APA 6TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING:

☐ Set font to Times New Roman, Black, 12 pt. (p. 228)
☐ Create 1” inch margins all around (p. 229) *most word documents already carry this format*
☐ Place the page number in the upper right hand corner, beginning with the title page (p. 229)
☐ Select 2.0 under line spacing (p. 229)
☐ Type one space after final punctuation of a sentence (p. 88)

TITLE PAGE

☐ Choose center alignment (p. 23)
☐ Write a title of 12 words or less, not bold (p. 23)
☐ Place the words “Running head” in the upper left heading. Only place it on your title page (p. 229)
☐ After the words “Running head,” type a title of no more than first 50 characters of full title, including spaces. Place this on all pages, in all caps (p. 229)

ABSTRACT

☐ Center the word “Abstract” at the top of the page, not bold (p. 27)
☐ Do not indent your Abstract paragraph (p. 27)
☐ Your abstract should range from 150-250 words (p. 27)
☐ Summarize your main points, important data, and findings (no opinions) (p. 25)

BODY

☐ Indent ½” before each paragraph (p. 229)
☐ Bold and center your main topic headings. Bold and left-align your sub-topic headings (p. 62)

CITATIONS

☐ Format your in-text citations as follows: (Last name, year, p. #) (p. 171)
☐ If your source contains 2 authors, format your in-text citation: (Last name 1 & Last name 2, year, p. #) (p. 171)
☐ In text, use the word “and”; in citation and reference, use symbol “&” (p. 175)
☐ Place in-text citations after quotation marks but before the final punctuation: “Place periods and commas . . .” (APA, 2009, p. 92). (p. 92)

REFERENCE PAGE

☐ Create a hanging indent ½” (p. 37)
☐ Center the title “References,” not bold (p. 37)
☐ Order your references alphabetically by author, but order by the date for two works by one author (p. 181)
☐ Place a period after books and periodicals, not after URL (p. 198)
☐ Italicize the titles of books and journals (p. 104)
☐ Do not place the Bible on References page (p. 178)

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