

FCE & SCJ Strategic Research Project (SRP) Format Review Checklist

Refer to the Strategic Research Project Template and the Publication Manual of the American Psychological Association (APA; 7th ed.).

Check all items after you have verified correctness.

- The FCE & SCJ-approved SRP template is utilized.
- Text is double-spaced, with single-spacing where required or allowed.
- Spacing after punctuation is correct .
- Margins are correct.
- Right margins are unjustified (ragged) except for table of content.
- Appropriate typeface, size, and color are used.
- Preliminary pages are in the correct order.
- Title, name, and year are identical throughout the preliminary pages.
- Format of title page is correct.
- Format of approval page is correct.
- Format of acknowledgments page, if included, is correct.
- Format of executive summary is correct.
- Format of table of contents is correct.
- Listings in the table of contents match the text's headings and titles.
- Page numbers in table of contents correspond to pages in text.
- Headings and subheadings are correctly formatted.
- Pagination is correct.
- Tables and figures are formatted according to the guidelines of the current APA manual.
- Colors can be used in figures.
- References cited in text are formatted according to the guidelines of the APA manual and included in the Reference list.
- Reference list is formatted according to the SRP Template and each entry must follow the guidelines of the APA manual.

Appendix material is appropriate and format of cover pages is correct.

SRP Manuscript is free of typographical errors.

APA guidelines are used for all other aspects of style.

I have verified the correctness of the submitted manuscript:

Student's Name (Type) _____ Date: _____