APA Checklist

This checklist will help you ensure that your paper meets the APA requirements. The page number(s) listed in each item refers to where this information may be found in the *Publication Manual of the American Psychological Association*, 6th ed. Also, links for each item provide additional information.

Check each box as you confirm your paper is formatted per the description.

1. **Margins:**
   - My margins are 1 inch at the top, bottom, left, and right of each page.  p. 229
   - More Info? (Click to see video)

2. **Typeface:**
   - I have used 12 point Times New Roman font. pp. 228-229
   - More Info? (Click to see video)

3. **Line Spacing:**
   - My text lines are all double spaced, as required by APA. The only exceptions are for displaying equations, spacing inside tables and figures, or if a heading would appear by itself at the bottom of a page. p. 229
   - More Info? (Click to see video)

4. **Alignment:**
   - My text is aligned at the left margin but ragged at the right margin. This is called flush-left style.  p. 229
   - More Info? (Click to see video)

5. **Text Spacing:**
   - I left two spaces after all punctuation at the end of a sentence but just one space after punctuation in my references list. pp. 87-88
   - *Note: Some professors may consider a final draft of a paper a publishable paper and may require just one space after punctuation at the end of the sentence. Be sure to check with your professor about his or her preferences.
   - More Info?

6. **Indenting for Paragraphs:**
   - I have indented the first line of every paragraph and every footnote (if applicable) by hitting the TAB key, which should indent ½ inch or 5 to 7 spaces.  p. 229
   - More Info? (Click to see video)
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7. **Quotation Marks:**
   - I have placed quotation marks around all directly quoted material AND any article or chapter titles when these are mentioned in the text. *Note: These titles are not placed in quotation marks in the References list.* p. 91
   - [More Info? (Click to see video)]

8. **Italics:**
   - I have placed titles of longer works, such as books and journals, in italics in both my text and in my references list. pp. 104-106
   - [More Info?]

9. **Title Page Format:**
   - My title page includes the following:
     - a header with the words 'Running head' and then my abbreviated title in all caps against the left margin and a page number against the right margin
     - my full title centered in the upper half of the page
     - my name double spaced and just below my full title
     - my institution double spaced and just below my name
   - pp. 23-24, 41
   - [More Info? (Click to see video)]

10. **Running Head or Header:**
    - My running head or header appears on all pages of my manuscript. However, I have placed the words 'Running head' on only the title page. The rest of the pages in my essay feature only my abbreviated title in all caps against the left margin and the page number against the right margin. p. 229
    - [More Info? (Click to see video)]

11. **Body of Essay Format:**
    - I have included an abstract page (if required) and an introduction and conclusion to frame the ideas presented in my body paragraphs. pp. 25-27
    - [More Info? (Click to see video)]

12. **Headings:**
    - I have used at least one level of headings with the first level being centered and in bold with upper and lower case letters. If I have used a second level of heading, those headings are aligned on the left and in bold with upper and lower case letters. *Note: The APA manual describes additional level of headings if needed for much longer essays.* pp. 62-63
    - [More Info?]
13. Writing Style:
I have aimed for a clear, clean writing style and have used first person pronouns only if such use is appropriate for my assignment. *Note: APA style does not prohibit first person pronouns, but some schools, programs, or instructors may. pp. 65-77

More Info?

14. Writing Numbers:
I have used words to express numbers below 10. I have used numerals to express any numbers 10 or greater. I have also used numerals to express any times, dates, or ages. pp. 111-112

More Info?

15. Writing Lists:
If I have used numbered, bulleted, or lettered lists, I have ensured that my items are parallel and have reviewed APA guidelines for lists. pp. 63-64

More Info?

16. In-Text Citations:
I have documented all summarized, paraphrased, and quoted material with a correct in-text citation and have reviewed in-text citation formatting in the APA manual or the Excelsior College OWL. I have placed the period after my citations in all cases, except for block quotes. pp. 169-179

More Info?

17. Blocked Quotations:
I have used the block format (indented, no quotation marks, double spaced) for all quotations that are forty words or more in length. p. 171

More Info?

18. References:
I have included a full reference for every source cited in my text. I have created a separate references paged, centered the word References at the top, placed my references in alphabetical order, and used a hanging indent for all lines after the first line of each entry. I have reviewed the detailed instructions for formatting each reference in the APA manual or the Excelsior College OWL.

*Note: In-text citations and references must correspond. pp. 193-224

More Info?