

APA 7TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING:

- Font must be “accessible to all users;” examples include **Times New Roman (12 pt.), Calibri (11pt), or Arial (11pt)** (p. 44)
- Create **1” inch margins** all around (p. 229) *most Microsoft Word documents already carry this format*
- Place the page number in the **upper right-hand corner**, beginning with the title page (p. 44)
- Select **2.0** under line spacing (p. 45)

TITLE PAGE

- Student papers “**do not typically include a running head**” unless specifically required by the professor (p. 30)
- Student title page should begin 3-4 lines down from the top, centered, and include: title of paper (**bolded**), name of each author of the paper, university affiliation, course number and name, instructor’s name, and assignment due date. Each element is on its own line and centered (p. 32).

ABSTRACT

- Center the word “**Abstract**” at the top of the page, **bolded** (p. 38)
- Do not indent** your Abstract paragraph (p. 38)
- Your abstract should range from **150-250 words** (p. 38)
- Not required by APA for student papers unless specifically required by the professor (p. 30)

BODY

- Title** – bold and centered
- Indent** ½” before each paragraph (p. 39)
- Bold** and **center** your main topic headings. **Bold** and **left-align** your sub-topic headings (p. 62)

CITATIONS

- Format your parenthetical in-text citations as follows for all direct quotes: (**Last name, year, p. #**) (pp. 262, 264)
- APA requires location information for direct quotes and encourages it for paraphrases (pp. 264, 269). The Regent University Student Handbook encourages location information to ensure proper attribution (§ 6.2.4).
- If your source contains **2 authors**, format your in-text citation: (**Last name 1 & Last name 2, year, p. #**) (p. 266)
- In text, use the word “**and**”; in citation and reference, use symbol “**&**” (p. 266)
- Place in-text citations **after quotation marks** but **before the final punctuation**: “Put the period or other end punctuation after the closing parenthesis” (APA, 2019, p. 263).

REFERENCE PAGE

- Create a **hanging indent** ½” (p. 40)
- Center the title “**References**,” bolded (p. 40)
- Order your references **alphabetically by author**, but order by the date for two works by one author (p. 304)
- Place a period after **each reference element** except after DOI or URL (p. 284)
- Italicize* the titles of **books** and **journals** (p. 104)
- The Bible **is** listed on the reference page and should be cited like a book entry (p. 325)

PRACTICE NOW