

## Checklist for APA Format

### General Formatting:

- Entire document is double-spaced
- All extra spaces have been removed
- Margins are 1 inch
- Font is Times New Roman 12
- Title page, References, Appendices are on separate pages
- All pages are numbered in sequence, beginning with the Title Page
- The title of your paper is no more than 12 words
- Each paragraph is longer than a single sentence but no longer than one page
- Unnecessary abbreviations are eliminated; necessary ones are explained

### Title Page includes:

- Paper title
- Date
- Name of author
- Name of educational institution
- Course code and name
- Name of professor
- Page numbering starting at “1”

### Citing and Referencing:

- Every reference to someone else’s work has a citation (quotes, paraphrases and summaries)
- References are cited in both text and reference list
- In-text citations and reference list entries agree both in spelling and in date
- Journal titles in the reference list are fully spelled out
- References are listed in alphabetical order
- Page numbers are provided for all articles or chapters in books in the reference list
- Second and subsequent lines of each reference entry have a hanging indent

### Tables, Charts, Graphs:

- Original tables, charts or graphs have been given a title and referred to/explained in the body of the paper
- Tables, charts or graphs prepared by someone else have been correctly cited and referenced
- Tables, charts or graphs prepared by someone else have a title
- Tables, charts or graphs prepared by someone else are referred to/explained in the body of the paper

- Tables, charts and graphs are used sparingly and only if they contribute to the position of the paper

**Appendices:**

- If there is only one appendix in the paper, it is titled Appendix
- If there is more than one appendix, the title is Appendix A, Appendix B, etc.
- Each Appendix is referred to in the body of the paper

American Psychology Association (2009). *Publication manual of the American psychological association*. Washington: American Psychological Association.

**Developed by:**

Jane Petroni, SSW, BSW, MSW  
Coordinator, Project Management, ISBA, GBET  
Professor Emeritus  
Northern College of Applied Arts and Technology