

## WRITING CHECKLIST

- \_\_\_\_\_ 1. I have avoided using informal, colloquial language (e.g., kids, stuff)
- \_\_\_\_\_ 2. I have avoided using contractions
- \_\_\_\_\_ 3. I have limited my use of the word "that"
- \_\_\_\_\_ 4. I have avoided using "that" and "this" as pronouns, and have only used them as adjectives  
avoid: This means . . . (often the reader doesn't know what "this" is referring to)  
use: This finding indicates . . .
- \_\_\_\_\_ 5. My subjects and verbs match
- \_\_\_\_\_ 6. References to antecedents are correct  
wrong: "As a child, my family did . . . ;  
right: "As a child, I experienced . . . ",  
wrong: "Rituals were important to my family. It helped us . . . "  
right: ""Rituals were important to my family. They helped us . . . "
- \_\_\_\_\_ 7. ellipses are properly spaced  
wrong: Mark Twain stated, "I have been through some terrible things in my life...some of which actually happened."  
right: (middle of same sentence is left out) "I have been through some terrible things in my life . . . some of which actually happened."  
right: (beginning of next sentence is left out) "I have been through some terrible things in my life. . . . some of them actually happened." (The first dot is a period, the rest are ellipses)
- \_\_\_\_\_ 8. phrases that are parallel to each other in a sentence have parallel word forms  
wrong: During the holidays, my family liked to engage in sports activities together, such as go skiing, take a hike, ice skating.  
right: During the holidays, my family liked to engage in sports activities together, such as skiing, hiking, and ice skating.
- \_\_\_\_\_ 9. As a rule, I have used commas after prepositional phrases, especially if they are long prepositional phrases  
less clear: In accordance with the tradition of my family of origin my new family . . .  
more clear: In accordance with the tradition of my family of origin, my new family . . .
- \_\_\_\_\_ 10. I have used hyphens as elements of spelling (e.g., self-esteem) as described on p. 291 of the APA Manual. I have used dashes--and I know they have to be typed a certain way--to set off a part of a sentence. (Type as two hyphens with no space before, after, or between.)
- \_\_\_\_\_ 11. I have avoided my current professor's pet peeve in this paper.

\_\_\_\_\_ 12. If my instructor has been kind enough to provide a list of topics that must be covered in my paper, I can match one or more paragraphs to each of the topics listed. In fact, I could even insert headings that correspond to the list of topics to be covered, and have one or more paragraphs under each heading.

\_\_\_\_\_ 13. Each paragraph has one major point. I could make an orderly, logical outline of my paper by listing the main points from the paragraphs

\_\_\_\_\_ 14. In each paragraph, each sentence serves a purpose in relation to supporting the main thought or thesis of the paragraph.

\_\_\_\_\_ 15. In relatively simple sentences with compound verbs, I have not used commas between the verbs.

ex: We used to open one present before dinner and save the rest until Christmas Day.

\_\_\_\_\_ 16. In sentences that have more than one subject and verb, I have used commas

ex: The women did all the cooking and cleaning, and the men watched football.

\_\_\_\_\_ 17. I have examined each sentence to see if it could be made simpler and clearer by removing extraneous words.

undesirable: In my paragraphs, each sentence serves a purpose in relation to supporting the main thought or thesis of the paragraph.

better: In my paragraphs, each sentence supports the main thought or thesis of the paragraph.

\_\_\_\_\_ 18. I have been consistent in my usage of spelling, formatting, punctuation, etc., throughout my paper, even when I'm not sure my usage is correct. (Ideally I make sure it is correct by consulting the proper references.)

\_\_\_\_\_ 19. I have proofread my "final" paper at least twice. If instructors often find typos in my work even after I have proofread twice, I have also asked someone else to proofread my paper. (Make sure your choice of other person complies with the honor code.)

\_\_\_\_\_ 20. I have consulted one of my sources on APA format frequently while preparing my reference list and while formatting in-text citations.

\_\_\_\_\_ 21. My paper contains information, insights, critical thinking, and analysis that will differentiate it from all other papers received by my instructor. I have thought about and applied the relevant course readings (and possibly outside readings) to the content of my paper.

**APA QUICK REFERENCE SHEET**  
**(See *SSW Style Guide* and/or *APA Manual* for more detail)**

**Reference List Citations**

**Plain old book:**

Erikson, E. H. (1950). *Childhood and society*. New York: W. W. Norton.

(Note: the *Social Work Style Guide* uses italics for journal and book titles; the APA manual uses underlining. Choose one style per paper.)

**Plain old book, two authors:**

Erikson, E. H., & Eklund, E. (1950). *Childhood and society*. New York: W. W. Norton.

**Third edition of a book and three authors:**

Erikson, E. H., Eklund, E., & Plourde, M. (1950). *Childhood and society*. (3<sup>rd</sup> ed.). New York: W. W. Norton.

**Edited book:**

Fraser, M. W. (Ed.). (1997). *Risk and resilience in childhood*. Washington, DC: NASW Press.

**Chapter in an edited book:**

Powers, M., Smith, M., & Hicks, T. (2000). Coping strategies for Sowo 103. In M. W. Fraser (Ed.), *Risk and resilience in childhood* (pp. 678-1042). Washington, DC: NASW Press.

**Chapter in the Encyclopedia of Social Work:**

Gamble, D. N., & Weil, M. O. (1995). Citizen participation. In *Encyclopedia of social work* (Vol. 1, pp. 483-493). Washington, DC: NASW Press.

**Plain old journal article:**

Johnson, A. E. (1991). The sin of omission: African-American women in social work. *Journal of Multicultural Social Work*, 1(2), 1-15.

(Note: the *Social Work Style Guide* includes issue numbers—here (2). In the APA manual, issue numbers are only included in certain cases. Just be consistent.)

**Internet citations. See pages 22-25 of the *Social Work Style Guide*. Find the category that is closest to your reference and follow the citation guidelines.**

## Reference List Format

The reference list starts on a separate page at the end of your paper and has the following format. Note: double space the lines *within* each reference.

### Reference List

Erikson, E. H. (1950). *Childhood and society*. New York: W. W. Norton.

Gamble, D. N., & Weil, M. O. (1995). Citizen participation. In *Encyclopedia of social work* (Vol. 1, pp. 483-493). Washington, DC: NASW Press.

Johnson, A. E. (1991). The sin of omission: African-American women in social work. *Journal of Multicultural Social Work, 1*(2), 1-15.

## In-Text Citations: Examples

NOTE: Read pp. 26 to 32 of the *Social Work Style Guide* for guidelines on when to use citations to avoid plagiarism.

### **Author and date are not provided in sentence, direct quote.**

In a seminal work on the stages of human development, one author has suggested that “development does not stop at the end of adolescence” (Erikson, 1950, p. 49).

### **Author and date are not provided in sentence, no direct quote.**

In a seminal work on the stages of human development, one author has suggested that development does not stop at the end of adolescence (Erikson, 1950).

### **Date is not provided in sentence, no direct quote.**

In his seminal work on the stages of human development, Erikson suggested that development does not stop at the end of adolescence (1950).

### **Author and date are provided in sentence, direct quote.**

In his 1950 elaboration on the stages of human development, Erikson suggested that “development does not stop at the end of adolescence” (p. 49).

### **Author and date are provided in sentence, no direct quote.**

In his 1950 elaboration on the stages of human development, Erikson suggested development does not stop at the end of adolescence.

### **Secondary source, e.g., you read about Erikson’s theory in Hutchison.**

Erikson described eight stages of development (as cited in Hutchison, 1999). In the reference list, include only the reference for Hutchison.

### **Two (or more) in-text citations.**

Recently, researchers have identified new risk factors (Martin, 1998; Pearson, 2000).