



<input type="checkbox"/>	<p><u>Levels of Heading</u> (Chapter 3 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Review APA 6th, pp. 62-63 regarding the proper use of headings and APA resources on our <a href="#">GSEP Writing Support Web page</a></li> </ul>
<input type="checkbox"/>	<p><u>Quotations/Citations</u> (Chapter 6 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Review punctuation, citation, and spacing of block quote citations (APA 6<sup>th</sup> pp. 169-179).</li> <li>-Review APA rules for citation of sources and cite all the authors of a document accordingly (use of “et al.”).</li> <li>-When citing multiple sources in a parenthetical citation, list authors in alphabetical order within parentheses.</li> <li>-Page numbers are always required when using a direct quote (or paragraph numbers for online sources).</li> </ul>
<input type="checkbox"/>	<p><u>Numbers and Statistical Symbols</u> (Chapter 4 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Use digits to express numbers greater than or equal to 10, and for all numbers expressing time such as month, day, years, hours, minutes, etc., or when referring to subjects (pp. 111-116).</li> <li>-Use % symbol when preceded by a number and when discussing statistics (pp. 116-124).</li> <li>-To designate the numbers in a total sample, you must use an uppercase, italicized N (Ex: <i>N</i>), and a lowercase italicized n to designate the number of members in a limited portion of the total sample (Ex: <i>n</i>).</li> <li>- Refer to grade levels, chapter #s, and research questions consistently throughout text.</li> </ul>
<input type="checkbox"/>	<p><u>Margins, Seriation, and Spacing</u> (Chapter 3 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> <li>-1"on all sides</li> <li>-Placement of page number and pages in appendix must not violate margin specifications.</li> <li>-Seriation of items [i.e., (a), (b), (c) and 1. 2. 3.] as indicated (pp. 63-65).</li> <li>-Shift content to correct page breaks (eliminate widows/orphans).</li> <li>-Eliminate blank space before/after tables and figures by moving text to fill in as closely as possible.</li> </ul>
<input type="checkbox"/>	<p><u>References</u> (Chapter 7 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Reference List—See APA 6<sup>th</sup> pp. 193-215. For detailed index of types of references, see esp. pp. 193-198 and corresponding example numbers.</li> <li>-Be sure all sources cited are listed and those listed are cited within text.</li> <li>-See guidelines to citing information retrieved from the Internet (DOI or URL of homepage required).</li> <li>-Sources are listed alphabetically by lead author surname—in the case of multiple works by the same author, the oldest work is cited first.</li> </ul>
<input type="checkbox"/>	<p><u>Appendices</u> (Chapter 2 of the <i>APA Manual, 6th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Appendices should be labeled in the order in which they are mentioned in the manuscript.</li> <li>-Appendices must conform to the same margin specifications as the rest of the document – you may need to shrink pre-printed forms in order to meet these requirements (pp. 38-40).</li> <li>-Appendices must include appropriate IRB Documentation (Approval Notice, Exemption Notice <b>or</b> Non-Human Subjects Determination Notice).</li> </ul>

**Contact:**

Carlos J. Jiménez  
 Manager, Writing Support Services  
 Carlos.Jimenez@pepperdine.edu  
 gsep.pepperdine.edu 310.568.5658