APA Style Checklist
A Guide to Proofreading Papers for Proper Format

The following sections listed are sections that go into a research report (not into any APA-format paper that could be assigned). Check with your professor to see how to set up your specific APA paper.

1. **Title Page**
   A. *Page header + page number*
   - □ 5 spaces between page header and page number
   - □ First 2 or 3 main words of the Title
   - □ Page header and page number are right aligned with 1 inch margin above and to the right.

   B. *Running head*
   - □ Left alignment
   - □ Space down 2 lines below page header
   - □ All caps except words Running head
   - □ Words Running head followed by a colon (:

   C. *Title section*
   - □ All major words capitalized
   - □ Centered on page vertically and horizontally
   - □ Name
   - □ Institution Name
   - □ These items are double spaced

2. **Abstract**
   - □ Keep 1” margins throughout the paper
   - □ Make sure all pages are numbered in sequence beginning with the title page
   - □ Page header + page number

   □ 5 spaces between page header and page number
   □ The word Abstract is centered
   □ The abstract is the only thing on this page

3. **Introduction**
   - □ Begin a new page
   - □ Not labeled Introduction, The term Introduction does not appear on the page.
   - □ Page header, 5 spaces, page number on each page
   - □ Full paper title, centered
   - □ Text is continuous through the end of the Discussion section (i.e. do NOT start each section on a new page.)

4. **Method**
   - □ Section is labeled Method
   - □ Method is centered
   - □ Participants (or Subjects) in italics
   - □ Apparatus (or Materials) in italics
   - □ Procedure in italics

5. **Results**
   - □ Section is labeled Results
   - □ Results is centered
   - □ Indicate position of any tables of data and figures based upon data
   - □ Tables and figures are NOT shown here
6. Discussion
☐ Section is labeled Discussion
☐ Discussion is centered on the page
☐ Conclusions are stated, as well as possible areas for further research

7. References
☐ New page
☐ Page header, 5 spaces, page number
☐ Citations alphabetical by author’s last name
☐ Citations double-spaced
☐ First line of each citation is flush left
☐ Second and all subsequent lines are indented 5 spaces
☐ Period after author’s name, title, and complete citation
☐ Year of publication in parentheses after author’s name
☐ Journal names and volume numbers italicized
☐ Comma after volume number
☐ If journal volume is not continuously paginated, issue number is indicated in parentheses. ( )
☐ Both page numbers are given in full
☐ The date Web pages were accessed is given
Retrieved from http://www.xxxxx.org
☐ URL or name of database supplying item is given for Web pages or online articles

8. Author Note
☐ New page
☐ Page header, 5 spaces, page number
☐ The words “Author note” is centered at top of page
☐ Funding sources for research are identified
☐ Colleagues who provided significant assistance are identified
☐ Author affiliation and address is given

9. Table
☐ New page
☐ Page header, 5 spaces, page number
☐ Table is labeled

10. Figure Caption
☐ New page
☐ Page header, 5 spaces, page number
☐ Figure Caption(s) is (are) centered
☐ All captions numbered and given in order
☐ First lines are flush left

11. Figure
☐ New page for each figure
☐ No page header or page number
☐ No title given