APA Manuscript Style: Checklist

Paper and Font

☐ 8 1/2 x 11 white paper

☐ Font is 12 point Courier or Times Roman and the same font is used throughout the paper

☐ Bolding and underlining are not used

Page Elements

☐ Margins: One inch on all sides (top, bottom, left, right).

☐ Spacing: The entire paper is double-spaced, including the title page, abstract, body, references, appendixes, footnotes, tables, and figure captions. Extra spaces are not added between paragraphs.

☐ Page numbering begins with the title page. The short title and page number appear one inch from the right edge of the paper on the first line of every page (1/2 inch from the top margin). Figure pages that are not embedded are not numbered.

☐ Paragraphs: Each paragraph is indented 5-7 spaces. The only exceptions are the abstract and paragraphs within block quotations. Paragraphs should be more than one sentence, but less than a page.

☐ Bullets are not be used within the narrative. See Seriation APA 3.33, page 115.

☐ Headings: Three levels of headings will suffice for most papers. See APA 3.32, page 114. (see next page for example)

The First Level, Centered with Uppercase and Lowercase Typing

Second Level, Flush-Left, Italicized, Uppercase and Lowercase Side Heading

Third level, indented, italicized, lowercase paragraph heading ending with a period

Title Page

☐ The Title Page is page 1.

☐ The Running head (the first 50 characters of the title) should be typed flush left in uppercase letters following the words “Running head.” It appears on the line below the short title and page number. Running heads should not exceed 50 characters, including punctuation and spacing.
Paper Title: Uppercase and lowercase letters are used. The title is centered on the page. The recommended length for a title is 10-12 words.

Author: Uppercase and lowercase letters are used; the author’s name is centered on the line following the title.

Affiliation: Uppercase and lowercase letters are used; the affiliation is centered on the line following the author.

See sample page under Manuscript Preparation, APA 5.15, and 5.29, pages 296 & 306.

Abstract

The abstract, if required, is page 2.

The heading “Abstract” is centered on the first line.

The abstract (not indented) begins on the line following the Abstract heading.

The abstract does not exceed 120 words.

All numbers in the abstract (except those beginning a sentence) are typed as digits rather than words.

The abstract is a brief, comprehensive summary of the contents of the paper. A good abstract is accurate, self-contained, concise, non-evaluative, and coherent.

Body

The body of the paper begins on page 3 (or page 2 if no abstract is required).

The title of the paper (in uppercase and lowercase letters) is centered on the first line below the short title and page number.

The introduction (which is not labeled) begins on the line following the paper title.

Punctuation and Numbering

Use the last serial comma (e.g., in a series, place a comma before “and”).

All numbers 10 and above are expressed in figures (e.g., 15) with the exception of numbers beginning a sentence; they are expressed in words.

All numbers below ten are expressed in words (e.g., four). An exception to this rule is numbers that represent time, dates, ages (4 hours, 3 weeks, 7 years old) and numbers that represent parts of manuscripts (Part 3, Table 2, pages 4-9).
Quotations and In-text Citations

- All material that is not the author’s own and is not common knowledge is cited.

- All direct quotations are enclosed in quotation marks and are cited. The citation includes the author(s) last name(s), the year of publication and the page or paragraph number.

- Direct quotations of 40 words or less are indicated by quotation marks at the beginning and end of the quotation.

- Direct quotations of 40 or more words are in block format (indented 5 spaces from the left margin) and without quotation marks.

- In-text citations provide:
  - Author’s last name (sometimes in a signal phrase),
  - Last names for multiple authors of a single document are joined with an ampersand (&)
  - The year of publication (n.d., for “no date,” is used when the year of publication is not available;

  - A page number in parentheses for direct quotations and paraphrases. The abbreviation for page is “p.” For electronic sources, include a paragraph number or combine a section description with a paragraph number: (¶7) or (para. 7) or (Conclusions section, ¶4).

  **Example:** (Doe, 2006, p.3)  
  (Doe & Smith, 2006, p.3)  
  (Doe, n.d., p.3)  
  (Doe, 2006, para. 7)

Consult APA 3.94 – 3.103, pages 207-214 for formatting in-text citations when there are more than 2 authors, when the author is a company, when no author is credited and other variants.

Reference Page

- All sources included in the reference section are cited in the body of the paper.

- All in-text citations (with the exception of personal communications, which are not retrievable) appear on the reference page.

- The heading “References” is centered on the first line.
Reference entries are double spaced, as is the rest of the manuscript.

References (with hanging indent) are arranged alphabetically by the last names of first authors. Entire reference page is double-spaced.

All references include author(s), year of publication, title, and publishing data

All author’s names are inverted and first initials are used rather than first names. e.g.: Jane Doe becomes Doe, J.

The titles and subtitles of books are italicized; only the first word of the title and the subtitle (and all proper nouns) are capitalized. Example:


The names of periodicals and volume numbers are italicized. The names of periodicals are capitalized as you would capitalize them normally. e.g.:


The names of Web pages or the titles of sections are italicized and only the first word of the title and subtitle (and all proper nouns) are capitalized. e.g.:


See References APA 4.01- 4.16, pages 215-281.