APA Format Checklists


Title Page
APA style requires a separate title page.

- Type your paper on white bond paper. Preferred typefaces (when you have a choice) include Times Roman, American Typewriter, and Courier.
- Arrange and center the title of your paper, your name, and your school.
- 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.
- Give your name, middle initial, and last name.
- Number the title page and all subsequent pages in the upper right-hand corner. Place a short title for the paper on the same line as the page number as shown; the short title consists of the first two or three words of the title.

Body of the Research Paper
The body of the APA paper runs uninterrupted until the separate Reference page.

- Repeat the title of your paper, exactly as it appears on the title page, on the first page of the research essay itself.
- Be sure the title is centered and properly capitalized.
- Begin the body of the essay two lines (a double space) below the title.
- Double-space the body of the essay.
- Center first-level heads; do not underline them.
- Use at least one-inch margins at the sides, top, and bottom of this and all subsequent pages.
- Indent the first line of each paragraph five to seven spaces.
- Indent long quotations (more than forty words) in a block five to seven spaces from the left margin. In student papers, APA permits long quotations to be single spaced.
- 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.
- 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.
- 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.