APA Checklist

Most recent update: October 29, 2018

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Document Formatting

- ❑ Prepare margins as one inch on all four sides.
- ❑ Format text with left alignment (jagged right margin).
- ❑ Double-space all body text (including title page, block quotes, and references).
- ❑ Use 12-point Times New Roman for all body text.
- ❑ Title page (title, author's name, and author's institutional affiliation)
    - o The title of the paper should be fully explanatory; typed in uppercase and lowercase letters, horizontally centered between the vertical margins of the page and positioned in the upper half of the title page.
    - o The preferred format of the author's name is given name, middle initial(s), and surname.
- ❑ Page header: Use the headers & footers feature of Microsoft Word to create the page headers. The page header is to be on all pages, including the title page; however, the first page (title page) header includes the words *Running head:* before the wholly capitalized title.
    - o Create a separate first page header to include:
      Running head: TITLE OF THE PAPER [right margin tab] [page number]
    - o Create a subsequent page header for all other pages that includes
    - o TITLE OF THE PAPER [right margin tab] [page number]
- ❑ Indent the first line of each paragraph one-half inch.
- ❑ Do not divide words or hyphenate at the end of the line.
- ❑ Do not use one-sentence paragraphs or overly lengthy paragraphs.
- ❑ Turn on widow and orphan protection in your word processor.
- ❑ Title Page
    - o The running head flush left within the page header (the words "Running head:" followed by the wholly capitalized title.
    - o Page number flush right within the page header.
    - o Title--upper and lower case, horizontally centered between edges of page
    - o Author(s)--upper and lower case, centered on the line following the title, no degrees or titles; alphabetize multiple authors by surname.
    - o Name of institutional affiliation (university), upper and lower case, horizontally centered
- ❑ Abstract
    - o Generally used only when preparing a manuscript for publication.
    - o Begins on a separate page (page 2)
    - o Heading "Abstract" is horizontally centered on the first line.
    - o An abstract is generally between 120 and 250 words.
    - o Type the abstract paragraph without indentation.

❑ Body of the paper
 o Begins on a new page (page 2) (or page 3, if an abstract were included)
 o The page header includes the left aligned, wholly capitalized title and a right-aligned page number.
 o The title of the paper (upper and lowercase) is horizontally centered; principal words initially capitalized.
 o The first paragraph is the introduction; do not label the introduction paragraph with a heading; the first paragraph is assumed to be an introduction to the paper.
 o Use subsequent headings for each major and minor content section of the paper.

❑ Headings
 o Headings are used to introduce changes in content.
 o Headings should mirror the main and subordinate points organized in the document's outline.
 o Five heading levels are available
  ▪ Level 1 (principal): Centered, Boldface, Uppercase and Lowercase
  ▪ Level 2 (subordinate to level 1): Flush Left, Boldface, Uppercase and Lowercase
  ▪ Level 3 (subordinate to level 2): Indented, boldface, lowercase paragraph heading ending with a period.
  ▪ Level 4 (subordinate to level 3): *Indented, boldface, italicized, lowercase paragraph heading ending with a period.*
  ▪ Level 5 (subordinate to level 4): *Indented, italicized, lowercase paragraph heading ending with a period.*

❑ Ancillary material
 o Footnotes may be placed at the bottom of the page on which the note's reference appears or as an ancillary page that follows the References page.
 o Other sections of an APA paper, in order of their appearance, are appendixes, footnotes, tables, and figures. APA papers usually do not require a table of contents or a bibliography. Identify each ancillary section with a first level heading.

Heading Examples

Heading Level One

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Heading Level Two

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Heading level three. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Heading level four. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Heading level five. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Citations & References

❑ In-text citations
- o While primary sources are preferred for academic research, occasionally secondary sources must be used: Allport's diary (as cited in Nicolson, 2003).
- o Specific parts of a source: (Centers for Disease Control and Prevention, 2005, p. 10) or (Shimamura, 1989, Chapter 3) or (Smith, 2007, figure 7) or (Horowitz, 2005, table 13).
- o Do not include a URL in a citation; identify the author(s) or the title, if an anonymous work.
- o For quotations of fewer than 40 words, place quotation marks before and after the quoted material. The citation follows.
- o For quotations of 40 words or more, do not use quotation marks. Instead, block the quoted material one-half inch from the left margin. The citation follows.
- o If the names of the authors are part of the sentence structure, the year of publication & page appear in parenthesis following the authors' last names.
- o If the names of the authors are not part of the sentence structure, the authors' last names, the year, and page number follow the quotation in parenthesis. The quotation ends with quotation marks, one space, the opening parenthesis, the author(s) name(s), a comma and one space, the year of publication, the closing parenthesis, then the period or other punctuation at the end of the quotation.
- o Citations do not need to be repeated until a different author's name is used; only the page number of the reference needs to be used.
- o With two authors for the source, include both authors' names each time the source is cited. With three to five authors, use all authors' name the first time the source is cited, then use the first author and `et al.` each following time. With six or more authors, use the first author and `et al.` each time the source is cited.
- o For personal communication citations: (M. A. Murphy, personal communication, January 1, 2009). A personal communication is cited only in the body of the paper; it is not listed on the References page.
- o For parenthetical text citations inserted at the end of a clause, the sentence's terminal punctuation follows the citation.

❑ The References Page
- o Begins on a new page after the end of the body of the paper
- o Identified by the first level heading of the word `References`
- o The references are double spaced and formatted in hanging indent.
- o Entries are organized alphabetically by last names of author(s).
- o Personal communications are not listed on the References page
- o Titles of books, titles of chapters in books, and titles of journal articles are not capitalized—only capitalize the first word and any proper nouns. Each significant word in the title of journals is capitalized.

o Most references have three parts, each ending with a period (except following a URL):
- **Authors and date.** List the author's last name, a comma and space, the initial(s) of the author, a space (no comma), the year of publication in parenthesis. End with a period.
- **Title of work**. Titles of chapters in books or of articles in journals should not be italicized. Only the first word and any proper nouns are capitalized. The title of the chapter of a book is written first, followed by a comma & space, then the title of the book or journal. End with a period. Titles of books should be in italics (not underlined) but only the first word and any proper nouns are capitalized--rest of the title is written in all lowercase.
- **Source of the reference.** For books, list the city of publication, a colon and one space, the publisher. For journals, list the name of the journal in italics (not underlined) with <u>all</u> significant words capitalized, a comma, one space, the volume number (in Arabic numerals), a comma, one space, the pages of the article, and a period. For Web pages that are not online journals, type `Retrieved from`, the title of the website (if known), a colon after a Website name or a comma after the date if Website name is not known, then the URL address of the site. Do not end a URI with a period; however, URLs must be fully qualified (directory and domain references terminate in a virgule).

Initial Citation Examples

Paraphrased material (Williams & Able, 2009). [Example of material by two authors]

Paraphrased material (Smith et al., 2010) [Example of material by six or more authors]

Quoted material (Yeltz, Jones, & Able, 2009, table 4). [Example of material by three authors]

Quoted material (Yeltz, 2010, p. 3). [Example of material by one author]

Personal communication (M. A. Murphy, personal communication, January 1, 2010).

Subsequent Citation Examples

Paraphrased material (Williams & Able, 2009). [Example of material by two authors]

Paraphrased material (Smith et al., 2010) [Example of material by six or more authors]

Quoted material (Yeltz et al., 2009, table 4). [Example of material by three authors]

Quoted material (Yeltz, 2010, p. 3). [Example of material by one author]

Personal communication (A. B. Murphy, personal communication, January 1, 2010).

Reference Examples

When including a URL in a reference, identify the full URL to the referenced document, unless the hosting website includes a search function that facilitates locating the referenced document.

Chapter in a book

Doe, J. (2003). Title of chapter in the book, *The title of the book.* City, ST: Publisher.

Electronic version of print book

Shotton, M. A. (1989). *Computer addition? A study of computer dependency [Kindle DX version].* Retrieved from http://amazon.com/

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. https://doi.org/10.1036/0071393722

Journal article with DOI

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical, xx,* pp-pp. https://doi.org/xx.xxxxxxxf

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24,* 225-229. https://doi.org/10.1037/0278-6133.24.2.225

Journal article without DOI

Sillick, T. J., & Schutte, J. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php

Light, J. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the

United States and its implications for local law enforcement. *Law Enforcement Executive*

Forum Journal, 8(1), 73-82.

Newspaper article, author known

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington*

Post, pp. A1, A4.

Newspaper article, online

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times.*

Retrieved from http://www.nytimes.com/

Online reference, author known

Doe, J. (n.d.). *Title of the webpage.* Retrieved from http://domain.tld/directory/filename.html

Murphy, D. S. (2003). *Ebus/500.1 e-business principles and practices: Week 1 lecture.* Retrieved

from http://dgl.com/uop/ebus500.1/ebus500.1_lecture_week_1.doc

Murphy, D. (2003). *Student resources.* Retrieved January 1, 2004, from http://dgl.com/uop/

Online reference, author unknown

GVU's 10th WWW user survey. (1999). Retrieved from

http://www.cc.gatech.edu/gvu/user_surveys/survey-1998-10/

Blog post

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of

partitioning your mind [Web log message]. Retrieved from

http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

Podcast

Van Nyts, D. (Producer). (2007, December 10). *Shrink rap radio* [Audio podcast]. Retrieved

      from http://www.shrinkrapradio.com/

Video blog post

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file].

      Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs

Writing Skills & Mechanics

- ❑ Use only one space after intrasentence punctuation (e.g. comma, colon, semicolon).
- ❑ Use no space before or after a hyphen.
- ❑ Use no space before or after a dash, typed in Microsoft Word as two hyphens (--).
- ❑ Use a comma after the penultimate item in a series of three or more items.
- ❑ Place periods and commas within the closing quotation marks unless the quotation is immediately followed by a citation.
- ❑ Spell out all but common abbreviations the first time they are used.
- ❑ Spell out numbers less than ten. In the References page, use Arabic numbers even though the original source may have used Roman numerals.
- ❑ Use italics for titles of books, journals.
- ❑ Use active voice. Do not use passive voice.
- ❑ Do not use bullets, boldface, or underlining.
- ❑ When emphasis is required, use syntax, rather than italics.
- ❑ Avoid wordiness; be concise and precise; say exactly what you mean; do not add flowery adjectives to scholarly writing.
- ❑ Avoid the use of the editorial "we."
- ❑ Use third person unless otherwise indicated by the assignment or instructor.
- ❑ That vs. which: That clauses are restrictive; whereas, which clauses are nonrestrictive and require a comma.
- ❑ That vs. who: That is used with animals and things; who is used with humans.
- ❑ That vs. which: Use "that" with restrictive clauses; use "which" with nonrestrictive clauses.
- ❑ Use the *Merriam-Webster's Collegiate Dictionary* as the primary spelling reference. If a word were not in *Merriam-Webster's Collegiate Dictionary*, use *Webster's Third New International Dictionary*.
- ❑ Do not use contractions.
- ❑ Avoid gender bias. If necessary to use an indefinite pronoun, use *he or she*. do not use he/she or s/he combinations. Where possible, rewrite the sentence to avoid the need for *he or she*. You can often change the subject to a plural subject, which accepts they and their without gender bias.
- ❑ Set off emphasized text with italics, not quotation marks.

APA Template and Additional Resources

An APA formatted template (sample paper) and other resources are available on David S. Murphy's student resources site, http://cogitoveritas.com/.