APA FORMAT CHECKLIST (7th Edition)

GENERAL FORMATTING

☐ 12-point Times New Roman font (or 11pt Arial, Calibri, Georgia) ☐ Double-spacing throughout entire paper (no extra spacing) ☐ 1-inch margins on all sides ☐ 0.5-inch paragraph indents (use Tab key) ☐ Left-aligned text (not justified) ☐ Page numbers on every page (top right corner)

TITLE PAGE

☐ Page number "1" in top right ☐ Paper title (bold, centered, title case) ☐ Author name (centered) ☐ Department, Institution (centered) ☐ Course number and name (centered) ☐ Instructor name (centered) ☐ Due date (centered) ☐ All information centered vertically on page

ABSTRACT (if required)

☐ "Abstract" heading (centered, bold) ☐ Starts on page 2 ☐ One paragraph (150-250 words) ☐ No paragraph indent ☐ Keywords listed below (italicized "Keywords:")

MAIN BODY

☐ Paper title repeated on first page of text (centered, bold) ☐ Starts on page 2 (no abstract) or page 3 (with abstract) ☐ No "Introduction" heading ☐ Clear paragraphs with topic sentences ☐ Proper heading levels used consistently

HEADINGS

☐ Level 1: Centered, Bold, Title Case ☐ Level 2: Flush Left, Bold, Title Case ☐ Level 3: Flush Left, Bold Italic, Title Case ☐ Level 4: Indented, Bold, Title Case, Ending With Period. ☐ Level 5: Indented, Bold Italic, Title Case, Ending With Period.

IN-TEXT CITATIONS

☐ Author-date format used: (Smith, 2023) ☐ "&" used in parenthetical citations ☐ "and" used when authors named in text ☐ "et al." used for 3+ authors ☐ Page numbers included for direct quotes: (Smith, 2023, p. 45) ☐ All sources cited appear in References ☐ All References appear as citations in text

DIRECT QUOTES

☐ Short quotes (under 40 words) use quotation marks ☐ Long quotes (40+ words) formatted as block quote ☐ Block quotes indented 0.5 inches, no quotation marks ☐ All quotes include page numbers

REFERENCES PAGE

☐ Starts on new page after main text ☐ "References" heading (centered, bold) ☐ Entries in alphabetical order ☐ Hanging indent (0.5 inches) ☐ Double-spaced ☐ Author names: Last name, First initial. ☐ "&" used before last author ☐ Article/book titles in sentence case ☐ Journal names in Title Case and italicized ☐ Volume numbers italicized ☐ DOIs included when available ☐ URLs included (no period after)

TABLES & FIGURES (if applicable)

☐ Numbered consecutively (Table 1, Table 2, Figure 1, Figure 2) ☐ Table/figure number and title above table, below figure ☐ Referred to in text by number ☐ Clear, readable formatting ☐ Source notes included if needed

BEFORE SUBMISSION

☐ Spell check completed ☐ Grammar check completed ☐ All placeholder text removed ☐ File named appropriately ☐ Correct file format (.doc, .docx, or .pdf) ☐ Assignment requirements met ☐ Page count within limits ☐ All required sections included

COMMON ERRORS TO AVOID

○ Extra spacing between paragraphs ○ Wrong font or font size ○ Title page missing required information ○ "Introduction" heading used ○ References not alphabetized ○ Missing DOIs when available ○ Using "p." in journal citations (only for books/reports) ○ Periods after URLs or DOIs ○ First-line indent on abstract ○ Wrong heading formats