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.
   
   APA 6th Manual: p. 229; Section 8.03

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

   APA 6th Manual: p. 228; Section 8.03

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

   APA 6th Manual: p. 229; Section 8.03

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


   Capitalization: APA 6th Manual: p. 101; Section 4.15

   Pages: APA 6th Manual: p. 228; Section 8.03

6. Each paragraph is indented using the Tab key.

   APA 6th Manual: p. 229; Section 8.03

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.)

   APA 6th Manual: pp. 169-172; Sections 6.01- 6.05

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

   APA 6th Manual: pp. 170-171; Section 6.03
9. Format of each of in-text citations was checked against APA 6th standards.
   APA 6th Manual: pp. 174-179; Sections 6.11-6.21

10. Writing style is formal, using no contractions or slang expressions.
    Slang: APA 6th Manual: p.91; Section 4.07

11. References is a separate page, and is titled References, not References, References, etc.
    APA 6th Manual: p. 37; Section 2.11

12. References are in alphabetical order by the first word of each source.
    APA 6th Manual: p. 181; Section 6.25

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.
    APA 6th Manual: p. 37; Section 2.11

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.
    APA 6th Manual: p. 174; Section 6.11