

APA 7th Edition Formatting Checklist

Title page format

My title page includes the following:

- A page number at the top right corner (title page is page 1)
- My title in bold font centered in the upper half of the page
- My name centered two double spaces below my title
- My affiliation (name of my school) centered below my name
- My course name centered below my affiliation
- My instructor's name centered below my course name
- The due date centered below my instructor's name

Abstract

I have included an abstract page (summary of the contents of your essay) if required.*

- The APA recommends no more than 250 words.
- Place the abstract on its own page.
- Center "Abstract" in bold, at the top of the page.
- The first line is not indented.
- Double space the text.
- Below the abstract are keywords. List key words or concepts that are covered in your essay.

*Note: Abstracts are not normally required for student papers. Always follow your professor's instructions.

Alignment

- My text is aligned at the left margin but ragged at the right margin. This is called flush-left style

Blocked Quotations

I have used the block format for all quotations that are 40 words or more in length.

- Double spaced
- No quotation marks
- Indented 1/2 inch from left margin
- Period

Body of Essay Format

- I have included an abstract page (if required) and an introduction and conclusion to frame the ideas presented in my body paragraphs.

Headings

- I have used at least one level of headings with the first level being centered and in bold with upper- and lower-case letters. If I have used a second level of heading, those headings are aligned on the left and in bold with upper- and lower-case letters.

Indenting for paragraphs

- I have indented the first line of every paragraph 1/2" using the tab key for consistency.
- The remaining lines of my paragraph are left aligned.

In-Text Citations

- I have documented all summarized, paraphrased, and quoted material with a correct in-text citation.
- I have placed the period after my citations in all cases, except for block quotes.
- Examples:
 - Narrative citation - If author(s) mentioned in text, only bracket the year of publication: **Stapleton and Helms-Park (2006)** introduced a multi-trait instrument to help students...
 - Parenthetical citation - If author(s) not mentioned in text, bracket author(s) and year of publication: "... considered independently of intellectual mastery of that subject" **(Booth, 1963, p. 139)**.

Italics

- I have placed titles of longer works, such as books and journals, in italics in both my text and in my references list.

Line spacing

- My lines of text are all double spaced throughout my paper.
- Exceptions:
 - There is an exception on my title page where there is an extra double space between my title and the rest of the information on my title page.
 - There are also exceptions where I may single space in a table body, figure, footnotes, and equations.

Margins

- My margins are 1 inch on the top, bottom, left, and right sides of each page.

Page numbers

- My page number appears in the top right-hand corner of all of my pages, including my title page.
- This page number should be created using the header function of my word-processing program and should be flush against the right margin.

Quotation marks

- I have placed quotation marks around all directly quoted material AND any article or chapter titles when these are mentioned in the text.
- Note: Article titles are not placed in quotes in the References list, only in the body of the paper.

References

- I have created a separate references page and centered the word "References" at the top.
- I have included a full reference for every source cited in my text.
- I have placed my references in alphabetical order, and used a hanging indent for all lines after the first line of each entry.

Text spacing

- I have inserted one space after punctuation marks, including those at the ends of sentences.
- I have inserted no spaces between internal periods in abbreviations, such as U.S. and a.m.

Typeface

- I have used a clear, accessible font and have used the same font throughout my paper.
 - Options include but are not limited to
 - san serif fonts like 11-point Calibri, 11-point Arial, and 10-point Lucida Sans Unicode or
 - serif fonts like 12-point Times New Roman or 11-point Georgia.

URLs & DOIs

- I have formatted all of my URLs and DOIs to appear in black without underlining or with the default settings in my word-processing program.
- If my work will be viewed online, I have used live links.
- Note: URL stands for Uniform Resource Locators (web address). DOI stands for Digital Object Identifier.

Writing lists

- I have ensured that my numbered, bulleted, or lettered list items are parallel and that I have reviewed the APA guidelines for lists.

Writing Numbers

- I have used words to express numbers below 10.
- I have used numerals to express any numbers 10 or greater.
- I have also used numerals to express any times, dates, or ages

Writing Style

- I have aimed for a clear, clean writing style and have used first-person pronouns only when necessary and appropriate for my assignment.
- I have also used the singular "they" as a generic, third-person singular pronoun.

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