

Recommended Checklist for Formatting and Writing Requirements:

- _____ My assignment is typed.
- _____ I double-spaced my entire assignment (including the reference page).
- _____ I used 1 inch margins on all sides of every page.
- _____ I used 12-pt font, and a serif typestyle (such as Times New Roman).
- _____ I lined up/aligned the text on the left margin only (“left justified”). I left the right margin “ragged.”
- _____ I indented the first line of every paragraph ½ inch.
- _____ I included a brief header and page number in the upper right-hand corner of each page.
- _____ I used section headings to distinguish different parts of my assignment.
- _____ I included a separate reference page at the end of my assignment, which includes all and only the sources cited in the text of the assignment.
- _____ I double spaced the references on my reference page.
- _____ I formatted my references according to APA guidelines and the class handout.
- _____ I used person-first language (i.e. “individuals with disabilities” not “disabled individuals”).
- _____ I checked my assignment over to make sure I used:
- _____ • complete sentences,
 - _____ • correct spelling and punctuation, and
 - _____ • grammar, style, and vocabulary which are appropriate for an academic audience.
- _____ I indicated/acknowledged all of the works and/or sources I included in this assignment.
- _____ I copied my assignment onto plain white paper and stapled it at the top left hand corner. I did not do not put my assignment in a folder or plastic cover, unless I was told by the instructor that it was okay to do so.
- _____ I included, completed, and signed the cover sheet for this assignment.