APA Checklist

Page Format

☐ Margins are 1 inch all around—top, bottom, left and right
☐ I have used 12 point Times New Roman
☐ All text is double-spaced.
☐ Text is aligned at the left margin and ragged at the right (flush-left)
☐ The first line of all paragraphs is indented 1/2 inch or 5-7 spaces and there are two spaces after the punctuation at the end of each sentence except in the Abstract.
☐ There are quotations marks around all direct quotes.

APA pages, quotes, etc.

☐ Title page includes
  ☐ a header with the words “Running head” and then an abbreviated title—all caps, flush-left and the page number, flush-right.
  ☐ the full title, centered and in the upper half of the page.
  ☐ author’s name double-spaced below the full title.
☐ The running head appears on all pages flush-left with the page number flush-right. (The words “Running head” are only on the title page.)
☐ There is an abstract page and an introduction. The word “Abstract” is capitalized and centered, not bold and the first line of the first paragraph is not indented, however, subsequent paragraphs are.
☐ It is not written in first person.
☐ Numbers below ten are written out. All other numbers are numerals unless they begin a sentence.
☐ All summarized, paraphrased or quoted material has been cited with an in-text citation using APA format.
☐ I have included a properly formatted reference page and have referenced every source cited in my text. The word Reference appears at the top and is centered.
☐ My references are in alphabetical order by the first word (unless it is ‘a’, ‘an’ or ‘the’—in that case, use the second word). The first line of each reference is flush-left and subsequent lines are indented five spaces (hanging indent).
☐ Titles of books and journals are italicized.