APA Formatting Checklist

The Basics:

___ Times New Roman 12 pt. Font

___ One-inch margins

___ Double-spaced throughout (with no extra space btw paragraphs)

___ Running head

   ___ First page: “Running head: SHORTENED TITLE”

   ___ All other pages: “SHORTENED TITLE”

___ Page number in header (top, right corner)

The Title Page:

___ Title

___ Author’s name (byline)

___ Institutional Affiliation

___ Author’s note (often not required for school work unless requested by your professor)

The Abstract Page:

___ The word “Abstract” centered on top line

___ Your abstract paragraph

   ___ Concise but complete summary of your work and why it is important

   ___ First line of paragraph is not indented

The Body
Begins on the third page of the document, after the abstract page

First line of each paragraph is indented 0.5"