

Checklist for Scholarly Papers in APA Formatting

This checklist provides a *baseline* for reviewing your final paper. It does not cover everything! Refer to the chapters, sections, or pages provided for more details about what is listed here and related topics that are not listed here.

Title Page

- Font is set to 12-point Times New Roman and double-spaced (Section 8.03).
- Title is a concise statement of the paper's main topic (Section 2.01).
- Title identifies the issues being analyzed in the paper (Section 2.01).
- Title appears in lowercase and uppercase letters and centered (Section 2.01).
- Author's full name is listed under the title (Section 2.02).
- Author's affiliation is listed under author's name (Section 2.03).
- Page number appears in the upper right-hand corner (Section 8.03).
- "Running head:" appears in the upper left-hand corner (Section 8.03). These words only appear on the title page.
- Abbreviated title in uppercase letters follows the words "Running head:" (Section 8.03). The abbreviated title in uppercase letters is the running head.
- Other information requested by the professor is listed under the author's affiliation.

Abstract (may or may not be required – check with your professor)

- Abstract concisely summarizes the main points of the paper (Section 2.04).
- Page is titled "Abstract" (no quotation marks); title is centered (Section 2.04).
- Page number appears in the upper right-hand corner (Section 8.03).
- Running head appears in upper left-hand corner (Section 8.03).

Body

- Title of the paper appears in normal font (not bolded), uppercase and lowercase letters, and centered on the first page of the body of the paper (Section 2.01).
- There is **no** heading that says "Introduction" (Section 2.05).
- Introduction summarizes the paper's context and content, including relevant arguments, past evidence, or upcoming sections (Section 2.05).
- Text is divided into logical sections. These may include Method (Section 2.06), Results (2.07), and Discussion (2.08).

Body

- Section headings are aligned and bolded or italicized according to their level (Section 3.03).
- Page number appears in the upper right-hand corner (Section 8.03).
- Running head appears in upper left-hand corner (Section 8.03).
- Text meets grammar and style expectations, including the use of proper punctuation (Sections 4.01-4.11), numbers (Sections 4.31-4.38), and abbreviations (Sections 4.22-4.30).
- Tables and figures meet content and presentation expectations (Chapter 5).
- "References" is the last section of the body of the paper (Section 2.11).
- Appendices or other supplemental materials come after the body of the paper (Section 2.31).
- Page number appears in the upper right-hand corner (Section 8.03).
- Running head appears in upper left-hand corner (Section 8.03).
- Text meets assignment criteria and professor's special requirements.

References

- All ideas derived from other sources are cited in-text (as part of the sentence) **and/or** parentheses (at the end of the sentence) **and** in the References section (Chapter 6).
- All language taken directly from other sources appears within quotation marks and cited (Section 6.03) **but** all language taken directly from other sources that exceeds 40 words does not appear within quotation marks. It appears as a "block" of text, indented and cited (Section 6.03).
- Citations appear in author-date format according to type (Chapter 6, especially Table 6.1).
- Citations for direct quotes include exact page numbers (Section 6.19).
- Text or information that appears in your source but is originally from a different source (i.e., a *secondary source*) is included in the References and denoted in the text with the phrase "as cited in..." (Section 6.17).
- Personal communications are cited in the text but not included in the References (Section 6.20).
- Entries in the References appear in alphabetical order (Page 174).
- Entries in the References appear with hanging indents (i.e., the first line of each entry starts at the left margin; all other lines of the same entry are indented) (Section 2.11).
- Page number appears in the upper right-hand corner (Section 8.03).
- Running head appears in upper left-hand corner (Section 8.03).

Other Considerations

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