

Grading sheet for APA reports.

NAME: _____ POINTS: _____

Note: you also should have read and followed: (a) all material in the text about how to prepare an APA research report; (b) my handout on *Guidelines for Writing Papers*; and (c) my handout on *Some Notes on Writing and Grammar*. Your APA paper should follow the guidelines in all of those materials. You should re-read these handouts before you submit the final paper to be sure all criteria are met.

Points shown above are total earned out of 60 possible. Points for each section are shown at left.

[_____ of 5 points] **General guidelines: check at beginning**

- ___ report submitted on time.
- ___ report submitted in folder with report in left pocket.
- ___ right pocket includes:
 - one copy of this checklist, with all items checked off;
 - drafts;
 - raw data;
 - other appendices;
- ___ report is printed double-spaced.
- ___ well organized.
- ___ pages are numbered.

[_____ of 5 points] **Title page:**

- ___ main title: centered, etc. (see text)
- ___ title normally indicates IV & DV. (“The effects of ___ on ___.”)
- ___ no actual student names on the report itself. (Refer to “Last Page” below.)

[_____ of 5 points] **Abstract:**

- ___ includes overall summary.
- ___ describes the essence of the research.
- ___ includes very brief summary of every section of report.
- ___ abstract could be understood if you read it to a friend.

[_____ of 5 points] **Introduction:**

- ___ a. discuss your thesis (topic of interest, main issue being considered).
- ___ b. discuss your hypothesis, and also why you have that hypothesis. (It was predicted that ... and WHY that prediction was made: theoretical reason, etc.)
- ___ c. don't put in any of your results.
- ___ d. start with broad issues/questions/considerations, then narrow down to why you did your particular research (“hourglass model”).
- ___ e. include relevant background information. Brief descriptions and citations of:
 - previous research.
 - theories.
- ___ f. must include at least _____ reference citations (*requirement to be announced*).

[_____ of 5 points] **Method:**

- ___ correctly labeled (method, not methods, not methodology).
- ___ includes 3 correctly labeled subsections.
- ___ essence: what you did.
- ___ participants – describe who, how selected, general characteristics, etc.
- ___ materials or apparatus. – describe tests used.
- ___ procedure: what you did.
- ___ criteria for evaluating good method section: could someone replicate the study.
- ___ method is described in past tense (it’s what you DID in the past).

[_____ of 5 points] **Results: Text.**

- ___ describe data in summary form.
- ___ refer to statistical analysis and outcome.
- ___ statistical analysis must be clearly identified so reader knows exactly what numbers were compared to what.
- ___ refer to tables and/or figures, and summarize content. (“As shown in Figure 3, ...”)
- ___ remember that the word “data” is plural (the data were analyzed..., not the data was analyzed).
- ___ results are described in past tense (it’s what happened in the past).

[_____ of 5 points] **Results: Figures and Tables.**

- ___ include at least ___ Table and ___ Figure (*requirement to be announced*).
- ___ the reader can clearly understand what each table or figure shows.
- ___ figures have labels on each axis.
- ___ figures have a legend that describes what lines show what data.
- ___ tables have clear labels that describe what data are shown. NOTE that tables must contain summary data, not raw data.
- ___ both tables and figures have *captions* that describe what data are shown.

[_____ of 5 points] **Discussion:**

- ___ may begin with a very brief recap of central questions and central findings.
- ___ lead up to some conclusions about what you found and what it means.
- ___ should return to issues raised in the introduction.
- ___ may refer again to previous published research.
- ___ references in the discussion are optional, but may be appropriate for some papers.
- ___ **Essential: discuss limitations of your study**, including relevant items below:
 - ___ if appropriate: discuss possible problems with your experimental design and ways it could have been improved.
 - ___ if appropriate: discuss that correlation does not prove causality. If relevant, also refer to directionality problem as it applies to your particular research, and third variable problem as it applies to your particular research.
 - ___ if appropriate (and it almost always is if you have done a true experiment), discuss possible extraneous or nuisance variables, and also possible confounding variables. Be sure you know the difference.

- describe how your study is limited in terms of external validity.
- employ as many other relevant course concepts as you can.
- optional but often appropriate: use the “hourglass model” that begins with discussion of your research findings and expands to consideration of broader issues (usually, but not always, issues that were raised in the introduction section). Examples of broader issues you could discuss at the end of your discussion section:
 - may suggest further research.
 - may talk about why this research question is important (to the reader, to the world).

[_____ of 0 points] Acknowledgements:

(Note: no additional points, but may subtract 1-2 or more if it is missing and should be there.)

This is an optional section but required if appropriate to acknowledge assistance. You may want to thank individuals who helped you in various ways. In some cases a paper is being authored by one or more students, but the professor has agreed that it is acceptable to get help from other students (sharing work, getting help, getting information, etc.). In such cases it is REQUIRED that you acknowledge the assistance of the other students.

alternative: if it is easier and more appropriate, a footnote or footnotes may be used to acknowledge assistance.

[_____ of 5 points] References:

reference section is included at the end of the paper.

all citations in the text appear in the reference section, and the reference section lists all references cited in the text.

reference section uses standard APA format for all references.

[_____ of 5 points] Separate Information Pages:

A separate page **folded over** in the right-hand pocket of your folder contains the paper title, date, course name, course number, and section number, and your (real) names;

On that same page, a table or chart that lists each section of the report and shows, for each section: name of primary author, name of secondary author (if any), and name of reviewer. Use real names in this chart. Be sure to **fold this page so names don't show**.

On that same page, a statement saying "I have read this entire report and accept responsibility for its contents" which is signed by all group members.

Handed in **separately, privately, and confidentially** by **each** group member: the form that shows assessment of each group member's contribution to the project.

[_____ of 10 points] General guidelines: review at end.

all sections above have been reviewed to be sure material is in proper section

paper is high quality in terms of technical presentation

is clearly written is grammatically correct

contains no spelling errors was proofread carefully

All factual and statistical statements are documented with a source cited.

Any quotes have a source cited that includes the page number.

Overall: the paper is high quality in terms of content and analysis.

Overall: it appears that before submitting the paper, the author asked: Does this work represent my best effort? Am I proud of the work I am submitting?