APA CHECKLIST

IN-TEXT CITATIONS

☐ Citations within sentences
  ○ See Table 6.1, page 177 in the APA Style Manual
☐ Author name not mentioned in the sentence
  ○ If paraphrased
    ▪ (Last name, YEAR)
  ○ If direct quote – use sparingly
    ▪ (Last name, YEAR, p.##)
  ○ Citation goes inside period/punctuation, outside quotation marks
    ▪ EX: ...to gather data (Last name, YEAR).
    ▪ EX: “…to gather data” (Last name, YEAR, p.##).
  ○ Use up to 5 authors rule (see Table 6.1)
  ○ Citing multiple sources in one sentence
    ▪ Alphabetical by first author listed last name
☐ Once source is cited, YEAR is no longer necessary in same paragraph, unless directly quoting
☐ URLs are NOT citations, unless the name of the source is a URL

FORMATTING

☐ Title Page
  ☐ Running head: CAPS
    ○ Format in Word using “Headings”
    ○ “Running head” appears only on title page
☐ Page Numbers
  ○ 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. Use the “Paragraphs” group in Word
☐ Section headings and levels
  ○ See Table 3.1, page 62 in the APA Style Manual
☐ Reference Page
  ○ Use the APA Citation Formatting examples in the LibGuides!
  ○ All (and only all) sources used/cited in paper
  ○ Alphabetize
    ▪ By author last name
    ▪ If no author, organization/reference name
  ○ “References” heading centered, not bold
  ○ Hanging indent
  ○ Use SCHOLARLY sources, not user-edited content
WRITING STYLE

☐ Cite ALL info that is not your opinion

☐ Paraphrase
  o 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
  o EX: “The study found the subjects participated in risky activity...”

☐ Numbers
  o When starting a sentence with a number, use the word
    ▪ EX: “Fourteen of the patients in the study...”
  o Using 10+, use the figure
    ▪ EX: “For 10 months, the patients...”
  o 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, I, me, etc.)

☐ 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.