

American Psychological Association (APA) Paper Checklist for College Writers

The *Publication Manual of the American Psychological Association, Seventh Edition* provides specific guidelines for formatting papers in the sciences and social sciences. This checklist serves as a guide for self-editing tool that allows students to confirm that their papers meet the requirements of APA formatting.

Basic Formatting

- ☐ Have you used Arial 11 pt., Calibri 11 pt., Times New Roman 12 pt., or Lucida Sans Unicode 10 pt. 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.
- ☐ Are the margins 1 inch on the sides, top, and bottom of the paper?
- ☐ Has your line spacing been set to double spacing (2.0)?
- ☐ Has the space after each paragraph been removed from the entire document? (See the Academic Center for Excellence's handouts [APA Formatting in Word 2016](#) or [Google Docs: Instructions for Formatting an Academic Paper](#) for additional information on formatting line spacing)
- ☐ Have you correctly used section headings if they are required?

Headers

- ☐ Is the page number right-aligned in the header box?

Title Page

- ☐ Are the title and subtitle centered and bolded, and are they 3-4 lines from the top of the page?

- ☐ Did you include your name, the college's name, the course information, your instructor's name, and the due date double-spaced? Is your name located one blank double space from the title and subtitle?
- ☐ Are the required items centered between the left and right page margins?

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?
- ☐ Is the word "Abstract" centered and bolded at the top of the page?
- ☐ Is the entire abstract paragraph left-aligned and not indented?
- ☐ 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?
- ☐ Has the indentation been removed from the first line of the abstract?
- ☐ 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 and bolded?
- ☐ Are the first lines of all the body paragraphs indented?
- ☐ Are all section headings bolded and formatted according to APA's level headings?

- ☐ Did you check to ensure that there is only one double space between the title and the introductory paragraph and only one double space between each of the following paragraphs?

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 within the text?

Block Quotations

Has a quotation of 40 words or more been used?

- ☐ 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 in-text citation located **after** the final punctuation 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 and bolded at the top of the page?
- ☐ Are all of the sources used in the paper, excluding any personal communications, included on the References page?
- ☐ Are all of the references in alphabetical order?
- ☐ Are all of the references formatted with hanging indents?

- ☐ Is each reference double spaced?
- ☐ Is each reference correctly formatted in APA style according to the reference type? For examples, see the Academic Center for Excellence's [APA Format Guide](#).

Additional Resources

For further information about the APA style, see the Academic Center for Excellence's handouts [APA Format Guide](#), [APA Formatting in Word 2016](#), and [APA Sample Paper](#).

Online resources for the APA style are also available on Germanna's Academic Center for Excellence's Writing Resources webpage at <https://www.germannna.edu/academic-center-for-excellence/writing-resources/>

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**.