

Writing Center APA checklist

General layout requirements	Yes/no
The title page is double-spaced, and includes title, name, course title, instructor name, and date.	
The second page is an abstract, including a summary of the subject and conclusions	
On the third page, the title is repeated before the text begins.	
A running header is placed at the top of each page along with page numbers.	
Spacing, including margins, follows APA guidelines.	
Requirements of the References page	
The word References is centered at the top of the page.	
<u>Spacing:</u> Double space between all lines. No extra spacing between entries.	
<u>Font:</u> Arial, Times New Roman, or Courier <u>Size:</u> 10 or 12 pt. <u>Other:</u> Black only. No Bold. No Underlining.	
<u>Format:</u> The citation is formatted according to the appropriate APA model including punctuation, capitalization, and italicization. <u>To verify correctness, an official APA resource must be consulted.</u>	
<u>Indentation:</u> Hanging indentation is used for each citation longer than one line.	
<u>Alphabetization:</u> The References list is alphabetized according to the first letter of the first significant word of each citation.	
Requirements of in-text citations	
Signal phrases are used correctly within the text.	
Short direct quotations are surrounded by quotation marks; long direct quotations (more than 40 words) are indented according to APA guidelines.	
Parenthetical in-text citations follow APA guidelines. <u>Use an official APA resource to verify.</u>	

