APA 6TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING:

- ☐ Set font to **Times New Roman, Black, 12 pt.** (p. 228)
- ☐ Create **1" inch margins** all around (p. 229) *most word documents already carry this format*
- ☐ Place the page number in the **upper right hand corner**, beginning with the title page (p. 229)
- ☐ Select **2.0** under line spacing (p. 229)
- ☐ Type **one space** after final punctuation of a sentence (p. 88)

TITLE PAGE

- ☐ Choose **center alignment** (p. 23)
- ☐ Write a **title of 12 words or less**, not bold (p. 23)
- ☐ Place the words **"Running head"** in the **upper left heading**. Only place it on your title page (p. 229)
- ☐ After the words "Running head," type a **title of no more than first 50 characters of full title**, including spaces. Place this on all pages, in all caps (p. 229)

ABSTRACT

- ☐ Center the word **"Abstract"** at the top of the page, not bold (p. 27)
- ☐ **Do not indent** your Abstract paragraph (p. 27)
- ☐ Your abstract should range from **150-250 words** (p. 27)
- ☐ Summarize your **main points**, **important data**, and **findings** (no opinions) (p. 25)

BODY

- ☐ **Indent ½"** before each paragraph (p. 229)
- ☐ **Bold** and **center** your main topic headings. **Bold** and **left-align** your sub-topic headings (p. 62)

CITATIONS

- ☐ Format your in-text citations as follows: **(Last name, year, p. #)** (p. 171)
- ☐ If your source contains **2 authors**, format your in-text citation:
  (Last name 1 & Last name 2, year, p. #) (p. 171)
- ☐ In text, use the word **"and"**; in citation and reference, use symbol **"&"** (p. 175)
- ☐ Place in-text citations **after quotation marks** but **before** the **final punctuation**: **"**Place periods and commas . . ." (APA, 2009, p. 92). (p. 92)

REFERENCE PAGE

- ☐ Create a **hanging indent ½"** (p. 37)
- ☐ Center the title **"References,"** not bold (p. 37)
- ☐ Order your references **alphabetically by author**, but order by the date for two works by one author (p. 181)
- ☐ Place a period **after books** and **periodicals**, not after URL (p. 198)
- ☐ *Italicize* the titles of **books** and **journals** (p. 104)
- ☐ Do not place the **Bible** on References page (p. 178)