

APA FORMAT CHECKLIST

Use this checklist prior to meeting with Mrs. Vought /printing/
submitting your paper to your teacher or the college board

GENERAL FORMAT

- Font: Times New Roman or another readable font; size 12
- One inch margins
- Double-spaced; NO extra spaces between paragraphs
- Title is centered at the top of the first page and **bold**. Every important word starts with a capital letter.
- Paper is flush (straight) on the left-hand side, but the first line of each paragraph is indented/tabbed once $\frac{1}{2}$ inch to the right
- Did you use section headers? If so, do all level 1 headers look like this? **Centered, Boldface, Title Case Heading**. If you have additional levels, check that they follow the correct format.
- Check for any quotes longer than 40 words. If you have any, did you follow the rules for a longer quote?
- Headers/cover page follow AP Capstone guidelines provided by your teacher



IN-TEXT CITATIONS

- Every idea that wasn't your own is cited in some way (NOT just direct quotes)
- In-text citations match the works cited page: You must match the in-text citation with how the works cited entry starts (EX: They both start with the same author last name or they both start with the title).
- Make sure the year is in parentheses every time we see an author name in your paper (not needed more than once in the same sentence).
- A source with one author looks like this if it has a page number: (Smith, 2018, p. 9).
- A source with two authors looks like this if it has a page number: (Smith & Matthews, 2018, p. 9).
- A source with 3+ authors looks like this if it has a page number: (Smith et al., 2018, p. 9). Hint: Make sure et al. is used on the Reference page, too!
- A source with no author looks like this if it has a page number: ("Best Book Ever in the World", 2017, p. 9). Hint: Notice that in & the are not capitalized, but the other words are. Check for that! Little connector words are not capitalized.
- If you are referring to titles, did you use quotation marks for shorter items like article titles? And italics for longer titles, like book or website titles?
- The end of a quote & its in-text citation should be formatted like this: end of quote" (Smith, 2018, p. 9). Hint: Notice there is NO punctuation at the end of the quote! No periods, commas, etc.
- Check each quote. If the quote is a complete sentence, you should start it with a capital letter. If it is a thought, fragment, or phrase, you should start it with a lower case letter.

- Did you introduce experts? Did you use the first and last name of the author when you introduced them, something like “Sam Smith (2018), a doctor from Walter Reed Medical Center, says, “Insert quote here”? Hint: Look at the highlighted punctuation and capitalization!
- If it is a **group**, did you say something like “In 2018, a group of researchers from various universities” to designate why they are qualified? Hint: Starting with the year is a good way to sneak that information in.
- In general, parenthetical citations should be at the end of sentences. There are a few instances where you might want it to directly follow a quote, but don’t do that without talking with me.
- Did you vary the style you used in your in-text citations? They should not all be in parentheses at the end of the sentence.

REFERENCE PAGE

- Is References centered at the top of the page and bold? Is EVERYTHING on the reference page cited in your paper?
- Are titles ALL lowercase unless it is the first word, after a colon, or a proper noun?
- Do your book sources look similar to this: Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.
- Do your websites look similar to this: Price, D. (2018, March 23). *Laziness does not exist*. Medium. <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>
- Do your database journal articles look similar to this: Perreault, L. (2019). Obesity in adults: Role of physical activity and exercise. *UpToDate*. Retrieved January 12, 2020, from <https://www.uptodate.com/contents/obesity-in-adults-role-of-physical-activity-and-exercise>
- Have you asked Mrs. Vought about any sources you couldn’t identify as a book, website, or database article?
- Did you use p. for 1 page and pp. for a page range?
- Do all of your electronic sources end with a URL or doi?
- Check that there is NOT a period at the end of your reference entries
- Did you use access dates for ALL of your online sources or NONE of them?
- Check your title formatting. Longer works (website names, book titles, journal titles) should be italicized. Shorter works (article titles) should have NO formatting. This is different than the rules for in-text citations.
- All entries should use a hanging indent. It looks like the opposite of a normal paragraph. The first line is flush left and all other lines are tabbed in. To do this, hit enter at the end of the line and then tab if it doesn’t automatically shift.
- List up to TWENTY authors on the reference page. This is different for in-text citations.
- Do your reference page author names match the author names in your in-text citations? Check for et.al if there are more than 20 authors. Check to make sure the last name comes first.
- Make sure you have a first INITIAL only for every author. Include the middle initial if it is given.
- Did you check the citations given to you by the databases? They are not always accurate!
- Are all your entries in ABC order by the first word in the entry? If you have 2 articles by the same author, put them in title order.
- AFTER completing this checklist, have you met with Mrs. Vought? If so, her signature should be here: _____ Date: _____