargon/Wordiness (avoid for Ex: On one hand; on the other hand) | pp. 114, 116–117. |
| 16c. | “In regard to” singular is correct: “In regards to” plural is incorrect. | <https://writingexplained.org/with-regard-to-or-with-regards-to> |

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| **17.** | **Active and Passive Voice** |  |
| 17a. | Active and Passive Voice (e.g., Bell (2030) presents/presented) | pp. 61, 73–74, 118. |
| 17b. | First Person/Active Voice | p. 120 |
| **18.** | **Prepositions** |  |
| 18a. | Avoid ending sentences with propositions (… to begin with.) | (Get is Write, 2019; Grammarly Blog, 2019) |
| **19**. | **Pronouns** |  |
| 19a. | Avoid using “It” to start a sentence. Avoid using pronouns by themselves: It...This...That...These...Those | pp. 120–121. |
| 19b | Gender: Singular “they”; Inclusive/Bias-free language | pp. 120–121. |
| **20.** | **REFERENCES (APA Tips #20-31) (sample reference list)** | pp. 59–60, 66–67, 401–405. |
| 20a. | Reference List (double space) | pp. 39–40, 303–309. |
| 20b. | Reference (separate page) no numbers or bullets | pp. 39–40, 58, 66, 303–309. |
| 20c. | References (label) in Bold; centre on page; no colon after heading | p. 40, 303. |
| 20d. | References (complete: author, (year), title, vol(no),doi/url etc. | pp. 298–300 |
| 20e. | Reference (Author line) flush to left, indent subsequent lines | p. 40, 303. |
| 20f. | Reference (PPT Slides/Lecture Notes/Social Media/Audio Video) | p. 329, 342–344,347, 248–350 |
| 20g. | Reference (You Tube/TED Talk) how to – [include # of minutes]. | pp. 66, 342–343. |
| 20h. | Reference: PhD Dissertations/MN Theses | pp. 10, 36, 67, 333–334. |
| 20i. | Wikipedia entry | p. 329. |
| 20j. | Personal Communication (In text only not in Ref page) See # 9i | p. 257, 260. Section 8.9. |
| **21.** | **Authors in References** |  |
| 21a. | Authors (Alpha order of authors/Ascending year) 1998, 2018, 2020 | p. 303. |
| 21b. | Authors (Same Author/Same Year). (2020a, 2020b, 2020c). Alpha order of first word in the title. | pp. 304–305. |
| 21c. | Authors Include last name and Initials of first (& middle) names only; no credentials) hyphen M.-J. | pp. 286–287, 303. |
| 21d. | Authors (Multiple). Include up to 20 authors, then,… last author. | p. 286, 305, 309, 317. |
| 21e | Author: Who is Author in Gov’t report, when multiple agency layers?  Use most specific agency as the author (example …  Correctional Service Canada. (2021). *Correctional programing for*  *Indigenous offenders.* Government of Canada.  https://www.csc-scc.gc.ca/002/003/002003-0002-en.shtml | pp. 282, 288, 329–330. |
| 21f | Author(s) (Chapter in Edited Textbooks, edition). Example:  Barr, A. (2020). Pain theory. In P. G. Reed, H. C. Li, & N. B. White (Eds.),  *Nursing theory* (3rd ed., ch. 4, pp. 46–57). Wolters Kluwer. | pp. 66, 326–328. |
| 21g | Authors (Organization authors) do not abbreviate (e.g., CBC/WHO) | p. 324 |
| 21h | Author (Newspaper Article) Reporter in Author spot if cited. Name of newspaper as publisher. Write out acronym i.e., CBC News in full | p. 320 |

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| **22.** | **Year and Date in Reference** |  |
| 22a. | Year and Date (2020, September 18). Write month out in full | pp. 189–191. |
| 22b. | No date (n.d.) | p. 284 |
| 22c. | Referencing Dictionaries with no date  Merriam-Webster. (n.d.). Self-report*.* In *Merriam-Webster.com dictionary.*  Retrieved August 1, 2022, from hpps://merriam-  webster.com/dictionary/self0report | pp. 324–325, 328. |
| **23.** | **Italic** (What to Italic?) |  |
| 23a. | Italic *(Journal title, Vol)* e.g., *Journal of Forensic Nursing, 6*(3), 2–9. | pp. 170–172. |
| 23b. | Italic *(Title of website; title of government report)(book title)* | p. 66, 329, 405 |
| 23c. | Italic- Do not italic the (no), the url or doi, or the page range.  Do not italic the Title of the Article if there is a Journal Title. | pp. 58–59, 66–67, 170–172. |
| 23d | Italic the Title not the Media Source or Organization on a website Reference, e.g., Canadian Broadcasting Corporation (CBC) News; Government of Canada. | p. 310 |
| **24.** | **Abbreviations/ Acronyms in References** |  |
| 24a. | Do not Abbrev., Write out in full Journal Titles (e.g., JAMA). Correct is *Journal of American Medical Association.* | pp. 58–59, 66–67, 283. |
| 24b. | Do not Abbrev., Write out in full the Organizations or Media Sources (e.g., WHO, CBC News). Correct is World Health organization | p. 324 |
| 24c. | Abbrev. Editor(s) is (Ed. or Eds.); edition (ed.). capitalize Editor | p. 66, 321–325. [see #26c] |
| 24d. | Acronyms (in References) | p. 325. |

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| **25.** | **Ampersand ‘&’ not ‘and’ in References** |  |
| 25. | Ampersand ‘&’ not “and” between authors [see #9g for Text] | p. 266, 286, 288. |
| **26.** | **Capitalization** |  |
| 26a. | Capitalize (First word only in the Title) e.g., Forensic nursing: A | pp. 66–67, 167–168. |
| 26b. | Capitalize (First word after colon in Title) Diabetes: The role of | p. 165 |
| 26c. | Capitalize (Editor not edition) e.g., In A. Barr (Ed.), ….(3rd ed.). | pp. 66–67, 287, 322–323. |
| 26d. | Capitalize (Journal Title & Organization -all main words; do not capitalize all the main words in a book title (see #21f) | p. 167, 58–59, 66–67. |
| 26e | Capitalize acronyms like MAiD, COVID |  |
| **27.** | **Punctuation (Period/Comma) in References** |  |
| 27a. | Period (after each author initial; before & after year; end of ref.) | p. 284. |
| 27b. | Comma (after each author’s last name; after the period of each Authors first initial; before the &; not before Year). Example:  Smith, A., & Jones, B. (2020) | p. 284. |
| 27c. | Comma (after journal title; after the No,). Example:  *Journal of Forensic Nursing, 6*(3), 4–12. | p. 284. |
| 27d. | Comma (after abbrev. for e.g., or i.e., ) [See #11d in text] | p. 284. |

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| **28.** | **Spaces in References** |  |
| 28a. | Spaces (1 space between each author initial; between p. and #) | p. 286. |
| 28b | Spaces (1 space before and after the &; before and after the year;  after Journal Title; after the number No) | pp. 45, 154, 187–188, 202, 286. |
| 28c. | Spaces (No space between Vol & No; No space within page range. | p. 284. |
| 28d. | Spaces (Fill line with words to end of line) | Missing in APA 2019 |
| **29.** | **Page Range in Reference List** |  |
| 29a. | Page Range (Use ‘en dash’ not ‘hyphen’) “Get it Write” Ref Below | pp. 58–59, 326–327. |
| 29b. | Page Range (*Nursing Journal, 3*(6), 4–9. Do Not use p. | p. 274. (See #9(l) for in text) |
| 29c. | Chapter in book (6th ed., ch.3, pp. 6–9). | p. 326. |
| 29d. | Page Range in Journal References (e.g., *13*(6), 27–29). | pp. 66, 317–318. |

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| **TIP#** | New APA (2020) 7th ed. Changes are in Red type | **APA (2020) 7th ed. page #** |
| **30.** | **Publisher: Location In References** |  |
| 30a**.** | Location of Publisher: (Location no longer needed; remove city, prov./state in APA 2020) Incorrect: New York, NY: Sage. Correct: Sage. | pp. 322, 324, 330–331, 334–335, 297. |
| **31.** | **Retrieval /Links/URL in References** |  |
| 31a. | No longer include ‘Retrieved from’ or ‘Accessed from’ (APA, 2020).  Correct is:  Canadian Nurses Association. (2017). *Code of ethics for registered nurses.* https://www.cna-aiic.ca/~/media/cna/page-content/pdf-en/code-of-ethics-2017-edition-secure-interactive  NB: If the year is (n.d.) only then do you include the retrieval date  Correct is: Merriam Webster Dictionary. (n.d.). *Allyship.* Retrieved June 2, 2020. <https://www.merriam-webster.com/dictionary/allyship> | p. 299, 290, 319, 326, 328, 347, 349, 350, 352. |
| 31b. | DOI (Use hyperlink for doi) <https://doi.org/10>... (No DOI: before) | p. 299. |
| 31c. | URL and DOI (do not underline or bold) in publications.  Make Links live if work to be published or read on line <https://www> Usually need “s" to make https live.  N.B. No period after DOI or URL as may interfere with link function | pp. 58–59, 66–67, 284, 298–300. |
| 31d. | URL (Author and year in text not the url only).  Do not put period at end of doi or url | p. 284, 299. |
| 31e. | Reference is not complete without a url or a doi.  Use the doi link if there is a doi, over any other url. | pp. 298–300 |
| **32.** | **Powerpoint (PPT) Slides** |  |
| 32a | **Typeface/Font:**  Font should be at least 20 font as a minimum. Calibri, Verdana, Tahoma, or Ariel are preferred for online or PPTS (Times Roman is not recommended) |  |
| 32b. | **Slide numbers**. Include slide numbers on all slides, and in a large enough font to be able to read. |  |
| 32c. | **URL** (Author and year in text on the slide, not the url only). Include full reference in the Reference List at the end |  |
| 32d. | **References/Citations on Slides.** Include the citation (author, year) on each slide where applicable, and full reference in the Reference list at the end. |  |
| 33 | Avoid Predatory Journals & Publishers | pp. 374–376. |

**15 Main Changes in APA (2020) 7th edition**

**By Arlene Kent-Wilkinson RN, PhD**

**October 2019**

1. **Sample ‘Student Paper’** (APA 2020, pp. 61–67).

* ‘Running head’, ‘Abstract’ and ‘Authors Note’ not required for student papers, unless the instructor or Institution requires (APA 2020, p. 30, 35, 37, 38, 61).
* Sample ‘Professional paper’ (APA 2020, pp. 50–60).

1. **Running head:** No longer include label ‘Running head’ on Title Page (APA, 2020, p. 37).

* There can now be an extra line space after the heading (APA, 2020, p. 32, 50, 61).

1. **Bold.** ‘**Title of the Paper’**, **‘Abstract’**, and **‘References’** (APA, 2020, p. 40, 58, 66).

* Paper title also appears at the top of the first page of text (APA, 2020, p. 32).

1. **Typeface/Font.** A variety of font choices are permitted in 7th edition APA (2020, p. 44).

* Check with your publisher, instructor, or institution for any requirements regarding font (APA, 2020, p. 44). In APA (2010), 6th edition “the preferred typeface for APA publications was Times New Roman with 12-point font size” (p. 228).

1. **APA Level of Headings**. New 3rd level heading in 7th ed. (APA, 2020, pp. 48–49).

* ***Flush Left, Bold Italic, Title Case Heading*** *3rd level heading.*
* NB: In all 5 level headings, every word is now in Bold and in ‘Title Case Heading’ meaning every letter in each word in each heading is now capitalized (APA, 2020, pp. 47–49).
* See example of all 5 Level of Headings below.

1. **Three or More Authors in Text.** Write out only the first author’s last name, then ‘et al.,’

* Use ‘et al.,’ for the first and every subsequent time cited (APA, 2020, p. 266).

1. **Authors (Up to 20) in Reference.** Include up to 20 Authors (last name and initials;

* For 2 to 20, use ‘&’ ampersand before last author;
* For 21 or more authors, include the first 19 author’s names, insert an ellipsis (but no ampersand) and then add the final author’s name (APA 2020, p. 286, 317).

1. **Location of the Publisher.** No longer include in the Reference (APA, 2020, p. 322).
2. **‘Retrieved from’ or ‘Accessed from’.** Do not include before url (APA, 2020, pp. 299–300).
3. **Hyperlink (DOI).** Use doi hyperlink for direct link to the article (APA, 2020, p. 300).
4. **Live URL/DOI.** Links should be live if the work is to be published or read on line;

* In 7th ed (APA, 2020),either underline or blue font in the Reference pages is acceptable, or plain font and no underline is acceptable (p. 299).

1. **Inclusive and Bias-free Language.** Use Singular “they” (APA, 2020, pp. 120–121).
2. **Anthropomorphism.** See additional examples to clarify avoidance of (APA, 2020, p. 117).
3. **How to Reference:** Powerpoint Slides or Lecture Notes (APA, 2020, p. 347);

* Social Media (tweets, twitter, facebook, etc.) APA, 2020, pp. 348–350);
* Audio visual works (Film, Video, TED Talk, Webinar, YouTube (APA, 2020, pp. 342–344); Wikipedia entries (APA, 2020, p. 329).

1. **Avoiding Predatory/Deceptive Journals.**

* See common characteristics of predatory/deceptive journals (APA, 2020, pp. 374–376).

**References**

American Psychological Association. (2010). *Publication manual of the American*

*Psychological Association* (6th ed.).

American Psychological Association. (2014). [*How to use the new doi format in APA style*](http://blog.apastyle.org/apastyle/2014/07/how-to-use-the-new-doi-format-in-apa-style.html) (by

Jeff Hume-Pratuch). APA Style Blog.

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Timothy McAdoo). APA Style Blog.

<http://blog.apastyle.org/apastyle/digital-object-identifier-doi>

American Psychological Association. (2020). *Publication manual of the American*

*Psychological Association* (7th ed.).

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[Hannah Greenbaum](https://www.apa.org/search?query=&fq=ContributorFilt:%22Greenbaum,%20Hannah%22&sort=ContentDateSort%20desc)). APA Style Monthly. <https://apastyle.apa.org/blog/brand-names->medications

Get it Write. (2019, June 26). *Hyphens,* *en dashes and em dashes: When to use them and how to*

*type them?* (by Nancy Tuten). https://getitwriteonline.com/articles/en-dashes-em-dashes

Grammarly Blog. (2019). *Ending sentences with a prepositions:* *It’s ok and it’s not.*

<https://www.grammarly.com/blog/youve-been-lied-to-heres-why-you-absolutely-can->

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Scribbr. (2019, November 14). *APA Manual 7th edition: The most notable changes* (by Raimo

Streefkerk)***.*** <https://www.scribbr.com/apa-style/apa-seventh-edition-changes/>

Writing Explained. (2020). *With regard to or with regards to – Which spelling is correct?*

<https://writingexplained.org/with-regard-to-or-with-regards-to>