



APA CHECKLIST

General Formatting	
<input type="checkbox"/>	The title page includes the elements required for student paper, in correct place and format; pg # is flush right in header; there is no running head
<input type="checkbox"/>	The title of paper summarizes the main idea of paper
<input type="checkbox"/>	Margins are 1 inch all sides
<input type="checkbox"/>	Font is one of the following: 12-point Times New Roman; 11-point Calibri, Arial, or Georgia; 10-point Lucida Sans Unicode or Computer Modern
<input type="checkbox"/>	Entire paper is double-spaced (exception: one extra double space follows title on student title page)
<input type="checkbox"/>	Paragraphs are left aligned, with .5 inch indent for first line of each (exception: abstract does not have an indent)
<input type="checkbox"/>	There is one space after a period
<input type="checkbox"/>	Headings/subheadings are formatted according to appropriate level of usage

Writing Style and Mechanics	
<input type="checkbox"/>	Have you checked for correct usage of since vs because; while vs. although, whereas?
<input type="checkbox"/>	Have you avoided using editorial “we”, “us”, “our,” or “you”?
<input type="checkbox"/>	Have you written out both words of all contractions (shouldn’t → should not)?
<input type="checkbox"/>	Have you checked that numbers are formatted correctly (general rule: zero to nine written as words; 10+, all ages, percentages, measurements written as numerals)?
<input type="checkbox"/>	Have you checked that serial comma has been used when three+ elements are listed (e.g., one, two, and three)?

Paraphrasing and Citations	
<input type="checkbox"/>	Content from sources has been paraphrased (i.e., put in own words, no more than 3 words in row copied verbatim from source). If direct quotes are permitted, they are used sparingly and formatted with quotations marks, and a page number added to citation
<input type="checkbox"/>	Citations are used to give credit to content from a source, placement being either as part of the narrative (e.g., According to Arnett and Jensen (2019)....) or in parentheses at end of sentence like this (Arnett & Jensen, 2019).
<input type="checkbox"/>	If multiple sentences in a row are from one source, the citation is in first sentence (and recommendation is to add citation in last sentence as well)

References	
<input type="checkbox"/>	Does reference page begin on a new page, with References in bold and centered at the top?
<input type="checkbox"/>	Is the page double spaced, with each reference having a hanging indent (i.e., first line of the reference is flush left but subsequent lines of it are indented .5 inch)?
<input type="checkbox"/>	Are all cited sources from paper listed in reference list?
<input type="checkbox"/>	Is each reference formatted according to requirements for that type of source (i.e., what elements to include, order of elements, capitalization, punctuation, italicization, spacing)?
<input type="checkbox"/>	Is reference list in alphabetical order by first author’s surname?