APA CHECKLIST

IN-TEXT CITATIONS
*See table 6.1 below or on page 177 of APA Style Manual

☐ Citations within sentences
  o Use authors’ names to introduce a source
    ▪ EX: According to Smith and Wolf (YEAR)...
  o Never include first names of authors, their credentials, the title of article or journal

☐ Author name not mentioned in the sentence
  o If paraphrased
    ▪ (Last name, YEAR)
  o If direct quote – use sparingly
    ▪ (Last name, YEAR, p.##)
  o Citation goes inside period/punctuation, outside quotation marks
    ▪ EX: ...to gather data (Last name, YEAR).
    ▪ EX: “...to gather data” (Last name, YEAR, p.##).
  o Citing multiple sources in one sentence
    ▪ Alphabetical by first author listed last name, separated by semi-colons

☐ Once source is cited, YEAR is no longer necessary in same paragraph, unless directly quoting

FORMATTING

☐ Title Page
☐ Running head: ALL CAPS SHORT TITLE
  o Format in Word using “Headings”
  o “Running head” appears only on title page
  o ALL CAPS max 50 characters including spaces

☐ Page Numbers
  o Format in Word using “Page Numbers” flush right

☐ Your first page should have the title of your paper, centered, NOT bolded at the top. DO NOT use “Introduction” as the heading

☐ Double spaced. Make sure you do not have extra line spaces anywhere.

☐ Section headings and levels
  o Typically, after title of your paper, headings are centered, bold, corresponding to rubric

☐ Reference Page
  o Use the APA Citation Formatting examples in the LibGuides!
  o All (and only all) sources used/cited in paper
  o Alphabetize
    ▪ By author last name
    ▪ If no author, organization/reference name
  o “References” heading centered, not bold
  o Hanging indent (Look for it under Paragraph>Indentation>Special>Hanging)
  o Use SCHOLARLY sources, not user-edited content
WRITING STYLE

- Cite ALL info that is not your opinion
- Paraphrase
  - If using mostly others’ words, use direct quote. See page 171 in the APA Style Manual to correctly format direct quotes that are 40 or more words long.
- Past tense used in most cases
  - EX: The study found the subjects participated in risky activity...
- Numbers
  - When starting a sentence with a number, use the word
    - EX: “Fourteen of the patients in the study...”
  - Numbers 10+, use the figure
    - EX: “For 14 months, the patients...”
  - Consult APA Style Manual starting on page 111 often: estimations of time, units of measurement, etc. can have different requirements
- Avoid using personal pronouns (he, she) and first person (I, me, my, mine).
- Run spell check through Word.
- PAY ATTENTION to red and green squiggly lines generated by Word. Check each instance. Sometimes there is a very good reason they are there.
- Read your paper aloud.
- Have a peer review your paper. A set of fresh eyes is very helpful to identify wordiness and awkwardness.

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by 3 authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by 6 or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>