☐ Professor's requirements

☐ Uniform margins of at least 1 inch

"Leave uniform margins of at least 1 in. at the top, bottom, left, and right of every page" (p. 229).

☐ Preferred typeface of Times New Roman, 12-point

"The preferred typeface for APA publications is Times New Roman, with 12-point font size" (p. 228).

☐ Double-spaced lines throughout the document

"Double-space between all text lines of the manuscript. Double-space after every line in the title, headings, footnotes, quotations, references, and figure captions. Although you may apply triple- or quadruple-spacing in special circumstances, such as immediately before or after a displayed equation, never use single-spacing or one-and-a-half spacing except in tables or figures" (p. 229).

☐ Indented paragraphs, not justified, with no words divided at the ends of lines

"Indent the first line of every paragraph and the first line of every footnote. For consistency, use the tab key, which should be set to five to seven spaces, or 1/2 in. . . . Type the remaining lines of the manuscript to a uniform left-hand margin. The only exceptions to these requirements are (a) the abstract, (b) block quotations, (c) titles and headings, (d) table titles and notes, and (e) figure captions" (p. 229). "Do not divide words at the end of a line, and do not use the hyphenation function to break words at the end of lines" (p. 229).

☐ One space after a colon; consistent use of one or two spaces between sentences

"Insert one space after colons . . ." (p. 87). "Spacing twice after punctuation marks at the end of a sentence aids readers of draft manuscripts" (p. 88).

☐ The phrase "Running head:" in the header of the title page

☐ Running head in all caps in the header of the title page, maximum 50 characters

"The running head is an abbreviated title that is printed at the top of the pages of a manuscript or published article to identify the article for readers. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages" (p. 229).

☐ Page number ("1") on the title page

"Identify the title page with the page number 1" (p. 229).

☐ Title (usually ≤ 12 words) and student and institution names in upper half of title page

"The recommended length for a title is no more than 12 words. The title should be typed in uppercase and lowercase letters, centered between the left and right margins, and positioned in the upper half of the page" (p. 23).

☐ Running head in all caps in all subsequent pages' headers, without "Running head:"

The running head "should appear flush left in all uppercase letters at the top of the title page and all subsequent pages" (p. 229). APA requires that the phrase "Running head:" be listed on the title page only; however, this rule is not explicitly listed in the manual.

☐ Abstract begins on a new page ("2") as one paragraph with no beginning indentation

"Begin the abstract on a new page and identify it with the running head or abbreviated title and the page number 2. The label Abstract should appear in uppercase and lowercase letters, centered, at the top of the page. Type the abstract itself as a single paragraph without paragraph indentation" (p. 27). Not all papers require abstracts.

☐ Page numbers on all subsequent pages

"After the manuscript pages are arranged in the correct order, number them consecutively, beginning with the title page. . . . Use the automatic functions of your word-processing program to generate headers and page numbers for your file. (Do not type these manuscript page headers repeatedly in your word-processing file" (p. 230).

☐ Title, centered, at the top of the page where the body of the paper actually begins

☐ Heading Formatting style

1 Centered, Boldfaced, Uppercase and Lowercase Letters

 2 Flush Left, Boldfaced, Uppercase and Lowercase Letters

 3 Indented, boldfaced, lowercase paragraph heading ending with a period

 4 Indented, boldfaced, italicized, lowercase paragraph heading with a period

 5 Indented, italicized, lowercase paragraph heading ending with a period

"The heading style recommended by APA consists of five possible formatting arrangements, according to the levels of subordination. . . . Regardless of the number of levels of subheading within a section, the heading structure for all sections follows the same top-down progression" (p. 62). "The introduction to a manuscript does not carry a heading that labels it as the introduction. (The first part of a manuscript is assumed to be the introduction)" (p. 63).

☐ In-text citations

"Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text. . . . However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur'an, whose sections are standardized across editions, and references to personal communications" (p. 174).

☐ Quotation marks

"Reproduce word for word material directly quoted from another author's work or from your own previously published work. . . . When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material . . ." (p. 170). "Direct quotations must be accurate. Except as noted . . . the quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect" (p. 172).

☐ Quotations of 40 or more words

"If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a block quotation on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). Double space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark" (p. 171).

☐ Citations to interviews

"Cite personal communications in text only" (p. 179).

☐ References

"Start the reference list on a new page. The word References should appear in uppercase and lowercase letters, centered. Double-space all reference entries. APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented" (p. 37).

☐ Appendices

"If your manuscript has only one appendix, label it Appendix; if your manuscript has more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main text. Each appendix must have a title. In the text, refer to appendices by their labels. . . . Begin each appendix on a separate page. Center the word Appendix and the identifying capital letters at the top of the page. Center the title of the appendix, and use uppercase and lowercase letters. Begin the text of the appendix flush left, followed by indented paragraphs" (p. 39).