

Check-off List for Submission of APA Empirical Report for Providence Extension Program – Mason/ Milford

Rubric for Evaluating APA Empirical Report Paper.

Name: _____

<u>Yes</u>	<u>N/A</u>	APA Formatting (25 points) Does your paper reflect the following:
_____	_____	1. One-inch margins all around.
_____	_____	2. 12-point Times New Roman font.
_____	_____	3. “Running head: TRUNCATED PAPER TITLE IN ALL CAPS” as a header on the Title Page only (flush left) with a page number (flush right).
_____	_____	4. “TRUNCATED PAPER TITLE IN ALL CAPS” as a header on all other pages (flush left) with a page number (flush right).
_____	_____	5. <i>Title Page</i> * with the full title of your investigation, your name, and the name of the institution, double-spaced, starting six spaces from the header, with center-justification. These elements are not italicized, underlined, or in bold font.
_____	_____	6. <i>Author Note</i> naming the members of your research team, or crediting another person’s data, or the name of any institutions that contributed to your research with grant money.
_____	_____	7. Correct heading formats, <i>Level 1 headings</i> (i.e., “Method,” “Results,” “Discussion”) are centered, bold, and title case; <i>Level 2 headings</i> (“Materials,” “Procedure,”) are flush left, bold, and title case; <i>Level 3 headings</i> (“Setting up the apparatus,” “Running the experiment”) are indented, boldface, lowercase with a period.
_____	_____	8. Figures and Tables labeled properly.
_____	_____	9. <i>In-text citations</i> are properly formatted, e.g., (Wilbraham, Staley, Matta, & Waterman, 2002, p. 300).
Writing Content (60 points) Does your paper include in each section:		
_____	_____	1. <i>Introduction (15 pts)</i> has a definition or explanation of the theory or principle under investigation.
_____	_____	2. <i>Introduction</i> contains equations that characterize the theory or principle under investigation, with each variable explained.
_____	_____	3. <i>Introduction</i> provides a summary of your investigation, along with the results you experimentally obtained.
_____	_____	4. <i>Methods (15 pts)</i> section contains a list of the materials, equipment, chemicals used.
_____	_____	5. <i>Methods</i> section complete enough so anyone else could perform the experiment.
_____	_____	6. <i>Methods</i> section refers to data being recorded in a given table (which is contained in the <i>Results</i> section).

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- _____ 7. *Results (10 pts)* section has complete data table(s).
- _____ 8. *Results* section has graphs, charts, statistics, calculations (where applicable)
- _____ 9. *Results* section provides explanation(s) that support visual elements.
- _____ 10. *Discussion (15 pts)* section includes an interpretation of the results.
- _____ 11. *Discussion* includes statement(s) as to how the study could have been improved.
- _____ 12. *Discussion* includes statement(s) as to whether the experiment supported your hypothesis.
- _____ 13. *References, Works Cited (5 pts)*, section is properly formatted, citing the textbook, laboratory, and any other resource you used in the execution of this empirical report. You will receive automatic “F” if you do not include this.

Citation Guidelines (10 points) To avoid plagiarism, did you:

- _____ 1. Cite the textbook, when discussing the theoretical basis for the concept under investigation? Citations are appropriate if you paraphrase, or use a direct quote.
- _____ 2. Provide direct quotes that are formatted properly.
- _____ 3. Credit any figures, drawing, images, not your own.
- _____ 4. Include a *References*, or *Works Cited* section.

Grammar/ mechanics (15 points) Does your paper reflect:

- _____ 1. Proper tenses.
- _____ 2. Subject-verb agreement (subject and verb agree in number, meaning they both need to be singular or plural).
- _____ 3. Technical and professional language. Empirical reports are not personal reflective essays, so limit the use of “I,” and, “you,” the narrative is intended only to disseminate information.
- _____ 4. Correct punctuation. Limit the use of exclamation points!
- _____ 5. Having been proof-read by one of your parents. Please have them indicate this by signing below:

Signature: _____

Check off all items as completed, and staple to the top of your empirical paper.

Rubric developed by Emily Morales, derived from *Publication Manual of the American Psychological Association, 6th Ed.*

**All italics used above are for emphasis only, and should not reflect any directives with respect to formatting in italics.*