APA Basic Formatting Checklist

General

* Alltext is in 12 pt., Times New Roman font.
* A cover page at the beginning of the paper features the title of the paper, your name, and the name of your university, each on its own line, double-spaced, near the center of the page.
* There is a header at the top of *every* page, including the cover and reference pages.
  + Left side of the header contains key words from your title in all-caps.
    - For example, if the title of the paper were “Examining the Effects of Age on the Development of Learning Disabilities,” the header might read, “AGE AND LEARNING DISABILITIES”
  + Right side of the header contains a page number (with no text adornments).
  + Title key words are prefaced by the phrase “Running Head:” **on the cover page only**. (Example: “Running Head: AGE AND LEARNING DISABILITIES”)
* In-text citations are in the format of “(Author’s Last Name, Year of Publication),” or “According to Author’s Last Name (Year of Publication)…”

References

* Page title (“References”) is centered at the top in 12 pt., Times New Roman font with no quotation marks, bolding, or other text adornments
* Entries begin with authors’ last names, followed by their initials and the year of publication.
  + **Example:** Kuehn, H.M. (2012).
* List of entries is organized alphabetically.
* Titles of articles are typed in sentence case (with capital letters only at the beginning of the first word of the title and the first word after a colon).
* Titles of smaller works (such as articles in a journal or newspaper), referenced in the context of the larger works they came from, are not italicized.
* Titles of books, journals, and larger works are italicized.
* Each entry has a hanging indent of ½”.