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.