

A Checklist for Papers in APA Format

Overall format

- ❖ Check with your professor to see if the guidelines listed below should be followed exactly (i.e. should the paper be typed as if it were being submitted for publication).
- ❖ Use white bond paper.
- ❖ Make sure your margins are set at 1 inch all the way around.
- ❖ Acceptable fonts include Times New Roman and Courier New and should be in 12 point size (font).

Title

- ❖ The title should be between 8 and 10 words.
- ❖ Arrange and center (vertically and horizontally) the title of your paper, your name (first, middle initial and last) and your school.
- ❖ Capitalize all important words.
- ❖ Do not underline the title or type it in all capitals.
- ❖ Create a header in the upper right-hand corner beginning on the cover page and continuing on all subsequent pages. The header consists of the page number and a short title (the short title consists of the first two or three words of the main title that appears on the cover page).

Abstract for a Paper

- ❖ Check with your professor first to see if an abstract is required.
- ❖ Place the abstract on a separate page, after the cover sheet.
- ❖ Center the word “Abstract” at the top of the page capitalizing only the first letter.
- ❖ Include the short title of the essay and the page number (2) in the upper right-hand corner.
- ❖ Double space the abstract and type it in block format (no indentation).
- ❖ Strict APA form limits the abstract to 960 characters or fewer (can be checked in the tools menu under “word count” in MS word).

The Body of a Research Paper

- ❖ Begin on a new page, separate from the abstract page.
- ❖ Repeat the title of the paper on the first page of the paper itself. Be sure the title is centered.
- ❖ Begin the body of the paper two lines below the title.
- ❖ Double space the body of your paper.
- ❖ Indent the first lines of the paragraphs five to seven spaces.
- ❖ Indent quotations that are longer than 40 words 5 to 7 spaces. In student papers, APA permits long quotations to be single-spaced. (Double check with your instructor which way your paper should be done).
- ❖ Do not hyphenate words at the right-hand margin. Do not justify the right-hand margin.

Reference Page

- ❖ Center the title “References” at the top of the page.
- ❖ All sources mentioned in the paper must appear on the reference page, including personal interviews; similarly, every source listed on the ref. Page must be mentioned in the paper.
- ❖ Arrange item alphabetically by the author’s last name. Give initials only for first names. If no author is given, list and alphabetize it by the first word in the title, excluding articles (a, an, the, etc.)
- ❖ The first line in every entry is flush with the left margin. Subsequent lines of the entry are indented five spaces.
- ❖ The list is ordinarily double-spaced. In student paper, APA style does permit single-spacing the entries; however, the double spacing *between* entries is preserved. (Again, do double check with your instructor to find out which way you should do it).
- ❖ Punctuate the list carefully. Do not forget the period at the end of each entry.
- ❖ In the References list, capitalize only the first word and any proper names in the title of the book or article. Within a title, capitalize the first word after a colon (:).

- ❖ If you have two or more entries by the same author, list them by year of publication, from the earlier to the latest. If an author publishes two works in the same year, list them alphabetically by the title.