

APA Style Checklist

As you write your papers, these tips may help you remember everything that is needed to successfully put together your APA paper.

Title Page:

<input type="checkbox"/>	Title page has: Running head: SHORT ALL CAPS TITLE This is flush left, 1/2 inch from the top. Page number 1 is flush right on the same line. The title should exactly match the paper title but shortened if needed to accommodate no more than 50 spaces in length, including spaces.
<input type="checkbox"/>	Title information is included per my APA & my instructor: first letter of any major words capitalized (4 words or greater), double spaced, centered in the upper half of the page. Times New Roman 12 pt. font, no use of bold, italics, underlining, or abnormal font size.
<input type="checkbox"/>	My name is double spaced under the title. It is not bold, underlined, or abnormal font.
<input type="checkbox"/>	The institutional affiliation is double spaced under my name. It is not bold, underlined, or abnormal font.
<input type="checkbox"/>	Any other information required by my program is double spaced under the institutional affiliation. It is not bold, underlined, or abnormal font.
<input type="checkbox"/>	The plagiarism statement is provided per my degree program's specific instructions (this is program specific and varies as to its placement on the first page, 2 nd page or not used at all).

General Formatting:

<input type="checkbox"/>	Each page header has the title in all caps, starting from the left margin, with the page number flush right, all on the same line. The Header matches what was used on page 1 but the part, Running head, is omitted for the remainder of the pages.
<input type="checkbox"/>	Entire document is double spaced only.
<input type="checkbox"/>	Margins are 1 inch on all sides, top, bottom.
<input type="checkbox"/>	Heading levels are consistent with APA 6 th ed. (see http://blog.apastyle.org/apastyle/2009/07/five-essential-tips-for-apa-style-headings.html)
<input type="checkbox"/>	Paragraphs in the body of the paper are indented 5-7 spaces or one tab stop.
<input type="checkbox"/>	Spacing between sentences is 2 spaces.
<input type="checkbox"/>	Lists can be enumerated or bulleted. Within a single sentence for short lists use the format, (a), (b), etc. For a list of sentences or short paragraphs, use a list format: <ol style="list-style-type: none"> 1. 2. Bullets can be used if it better describes the list but not preferred, e.g. a lot of numbers are used in the list.
<input type="checkbox"/>	Personal pronouns and rhetorical questions only appear when absolutely necessary.

<input type="checkbox"/>	Order sequence of my paper is: Title Page, Abstract*, Body of Paper, References, Tables*, Figures*, Appendices*. (I understand that the ones with asterisks are not required.)
<input type="checkbox"/>	The paper title is repeated in full on the first page of the body of the paper The first letter of any major words are capitalized (4 words or greater).
<input type="checkbox"/>	I have not used contractions.
<input type="checkbox"/>	I used the spell check on my word processor and read through the paper carefully to catch any typos, left out words, punctuation issues, etc.
<input type="checkbox"/>	Once I start typing the body of my paper there are no forced page breaks until I have finished the body of the paper and am ready to type the References list.
<input type="checkbox"/>	I have omitted the use of slang.
<input type="checkbox"/>	For any numbers written in the text, I have spelled out zero through nine and the rest are Arabic numerals.

Abstract (if required):

<input type="checkbox"/>	The abstract is on page 2.
<input type="checkbox"/>	Header is without the words, Running head. The header text is in all caps and page number 2 is flush right margin. All are on the same line. This continues throughout the remainder of the paper and should be set up using the word processor functionality of headers/footers. See the APA 6e Guide for help with this.
<input type="checkbox"/>	The page title Abstract is centered, 1 inch from top of page. It is not in bold, caps, and standard 12 pt. Times New Roman font.
<input type="checkbox"/>	The abstract is 150-250 words and is block style aligned to the left.

In Text Citations:

<input type="checkbox"/>	All sources cited in text are also in the References list with the exception of classical works (including the Bible*) and personal communication. *One exception to this is when quoting commentary (not actual scripture) that is included with the Bible. In that case, cite per any other book entry.
<input type="checkbox"/>	Direct quotations include the author (or title if no author), the date, and specific part of the source (page #, paragraph # or section title). (See the APA 6e Guide for examples.)
<input type="checkbox"/>	All quotations < 40 words are enclosed in quotation marks. The in text parenthetical phrase comes before the ending punctuation.
<input type="checkbox"/>	All quotations > 40 words are shown as an indented block quote with no additional beginning paragraph indenting. The parenthetical phrase comes after the punctuation.
<input type="checkbox"/>	Paraphrasing is a restatement of the original source in my own words.
<input type="checkbox"/>	Paraphrased in text citations include the author (or title if no author) and the date. (See the APA 6e Guide for examples.) It is optional to include the specific page, paragraph, or section of a source that is paraphrased.
<input type="checkbox"/>	For any multi author sources, for any sources with > 3 and < 6 authors they are all written out the first time, but subsequent use, I can use the first author followed by et al.

<input type="checkbox"/>	If the information for the in text citation is included in the body of text I am writing and I have multiple authors, the word <i>and</i> is spelled out, Jones, Smith, and Black (2010).... If the information for the in text citation is all included in a parenthetical phrase an ampersand is used to separate the next to last and last authors, e.g. (Jones, Smith, & Black, 2010).
<input type="checkbox"/>	For six or more authors, cite the surname of the first author and use, et al., the first time that source is used and any subsequent in text citations for that source.
<input type="checkbox"/>	When an author is repeated within a paragraph, with no other sources used in between, I can omit the date. For a new paragraph, I have included all the elements of the in text citation per above.
<input type="checkbox"/>	I have appropriately cited secondary sources. See the APA 6e Guide .

References

<input type="checkbox"/>	The page title, References, is centered, 1 inch from the top of the page and starts a new page. Standard 12-point font should be used, without effects such as bolding, italics or underlining.
<input type="checkbox"/>	All sources listed in the References have at least 1 corresponding in text citation.
<input type="checkbox"/>	References are listed in alphabetical order.
<input type="checkbox"/>	All lines are double spaced and for each entry the hanging indent is used. See the APA 6e Guide for instruction on formatting this.
<input type="checkbox"/>	For electronic articles, a DOI is used at the end, if available.
<input type="checkbox"/>	For the format of the DOI, I have been consistent in using either: doi:10.xxx/xxx.xxxx OR http://dx.doi.org/10.xxx/xxx.xxxx
<input type="checkbox"/>	For electronic articles, if there is no DOI, then use the publisher's home web site. See http://www.indwes.edu/ocls/APA/ElectronicArticlesAPA.pps
<input type="checkbox"/>	Only initials are used for first and/or second names of authors. There is a space between initials, e.g. Lewis, C. S.
<input type="checkbox"/>	If there are multiple authors, they are listed in the order they appear on the original source. Authors in the references are separated by commas (even for 2 authors) and an ampersand is used before the last one.
<input type="checkbox"/>	Titles of books, journals, technical reports are given in italics, as are journal titles and volume numbers.
<input type="checkbox"/>	Titles of books, journal articles, web sites are in lower case except for the first word, first word after a colon and any proper nouns.
<input type="checkbox"/>	The title of a web page that is an article contained in a larger web site is not italicized. Likewise, journal article titles and book article titles are not italicized.
<input type="checkbox"/>	For any citations ending with a URL all hyperlinking (blue, underline) is removed and there is no period at the end of the hyperlink.
<input type="checkbox"/>	Issue numbers are enclosed in parenthesis and not formatted with italics.
<input type="checkbox"/>	Paging is given as a range (e.g. 45-56) without using p. or pp. except for newspapers or magazines without a volume and issue number.

<input type="checkbox"/>	Publication information (books) includes the state 2 letter code with the city and country written out for all international cities.
<input type="checkbox"/>	All other sources, e.g. media, books, etc., are done per my APA book or the APA 6e Guide or the APA web site .
<input type="checkbox"/>	I have not simply relied on the database output for APA style but rather have edited their output to conform to the rules of APA that I have been given.

General Editing and Grammar

<input type="checkbox"/>	I have used spell check and grammar check in my word processing program and corrected any noted mistakes.
<input type="checkbox"/>	I have read through my paper (even aloud) to determine flow and find any spelling errors that might not be found with spell check, e.g. using their when it should be there.