APA 7th Formatting Checklist

General Formatting General Formatting ☐ 1 inch margins ☐ 1 inch margins ☐ Font: Times New Roman ☐ Font: Times New Roman ☐ Font Size: 12 pt. and black color ☐ Font Size: 12 pt. and black color □ Double Space Double Space ☐ Title is centered (capitalize 1st ☐ Title is centered (capitalize 1st letter of major words) on 1st page letter of major words) on 1st page of text of text ☐ Running head: No longer appears on ☐ Running head: No longer appears on student papers student papers ☐ Page numbers in upper right ☐ Page numbers in upper right corner (starting on 1st page) corner (starting on 1st page) **Cover Page (If Required) Cover Page (If Required)** ☐ Center the following information ☐ Center the following information in upper half of page: in upper half of page: ☐ Title ☐ Title ■ Name **□** Name □ College □ College **Headings (By Level) Headings (By Level)** ☐ L1 Centered, Boldface, ☐ L1 Centered, Boldface, Uppercase and Lowercase Uppercase and Lowercase □ L2 Left-aligned, Boldface, ☐ L2 Left-aligned, Boldface, Uppercase and Lowercase Uppercase and Lowercase ☐ L3 Left-aligned, Boldface, □ L3 Left-aligned, Boldface, Italic, Uppercase and Lowercase Italic, Uppercase and Lowercase References References ☐ Title "References" is centered ☐ Title "References" is centered ☐ Alphabetical by 1st word of ☐ Alphabetical by 1st word of citation citation ☐ Hanging indentation ☐ Hanging indentation ☐ Follow APA citation guidelines ☐ Follow APA citation guidelines

DON'T FORGET IN-TEXT CITATIONS

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