












# APA Style Guide and Checklist

Done	Overall Format Considerations 
<input type="checkbox"/>	Times New Roman
<input type="checkbox"/>	12 pt font
<input type="checkbox"/>	Double spaced
<input type="checkbox"/>	Margins are 1 inch, all sides/top/bottom
<input type="checkbox"/>	Paragraphs are indented
<input type="checkbox"/>	There are no extra spaces between paragraphs
<input type="checkbox"/>	Pagination beginning with title page
<input type="checkbox"/>	Paper is free of hyperlinks
Done	Overall Format Considerations
<input type="checkbox"/>	Title appears in title case on title page and before introduction 
<input type="checkbox"/>	Rhetorical questions have not been used
<input type="checkbox"/>	All claims have been supported with citations 
<input type="checkbox"/>	Paper is written in 3 <sup>rd</sup> person (no I, we, you, yourself, our, us, etc...)
<input type="checkbox"/>	Paper does not contain contractions
<input type="checkbox"/>	Section headings have been used appropriately 

Done	Overall Format Considerations	
<input type="checkbox"/>	No slang or unnecessary jargon has been used	
<input type="checkbox"/>	All works cited in the body of the paper appear in the References list	
<input type="checkbox"/>	“and” and “&” have been used correctly in citations	
<input type="checkbox"/>	Language is unbiased and person-centered	
<input type="checkbox"/>	Direct quotations fewer than 40 words appear in quotation marks	
<input type="checkbox"/>	Direct quotations larger than 40 words use block formatting in the text	
<input type="checkbox"/>	In- text citations are integrated seamlessly into sentences	
<input type="checkbox"/>	References have a hanging indent	
<input type="checkbox"/>	Titles of journal articles are in sentence case, not title case	
<input type="checkbox"/>	Titles of books and academic journals are italicized	