APA Format Checklists*

*This handout has been taken and adapted from Saint Louis University’s Writing Services

APA style is most often used in the social sciences, including government, psychology, sociology, and education. For more help, consult the Publication Manual of the American Psychological Association, 6th edition (2009), or visit the Writing Center.

Title Page
APA style requires a separate title page.

- Type your paper on white bond paper. APA requires Times New Roman font.
- Insert a header on your title page including the following:
  1. In the top left corner of your header, create a “Running head.” The running head should include the words “Running head” followed by a colon and an abbreviated title of the paper (not to exceed 50 characters including spaces and punctuation). The abbreviated title will be typed in all caps. Ex: Running head: TITLE OF YOUR PAPER
  2. In the top right corner of the header, include a page number, beginning with the number one. The rest of the document will use continuous pagination, with the next page of the document labeled “2” and so on.
- Include the full title of your paper, your name, and your school on the title page, centered, with each piece of information beginning on a new line:
  1. Use the correct form for the title, capitalizing all important words and all words of four letters of more. Articles, conjunctions, and prepositions are not capitalized unless they are four letters or more. Do not underline the title or use all capitals. Do not boldface the title.
  2. Below the title line, give your name, middle initial, and last name.
  3. Below your name, type the name of your school or affiliated organization.

Abstract Page
If an abstract is requested, it appears on its own separate page following the title page.

- Insert a new header on the abstract page including the following:
  1. In the top left corner of your header, include the abbreviated title of your paper (not to exceed 50 characters including spaces and punctuation). This abbreviated title will be the same as the one that appears on your title page, but will not include the words “Running head.” The abbreviated title should be in all caps. Ex: TITLE OF YOUR PAPER
  2. In the top right corner of your header, include the page number (make sure pagination is continuous from the title page, meaning the abstract page would be page two).
- Include the word “Abstract,” centered at the top of the page. The word “Abstract” should not be bolded, in quotation marks, underlined, or in italics.
- Begin your abstract on the next line (the Abstract page should be double-spaced throughout), flush with the left margin (do not indent). The abstract should be a summary of your research, and should be between 150 and 250 words.
- If you are asked to include key words for your paper, include them at the bottom of the abstract. Move to the next line following the end of the abstract. Indent one time (five to seven spaces). Type “Keywords” (in italics), followed by a colon and a list of the words (do not capitalize the first letter of each word) most related to your research. Ex: Keywords: word, word, word
**Body of the Research Paper**
The body of the APA paper runs uninterrupted until the separate Reference page.

- The body of the paper should include a header. This header will be the same as the one which appears on your abstract page. If you do not include an abstract, create a header following the same directions for creating a header that are listed under the “Abstract Page” section of this handout.
- At the top of the page, repeat the title of your paper exactly as it appears on the title page. This title is centered and properly capitalized, but is not bolded, in italics, in quotation marks, or underlined.
- Begin the body of the essay on the next line below the title (the body should be double-spaced throughout). Indent five to seven spaces at the beginning of each paragraph.
- If your paper included headings, first-level headings will be centered and bolded, with all major words capitalized. Consult the APA manual (6th ed.) for information about subheadings.
- Use at least one-inch margins at the sides, top, and bottom of this and all subsequent pages.
- Indent long quotations (more than forty words) in a block five to seven spaces from the left margin. Include the short title of the essay and the page number in the upper right-hand corner. Number all subsequent pages the same way.
- Do not hyphenate words at the right-hand margin. Do not justify the right-hand margin.
- Label figures and tables correctly. Be sure to mention them in the body of your text: (see Figure 1).
- Provide copyright/permission data for figures or tables borrowed from other sources.

**References Page**
Sources contributing directly to the paper are listed alphabetically on a separate sheet immediately after the body of the essay.

- Center the title (References) at the top of the page. The word “References” should not be in quotations, bolded, in italics, or underlined.
- All sources mentioned in the text of the paper must appear in the References list, except personal communications; similarly, every source listed in the References list must be mentioned in the paper.
- Arrange the items in the References list alphabetically by the last name of the author. Give initials only for first names. If no author is named for a work, list and alphabetize it by the first word in the title, excluding articles (A, An, The).
- The first line of each entry is flush with the left-hand margins. Subsequent lines in an entry are indented five spaces.
- The list is ordinarily double spaced. In student papers, APA style does permit single spacing of individual entries; double spacing is preserved between the single-spaced items.
- Punctuate items in the list carefully. Do not forget the period at the end of each entry, except those that terminate with an electronic address.
- In the References list, capitalize only the first word and any proper names in the title of a book or article. Within a title, capitalize the first word after a colon. However, capitalize all major words in the titles of journals and websites.
- When you have two or more entries by the same author, list them by year of publication, from earliest to latest. If an author publishes two works in the same year, list them alphabetically by title.