

# APSA 7<sup>TH</sup> EDITION FORMATTING CHECKLIST

## GENERAL FORMATTING

- Font:** 11 pt. font that is plain and easy to read, Times New Roman, Helvetica, Courier, or Garamond (p. 11)
- Margins:** 1.5" inch all around (p. 11)
- Pagination:** upper right hand corner. No page number should appear on the title page or the first page of the text; however, the title page is considered page 1 (p. 11)
- Character Spacing:** one space after final punctuation of a sentence (p. 16)

## TITLE PAGE

- Content:** On separate lines include: title of paper, the author's name, and college or university. Center all lines (p. 11)
- Title:** Should be descriptive but no more than 12 words in length (p. 10)

## ABSTRACT

- Title:** center "Abstract" near the top of the paper and bold; underneath this, center the title of the paper (p. 11)
- Paragraph:** not indented; one paragraph only! (p. 11)
- Word Limit:** no more than 150 words
- Purpose:** precisely states the paper's topic, research and analysis methods, and results and conclusions (p. 11)

## BODY

- Headings:** Primary: bold, centered; Secondary: bold, flush left; Tertiary: Underlined, flush left and followed immediately by a period and then the first line of your text. All 3 use headline style capitalization (p. 12)

## CITATIONS (FOOTNOTES)

- Citation from a book, 1 author:** (Last name year, #) (Smith 2018, 21) (p. 17, 19)
- Citations from a book, 2 authors:** (Last name 1 and Last name 2 year, #) (Smith and Jones 2013, 54) (p. 17-18)
- Block quotes:** (for direct quotes of +5 lines) indent ½" on left; no quotation marks; final punctuation goes before in-text citation, which should appear at the end of the block quote with no punctuation after (p. 711-12, CMS)

## REFERENCE PAGE

- Indent:** Hanging, ½" (p. 24)
- Title:** References (centered, bolded) (p. 24)
- Order:** Alphabetical by author; use title of work if same author (p. 24)
- Spacing:** Everything double-spaced (including references themselves) (p. 24)
- Titles:** Use headline style capitalization (p. 25)
- Italics:** Titles of books and journals (p. 25-26)
- Classical Texts:** Bible does not appear in Bibliography (p. 27-28)
- Reference Entry for book:** Last name, First name. Year. *Title*. Place of publication: Publisher. (p. 24)
- Reference Entry for Journal:** Last name, First name. Year. "Title." *Journal Name*. Volume #. (Month): page numbers. Hunzecker, Joan. 2004. "Teaching the Toadies: Cronyism in Municipal Politics." *Review of Local Politics* 4 (June): 250-62. (p. 26)