

APA 7th Edition – Checklist

Adapted from a student paper checklist:

American Psychological Association [APA]. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

General Format:

- Entire document is double-spaced.
- 1-inch (2.54cm) margins on all sides.
- Sans Serif font: Calibri, Arial (Size 11).
Serif font: Times New Roman, Georgia (Size 12).
- Text is left-aligned and the first line of every paragraph is indented by 0.5-inch (1.27cm).
- Page number is on top right of every page (in the header), including the title page.
- Order: Title Page, Abstract*, Text, References, Footnotes*, Tables*, Figures* and Appendices* (items marked with * are to be used only if needed).

Title Page:

- Each element is double-spaced and centred on its own line. Same font size throughout.
- Title:** 3-4 lines down from the top, bold, title case (capitalize first letter of title/subtitle and all major words).
- Author:** first name, middle initial, last name.
- Author Affiliation:** Department, College.
- Course:** Number and course name, same format as on the syllabus/course materials.
- Instructor Name:** Use the name/title as shown on course materials.
- Due date:** Month day, year (e.g., June 15, 2021).
- Page Number:** 1, right-aligned in the header.

Body:

- Repeat the paper title on the first line and before the opening paragraph; first line of text starts one double-spaced line after title.
- Headings:** Center Level 1 headings and left-align level 2 and 3 headings. Level 4 and 5 headings are the first sentence of a paragraph. Use bold and title case for all headings and italicize Level 3 and 5 headings. All headings follow 7th edition guidelines which can be found at:
<https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>.
- Punctuation:** One space after a period or other punctuation mark at the end of a sentence.
- Quotation marks:** Place commas and periods inside closing quotation marks (unless punctuation is not needed). Place other punctuation (e.g., colons, semi-colons, ellipses) outside quotation marks. Use quotation marks around direct quotes.
- Abbreviations:** Write out the full version of a term the first time it is used, followed by its abbreviation in parentheses. Then use the abbreviation in subsequent instances.

In-Text Citations:

- All sources cited in in-text citations must appear in your reference list.
- Paraphrases:** Include the author and the date. Use the title for the author if there is no author.
- Quotes:** Include the author, date, and page number. Use a paragraph or section number if there are no pages (e.g., Liu, 2021, p. 9 OR Ramirez, 2021, para. 7)
- Two authors:** for two authors, use both surnames in all in-text citations. Between the two surnames, use an ampersand (&) for parenthetical citations and the word “and” for narrative citations.
- Three or more authors:** use the first surname and “et al.” in all in-text citations.

Reference List:

- Start your reference list on a new page after your text.
- Use “References” as the title. Bold and center the title at the top of the page.
- List references in alphabetical order.
- After the first line of a reference entry, indent all lines by 0.5-inch (1.27cm). This is called a hanging indent.

- Each reference entry includes the author(s), date, title, and source.
- List multiple authors in the same order as the original source. Use initials for each author's first and middle names. Put a comma after each author. Use an ampersand (&) before the last author.
- For all titles (except academic journals), use sentence case (capitalize the first letter of the first word of titles, subtitles, the first word after colons or dashes in titles, and proper nouns).
- Use italics for titles of longer works (e.g., books, edited collections, names of newspapers, etc.).
- **DOIs and URLs:** For online sources, include a DOI (Digital Object Identifier) for any work that has one. If there is no DOI, include a URL. DOIs/URLs should be given as hyperlinks (that is, they should begin with "http:" or "https:"). Do not include a period after a DOI or URL.

Tables/Figures:

- Table numbers (e.g., Table 1, Table 2, etc.) are bolded, left-aligned, and appear in the order they are mentioned in text.
- Table titles are italicized, in title case, and appear below table numbers
- **Spacing:** Table numbers, titles, and notes should be double-spaced. Table bodies can be single, one and a half, or double-spaced.

Appendices:

- One appendix per page with a label (e.g., Appendix) that is bolded and centred at the top and a title that is bolded and centred below the label.
- Spacing rules for appendices and the main text are the same.
- Multiple appendices are titled using letters (e.g., Appendix A, Appendix B, etc.).
- Each appendix should be referred to in the main text at least once.
- Appendices ordered according to order mentioned in the main text.