APSA 7TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING

☐ Font: 11 pt. font that is plain and easy to read, Times New Roman, Helvetica, Courier, or Garamond (p. 11)
☐ Margins: 1.5” inch all around (p. 11)
☐ Pagination: upper right hand corner. No page number should appear on the title page or the first page of the text; however, the title page is considered page 1 (p. 11)
☐ Character Spacing: one space after final punctuation of a sentence (p. 16)

TITLE PAGE

☐ Content: On separate lines include: title of paper, the author’s name, and college or university. Center all lines (p. 11)
☐ Title: Should be descriptive but no more than 12 words in length (p. 10)

ABSTRACT

☐ Title: center “Abstract” near the top of the paper and bold; underneath this, center the title of the paper (p. 11)
☐ Paragraph: not indented; one paragraph only! (p. 11)
☐ Word Limit: no more than 150 words
☐ Purpose: precisely states the paper’s topic, research and analysis methods, and results and conclusions (p. 11)

BODY

☐ Headings: Primary: bold, centered; Secondary: bold, flush left; Tertiary: Underlined, flush left and followed immediately by a period and then the first line of your text. All 3 use headline style capitalization (p. 12)

CITATIONS (FOOTNOTES)

☐ Citation from a book, 1 author: (Last name year, #) (Smith 2018, 21) (p. 17, 19)
☐ Citations from a book, 2 authors: (Last name 1 and Last name 2 year, #) (Smith and Jones 2013, 54) (p. 17-18)
☐ Block quotes: (for direct quotes of +5 lines) indent ½” on left; no quotation marks; final punctuation goes before in-text citation, which should appear at the end of the block quote with no punctuation after (p. 711-12, CMS)

REFERENCE PAGE

☐ Indent: Hanging, ½” (p. 24)
☐ Title: References (centered, bolded) (p. 24)
☐ Order: Alphabetical by author; use title of work if same author (p. 24)
☐ Spacing: Everything double-spaced (including references themselves) (p. 24)
☐ Titles: Use headline style capitalization (p. 25)
☐ Italics: Titles of books and journals (p. 25-26)
☐ Classical Texts: Bible does not appear in Bibliography (p. 27-28)
☐ Reference Entry for book: Last name, First name. Year. Title. Place of publication: Publisher. (p. 24)