

PEER REVIEW (AND SELF REVIEW) DOCUMENTATION CHECKLIST

Use this checklist to make sure you or your peer has formatted your (or his/her) paper correctly using APA style. This will help you ensure that you or your peer has not plagiarized. (If plagiarized, the paper will receive an automatic zero.) Be sure to check all of the items below before you turn in any researched and documented paper. Use this checklist to supplement your handbook and documentation websites (see: <http://kareyperkins.com/classes/112/112links.html#doc>).

I. DOCUMENTING THE RIGHT STUFF:

_____ Are ALL ideas and wording (even paraphrases) from any sources you used documented (if they are not common knowledge) with both IN-TEXT CITATIONS as well as a corresponding BIBLIOGRAPHY ENTRY? In other words, is all writing documented (IN BOTH PLACES) if it is not your own ideas, words, OR syntax?

_____ Are ALL quotes documented (even if they are common knowledge)?

_____ If there are more than three words in a row from another source, do you make sure to document and quote (with quotation marks) the exact phrase/sentence/paragraph? Or reword it entirely?

_____ If word for word rendition, is it in quotation marks as well as cited?

_____ If quote is more than 40 words, is entire quote indented, cited, and quotation marks omitted?

_____ Are paraphrases and summaries cited (even if a rewording), if they are unique information?

II. DOCUMENTING FORMAT FOR IN-TEXT CITATIONS:

_____ Are all citations correctly formatted? (for DeVry, that is APA style)

_____ Are all citations in parenthesis?

_____ Are all citations placed BEFORE (inside) the period (or comma or semi-colon)?

_____ Are all citations placed AFTER (outside) the quotation mark, if a quote?

_____ If a paraphrase or summary, do citations have only the author's last name and year only?

_____ If a quote, do citations have author's last name, year, and page number?

_____ If no author, does citation use first two or three words of a title, in quotes?

_____ Are commas placed between each citation element (name, year, p. #).

_____ Are pages indicated by a "p." if singular or "pp." if plural?

_____ No website address in the citation at all? (Don't ever put a website as a parenthetical citation!)

III. DOCUMENTING FORMAT FOR YOUR BIBLIOGRAPHY:

- _____ Is there a "header" in the upper right corner of the page? (The title of your paper and page number, as on all pages of your paper - use MSWord "header and footer" in "View" for this.)
- _____ Is "References" listed as a title of your bibliography, centered at the top of the page (after the header)?
- _____ Are all sources that are cited in the paper also cited in the bibliography (your references page)?
- _____ Is your "References" page(s) in ALPHABETICAL ORDER?
- _____ Is author's last name first for all citations that have author?
- _____ Is ONLY first initial used for all author's names?
- _____ Period after author's initial?
- _____ Year (in parenthesis) follows author? Or date, if month/day or season is given? Period after parenthesis surrounding year?
- _____ Title of book or article or web PAGE following the author and date? Period following?
- _____ Are titles of articles NOT in quotes? Are they all lower case except for first letter of title, subtitle, and proper nouns?
- _____ If no author is listed, does title BEGIN the entire entry, followed by year?
- _____ Is all other information included in the right order and punctuated correctly, according to the type of source you have? (For a book: you need publisher and CITY in addition to the above information- & edition number if edition after the first. For an article: magazine or journal or newspaper name, volume and issue number if applicable, page numbers. See your handbook or a documentation website (<http://kareyperkins.com/classes/112/112links.html#doc>) to make sure you've included all the necessary information for the kind of source that you have.)
- _____ If a page or article from a website, do you make an effort to get all of the information about the site that you can possibly find? (You must search through the site for needed information.) Do you approximate a print bibliographic entry as closely as possible and include as much information of the website source as a print entry has, as much as possible?
- _____ Does the entry to any website source include the date you accessed as well as the full website address? Do you use correct format? (For example: Retrieved January 30, 2007, from <http://www.uiowa.edu/~grpproc/crisp/crisp.6.9.htm>)
- _____ If retrieved from an electronic library database, do you indicate the name of the database in the correct place?
- _____ If you have an unusual source, such as a motion picture, TV show, interview, e-mail, government document, etc., do you make sure you document it correctly?

IV. FORMATTING ENTIRE PAPER APA STYLE:

- _____ Title page in correct format with all required information?
- _____ Abstract following title page (one paragraph summarizing entire paper)?
- _____ Outline following abstract? (Remember, this is just for my class - official APA format does not have an outline included.)
- _____ Correct header on all pages in upper right corner? (abbreviated title of your paper followed by page number)
- _____ Correct margins and spacing?
- _____ Are there in-text citations for any and all information from outside sources you have used?
- _____ References page(s) (bibliography) listing all sources cited in your paper immediately follows the paper itself?
- _____ Peer Review, rough drafts included after the paper (for my class only).
- _____ ALL SOURCES copied, included, and HIGHLIGHTED? (for my class only).