



<input type="checkbox"/>	<p><u>Levels of Heading</u> (Chapter 2 of the <i>APA Manual, 7th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Review APA 7th, pp. 47-48 regarding the proper use of headings and APA resources on our <a href="#">GSEP Writing Support Web page</a>. Chapter titles are considered level 1 headings.</li> </ul>
<input type="checkbox"/>	<p><u>Works Credited in Text</u> (Chapter 8 of the <i>APA Manual, 7th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Review punctuation, citation, and spacing of block quote citations (quotes of 40+ words).</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 6 of the <i>APA Manual, 7th 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 statistical/mathematical functions, time, dates, ages, scores, points on a scale or when referring to subject participants.</li> <li>-Use % symbol when preceded by a number and when discussing statistics.</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> (Chapters 2 and 6 of the <i>APA Manual, 7th ed.</i>)</p> <ul style="list-style-type: none"> <li>-1" margins on all sides (text is aligned left; bottom/right margins may vary).</li> <li>-Placement of content in appendix must not violate margin specifications.</li> <li>-Seriation of items [i.e., (a), (b), (c) within a paragraph, 1. 2. 3. for numbered list and bullets] as indicated.</li> <li>-Shift content to correct page breaks (eliminate widows/orphans).</li> <li>-Double space throughout; Eliminate blank space as much as possible.</li> </ul>
<input type="checkbox"/>	<p><u>References</u> (Chapters 9 and 10 of the <i>APA Manual, 7th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Review reference list principles, elements and variations, including extensive list of examples.</li> <li>-Be sure all sources cited in text are listed in references and those listed are cited within text.</li> <li>-See guidelines for citing information retrieved from the Internet.</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, 7th ed.</i>)</p> <ul style="list-style-type: none"> <li>-Appendices should be labeled in the order in which they are mentioned in the document.</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.</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