APA 7TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING:

☐ Font can be: Times New Roman, Black (12 pt.), Calibri (11pt), Arial (11pt), Lucida Sans Unicode (10pt), Georgia (11pt), or Computer Modern (10pt).  (p. 44)
☐ Create 1” inch margins all around  (p. 229) *most word documents already carry this format*
☐ Place the page number in the upper right hand corner, beginning with the title page (p. 44)
☐ Select 2.0 under line spacing (p. 45)

TITLE PAGE

☐ No running head on student papers  (p. 30)
☐ Student title page should begin 3-4 lines down from the top, centered, and include: title of paper (bolded), name of each author of the paper, university affiliation, course number and name, instructor’s name, and assignment due date. Each element is on its own line and centered (p. 32).

ABSTRACT

☐ Center the word “Abstract” at the top of the page, bolded  (p. 38)
☐ Do not indent your Abstract paragraph (p. 38)
☐ Your abstract should range from 150-250 words (p. 38)
☐ Not required by APA for student papers

BODY

☐ Title – bold and centered
☐ Indent ½” before each paragraph (p. 39)
☐ Bold and center your main topic headings. Bold and left-align your sub-topic headings (p. 62)

CITATIONS

☐ Format your in-text citations as follows: (Last name, year, p. #) (pp. 262 & 264)
☐ If your source contains 2 authors, format your in-text citation: (Last name 1 & Last name 2, year, p. #) (p. 266)
☐ In text, use the word “and”; in citation and reference, use symbol “&” (p. 266)
☐ Place in-text citations after quotation marks but before the final punctuation: “Put the period or other end . . .” (APA, 2019, p. 263). (p. 263)

REFERENCE PAGE

☐ Create a hanging indent ½” (p. 40)
☐ Center the title “References,” bolded (p. 40)
☐ Order your references alphabetically by author, but order by the date for two works by one author (p. 304)
☐ Place a period after each reference element except after DOI or URL (p. 284)
☐ Italicize the titles of books and journals (p. 104)
☐ The Bible is listed on the reference page and should be cited like a book entry (p. 325): King James Bible. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work 1769)