

APA PAPER FORMAT CHECKLIST

Print and use this checklist (and the sample paper) to ensure that your APA-formatted paper meets general guidelines. Your instructor's requirements may differ. Always check.

General formatting guidelines

- Font:** Use 12-point Times New Roman.
- Margins:** Set 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 page must be double-spaced.
- Indentation:** Indent paragraphs by half (1/2) an inch.
- Page numbers:** Set sequentially, starting with 1 on the title page.

Title page

- Page number
- Title of paper
- Your name
- Your school

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 page

- 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).
- Organize** reference entries alphabetically.