

SAINT CLARET COLLEGE, ZIRO
InterViews: An Interdisciplinary Journal in Social Sciences

APA-SCCZ Style Checklist

InterViews: An Interdisciplinary Journal in Social Sciences follows the APA Manual of Style (6th Edition) with a few adaptations. The few revisions/adaptations made by SCCZ are listed below. Those interested in submitting articles to *InterViews* must make sure that their article complies with the APA Style along with the SCCZ adaptations. The following Checklist is meant to help authors verify if their article complies with this requirement. However, please note that the Checklist is not exhaustive of every APA Style requirement. Nor does everything mentioned in the Checklist apply to every kind of article. Authors are directed to the APA Manual for comprehensive information on the writing style.

SCCZ adaptations/revisions to APA Style:

1. The block quotes shall be single-spaced.
2. Each reference under the section "References" shall be single-spaced. However, skip a line between references.
3. Since gender-neuter language is difficult to apply to writing and gender-inclusive use such as "he or she," "him or her," etc. is not reader-friendly, the authors shall adopt the pronouns that match their gender to denote a human being in general. Thus, a female author shall use the pronoun "she" and its derivatives to refer to a generic human being, and a male author shall use "he" and its derivatives. In case of more than one author, the first author's gender shall be preferred.

Style Checklist

(This checklist has been taken, with minor revisions to suit the SCCZ requirements, from Dr. Mark A. Whatley, Department of Psychology & Counseling, Valdosta State University, USA. Webpage: <http://mypages.valdosta.edu/mwhatley/3600/>. We thank Dr. Whatley for permission to use his material.)

A. General Features

1. Have you used 1" margins on the left, the right, the top, and the bottom? _____
2. Are the parts of the report in the correct order? _____
3. Have you double-spaced between lines throughout the article
EXCEPT in block quotes and reference section? _____
4. Is EACH page headed by the running head and a page number? _____
5. Are the pages numbered consecutively? _____
6. Is the main body of the paper (intro, method, results, discussion)
typed on continuous pages? _____
7. Have you used 5 to 7 space paragraph indents throughout the paper? _____
8. Have you typed all the titles and headings in upper and lower-case letters
(except the text of the running head)? _____
9. Did you remember to italicize ALL statistical copy? _____
10. In referring to generic human being, have you used the pronoun matching
your own gender or the first author's gender? (*SCCZ modification*) _____
11. Have you carefully read over your paper and corrected typos and spelling errors? _____

B. Title Page

1. Is your title no longer than 12 words? _____
2. Are the title, your name, and affiliation:
 - a) centered on the page? _____
 - b) centered on each line? _____
 - c) did you include your middle initial (if applicable)? _____
3. Is the running head:
 - a) no longer than 50 characters? _____

- b) flush left at the top of the page? _____
- c) itself typed entirely in capital letters? _____

C. Abstract

- 1. Is the abstract head by the CENTERED word “Abstract” in non-bold typeface? _____
- 2. Is the abstract no longer than 120-150 words? _____
- 3. Have you remembered NOT to indent the first line of the abstract? _____
- 4. Have you remembered NOT to include any statistics? _____

D. Introduction & Text

- 1. Is the introduction headed by your title, NOT by the word “Introduction”? _____
- 2. Are reference citations complete and accurate? _____
 - a. have you included all authors’ names in the first citation? _____
 - b. have you used “and” to connect authors’ names when the citation appears in the text? _____
 - c. Have you used an ampersand (&) to connect authors’ names in parenthetical citations? _____
 - d. Within a paragraph, when the name of the author is part of the text or narrative, did you only use the year of publication for the first citation? _____
 - e. In parenthetical citations where the citation(s) appear within parentheses, did you always include the year? _____
- 3. Have you consistently used the past tense or present perfect tense for the literature review, and the purpose and hypotheses of your study? _____
- 4. Is the description of your study’s purpose and hypotheses at the end of the introduction, AFTER the literature review? _____

E. Method

- 1. Have you begun typing the method immediately after the end of the introduction? _____
- 2. Is the method headed by the CENTERED word “Method” in bold? _____
- 3. Have you organized the method into subsections, using margin headings (e.g., **Participants**, etc.) _____
- 4. Have you organized the **Procedure** subsection, using paragraph headings when needed? _____
- 5. Is the method section ENTIRELY written in the past tense? _____
- 6. Are any necessary abbreviations explained? _____
- 7. Have you used WORDS to express numbers that begin sentences and NUMBERS below 10? (see APA manual for exceptions) _____

F. Results

- 1. Have you begun typing the results section immediately after the end of the method section? _____
- 2. Is the results section headed by the CENTERED word “Results” in bold? _____
- 3. Have you included a statement about what effect size you are reporting? _____
- 4. Have you organized the results section into subsections using margin headings? _____
- 5. Have you used past tense throughout the results section? _____
- 6. Did you capitalize the independent variable names Linked by “x’s” (e.g., Favor x Sex interaction)? _____
- 7. For mathematical and statistical expressions:
 - a. have you used numerals rather than words? _____
 - b. did you italicize symbols (*n*, *M*, *F*, *p*, etc.)? _____
 - c. did you use appropriate spacing? _____
- 8. When a result was not significant, did you remember to report the *F* statement but not interpret the finding? _____

9. Did you describe/interpret ALL significant results? _____
10. Did you remember to interpret any significant interactions
and reference the table or figure you made of that interaction? _____

G. Discussion

1. Have you begun typing the discussion immediately after the end of the results? _____
2. Is the discussion section headed by the CENTERED word "Discussion" in bold? _____
3. Are reference citations complete and accurate? _____
4. Have you used the past tense to redescribe results and refer to earlier findings? _____
5. Have you used the present tense to discuss the results, theories,
speculations, and conclusions? _____

H. References

1. Did you begin the reference list on a new page? _____
2. Is the reference list page headed by the CENTERED word "References"
in non-bold typeface? _____
3. Is each reference entry single-spaced? (*SCCZ modification*) _____
4. Have you left one space *between* reference entries? (*SCCZ modification*) _____
5. Are the references listed in alphabetical order by the first author's last name? _____
6. Is the first line of each reference typed flush with the left margin? _____
7. Are subsequent lines within a reference tab-indented? _____
8. Did you use the correct reference type for each citation
(e.g., book, journal article, web-based resources)? _____
9. For journal articles, have you italicized the journal name and volume number,
but NOT the issue number? _____
10. Have you used initials only for author's first names? _____
11. Have you used a single space between initials? _____
12. Have you used an ampersand (&) to connect authors' names? _____

I. Tables

1. Is each table typed on a separate page? _____
2. Have you used 1" margins all around? _____
3. Does each table have its title typed in italics? _____
4. Is each table numbered consecutively according to its order in the results section? _____
5. Is each table identified by the heading "Table" and
number typed flush with the left margin? _____

J. Figures

1. Is each figure drawn on a separate page? _____
2. Is each figure numbered consecutively according to its description
in the results section? _____
3. Did you place the title of the figure below the figure itself? _____
4. Did you remember to italicize "Figure 1" in the title of the figure? _____
5. In the content of the figure:
 - a. is the IV on the horizontal axis? _____
 - b. is the DV on the vertical axis? _____
 - c. are units on the vertical and horizontal axis spaced equally? _____
 - d. did you use a representative scale for the DV? _____
 - e. are the IV and DV labels typed parallel to their respective axes? _____
 - f. are the plotted lines labeled, or have you used the distinctive
plot points with a legend? _____