

Basic APA Formatting Checklist

APA dictates the following to meet guidelines:

Document Setup

- **Font:** Times New Roman (or a similar *serif* font), 12 point
- **Indentation:** left 0, right 0
- **Line Spacing:** Exactly double-spaced, including between paragraphs
- **Margins:** 1" (2.54cm) all around

Title Page

- Text alignment centred
- Text begins about five paragraph spaces (double-spaced) down from the header
- Text must include at least the title of your paper (mixed case) and your name (or names, if there is more than one author). It will likely include other information (such as professor's name, course name, date, or name of school). See either *Cites & Sources* fourth edition (p. 16), *The APA Publication Manual* sixth edition (p. 41), or teachers' handouts for guidance
- Page break between title page and first body page

Title Page Running Head

- Includes the words "Running head"
- Title all caps
- Includes page number

Body Pages Running Head

- Excludes the words "Running head"
- Title all caps
- Includes page number

Body Pages

- Title of paper restated and centred (not bolded) just above your first paragraph
- All paragraphs aligned left
- First line of each paragraph indented by 1 tab space (0.5")
- Page break between the last body page and the reference page

Reference Page

- Centre aligned page title ("References"), not bolded
- Left aligned reference entries, with hanging indents