APA Citation Style Checklist

Use this checklist as an aid to ensure you have accurately cited resources and formatted your paper. For details and all other rules, see the APA Style manual or the recommended online resources.

Basic Format	
◯	A running head is placed in the top left-hand corner and a page number in the top right-hand corner. The title page is numbered as page 1. (p. 229)
◯	The entire document is double-spaced and has 1 inch margins. Block quotations and the References list are double-spaced. (p. 229)
◯	The entire document is formatted in 12-point, Times New Roman font. (p.228)
◯	All heading levels are consistent and are formatted as per table 3.1 on p.62. (p. 62)
◯	All paragraphs are indented ½ inch. (p. 229)
◯	Abbreviations used are consistent with those listed in the manual. (p. 106, 180)

Title Page	
◯	Title page includes a running head at the top of the page, flush left, all in capital letters. This differs from the running head on all subsequent pages. (p. 229)
◯	Title is centered in the upper half of the page, in title case, neither bold nor underlined. (p. 229)

In-text Citations	
◯	All cited sources are included in the References list. (p. 174)
◯	All in-text citations are formatted accurately using capitalization, italics, and abbreviations correctly. (pp. 174-177)
◯	All direct quotations include a page number. (p. 170)
◯	All quotations less than 40 words are within quotation marks. All quotations greater than 40 words are formatted as block quotes (p. 171)

References	
◯	All sources entered in the References list are cited in the paper. (p. 181)
◯	The References list is a separate page. (p. 230)
◯	References are listed in alphabetical order by the author's last name. (p. 181)
◯	References are formatted using a hanging indent. (p. 37)
◯	References are double-spaced both within each entry and between each resource. (p. 37)