

APA 7th Edition Checklist

APA 7th Edition was release October 2019. It is to be the format used by Spring 2020. APA is the format used by those in social science, business and nursing. This guide is meant to help you check that your paper is properly formatted.

For more help with APA format see

https://owl.purdue.edu/owl/research_and_citation/apa_style/

General Formatting Rules

- Font is Times New Roman 12 pt, Calibri 11pt, Arial 11pt, Lucida Sans Unicode 10pt, or Georgia 11pt
- All pages have pager number in top right corner
- 1" margins on all sides of page
- The spacing is double spaced
- Number 1-9 are written as words
- Numbers 10 or higher are written as numerals (10, 22, 2012)
- Number starting a sentence are written as the word
- Capitalize the first word after a colon
- Written in 3rd person
- When referring to yourself as the researcher when explaining your primary research, use 1st person (I, we)
- Using the pronoun 'they' for individuals is ok
- Only 1 space after periods

APA 7th Edition Checklist

1

Title of the Paper
Your Name
Course Code
Teacher's Name
Assignment Due Date

Cover Page

- Title of paper is listed
- Title has words over 3 letters capitalized
- Your name is listed
- The course name is listed
- The teacher's name is listed
- The assignment due date is listed
- All information is centered top-to-bottom and side-to-side

2

Abstract

This is the abstract. It is not indented like a normal paragraph. It is also on its own page. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Abstract Page

- Abstract title is centered and bolded
- Paragraph is NOT indented
- Does NOT include any quotations
- Gives a complete summary of the entire paper (purpose, previous research findings, your research findings, conclusion)
- 150-250 words long
- Does NOT include any subheadings

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3

This is the Title of the Paper

This is the introduction. It is indented like normal paragraphs. I DO NOT put the subheading of 'introduction' for it. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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First Level Heading

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Second Level Heading

Third Level Heading

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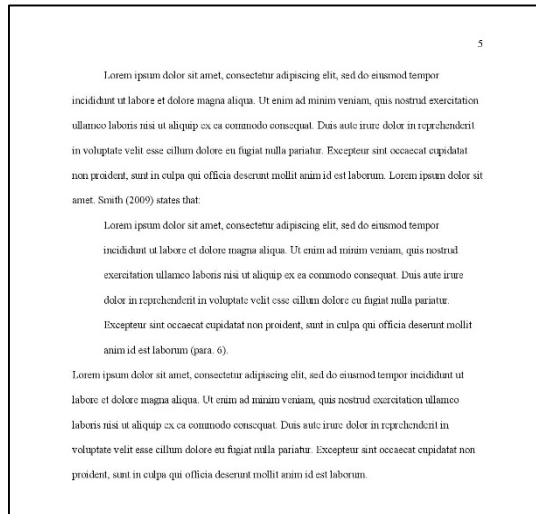
Main Body

- Title is centered and bolded
- Title has words over 3 letters capitalized
- Paragraphs are indented ½" (1 TAB)
- Descriptive phrases are used instead of labels (people living in poverty vs. the poor).
- Age ranges are used instead of broad ages (65-75 vs 65+)
- Use “ ” for linguistic examples (APA accepts the singular pronoun “they”)

- Level 1 headings are used for topics
- Level 1 headings are bolded and centred on their own line
- Level 2 headings are used when further dividing up the topic
- Level 2 headers are bolded and left-justified
- Level 3 headers are used for subtopics of level 2 topics
- Level 3 headers are italicized and indented ½"
- Level 4 headers are bold and italicized and indented ½"
- Level 5 headers are italicized and indented ½"
- Words over 3 letters long are capitalized for all headers

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Smith (2009) states that “you need to use quotation marks properly” (para. 4).



In-Text Citations

- Used EVERY TIME you use information from another source
- Paraphrased citations have (Author last name, year)
- Quotations are inside quotation marks (“ ”)
- Quotations include page number or paragraph # (Author last name, year, p. #/pp. #/para. #)
 - If you are telling us an author states something, just put the date and page # or paragraph # (Johnson (year) stats, “ ” (p. #/para. #))
- Periods are AFTER the parentheses ().
- Only the first author’s last name is listed. If more than one author, put “et. al.”
- List as many authors as needed to differentiate one reference from another
- Quotations under 40 words are in-line with your text
- Quotations under 40 words have a comma before the “ ”
- Quotations 40 words or longer are written in block text format
 - Introduced with a signal phrase
 - Introductory statement has a colon :
 - Indented ½” for ALL lines
 - No quotation marks are used
 - Page #/paragraph # listed after (p. #/para. #)

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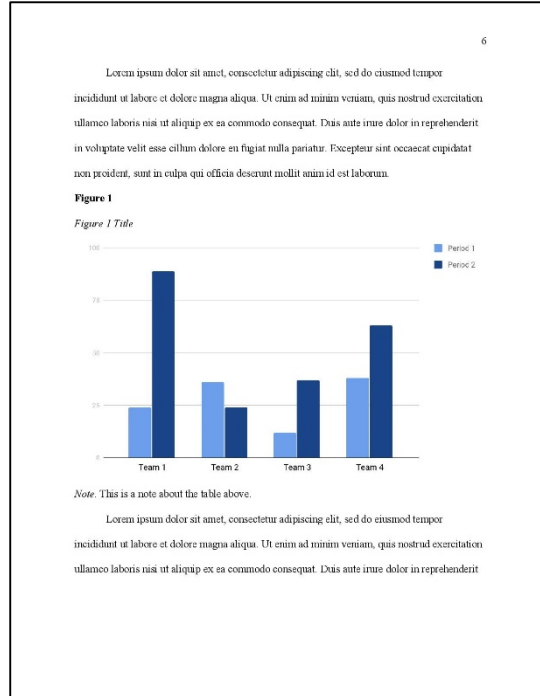
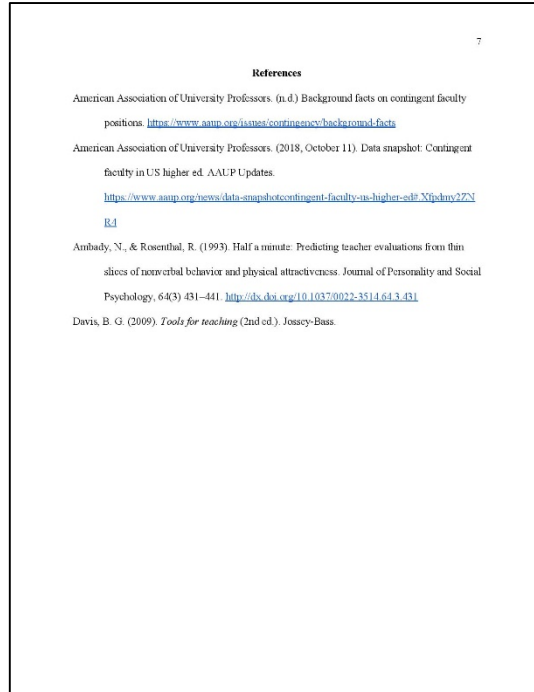


Table and Figures

- Tables are numbered sequentially (1, 2, 3, 4)
- Figures are numbered sequentially (1, 2, 3, 4)
- Heading of table or figure is bolded
- Title of table or figure is italicized
- Table or figure number and title are left justified
- Table and figure notes have the word *note* with a period in front of them and the word *note* is italicized
- Notes are directly under the table or figure and doubled spaced
- If a table is on more than one page, the headers for the table are repeated on the second page

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References

- References are in alphabetical order based on author last name
- If you have 2 or more references by the same author, are listed from oldest to newest
- Give the last name and first/middle initials for all authors of a particular work up to and including 20 authors
- Each reference is in proper format
- Hyperlinks are left intact
- If there is not date of publication, put (n.d.)
- Capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns when referring to the titles of books, chapters, articles, reports, webpages, or other sources
- Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on)
- Titles of shorter works are NOT italicized, underlined, put in quotation marks