



Checklist for the 7th Edition of APA Style

The following checklist has been created to assist you with formatting and editing papers in APA Style (7th ed.). Every attempt has been made to ensure that all standards can be confirmed within the APA Manual as well as other APA sources. Be aware that individual instructors may have different preferences. In these cases, check with your course instructor and follow their personal preferences.

Basic Paper Format

- ☐ Within the header of the paper and on each page of the document, insert the page number in the right corner. The running head is no longer needed for student assignments. (Sect. 2.18, p. 44)
- ☐ Font preference and size is 12-pt. Times New Roman. (Sect. 2.19, p. 44)
NOTE: Some instructors may prefer a different font type and size, which is now acceptable in APA. Check the assignment instructions and ask your instructor if you have questions.
- ☐ There are 1 inch margins on all sides. (Sect. 2.22, p. 45)
- ☐ The entire document (including title page, block quotations, reference page, appendices, etc.) is double-spaced. (Sect. 2.21, p. 45)
NOTE: Do not add extra spacing before or after a heading or between paragraphs.
- ☐ If using Word 2010 or Word 2016, in the Paragraph dialogue box go to the Spacing section. Check that the "Before:" and "After:" areas are set to zero (0) pt. Also, check the box before "Don't add space between paragraphs of the same style." This prevents an extra space from being added between paragraphs.
- ☐ Paragraph alignment should be aligned to the left with uneven right margin. Do NOT use Justify to spread words out across the page for even margins. (Sect. 2.23, p. 45)
- ☐ All paragraphs are indented 0.5 inches. Use the word processing feature to set and for consistency throughout the document. For most word processing programs, it is automatically set within the Tab feature. Click Tab 1 time. (Sect. 2.24, pp. 45-46)

Title Page

- ❑ The title page begins on page 1. (Sect., 2.17, p. 43 & Sect. 2.18, p. 44)
- ❑ In the header, only include the page number in the right corner. (Sect. 2.18, p. 44)

Title

- ❑ The title is focused and succinct, and it contains no abbreviations. There is no word limit for the title. (Sect. 2.4, pp. 31-32)
- ❑ The title is centered in the upper half of the page beginning 3-4 double spaces down from the top of the page. (Sect. 2.4, pp. 31-32)
- ❑ The title is in proper title case. This means you should capitalize the first word in the title and subtitle as well as all major words, proper nouns, and other words that are 4 or more letters. (Sect. 2.4, pp. 31-32 & Sect. 6.17, p. 167)
- ❑ If the title exceeds one line, the title should continue on the next double-spaced line. (Sect. 2.4, pp. 31-32)

NOTE: If the title continues to another line, both lines should be visually balanced.

- ❑ The title should be bold. (Sect. 2.4, pp. 31-32)
- ❑ Add 1 double-spaced line between title and author (byline). (Sect. 2.5, p. 33)

NOTE: This means that there should be an extra space between title and author to help set off the title.

Author (Byline)

- ❑ The author's name (byline) is centered. (Sect. 2.4, p. 33. See [Student Title Page Example](#) and example on p. 32)
- ❑ The author byline is not bold, underlined, or italicized. (Sect. 2.4, p. 33. See [Student Title Page Example](#) and example on p. 32)
- ❑ If there is more than 1 author, list all authors on 1 line. Use "and" before the last author. (Sect. 2.5, p. 33)
- ❑ Do not include professional titles, academic degrees, professional credentials, etc. before or after the authors' names. (Sect. 2.5, p. 33)

Author Affiliation

- ❑ The author affiliation is centered and 1 double-spaced line below the author byline. (Sect. 2.6, pp. 33-35. See [Student Title Page Example](#) and example on p. 32)
- ❑ Include the Department for the degree you are enrolled in and the name of the institution. (Sect. 2.6, pp. 33-35. See [Student Title Page Example](#) and example on p. 32)

- ❑ The author affiliation is not bold, underlined, or italicized. (Sect. 2.6, pp. 33-35. See [Student Title Page Example](#) and example on p. 32)

Course Information

- ❑ The course number and course name are 1 double-spaced line below the author affiliation. (See [Student Title Page Example](#) and example on p. 32)
- ❑ The course number and course name are centered. (Sect. 2.3, p. 30. See [Student Title Page Example](#) and example on p. 32)
- ❑ The course number and course name are not bold, underlined, or italicized. (See [Student Title Page Example](#) and example on p. 32)

Course Instructor's Name

- ❑ Check with your course instructor for preferred form of name (i.e., John Smith, Dr. John Smith, or John Smith, PhD). (Sect. 2.3, p. 30)
- ❑ The course instructor's name is centered. (See [Student Title Page Example](#) and example on p. 32)
- ❑ The course instructor's name is 1 double-spaced line below the course number and course name. (See [Student Title Page Example](#) and example on p. 32)
- ❑ The instructor's name is not bold, underlined, or italicized. (See [Student Title Page Example](#) and example on p. 32).

Assignment Due Date

- ❑ Use the following date format: Month Day, Year (e.g., October 7, 2019). (Sect. 2.3, p. 30)
- ❑ The date is centered. (See [Student Title Page Example](#) and example on p. 32)
- ❑ The date is 1 double-spaced line below the instructor's name. (See [Student Title Page Example](#) and example on p. 32)
- ❑ The date is not bold, underlined, or italicized. (See [Student Title Page Example](#) and example on p. 32)

Abstract

NOTE: The abstract is **optional** for most course papers. Check with your course instructor about the requirement to include an abstract. Be aware that it is required for most Capstones, Theses, Final Applied Projects, and Clinical Projects.

Abstract Format

- ❑ The Abstract begins on page 2. (Sect. 2.9, p. 38)

- ❑ The word “Abstract” is centered at the top of the page on the first line of the page. (Sect. 2.9, p. 38)
- ❑ The word “Abstract” is bold. (Sect. 2.9, p. 38)
- ❑ The Abstract has no more than 250 words. (Sect. 2.9, p. 38)
- ❑ The first line of the Abstract is NOT indented and is written as a single paragraph. (Sect. 2.9, p. 38)
- ❑ The Abstract is double spaced. (Sect. 2.21, p. 45.)

Keywords

- ❑ Keywords are found 1 double-spaced line below the abstract. (Sect. 2.10, pp. 38-39)
- ❑ The word “Keywords” is capitalized and italicized. Additionally, there should be a colon after the word (e.g., *Keywords:*). (Sect. 2.10, pp. 38-39)
- ❑ The word “Keywords” is indented 0.5 inches. (Sect. 2.10, pp. 38-39)
- ❑ All keywords are listed on the same line as “Keywords,” and they may be listed in any order. (Sect. 2.10, pp. 38-39)
- ❑ All keywords listed should be written in lowercase letters unless there is a proper noun. (Sect. 2.10, pp. 38-39)
- ❑ Separate each keyword with a comma. Do not include the word “and” or an ampersand (&) before the last keyword, and do not include a period or other punctuation after the last keyword. (Sect. 2.10, pp. 38-39)
- ❑ If the keywords run onto a second line, do not indent the second line. (Sect. 2.10, pp. 38-39)

Text of Paper (Body)

- ❑ The text (body) of the paper begins on page 3, unless there is no abstract. If there is no abstract, the body of the paper begins on page 2. (Sect. 2.11, p. 39 & Sect. 2.17, p. 43)

Title

- ❑ The full title of the document is on the first line of the page. (Sect. 2.11, p. 39)
- ❑ The title is in proper title case, which means the first word of the title and subtitle are capitalized as well as all major words, proper nouns, and words that are 4 or more letters. (Sect. 6.17, p. 167)
- ❑ The title is centered and bold. (Sect. 2.11, p. 39)

Formatting

- ❑ There is one space between all ending punctuation (i.e., periods, question marks, etc.). (Sect. 6.1, p. 154)
- ❑ All paragraphs are indented 0.5 inches. For consistency, use the Tab feature within your word processing program. (Sect. 2.11, p. 39).
- ❑ Heading Levels are formatted and used correctly. (Sect. 2.27, pp. 47-49. See also Table 2.3, p. 48, and Figures 2.4 & Figure 2.5 on pp. 48-49)

Writing Mechanics

- ❑ The paper is written using proper scholarly writing, including third person unless directed differently by the instructor. (Chapter 4, pp. 111-127)
- ❑ First person is acceptable when writing about your own experiences or views, or when referring to what you did as part of your research. (Sect. 4.16, p. 120)
NOTE: Check with each course instructor for their personal preference.
- ❑ Do not use editorial “we” to refer to people in general. (Sect. 4.17, p. 120)
- ❑ Singular “they” should be used for those who use this as their pronoun or if the gender of the individual is unknown. (Sect. 4.18, pp. 120-121)
NOTE: Use all pronouns sparingly. Last names are preferred to ensure clarity and readability for the reader.
- ❑ The paper is written using an objective tone and free of bias. (Sect. 4.7, pp. 115-116 & Chapter 5, pp. 131-149)
- ❑ No contractions are used in the document (e.g., can’t, don’t, won’t, etc.). (Sect. 4.8, p. 116)
- ❑ The paper is free of grammar, punctuation, and spelling errors. (Sect. 4.12-Sect. 4.24, pp. 117-125; Sect. 6.1-6.10, pp. 153-161; & Sect. 6.11, pp. 161-162)

Abbreviations

- ❑ Abbreviations are used sparingly throughout the paper. (Sect. 6.24, p. 172)
- ❑ Abbreviations are introduced properly. Abbreviations are spelled out fully the first time they are used in the document with the abbreviation in parentheses afterward. Once introduced, the abbreviation is used throughout the document. Do not alternate between spelling out the term and abbreviating it. (Sect. 6.25, p. 173)
- ❑ Abbreviations should not be introduced within a heading. However, once an abbreviation is introduced within the body of the paper, you may use an abbreviation within any subsequent headings. (Sect. 6.25, p. 173)

- ❑ Abbreviations are used at least 3 times within the document. If not, do not introduce or use the abbreviation. (Sect. 6.24, p. 172)
- ❑ Do not introduce abbreviations that are listed as such in the dictionary (e.g., AIDS), measurement abbreviations, time abbreviations, Latin abbreviations, or some statistical abbreviations. (Sect. 6.25, p. 173)

Numbers

- ❑ Numbers within the body of the paper are formatted correctly. (Sect. 6.32 - Sect. 6.39, pp. 178-181)
- ❑ Use numerals for numbers 10 or higher. (Sect. 6.32, pp. 178-179)
- ❑ Use numerals, regardless of number, for statistical and mathematical functions, time, dates, ages, scores, points on a scale, and exact sums of money. (Sect. 6.32, pp. 178-179)
- ❑ Spell out numbers, regardless of number, that begin a sentence, common fractions, and any numbers below 10 (including zero). (Sect. 6.33, p. 179)
- ❑ If you are using statistics or equations in your paper, be sure they are formatted correctly, including the use of common statistical abbreviations and symbols. (Sect. 6.40-Sect. 6.48, pp. 181-189 & Table 6.5, pp. 183-186)
- ❑ Include proper mathematical symbols when accompanied by a number (i.e., use percent symbol instead of the word “percent”; use the correct currency symbols when discussing exact sums of money). (Sect. 6.44, pp. 182-187)
- ❑ Use correct spacing, alignment, and punctuation when discussing statistics and other mathematical functions within the text of the document. (Sect. 6.45, pp. 187-188)

Lists

- ❑ When listing items in a series of 3 or more within a sentence, add a comma after the word that is before the AND or the OR. (Sect. 6.49, p. 189)
- ❑ Lettered Lists, Bulleted Lists, and Number Lists are formatted correctly. (Sect. 6.50-Sect. 6.52, pp. 189-191)

Parenthetical & Narrative Citations

- ❑ All sources are cited in the text of the paper and corresponding references are found in the reference list. (Sect. 8.4, p. 257)
 - ❑ All parenthetical and narrative citations are formatted correctly using the author and date. (Sect. 8.10-Sect. 8.12, pp. 261-264 & see Table 8.1, p. 266)
- NOTE:** For sources with unknown authors, see Sect. 8.16, pp. 264-265

- ❑ Quotes should be used sparingly and only for compelling, memorable, or very succinct text. (Sect. 8.25, pp. 270-271)
- ❑ All quotations are formatted correctly. (Sect. 6.03, p. 170)
- ❑ All quotations less than 40 words are within quotation marks. (Sect. 8.26, pp. 271-272)
- ❑ All quotations that are 40 or more words are formatted as block quotes. (Sect. 8.27, pp. 172-273)
- ❑ All direct quotations include the author, date, and a page number for sources with designated page numbers. (Sect. 8.25, pp. 270-271)
NOTE: The abbreviation for page number is “p.” and should be used for all sources with marked page numbers. If the quote is on multiple pages, use the abbreviation “pp.”
- ❑ If the source does not have designated page numbers, use the section or heading name, a paragraph number, or a combination of both. (Sect. 8.28, pp. 273-274)
NOTE: The abbreviation for paragraph is “para.”
- ❑ When several sources are listed within one set of parenthetical citation parentheses, they are listed in alphabetical order and separated by semicolons. (Sect. 8.12, pp. 263-264)
- ❑ For multi-author papers, authors are listed in the order they appear in the article, and they are formatted correctly. (see Table 8.1, p. 266)

Reference List

Basic Page Formatting

- ❑ The reference list starts on a new page after the text of the paper. (Sect. 2.12, pp. 39-40 & Sect. 2.17, p. 43)
- ❑ The word “Reference” is used if there is only 1 source in the reference list. “References” is used for reference lists consisting of 2 or more sources. (Sect. 2.12, pp. 39-40)
- ❑ The word “References” is centered and bold. (Sect. 2.12, pp. 39-40)
- ❑ All sources that are included in the reference list are also cited within the document. (Sect. 8.4, p. 257)
- ❑ The references are listed in alphabetical order by the first author’s last name. (Sect. 9.43 & 9.44, p. 303)
- ❑ References are formatted with a hanging indent set at 0.5 inches. (Sect. 2.12, pp. 39-40)
NOTE: For consistency, use the Hanging Indent feature within your word processing program.

- ❑ There is 1 space between each part or element of the citation (i.e., author, date, title, source information). (Sect. 4.01, p. 87 & Sect. 9.5, pp. 284-285)
- ❑ The reference page is double-spaced with no extra spaces between references. (Sect. 6.1, p. 154)

Creating References

- ❑ References are formatted correctly. (Chapter 10, pp. 313-352)
- ❑ References from sources with missing information (e.g., author, date, title, etc.) are formatted correctly. (Sect. 9.4, p. 282 & see Table 9.1, p. 284)
- ❑ Use the current standard for the DOI for all sources, which is the DOI URL that begins with <https://doi.org/>. This format should be used for all sources that have a designated DOI. To locate the DOI, search [Crossref](#). (Sect. 9.35, pp. 299-300)
- ❑ If a DOI is very long and complicated, it is acceptable to use a shortened DOI. Use the [Short DOI service](#) provided by the International DOI Foundation to shorten the DOI. (Sect. 9.36, p. 300)
- ❑ If a URL is very long and complicated, it is acceptable to use a shortened URL. Check website for branded shortened URLs or use an independent URL shortening service, such as [Tiny URL](#). (Sect. 9.36, p. 300)

NOTE: All shortened URLs should be tested to ensure they are going to the correct website.

- ❑ Do not include a period after a DOI or URL. (Sect. 9.35, pp. 299-300)
- ❑ The full DOI URL or URL is included (including https://) (Sect. 9.35, pp. 299-300)
- ❑ If a document is published online, keep live hyperlinks. (Sect. 9.35, pp. 299-300)
- ❑ For print documents, it is acceptable to keep live hyperlinks. (Sect. 9.35, pp. 299-300)

NOTE: Check with each course instructor for their personal preference.

Appendix

NOTE: An appendix is **optional** for most course papers. Check with your course instructor about the requirement to include an appendix.

- ❑ The appendix begins on a new page after the reference list. (Sect. 2.14, pp. 41-42)

NOTE: If you have more than 1 appendix, each new appendix should start on a new page.

- ❑ The word “Appendix” is used if there is 1 appendix. If there is more than one appendix, each appendix should include a capital letter (i.e., “Appendix A,” “Appendix B,” etc.). (Sect. 2.14, pp. 41-42)

NOTE: Order each appendix based on the order in which it is mentioned in the text.

- ❑ The word “Appendix” is centered and bold at the top of the page. (Sect. 2.14, pp. 41-42)
- ❑ Below “Appendix” include an appendix title. The appendix title should be in proper title case. (Sect. 2.14, pp. 41-42)
- ❑ The appendix title is bold and centered 1 double-spaced line below “Appendix”. (Sect. 2.14, pp. 41-42)
- ❑ Each appendix must be referred to at least once within the text of the document (e.g., see Appendix A). (Sect. 2.13, pp. 41-42)
- ❑ The appendix is double spaced throughout the appendix. (Sect. 2.21, p. 45)