APA Checklist

Use the following list to check and edit your writing assignments PRIOR to submission:

- Font is Times New Roman, 12-point, black type.
- The entire paper is double-spaced, including references. No extra space between paragraphs.
- All content, except centered headings, is left justified.
- Double space after all punctuation at the end of a sentence.
- No underlining or fancy type is used.
- Grammar and punctuation are in accordance with APA rules.
- Punctuation is placed inside quotation marks.
- Punctuation is placed outside of parentheses.
- Margins are 1 inch on all sides.

TITLE PAGE

- Page numbers are inserted into upper right corner. Use the header function and automatic page insertion.
- The running head on the left.
- The running head is a maximum of 50 characters, including letters, punctuation and space between words.
- On the title page, the title is centered on the page but not in italics or bold. (This is not considered a heading and is not written in italics or bold.)
- On the title page, the page header looks like this: Running head: TITLE OF YOUR PAPER

ABSTRACT

- Abstract is a single paragraph double-spaced and is comprised of between 150 and 250 words.
- Abstract is left justified (not indented).
- Abstract is a concise summary of the key points of your research containing the research topic, research questions, participants, methods, results, data analysis, and conclusions.

BODY OF REPORT

- After the title page each page should have a running head that looks like this in the upper left: TITLE OF YOUR PAPER. Use the header function for placement of the running head.
- APA Headings:
  - Level 1 Centered, Boldface, Uppercase and Lowercase Headings
  - Level 2 Left-aligned, Boldface, Uppercase and Lowercase Heading
  - Level 3 Indented, boldface, lowercase heading with a period.
  - Level 4 Indented, boldface, italicized, lowercase heading with a period.
  - Level 5 Indented, italicized, lowercase heading with a period.
- The exceptions are the titles of Abstract and References, which are not in boldface. These are not headings, but titles.
- Paragraphs are indented 0.5"
- No more than 10% of the paper is in direct quotes, and, if used, page numbers or paragraph will be supplied in-text.
In-text citation should include author's last name and the year of publication (Jones, 1998).

A direct quote of greater than 40 words is formatted as a block quotation, without quotation marks around it.

When directly quoting from a work, you MUST include the author’s last name, year of publication, and the page number for the reference (preceded by "p.") (Jones, 1998, p. 47).

All in-text citations MUST appear on the reference page except for email, interviews, and other personal communications. No references are allowed which are not also found in the text.

The conclusion of the paper draws connections among major ideas. (Note: A conclusion is not a summary. The conclusion makes judgments about what is in the body of the paper; it does not simply restate what was in the paper.)

REFERENCE PAGE

The reference list is in hanging indent format on a separate page, at the end of the paper, but before appendices.

All references cited in the reference list are used in the body of the paper and all citations in the body of the paper are in the reference list (except for email, interviews, and other personal communications).