

# 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  
WRITING

## **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