# APA Formatting Checklist

## General:
- The margins are set at 1” all around.
- The font is Times New Roman.
- The font size is 12 pt font.
- The paper is double-spaced throughout, without any additional spacing between paragraphs.

## Title Page:
- The title page has the title, your name, and institution.
- The title of your paper is in headline style capitalization.
- You have a running head on the title page.
- The running head is written as:
  - Running head: TITLE OF RUNNING HEAD
- The running head is 50 characters or less.
- The running head is aligned to the left margin in the header of the document.
- Page numbers are aligned to the right margin in the header of the document.

## Abstract:
- The running head on the abstract page (and all following pages) is different from the title page. It is in all capital letters, and does not contain the phrase “Running head”.
- You have determined if your paper needs an abstract.
- The abstract is on page 2. The body of the paper begins on page 3 (or page two if you don’t need an abstract).
- In the main section of the page, the word Abstract appears at the top, immediately under the header. It is centered, the A is capitalized, and it is on its own line.
- Your abstract begins on the next line after the word Abstract. It is aligned to the left, and is not indented.
- The abstract is 150-250 words and summarizes your paper.

## Body of Paper:
- The title of your paper is on the first line of the main section of page three (or page two if you don’t need an abstract). It is centered, in headline style capitalization.
- The text of your introduction appears on the next line. The text will be left-aligned, with paragraph indents for each paragraph.
- Paragraphs are indented .5”

## If You Used Headings:
- Level One headings are in bold, centered, headline style capitalization and on their own line.
- Level Two headings are in bold, aligned to the left, headline style capitalization.

## Citations:
- All in-text citations are mentioned in the references section.
- Any direct quotes are marked with quotation marks (under 40 words) or are in block quotation style (40 words or more).
- All direct quotes have the page number listed in the parentheses in-text.
- In-text citations generally follow the form (Author, Date) or (Author, Date, p. 2)
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### References:
- Your references section follows the body of the paper, and begins on its own page.
- The first line of the reference page has the heading, References, centered at the top of the page.
- Your references pages have the same format of running head as the body of your paper.
- Your references begin on the next line under the reference heading.
- Your references are in alphabetical order by author’s last name.
- Your references are aligned to the left, have a hanging indent, and are double-spaced.
- You have checked that your references follow the correct format and style, including capitalization, italics, placement, and punctuation. Even if you used citation creation software, double-check your references for mistakes.

### Journal articles follow this format:


### Book chapters follow this format:

Author, A. A., & Author, B. B. (Year). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. pages of chapter). Location: Publisher.

### Books follow this format:

Author, A. A. (Year). *Title of work*. Location: Publisher.

### Websites follow this format:


You have checked Purdue OWL or the APA Publication Manual for other types of references not listed here.

You have determined that your sources (including websites) are credible.

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### Great APA Style Resources Online:

APA Style Blog: [http://blog.apastyle.org/](http://blog.apastyle.org/) (also on Twitter @APA_Style)


Purdue OWL APA Formatting and Style Guide: [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)