

American Psychological Association (APA) Paper Checklist for College Writers

The *Publication Manual of the American Psychological Association, Sixth Edition* provides specific guidelines for formatting papers in the sciences and social sciences. This checklist serves as a guide for self-editing that allows students to confirm that their papers meet the requirements of APA formatting. This handout also seeks to educate students in the process of proofreading and editing the components of papers affected by the formatting rules of the APA style so they may improve their future writing, proofreading, and editing skills.

Basic Formatting

- ☐ Have you used the font Times New Roman or a similar font for the entire paper? NOTE: If you are unsure of the font guideline for the assignment, it is recommended that you review the assignment guidelines or contact your instructor.
- ☐ Is your font size set at 12 point for the entire document, including the title page, abstract, and References page?
- ☐ Are the margins one inch on the sides, top, and bottom of the paper?
- ☐ Has your line spacing been set to double spacing (2.0)?
- ☐ Did you check to ensure that there is only one double space between the repeated title and the introductory paragraph and only one double space between each of the following paragraphs?
- ☐ Has the space after the paragraph been removed from the entire document? (See the Academic Center for Excellence's handout [*APA Formatting in Word 2010*](#) for additional information on formatting line spacing)
- ☐ Have you correctly used section headings if they are required?

Headers

- ☐ Does the designator “Running head:” appear on the title page **only**?
- ☐ Is the running head left-aligned in the header box?
- ☐ Is the page number right-aligned in the header box?
- ☐ Has the font of the running head and page number been changed to 12 pt. Times New Roman? NOTE: Microsoft Word uses the default font 11 pt. Calibri in the header unless the default font setting and default font size setting have been adjusted by the user.
- ☐ Has the font size of the running head and page number been adjusted to 12 pt.? NOTE: Microsoft Word uses the default font size 11 point unless the default font size setting has been adjusted by the user.

Title Page

- ☐ Are the title, your name, and the college name listed on the page?
- ☐ Are the required items centered between the left and right page margins and positioned in the upper half of the page?

Abstract

Is the instructor requiring an abstract?

- ☐ Yes
- ☐ No

If you selected “Yes,” please continue with this section. If you selected “No,” please move to the Body section of the handout.

- ☐ Is the abstract written on a separate page?
- ☐ Does the abstract summarize the main points of the paper?
- ☐ Is the abstract **different** from the introductory paragraph?
- ☐ Does the abstract meet the length requirement set by the instructor?
- ☐ Is the first line of the abstract unindented?
- ☐ Are “Keywords” included after the abstract paragraph if instructor desires them?

Body

- ☐ Is the title of the paper repeated before the introductory paragraph?
- ☐ Is the title centered?
- ☐ Are the first lines of all the body paragraphs indented?

In-text Citations

- ☐ Are parenthetical citations being used? For examples, see the Academic Center for Excellence's [*APA Format Guide*](#).
- ☐ Are all quotes and paraphrases of external sources cited in-text?

Block Quotations

Are you using a quotation of 40 words or more?

- ☐ Yes
- ☐ No

If you selected "Yes," please continue with this section. If you selected "No," please move to the References section of the handout.

- ☐ Does the block quotation begin on a new line?
- ☐ Is the entire block quotation indented half an inch?
- ☐ Have quotation marks been omitted from the block quotation?
- ☐ Is the citation **after** the period for the block quotation?
- ☐ Is there a double space between the end of the block quotation and the next line?

References

- ☐ Does the "References" section start on a separate page?
- ☐ Is the heading "References" centered at the top of the page?
- ☐ Are all of the sources used in the paper included on the References page?
- ☐ Are all of your references in alphabetical order?
- ☐ Is each reference double spaced?

- ☐ Is there a double space between each reference?
- ☐ Is each reference correctly formatted in APA style according to the reference type? For more information about formatting APA references, see the Academic Center for Excellence's [APA Format Guide](#).

For further information about the APA style, see the Academic Center for Excellence's handouts [APA Format Guide](#), [APA Formatting in Word 2010](#), and [APA Sample Paper](#).

Online resources for the APA style are also available on Germanna's Academic Center for Excellence website on the Writing Center page, under the [Citation Styles](#) section.

Additionally, the Academic Center for Excellence offers informational workshops on APA format on-campus and [online](#). To schedule an on-campus workshop, contact Academic Center for Excellence's Locust Grove center at **(540) 423-9148**, the Fredericksburg center at **(540) 891-3017**, or the Barbara J. Fried Center in Stafford at **(540) 834-1993**, or check out the [schedule for on-campus workshops](#) on the Academic Center for Excellence website to view dates and times for scheduled on-campus workshops.