APA CHECKLIST

TITLE PAGE

☐ All of my font (including Headers) is **12 point Times New Roman**
☐ My Title Page Header includes the words **Running head:** while all of my other pages do not.
☐ My Header titles are in all caps and are **less than 50 characters**—including spaces & punctuation
☐ All of my Headers include **page numbers**.
☐ My Running head is **left justified** and my page numbers are **right tabbed**.
☐ The information on my Title Page is **centered left to right**.
☐ The information on my Title Page is **centered in the top half of the page**
☐ All of my **margins are 1 inch**.

PAPER TEXT

☐ To start my second page, I used the **Control Enter** command, and NOT Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter…
☐ I **repeated my paper title** on the first page of my paper
☐ I have **removed the extra space** from between every paragraph
☐ My **entire paper is double spaced**, with no extra spaces between anything
☐ The **first line** of every paragraph is indented **one half inch**.
☐ I did not use any **acronyms** until I had introduced what they meant in the paper.

REFERENCES PAGE

☐ I used **Control Enter** to start my new paper, NOT Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter, Enter…
☐ My References page is formatted using **Hanging Indention**
☐ **MY REFERENCES ARE IN ALPHABETICAL ORDER**
☐ I have listed all authors of a source in the exact **order as they appear** in the source.
☐ **Article and book titles** follow the proper rules for capitalization (only capitalize the first word, proper names and word that follow a colon)
☐ **Journal titles and volume** numbers are **italicized**.
☐ **Editions** of books are **not italicized** and appear in **parentheses** (9th ed.).
☐ When there is **no doi**, my citation includes the **Retrieved from** information
☐ I have removed any mention of the **total number of pages** from my citation
☐ **All of my References** were used in my paper and **all references used in my paper** are listed in my References.
☐ I have **removed all hyperlink formatting** from my web addresses.
☐ I have included the **ENTIRE web address** for exactly where I found a web source (this **does not include** anything found via a library database).

**IN TEXT CITATIONS**

☐ All in-text citations include **author last name (no first initials), date, and** (if it is a direct quote) **page numbers**

☐ Whenever a quote uses **three or more words** from a source, I have used quotation marks and page numbers

☐ Whenever I **paraphrased, summarized or put information in my own words**, I have still cited my source with author last name and date.

☐ When a quote is **longer than 40 words**, the quote follows the rules for Long Quotations

☐ When there are **two authors**, I have always listed both (in the exact order as they appeared in the source)

☐ When there are **3-5 authors**, I have listed all authors (in the exact order as they appeared in the source) the **first time** I mentioned the source, and then each subsequent mention, I have used the **et al.** shortened version: (Smith et al., 2016, p. 216).

☐ When there are **6 or more authors**, I have used the **et al. with every** mention of the source.

☐ I have properly **cited every use of statistics**—unless they are part of my own independent research.

☐ I have placed all of my **closing sentence punctuation AFTER** the citation: (Smith, 2014, p. 216).

**FINAL REVIEW**

☐ I have allowed the **Information Goddess** to check my APA formatting.

☐ I have had someone other than myself **proofread my paper for content** (preferably someone in the Writing Center!)