

**Minot State University Graduate School
Final Thesis and Research Project Checklist**

APA, Publication Manual of the American Psychological Association, 7th Ed
GTR, Minot State University Guide for Theses and Research Projects

Y/N	Requirement	Reference
General Format		
	Margins 1 inch on all sides (top, bottom, left, right)	APA 2.22
	Font consistent: <ul style="list-style-type: none"> • Sans serif fonts: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode • Serif fonts: 12-point Times New Roman, 11-point Georgia 	APA 2.19
	Text left justified with ragged right margin	APA 2.23
	First line of paragraphs indented .5 inches	APA 2.24
	Text double-spaced only (see APA for exceptions)	APA 2.21
	Headings properly formatted for each level	APA 2.27
	Page numbers in upper right corner, beginning with Title page. No Running Head	APA 2.18
	One space after period at end of a sentence.	APA 6.1
General Style		
	Past tense used where required.	APA 4.12; GTR Chapter 4
	Present tense used where appropriate.	APA 4.12; GTR Chapter 4
Conventions		
	Standard abbreviations used appropriate and where required.	APA 4.24
	Numbers < 10 spelled out (some exceptions)	APA 6.32-6.33
	Commas used for numbers >1,000 (some exceptions)	APA 6.38
	Statistical symbols and abbreviations are used correctly.	APA 6.44
Preliminary Items		
	Preliminary items in correct order	GTR, Chapter 3
	Title Page contains correct information and format	APA 2.1-2.6; GTR Appendix A
	Copyright or blank pages inserted	GTR, Chapter 3
	Committee page is signed and in correct format based on Appendix B.	GTR Chapter 3, Appendix B
	Abstract limited to 250 words, correctly formatted	APA 2.9
	Acknowledgement page	GTR, Chapter 3
	Table of Contents	MS Word, Reference tab, Table of Contents; GTR Table of Contents

	Table of Contents has correct level headings.	APA 2.27 (headings); GTR Chapter 3, A
	Table of Contents has leaders connecting headings to page numbers.	MS Word
Tables and Figures		
	Tables and Figures are properly placed and referred to within the text.	APA 7.1-7.7
	Tables are properly titled, labeled, and formatted.	APA 7.10-7.7.19
	Figures are properly titled, labeled, and formatted.	APA 7.22-7.36
Citations and References		
	Citations are written in proper format.	APA 8
	References are written in proper format.	APA 9
	Reference page is labeled correctly, and references are listed in alphabetical order.	APA 9.43-9.49
	References and Citations match; for every citation there is a reference and for every reference there is a citation	APA 8.4
	Multi-line references use hanging indent format.	APA 9.43
Quotations		
	Short quotations (< 40 words) are incorporated within the text and enclosed in quotation marks.	APA 8.26
	Longer quotations (> 40 words) do not include quotations and are in block format.	APA 8.27
	Quotations without page numbers include an acceptable alternative for locating the quoted passage.	APA 8.28
	Changes to quotations include explanation, when required.	APA 8.30-8.31
	Quotations that contain citations from other works are properly formatted.	APA 8.32
Footnotes		
	Footnotes, if used, are properly formatted.	APA 2.13
Appendices		
	Appendices are placed in the order in which they are referenced in the text.	APA 2.14
	Each appendix is referenced at least one time in the text.	APA 2.14
	Multiple appendices are labeled correctly.	APA 2.14, 2.24
	Appendices are preceded by a page titled "Appendix" or "Appendices"	APA 2.14