APA 6th Checklist for Papers

1. Check preferred citation style in course syllabus, course preference supersedes APA 6th format and citation standards.

2. Check Page Layout /Margins. Use 1” margins on top, bottom and both sides.

3. Use Times New Roman 12 pt. font throughout the paper.

4. Double space between each line, using Word’s Paragraph /Line Spacing.

5. Running head is in ALL CAPITAL LETTERS and pages are numbered.

6. Each paragraph is indented using the Tab key.

7. All of information, unless it is common knowledge has been cited (Information from class is probably not common knowledge, and a source should be cited if it is used in the paper.)

8. Others’ information when quoted it directly and when paraphrased has been appropriately cited.

9. Format of each of in-text citations was checked against APA 6th standards.

10. Writing style is formal, using no contractions or slang expressions.

11. References is a separate page, and is titled References, not References, References, etc.

12. References are in alphabetical order by the first word of each source.

13. Format of each reference entry was checked against APA 6th standards.

14. Each reference entry has a hanging indent formatted using Word’s hanging indent function.

15. Cross-check the citations and reference entries. Each reference entry has at least one in-text citation and each in-text citation corresponds to a reference entry.
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Answers for APA 6th Questions

Long Island University
B. Davis Schwartz Memorial Library

http://www2.liu.edu/cwis/cwp/library/workshop/citapa.htm

http://libguides.radford.edu/content.php?pid=80316&sid=595060

APA 6th Radford University

McConnell Library

http://libguides.radford.edu/content.php?pid=80316&sid=595060