APA 7 Student Paper Checklist **KK 1/6/2021**

APA format guidelines include a "student paper format" and a "professional writer format." **SPHCON and SAM SON faculty require that you use the STUDENT PAPER FORMAT.** For HVCC and other schools, check with your instructor to determine which format you should use and what elements to include.

For examples of each format, see https://apastyle.apa.org/style-grammar-guidelines/paper-format/title-page

DO NOT use the APA template found in Office 365. The format follows APA Style - 6th edition.

If you answered "NO" to any question, recheck your work or ask for help in the library!

Fonts, margins, spacing

	Yes	No
1. Are your **margins** set 1" all around?		
2. Did you follow your instructor's directions regarding **font**? APA suggests using an accessible font such as 12 pt. Times New Roman or 11 pt. Calibri or Arial		
3. Did you use the same font throughout the paper? Fonts may vary in size for figure images; check the *Publication Manual*		
4. Did you set your **line spacing** to **double spaced**?		
5. Did you remove any **extra** line spaces within the body of your paper between and paragraphs?		

Title Page Format - STUDENT PAPER FORMAT

	Yes	No
1. **Running head and page numbers** **Note: For STUDENT papers, you no longer need a running head** a) Did you insert the page number, starting with 1, in the top right corner? b) Does the page number font match the font you used in your paper?		
2. Is your title page **double-spaced?**		
3. Did you **center justify** these elements**:** paper title, your name, your school affiliation, course name, instructor name, date due?		
4. **Paper Title** a) Did you insert the paper title three or four lines from the top of the page? b) Is the paper title **IN BOLD?** c) Did you Capitalize all Important Words in your paper title?		
5. **Your Name** a) Did you leave one blank, double-spaced line, then type your name below the title? b) Is your name in plain text (not in bold)?		
6. **School Affiliation – check with your instructor about the required elements** a) Did you type your affiliation one double-spaced line after your name? b) Did you type the right school name? Samaritan Hospital School of Nursing OR St. Peter's Hospital College of Nursing		
7. **Course name, number, course title** Did you type your course name, number, and title on the next line? For example – Nursing I: Fundamentals		
8. Did you type your **instructor's full and correct name** on the following line?		
9. Did you include the **paper's due date** (month, day, year)? For example, July 22, 2020		

Abstract - Ask your instructor if you are required to include an abstract ***********

	Yes	No
1. Did you start the abstract on the page after the title page?		
2. Did you center the word **Abstract** at the top of the page?		
3. Is the word **Abstract** typed in bold with a capital A?		
4. Did you start your abstract's text on the next line, flush left (NOT INDENTED)?		
5. Is your abstract a summary of your paper, no longer than 250 words?		

Content of Paper - Format

	Yes	No
1. Did you start your paper's text after the title page and abstract (if you included one)?		
2. Did you **center** and **bold** your **title,** using upper case letters for all important words?		
3. Did you start the text one line after the title?		
4. Did you indent the first line of each paragraph, one tab, or five spaces?		
5. Did you follow APA guidelines regarding **headings?**		
6. If you used **footnotes, tables, figures, or appendices,** did you include them on separate pages AFTER the reference list?		

In-Text Citations

Remember, in-text citations are short identifiers that typically include the author, date, and page number. In-text citations must match the longer, full reference at the end of your paper.

	Yes	No
1. Did you include an in-text citation (author(s), date, page number) for any work you summarized, paraphrased, or directly quoted? For example, (Ruppel, 2020, p. 21)		
2. Did you include an in-text citation for any **images** used that you did not create?		
3. Did you include page or paragraph numbers for all in-text citations?		
4. Did you follow APA rules regarding punctuation in your in-text citations?		
5. Do your in-text citations match the full citation in the reference list?		

Reference List

Warning: If you used the "citation helper" in Ebsco or another database, you must check your references to ensure they are correct. DO NOT just copy and paste from the database citation helper.

	Yes	No
1. Did you start the references list on a new page?		
2. Did you center the title **References** at the top of the page?		
3. Did you type **References** in **bold** and capitalize the R?		
4. Do your references match your in-text citations?		
5. Did you alphabetize your reference list by author's last name (or title if there is no author)?		
6. Did you start each reference flush against the left margin and indent subsequent lines one tab?		
7. Did you **check every reference** to ensure you followed all APA rules for capitalization, italicization, and punctuation?		
8. Did you include the author's last name(s) and first/middle initials for each author?		
9. Did you place a comma between the second to last name and the & symbol? For example, Cass, A., Jones, B., & Smith, C.		
10. Did you include the issue number as well as the volume number for periodicals?		
11. If available, did you include DOI numbers for books or articles?		
12. Unless you retrieved an article from the web (NOT FROM A DATABASE), don't end the citation with a web address. If you included one, are you sure you need it?		