

APA 7th Formatting Checklist

General Formatting

- ☐ 1 inch margins
- ☐ Font: Times New Roman
- ☐ Font Size: 12 pt. and black color
- ☐ Double Space
- ☐ Title is centered (capitalize 1st letter of major words) on 1st page of text
- ☐ Running head: No longer appears on student papers
- ☐ Page numbers in upper right corner (starting on 1st page)

Cover Page (If Required)

- ☐ Center the following information in upper half of page:
 - ☐ Title
 - ☐ Name
 - ☐ College

Headings (By Level)

- ☐ L1 Centered, Boldface, Uppercase and Lowercase
- ☐ L2 Left-aligned, Boldface, Uppercase and Lowercase
- ☐ L3 Left-aligned, Boldface, *Italic*, Uppercase and Lowercase

References

- ☐ Title “References” is centered
- ☐ Alphabetical by 1st word of citation
- ☐ Hanging indentation
- ☐ Follow APA citation guidelines

DON'T FORGET IN-TEXT CITATIONS

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