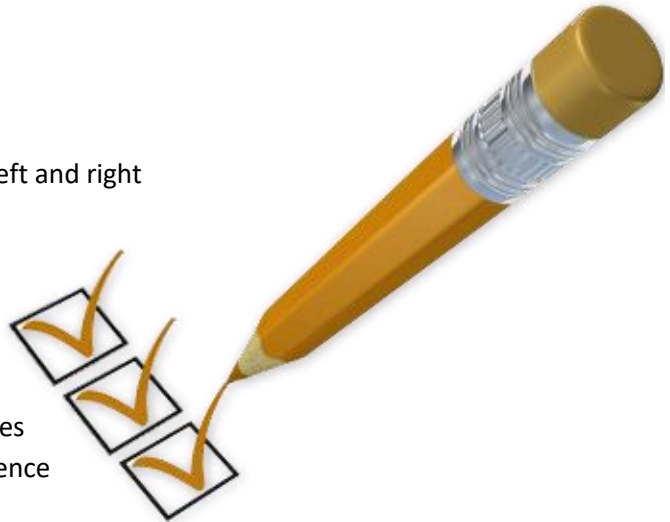# APA Checklist

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
    - o a header with the words "Running head" and then an abbreviated title--all caps, flush-left and the page number, flush- right.
    - o the full title, centered and in the upper half of the page.
    - o 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.