APA Citation Style Checklist
Formatting for APA 6th Edition

This checklist is intended to assist in the review of papers to comply with APA citation and formatting. Page numbers refer to the 6th edition of the APA Manual. Reference pages 228-231 for more information on formatting or the library's tutorial on Utilizing Microsoft Word to Write in APA.

Basic Format
☐ Each page of the document has a running head in the top left-hand corner limited to 50 characters all letters are capitalized. Page numbers are located the top-right hand corner. Title page is number as page 1. (p. 229)
☐ Margins are set to 1 inch and the entire document is double-spaced (p. 229)
☐ The entire document is set to Times New Roman font, size 12-point. (p. 228)
☐ Heading levels are consistent throughout the document, and are formatted as per table 3.1 (p. 62)
☐ All paragraphs are indented ½ inch. (p. 229)
☐ All abbreviations used are consistent with those listed in the 6th edition of the APA manual. (pp. 106-111, 180)

Title Page
☐ Title page includes a running head at the top of the page, flush left, in capital letters with “Running head:” only appearing on the title page. (p. 229) (Reference Utilizing Microsoft Word to Write in APA for step by step instructions so “Running head” only appears on title page)
☐ Page 1 starts on the title page. (p. 229) (Reference Utilizing Microsoft Word to Write in APA for step by step instructions)
☐ The title is centered in the upper half of the page, is not bold or underlined. If the title exceeds one line, the lines are double-spaced. (pp. 23, 229)

In-text Citations
☐ Include all sources cited in the paper in the Reference page (p. 174)
☐ All in-text citations are formatted correctly. (pp. 174-179)
☐ All quotations are formatted correctly and include a page number. (pp. 170-171)
☐ All quotations less than 40 words are within quotation marks. (pp. 170-171)
☐ All quotations greater than 40 words are formatted as block quotes. (p. 171)
☐ If referencing more than one source within a single sentence, list sources within parentheses in alphabetical order by author and separated by semicolons. e.g. (Smith & Thompson, 1998; Williams, 2000). (pp. 177-179)

References
☐ All sources included in the reference page are also cited in the paper. (p. 174, 180)
☐ References are listed in alphabetical order by author’s last name. If there are multiple authors for any given citation, they should be listed in the order that they appear on the publication. (p. 181)
☐ The Reference section starts on a separate page. (p. 37, 230)
☐ The Word “Reference” appears centered at the top of the page. (p. 37)
☐ References are formatted with a hanging indent. (p. 37) (Reference Utilizing Microsoft Word to Write in APA for step by step instructions)