



# APA Style Checklist

APA Style Basics:	YES	NO	UNSURE
Have I considered using the Writing Center's APA Reference Guide for a visual demonstration of what APA looks like?			
Does the header in my title page include the words "Running head:" followed by a shortened version of my title in all caps? Have I made sure my header on subsequent pages does not include "Running head:" before my shortened title? If not, then follow the steps outlined <a href="#">here</a> .			
Does the title page have my paper's title, my name, and my affiliation towards the top 3rd of the page?			
Is every page of my paper, including my references pages, double-spaced?			
Am I using 12 point Times New Roman or another readable font?			
Does my paper have one inch margins on all sides?			
Have I labeled, titled, and cited all tables and figures used in my paper?			
Have I written my piece using clear, concise, and plain language while providing evidence to support my claims?			
<b>Parenthetical Citations:</b>			
Have I cited all direct quotes, summaries, and paraphrased information used in my paper?			
Do all my in-text citations include a year of publication or n.d. if no publication year is available?			
Do all my direct quotes of 40 or more words start on a new line and are they double-spaced, purposely missing quotation marks, indented .5 inch from the left margin, and have a period <i>before</i> the parenthetical citation?			
Have I provided a page (p. #) or paragraph (para. #) number in my parenthetical citations for direct quotes?			
<b>References:</b>			
Does my references section start on a new page and have either "Reference" or "References" centered on the first line of the page?			
Are my source entries in alphabetical order by last names, with the first line flushed to the left and subsequent lines indented .5 inches from the margin?			
Have I followed capitalization guidelines for article, book, journal and other source titles?			
Have I used the APA Reference Guide from the Lewis OWL or the APA Style Manual to ensure my entries are formatted correctly?			