APA Essay Checklist

Typing and Format:

- 1” margins on all sides
- 12 pt. font / Times New Roman (or other approved fonts by the professor)
- Double-spaced throughout (including references)
- No extra spaces after paragraphs
- Indent the beginning of a new paragraph 0.5”
- Page numbers begin on the title page. Numbers are placed in the upper right hand corner.
- Numbers less than 10 are written out as words (i.e., one through nine)
- Numbers 10 and greater use Arabic figures (10 – 999,999) Use the % symbol and figures to report any number as a percentage (6 %, 22.5%)

  EXCEPTION: Do not use a figure to start a sentence: Write out the number. When writing out the number, also write out “percent”

- Book Titles, Journals, or Major Works should be italicized. “Short Stories”, “Poems”, “Articles” should be put in quotations marks.
- No personal pronouns (“you don’t know how important voting is until...”)
- No narrative language (“I will write”, “in my essay”, “I believe”, “in conclusion”)
- The author is addressed by full name or last name only, NOT FIRST NAME
- No “texting” language: gonna, wanna, sorta, etc.
Contractions are NOT used (can’t, won’t, isn’t, doesn’t). There are some exceptions, but they’re typically rare.

Title Page & Abstract:
- Title page should have a header. All subsequent pages should have a running header, but without “Running head”
- The title page should include the title, your name, and the university’s name.
- The Abstract appears on a separate page. Check with your professor to see if this is a requirement for your specific paper.
- “Abstract” is centered, capitalized, and not bolded or italicized.
- No extra spacing is added before or after “Abstract”
- The first paragraph is not indented, but every subsequent paragraph is.

Headings: Long papers should be “chunked” using headings and subheadings
- Level 1 – Centered, Bold, Title Case
  Title case: All words start with a capital letter except prepositions (of, with, to, for, and so on)
- Level 2 – Flush left, Bold, Title Case
- Level 3 – Indented, Bold, Sentence case, End with a Period
  First word is capitalized, subsequent words are all lower case
In-text Citations:

- All material must be cited. Anything not cited is assumed to be your idea.
- In-text quotations (fewer than 40 words) are incorporated into the text
  - Set within double quotation marks
  - Followed by the in-text citation with the page number of the quote
  - Use p. for a quote from a single page
  - Use pp. for a quote that spans a range of pages
  - Note that the sentence punctuation follows the citation
- For an-text citation for the quoted author given earlier in the sentence, only the page number follows the quote.
  Example: Flintstone (2005) found doing the macarena increased reading fluency because “the children were able to set words to music and movement” (p. 32).
- Long quotes of 40 words or more are set as block quotes
  - each line is indented 5 spaces (0.5” in.) and double-spaced.
  - Period goes before the page number
- Always introduce and explain how each quotation supports your argument!

References Page:

- “References” should be centered and at the top of your page
- Include only sources mentioned in the paper; if you did not cite
them in your paper, do not include them here! Always cross-reference your paper and your Works Cited page to make sure you have everything.

- Double space everything; make sure no extra space is added between citations or the title
- Indent the second line of each entry in your reference list one-half inch from the left margin (hanging indentation)
- Invert authors' names (last name, first)
- Give the last name and initials for all authors of a particular work unless the work has more than six authors
  - If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors
- Alphabetize by the last name of the first author of each work
- When you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- For book, article, or Web page, capitalize:
  - the first letter of the first word of a title and subtitle
  - the first word after a colon or a dash in the title
  - proper nouns
- Capitalize all major words in journal titles
- Italicize titles of longer works such as books and journals

Sample Block Quote

A similar approach was taken by La Primaudaye’s *The French Academie* (translated in 1591). According to Geoffrey Aggerle:

> At times it is not a fusion but a division, a conflict in which Calvinist Christianity is pitted against Stoicism, but as with [Philippe de] Monray, the Calvinist element is always victorious. The “presumptuous” Stoic opinion that man can master all passion and achieve an understanding of God and nature through an exercise of natural virtue is vigorously attacked, even as Monray attacks the “heathen” view of Fortune in his Discourse of Life and Death (translated in 1592 by Sidney’s sister). (226-27)

Hall, La Primaudaye, and Monray, all deemed Neostics, handled Stoicism with much more caution than did Lipsius, and there was much to be cautious about.

(Source: http://library.devry.edu/pdfs/APA_Checklist.pdf)