



Checklist for APA Style, 7th Edition: The Abstract

The following checklist has been created to assist you with formatting and editing papers in APA Style (7th ed.). Every attempt has been made to ensure that all standards can be confirmed with the APA Manual as well as other APA sources. Be aware that individual instructors may have different preferences. In these cases, check with your course instructor and follow their personal preferences.

Abstract

NOTE: The abstract is **optional** for most course papers. Check with your course instructor about the requirement to include an abstract. Be aware that it is required for most Capstones, Theses, Final Applied Projects, and Clinical Projects.

Abstract Format

- The Abstract begins on page 2. (Sect. 2.9, pp. 38)
- The word "Abstract" is centered at the top of the page on the first line of the page. (Sect. 2.9, p. 38)
- The word "Abstract" is bold. (Sect. 2.9, p. 38)
- The Abstract has no more than 250 words. (Sect. 2.9, p. 38)
- The first line of the Abstract is NOT indented and is written as a single paragraph. (Sect. 2.9, p. 38)
- The Abstract is double spaced. (Sect. 2.21, p. 45.)

Keywords

- Keywords are found 1 double-spaced line below the abstract. (Sect. 2.10, pp. 38-39)
- The word "Keywords" is capitalized and italicized. Additionally, there should be a colon after the word (e.g., *Keywords:*). (Sect. 2.10, pp. 38-39)
- The word "Keywords" is indented 0.5 inches. (Sect. 2.10, pp. 38-39)
- All keywords are listed on the same line as "Keywords," and they may be listed in any order. (Sect. 2.10, pp. 38-39)
- All keywords listed should be written in lowercase letters unless there is a proper noun. (Sect. 2.10, pp. 38-39)

- ❑ Separate each keyword with a comma. Do not include the word “and” or an ampersand (&) before the last keyword, and do not include a period or other punctuation after the last keyword. (Sect. 2.10, pp. 38-39)
- ❑ If the keywords run onto a second line, do not indent the second line. (Sect. 2.10, pp. 38-39)