

## APA PAPER FORMAT CHECKLIST

Print and use this checklist to ensure that your APA-formatted paper meets all requirements. Your instructor's requirements may differ. Always check.

### General formatting guidelines

- Font:** 12-point Times New Roman
- Margins:** One (1) inch margin on all four sides
- Italics:** Italicize titles of all major works, e.g., titles of books, periodicals, movies, music albums, video games, and TV series.
- Spacing:** All lines in the body and the separate reference list must be double-spaced.
- Indentation:** Indent paragraphs by half (1/2) an inch.
- Running head:** Different first (title) page; short title in uppercase letters; no more than 50 characters long (including spaces). Make your short title as meaningful as possible. For all subsequent pages, omit **Running head:** - just type the short title in caps. Refer to the examples below.
- Page numbers:** Set sequentially, starting at the title page.

### Title page

- Running head
- Page number
- Title of paper
- Your name
- Your institution

### Body of the paper

- Write** solid, organized paragraphs that are supported by research where necessary;
- Document** research with proper in-text citations;
- Use** a concise, professional tone;
- Meet** the required word count;
- Proofread**, proofread, proofread.

## Reference list

- Set** off on a separate page within the same document (following the end of the body, hit ENTER until you reach a clean page);
- List** a complete reference entry for each in-text citation (except **personal communications**);
- Use** a half (1/2) inch hanging indent for any reference with more than two lines (see example);
- Order** reference entries alphabetically.