

PRE-EDITING CHECKLIST (please print and review your document prior to submission)

Please complete this checklist to address various items to help ensure that Dr TC will be able to return your document by your deadline.

- I have clearly indicated to Dr TC which version of APA my school requires for this paper: 5th or 6th edition
- I have clearly indicated to Dr TC what versions of Microsoft Word and Windows I am using to avoid problems with documents as they move between computer
- I have provided Dr TC with a copy of the grading rubric used by my prof/advisor
- Viewing the document in “Final Showing Markup” mode from the Review tab, I have addressed and deleted other editor’s comments, unless the comment would be helpful for Dr. TC to read
- Viewing the document in “Final Showing Markup” mode from the Review tab, I have addressed and deleted my professor’s/advisor’s comments, unless the prof/advisor requires that the comment be left in context or the comment would be helpful for Dr. TC to read
- I have removed any highlighting from the document that I used as a reminder to myself to do something...if the highlighting is to indicate something to Dr TC, I will put in a comment to explain it
- Viewing the document in “Final Showing Markup” mode from the Review tab, I have accepted/rejected any format change comments in the document
- I have already checked to see that **every citation in the body of the document is listed in the Reference section AND every reference in the Reference section appears as a citation in the body of the document**; I have deleted Reference entries that have no citations in the content
- If Dr TC is going to generate tables or figures for me, I have reviewed the tables and figures sections of the APA manual to ensure that I am providing Dr TC with the correct amount of information to construct the table; if one example looks particularly correct for my data, I will refer Dr TC to that example in the APA manual
- I have spell- and grammar-checked my document one last time before submitting it to Dr TC for editing
- I will read my entire document silently and *out loud* (***recommended by APA***) before submitting it for editing to eliminate any instances of
 - Incomplete sentences (i.e., “The participant was.”)
 - Subject/verb disagreement (i.e., “The list of participants were...” [“list” is singular, so the sentence should begin: “The list of participants was...”])
 - Subject/antecedent pronoun disagreement (“Each participant took the test so they could...” [“each” is singular and does not agree with “they” which is plural; an acceptable alternative would be: “All participants took the test so they could...”])
 - Run-on sentences that are so long the end doesn’t match the beginning (divide sentence into two—or three—separate sentences)
 - One-sentence paragraphs (either join the sentence to the paragraph above or below, divide the sentence into two or three separate sentences, or do both)