

Checklist for APA 6th Ed: Formatting Your Paper

(Go to <http://libguides.sullivan.edu/apa> for examples and information)

Formatting

- Do you have 1" margins throughout the paper (top, bottom, left, right)?
- Did you use Times New Roman in a 12 point font size?
- Did you double-space the paper?

Title Page

- Did you list the paper's title, your name, your school affiliation, your class name and its course number, and the date on the title page (This is centered and double-spaced about 1/3 of the way down the page)?
- Does your title page contain a running head followed by your last name with the page number one? The running head is in Times New Roman and has a 12-point font. Example of what the header looks like on your title page:

Running head: ABBREVIATED TITLE OF YOUR PAPER

Last 1

Other Pages

- Do you have a running head and page numbers on the rest of your paper? The running head for pages other than the title page is different from the running head on the title page. Do not write *Running head:* within the header of your paper. Example of the running head for the other pages:

ABBREVIATED TITLE OF YOUR PAPER

Last #

Abstract

- Do you need to include an abstract (i.e., you will need an abstract if your paper is longer than 3 pages, is a type of formal writing, and if your paper has citations within it)?
- Is the title of the abstract page is Abstract? Is it centered at the top of the page?
- Is your abstract a concise summary of your paper that is no more than ½ page (approximately 120 to 250 words) in length?
- Is your abstract aligned to the left of the page with no indentations?
- Have you included keywords that are mentioned throughout your paper?

Body

- At the beginning of the main body of your paper, do you have the title centered at the top the page?
- Is the start of each paragraph (with the exceptions of block quotes) indented 0.5" on the left?

Reference Page

- At the beginning of the Reference Page, do you have the word References centered at the top of the page?
- Are you using a hanging indent for each of your reference entries?
- Are your references double-spaced in Times New Roman, font-size 12?
- Does each source listed on the reference page also have a corresponding in-text citation (i.e., a citation within the body of the essay)?
- Are your references in alphabetical order?