



## APA 6<sup>th</sup> EDITION STYLE CHECKLIST

Use this check list to look over your paper and ensure it is ready to be turned in. As always, be sure to check with your instructor for any changes he/she may want or require.

### *Basic Format*

- 1. Within the header of the paper and on each page of the document, there is a running head (abbreviated title consisting of the first 50 characters of the title, including spaces and punctuation. This should be in all capital letters.). The abbreviated title should be in the top left-hand corner and the page number should be in the top right-hand corner. (Sect. 8.03, pp. 229-230)
- 2. Font preference and size is 12-pt. Times New Roman. (Sect. 8.03, p. 228)
- 3. There are 1 inch margins on all sides. (Sect. 8.03, p. 229)
- 4. The entire document, including block quotations and reference page, is double-spaced. (Sect. 8.03, p. 229)
- 5. If using Word 2010, in the Paragraph dialogue box within the Spacing section, the box before "Don't add space between paragraphs of the same style" is checked. This prevents an extra space from being added between paragraphs.
- 6. All paragraphs are indented 0.5 inches or five spaces. (Sect. 8.03, p. 229)

### *Title Page*

- 1. The title page begins on page 1. (Sect., 8.03, p. 230)
- 2. In regard to the running head, only page 1 has "Running head:" appearing on it. Only the "R" in "Running head:" is capitalized. (Sect. 8.03, p. 230. See example, p. 41)
- 3. The title is no more than 12 words in length and contains no abbreviations. (Sect. 2.01, p. 23)
- 4. The title is centered in the upper half of the page. It is not bold, underlined, or italicized. (Sect. 2.01, p. 23)

- 5. If the title exceeds one line, the lines are double-spaced. (Sect. 8.02, p. 229)
- 6. The title follows proper title case format meaning all verbs are capitalized as well as all major words that are four letters or more are capitalized. Another words, use uppercase and lowercase letters for all major words within the title. (Sect. 2.01, p. 23 & Sect. 4.15, p. 101. See example on p. 41)
- 7. The author(s) name is centered one double-spaced line below the title. It is not bold, underlined, or italicized. (Sect. 2.02, p. 23. See example on p. 41)
- 8. The institutional affiliation is centered and is one double-spaced line below the author's name. It is not bold, underlined, or italicized. (Sect. 2.02., pp. 23-24. See example on p. 41)
- 9. Any additional information required by faculty for the title page should be centered and one double-spaced line below the institutional affiliation. It is not bold, underlined, or italicized. (Additional information could be date, course name and number, instructor's name, etc.)

### ***Abstract***

**NOTE:** Abstract is optional. Check with your instructor to see if this is required.

- 1. The Abstract begins on page 2. The word "Abstract" is centered at the top of the page. It is not bold, italicized, or underlined. (Sect. 2.02, p. 27 & Sect. 8.03, p. 229)
- 2. The Abstract has between 150-250 words. (Sect. 2.04, p. 27)
- 3. The first line of the Abstract is NOT indented. (Sect. 2.04, p. 27)
- 4. The Abstract is double spaced. (Sect. 8.03, p. 229. See example, p. 41)

### ***Body of Paper***

- 1. The body of the paper begins on page 3, unless there is no abstract. (Sect. 8.03, p. 229)
- 2. The full title of the paper is at the top of the page and centered. All major words of the title are capitalized. It is not bold, underlined, or italicized. (See example on p. 42)
- 3. There are two spaces between all ending punctuation (i.e., periods). (Sect. 4.01, p. 88)
- 4. Level headings are formatted and used correctly. (Sect. 3.02 & Sect. 3.30, pp. 62-63. See also Table 3.1, p. 62)

- 5. The paper is written in third person unless directed differently by instructor. (Ch. 3, pp. 65-86)
- 6. The paper is written using an objective tone. (Sect. 3.11-3.18, pp. 70-77)
- 7. The paper is free of grammatical errors and spelling errors. (Sect. 3.18-Sect. 4.12, p. 77-96)
- 8. Abbreviations are introduced properly. They are spelled out fully with abbreviation in parentheses afterward. Once introduced the abbreviation is used throughout paper. (Sect. 4.23, p. 107)
- 9. Numbers within the body of the paper are formatted correctly. (Sect. 4.31- Sect. 4.38, pp. 111-114)

### ***Citations***

- 1. All sources are cited in the body of the paper and are found in the reference list. (Introductory paragraph “Citing References in Text,” p. 174 & Introductory paragraph “Reference List,” p. 180)
- 2. All in-text citations are formatted correctly (both paraphrases and quotations). (Sect. 6.03-6.06, p. 170-172)
- 3. All quotations are formatted correctly. (Sect. 6.03, p. 170)
- 4. All direct quotations include a page number or paragraph number. (Sect. 6.03, p. 170)
- 5. All quotations less than 40 words are within quotation marks. (Sect. 6.03, p. 171)
- 6. All quotations greater than 40 words are formatted as block quotes. (Sect. 6.03, p. 171)
- 7. When several authors are listed within one set of citation parentheses, they are listed in alphabetical order and separated by semicolons. (Sect. 6.16, pp. 177 & 178)
- 8. For multi-author papers, authors are listed in order they appear in the article and are cited correctly. Also, they are formatted correctly. (see Table 6.1, p. 177)

## ***References***

- 1. The reference list starts on a separate page. (Sect. 2.11, p. 37 & Sect. 8.03, p. 230)
- 2. The word “Reference” is used if there is only 1 source in the reference list. “References” is used for reference lists consisting of 2 or more sources. It is not bold, italicized, or underlined. (Sect. 2.11, p. 37)
- 3. All sources that are included in the reference list are also cited within the paper. (Introductory paragraph “Citing References in Text,” p. 174 & Introductory paragraph “Reference List,” p. 180)
- 4. The references are listed in alphabetical order by the first author’s last name. (Sect. 6.25, p. 181)
- 5. References are formatted with a hanging indent set at 0.5 inches. (Sect. 2.11, p. 37)
- 6. There is 1 space between each part or element of the citation. (Sect. 4.01, p. 87)
- 7. The reference page is double-spaced. (Sect. 8.03, p. 229)