RDC

LIBRARY INFORMATION COMMON

APA Citation Style Checklist

COMMON ELEMENTS AND FORMATTING FOR APA 6TH EDITION

Use this checklist to ensure you have included all the required elements and formatted your paper correctly.

Page numbers refer to the 6th edition of the *APA Manual*. See page 228 for more information on formatting.

Basic Format	
[ ]	Each page of the document has a running head in the top left-hand corner and a page number in the top right-hand corner. The title page is numbered as page 1. (p. 229)
[ ]	The entire document, including block quotations and references page, is double-spaced and has 1 inch margins. (p. 229)
[ ]	The entire document is in 12-point, Times New Roman font. (p.228)
[ ]	Heading levels are consistent throughout the document, and are formatted as per table 3.1 on p.62 of the 6th edition of the APA manual. (p. 62)
[ ]	All paragraphs are indented ½ inch. (p. 229)
[ ]	All abbreviations used are consistent with those listed in the 6th edition of the APA manual. (p. 106, 180)

Title Page	
[ ]	Title page includes a running head at the top of the page, flush left, all in capital letters. (p. 229)
[ ]	Title is centered in the upper half of the page, in title case, and is not bold or underlined. If the title exceeds one line, the lines are double-spaced. (p. 229)

In-text Citations	
[ ]	All sources that are cited in the paper are included in the References section. (p. 174)
[ ]	All in-text citations are formatted correctly. (pp. 174-177)
[ ]	All quotations are formatted correctly. (pp. 170-171)
[ ]	All direct quotations include a page number. (p. 170)
[ ]	All quotations less than 40 words are within quotation marks. (p. 171)
[ ]	All quotations greater than 40 words are formatted as block quotes. (p. 171)
[ ]	If referencing more than one source within a sentence, list sources within parentheses in alphabetical order by author and separated by semicolons. e.g. (Murphy & Brown, 1990; Thatcher, 2007). (p. 177)

References	
[ ]	All sources that are included in the References section are also cited in the paper. (p. 181)
[ ]	References are listed in alphabetical order by the author's last name. If there are multiple authors of an item, in the citation they are listed in the order that they appear on the publication. (p. 181)
[ ]	The References section starts on a separate page. (p. 230)
[ ]	References are formatted with a hanging indent. (p. 37)
[ ]	References are double-spaced both within and between. (p. 37)