

APA @ Conestoga Checklist: Writing Details
[Fall 2015 – Winter 2016]

| Check | Elements to Include |
|-------|---|
| | Abbreviations (if applicable) |
| | long form used for the first mention; abbreviation used after first mention |
| | Bullet Points and Lists (if applicable) |
| | bulleted, numeric, or alphabetic lists punctuated appropriately |
| | Comma Use (if applicable) |
| | comma after each item in a list of 3 or more items |
| | Key Terms & Invented Phrases (if applicable) |
| | key terms in italics for first mention |
| | invented phrases in double quotation marks for first mention |
| | Mentioning Titles in Your Document (if applicable) |
| | Title Case Capitalization |
| | stand-alone documents in italics |
| | other titles in double quotation marks |
| | Numbers (if applicable) |
| | 1-9 - spell the number; 10 and higher - use numerals |