**APA Checklist**

* Sections of an APA paper: title page, abstract (might be optional – check with instructor), text of paper and reference page.
* Running head is PERMANENT and aligned left margin on same line as page number (page number is flush right margin).
  + Reads: Running head: <space> Portion of title no longer than12 words in length and contain no abbreviations.

All letters of title are capitalized. Example: Running head: LEARNING STYLES (title page only)

* + Title page is always page 1. Thereafter, the title appears on each page in the header with only page numbers changing). Example: LEARNING STYLES .
* Center on page: Title of paper typed in upper & lower letters, followed by name, professor’s name and title of course.
* Begin paper by centering title at the top of page two (unless there is an Abstract or Table of Contents – number these first). The title is uppercase and lowercase letters and located directly under the 1” margin.
* Double space entire paper/Use 1 inch margin/Text is to be left aligned.
* Use 12 point font/ New Times Roman/black ink.
* Same font throughout with the exception of italicizing: (1) key term to emphasize (2) titles of books, periodicals, films, videos, TV shows and microfilm publications (there are more in-depth examples in APA Manual section 4.21).
* Numbers: 0-9 are written out while 10 and above are written as numbers (Exceptions: numbers expressing approximate lengths of time written as words ex: 1 hr 30 min; 12:30 a.m.; about 3 months ago).
* Punctuation when ending a Quote**:** If quotation is at the **end** of a sentence, close quote with quotation marks, cite the source in parentheses, and end with a period or other punctuation outside the final parenthesis.
* Avoid using “etc.” at the end of a list or exclamation point unless it is part of the quotation.
* Ampersand: If the citation is in parentheses, use the ampersand ('&') instead of the word “and” in text of paper. Always use ampersand (&) in tables, captions and on reference page.
* Capitalize first letter following a colon if clause is a complete sentence.
* Use complete sentences and avoid slang. Use Spell Checker and proofread paper.
* First sentence of a paragraph must be indented (with the exception of the Abstract).
* Do not use contractions (it’s = it is; won’t = will not).
* Always spell out acronym on first use. Example: APU = American Public University.
* Direct Quotes: must give page number. If no page numbers available, cite paragraph number using abbreviation para. (para. 4). If no page or paragraph numbers, cite heading and paragraph number where information found: (Discussion section, para. 2).
* Spell out all authors’ first time reference is cited. Use et al. in further references (ex: Smith et al., 2009) (Exception: Six or more authors use et al. first time).
* Quotes over 40 words must be indented and page number cited. Do not use quotation marks.
* The reference page is the last page (unless appendix). Insert page break at end of text preventing distortion when edits are made.
* Title of page: References (centered on page directly under the 1” margin). Do not underling, italicize or make bold.
* Cite references in text of paper and include sources on reference page. PLEASE NOTE: Wikis (like Wikipedia) cannot guarantee the verifiability or expertise of entries, therefore, are not considered scholarly sources. DO NOT USE WIKIPEDIA AS A SOURCE.
* References are in alphabetical order by author(s) last name on the reference page; list last name, then first and middle initial (if applicable) only. If no author is provided, use the first character of the title.
* When citing a book on the reference page, capitalize the first word of the title only (with the exception of proper names). Also, italicize the name of the book.
* Capitalize the FIRST word, the word after a colon, and all proper names in the title of books and articles.
* Italicize the name of books, journals, and magazines, but do NOT italicize the name of the article.
* Do not use the words Volume or Vol., Issue or Iss,. or Pages, p. or pp. on reference page.
* The name of the journal and volume number are italicized. Pay attention to punctuation.
* Remove hyperlink. When the web addresses turn blue and get underlined, right click them and “remove hyperlink”.
* Citing a source within a source (secondary sources) example: In-text—Bennett (as cited in Rudman, 1999) defined…
* Reference list: Rudman, R. (1999). Human resources management in New Zealand. (3rd ed.). Auckland, N.Z.:Addison Wesley Longman
* Citing references on reference page: use the hanging indent. Highlight the citations and press Ctrl T automatically formats.
* For electronic references, give the DOI, if assigned. DOI’s always begin with the number 10. Database names are no longer needed. If no DOI assigned, provide the URL of the journal or book publisher.
  + Search for a DOI: Go to a free DOI lookup  http://www.crossref.org/guestquery/ or <http://www.crossref.org/SimpleTextQuery/>
  + Verifying a DOI: CrossRef.org and type in DOI (e.g., 10.1037/a0015859)
* Use 3rd person point of view (unless opinion paper) avoiding pronouns such as *I, we, my, our* (1st person) and *you, yours, your, us, we* (2ndperson). Deal with facts, thus, providing citations within paper and reference page. Focus on subject; not feelings about the subject. The use of 3rd person retains a formal tone: Academic writing is more formal than casual conversation.
* Cite all references in paper AND on reference page. If listed on reference page MUST have cited within paper.
* No retrieval dates or database name needed on reference page.
* Examples: (Not to scale)

References

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