

<b>WRITING GUIDE RUBRIC based on the <i>Publication Manual of the American Psychological Association</i> (6<sup>th</sup> Edition).</b>			
<b>DIRECTIONS: Please use this grading rubric to identify and interpret editorial comments on your paper. This rubric should also be used prior to submitting your work to check for common APA format and grammatical errors.</b>			
<b>TYPE OF ERROR</b>		<b>EXPLANATION</b>	<b>Page Number</b>
<b>Title Page Errors</b>			
T1	<b>Page Numbers</b>	Flush right in upper right hand corner, the page numbers begin with the title page and continue through the references.	230
T2	<b>Running Head</b>	If required, the running head, positioned flush left in upper left hand corner, is an abbreviated form of the title (50 characters maximum). Use capitalization as indicated: Running head: SHORT FORM OF TITLE	229
T3	<b>Title of Paper</b>	No more than 12 words, the title describes the topic of the paper, and should always be double spaced using upper and lower case letters. On the title page, it should be centered in the upper half of the page.	23
T4	<b>Author Name &amp; Affiliation</b>	It is preferable to list the author's name: First, MI, Last. No titles or initial suffixes are given. Be consistent with form of name. The name and location of the author's affiliated institution are listed. The title page is not to include course numbers or due date or the professor's name.	23
<b>Format Errors Within the Text</b>			
F1	<b>Title of Paper</b>	Begin with the title of the paper. It should be centered, double spaced, and congruent with the title page.	42
F2	<b>Margins, Spacing, &amp; Fonts</b>	Margins should be set at 1" on all sides. All text should be double spaced. Use a 12 point font in an acceptable typeface – Times Roman. Use a single space following all punctuation except those at the end of sentences (2 spaces) and periods in abbreviations (no spaces). Use "flush left", not "justify" when typing.	229, 87-88
F3	<b>Widow/Orphan Protection</b>	Never leave a single word on a line or a single line of type at the beginning or end of a page.	229
F4	<b>Levels of Headings</b>	Use appropriate levels of headings for the length and substance of your paper. Example: When using 3 levels of headings, use... 1) Centered, Boldface, Upper & Lowercase Title Heading; 2) Flush Left, Boldface, uppercase and lowercase 3) Indented boldface, lowercase paragraph heading ending with a period (Note: do not use numbers 1), etc.).	62, 63
F5	<b>Paragraphs</b>	Indent 1 <sup>st</sup> word of each paragraph 5-7 spaces. Avoid one-sentence paragraphs. Paragraphs should not extend beyond 1 page.	68, 229

	F6	<b>Quotations</b>	Incorporate short quotes (< 40 words) within your paragraph and offset with quotation marks. Cite source (last name, year, p. # or pp. #-#) between final quotation mark and period. Use a block format for quotes > 40 words, offsetting entire quote 5-7 spaces, without quotation marks. Give source citation <i>after</i> the period.	92, 170-171
	F7	<b>Numbers</b>	Use words (one, two, three ...) for numbers <10 and figures (10, 11, 12...) for numbers 10 and >10. Never begin a sentence with a figure.	111-112
	F8	<b>Abbreviations</b>	Abbreviations must be introduced by writing the term out in full, followed by the abbreviation in parentheses. Example: registered nurse (RN). Only introduce abbreviations that will be used at least 3 times in the paper. To pluralize abbreviations, add an s without an apostrophe (RNs) and do not italicize the "s".	107, 110
<b>Spelling Errors</b>				
	S1	<b>Spelling Error</b>	Use spelling check function of word processing program. Remember that misused words that are spelled correctly or words written in ALL CAPS will not be caught.	230
<b>Common Grammatical Errors</b>				
	G1	<b>Subject/Verb Agreement</b>	Verbs must agree in terms of plurality with their subjects. Example: He argues... they argue. Remember: The word <i>data</i> is plural (singular form datum), so use a plural verb. i.e., The data indicate....	78-79, 96
	G2	<b>Noun/Pronoun Agreement</b>	Pronouns must agree with the nouns they replace. Use singular pronouns (I, he, she, it) to replace singular nouns and plural pronouns (we, they, them) to replace plural nouns. Example: The client...he or she; Clients...they.	79-80
	G3	<b>Who, Whom, Which &amp; That</b>	<i>Who</i> is the subject of a verb; <i>whom</i> is the object of a verb. Example: Who will be representing whom? Who is used to refer to people; that or which are used for animals and inanimate objects.	79, 80
	G4	<b>Proper Nouns</b>	Capitalize specific names and titles; Do not capitalize generic or non-specific titles. Examples: baccalaureate degree/Bachelor of Science in Nursing; university or school of nursing/William Carey University, School of Nursing.	
	G5	<b>Key Terms</b>	Use italics rather than quotation marks to identify key terms and/or idiomatic expressions. After term has been use and italicized once, do not italicize it again.	102-103
	G6	<b>Sentence Structure</b>	Awkward sentence structure; meaning of the sentence is unclear. Reword this sentence. Remember: State ideas simply and clearly.	91, 105

<b>Common Punctuation Errors</b>				
	P1	<b>Comma</b>	Use a comma to separate words in a series including the word before the conjunction. Example: ... friends, Romans, and countrymen.	88-89
	P2	<b>Semi-colon</b>	Use a semi-colon to separate two complete but related sentences. Conjunctions such as <i>however</i> and <i>therefore</i> should be followed by a comma. Example: Resuscitation was implemented promptly; however, the patient did not survive. Use a semi-colon to separate elements or phrases in a series that contain commas. Example: ... teachers, students, and guests; and administrators, evaluators, and others...	89-90
	P3	<b>Colon</b>	Used to join an independent clause (complete sentence) and a dependent clause (incomplete sentence).	90
	P4	<b>Quotation Marks</b>	Used to introduce slang, invented, or coined expressions. Technical or <i>key terms</i> are denoted with italics rather than quotation marks. Used to identify short (<40 words) within a paragraph. Used when writing titles of books or articles in the text.	91-92
<b>Common Reference Errors</b>				
	R1	<b>Authors</b>	List references alphabetically by authors' last names. Give last name, first & middle initials only (space between initials). No titles or abbreviations (Dr., RN, PhD, etc.). Use periods with initials.	181-183
	R2	<b>Capitalization</b>	Capitalize proper nouns and first word or title and subtitle in book titles and journal articles.	185
	R3	<b>Use of Italics</b>	Use italics for titles of periodicals (journals) and nonperiodicals (books, online documents, pamphlets, etc. Edition numbers in book titles <i>are not</i> italicized. Volume numbers of journals are part of the title and should be written in italics.	185
	R4	<b>Volume &amp; Issue Numbers</b>	Always give the volume number of a journal, magazine, or newsletter. Do not use <i>Vol.</i> before the number. Only include the issue number if continuous pagination is not used (i.e., each issue begins with p. 1).	185
	R5	<b>Page Numbers</b>	Give the page number or range of pages used in the reference. Do not use p. or pp. before the page numbers.	186
<b>General</b>				
			Restrict use of <i>We</i> to yourself and co-authors. Use <i>I</i> if you are the sole author.	69-70

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Adapted from Daggett, L.M. (2008). A rubric for grading or editing student papers. *Nurse Educator*, 33(2), 55-56.