APA 7th ed. Formatting Checklist

This checklist covers the basic formatting rules. For more details about APA style formatting, refer to Chapter 2 ("Paper Elements and Format") of the *Publication Manual of the American Psychological Association* (7th ed.). The numbers following each item refer to the section in the *Manual* with all the formatting details.

General formatting

The following formatting applies to your entire paper, including the Title Page and References.

- ☐ 1-inch margins on all sides: left, right, top, and bottom (2.22)
- ☐ Use a recommended font and font size such as Calibri (11 pt.), Arial (11 pt.), or Times New Roman (12 pt.) (2.19)
- ☐ Double-space all pages, including the Title Page and References (2.21)
- ☐ Page numbers go in the upper right corner of every page (the Title Page will be page 1) (2.18)
- ☐ Paper title is centered on the first page of text in bold, using title case (capitalize all major words) (2.11)
- ☐ Indent the start of each paragraph ½ inch (in Word and Google Docs, the Tab key is set to ½ inch) (2.24)
- ☐ There are no line breaks (empty lines) between sections or paragraphs (2.21)
- ☐ If you decide to use headings at the start of each section, they should be centered, in title case (capitalize all major words), and in bold font (2.26 – 2.28)
- ☐ You do **not** need to include a "running head" on student papers unless your instructor requires it (2.8)
- ☐ Don't forget to include in-text citations every time you reference or direct quote someone else's work! (Ch. 8)

Title Page

The Title Page is a separate page before your paper starts (unless your instructor has told you otherwise).

General formatting:

- ☐ All text is centered and double-spaced (2.3)
- ☐ Each element has its own line (2.3)
- ☐ All font sizes are the same (2.3)

Include the following elements in the top half of the Title Page (go down about 3-4 lines from the top):

- ☐ Paper title: use title case (capitalize all major words) and bold font (2.4)
- ☐ Your first name, middle initial (optional), and last name (2.5)
- ☐ Name of college (2.3, 2.6)
- ☐ Course code and name of course (e.g. PSY 2001: Introduction to Research Methods in Psychology) (2.3)
- ☐ Instructor name (e.g. Dr. Andrea Craddock) (2.3)
- ☐ Due date for paper in month, day, year format (e.g. September 24, 2022) (2.3)

References

Your references list should start on a new page (unless your instructor has told you otherwise) (2.12)

- ☐ The word References (with a capital R) is centered at the start of your citation list in bold (2.12)
- ☐ The references list is in order alphabetically, in general by the first word of the citation (9.44 – 9.49)
- ☐ Each citation that is two or more lines has a hanging indent of ½ inch (2.12)
- ☐ All text is double-spaced (2.12)