APA 7th Edition Style Checklist

As you write, these tips may help you remember important parts of an APA Style paper.

Title Page:

☐	APA 7th Edition no longer requires a running head.* *If your instructor asks for a running head, this is acceptable per APA rules. Look at the next step of this checklist for more information if your instructor has asked you to include.
☐	Format the running head this way: SHORT ALL CAPS TITLE ==Do not type the words Running head:== The short title is flush left, 1/2 inch from the top. Page number 1 is flush right on the same line. The short title does not have to match the paper title, but it should be similar and understandable. Format the short title up to (but not more than) 50 characters, including letters, punctuation, and spaces.
☐	Put the paper title in **Bold Print** with important words (four letters or longer) capitalized. Center the title in the upper half of the page.
☐	==Add an extra double-spaced blank line between the title and writer's name==. Type the writer's name under the title, centered, in normal font, not bold or underlined.
☐	Type Indiana Wesleyan University under the writer's name, centered, in normal font, not bold or underlined.
☐	Type any other information your program requires under the university name. This information could include the course number and name, instructor name, and the assignment due date or the date the writer turned the paper in for grading. Double space all other information, centered, in normal font, not bold or underlined.
☐	If your instructor or program requires the IWU plagiarism statement, add this information to the title page. **Ask your instructor if you are not sure whether to put the plagiarism statement on your title page**.

General Formatting:

☐	Accepted Fonts used in APA 7th Edition Style: 11-point Calibri; 11-point Arial; 10-point Lucida Sans Unicode; 12-point Times New Roman; 11-point Georgia; and 10-point Computer Modern
☐	*This guideline only applies if your instructor has specifically asked you to include a running head* Each page header has the shortened title in all capital letters, starting from the left margin. Put the page number flush with the right margin, all on the same line.
☐	Double-space the entire document.
☐	Margins are 1 inch on all sides, top, and bottom.
☐	The APA Style Blog has important information and examples for Heading levels at https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings
☐	Indent the first line of each paragraph in the paper body. This indention is ½" (one half inch) from the left margin or one tab stop.

☐	<mark>Type one (1) space between sentences and all punctuation.</mark>

☐	Format lists with letters, numbers, or bullet points. APA recommends using lettered lists for short steps in a process. For lettered lists, use this format: (a), (b), etc.
	 Use a numbered list to show steps in a complex procedure or to emphasize each item in a process. Type each part of the list in a complete sentence with a period.
	 For a list of sentences or short paragraphs, use a list format:
	    1.
	    2.
	 APA recommends using a bulleted list if each item in the list does not have a specific order, or if one item is not more important than another item.
	 APA recommends using Microsoft Word's bullet list function to create your list.
	 If each item in a bulleted list is a complete sentence, start the sentence with a capital letter and include a period.
	 If the items in a bulleted list are partial sentences (sentence fragments), start each item with a small (lower case) letter and do not use periods or other punctuation

☐	Organize your paper in this order: Title Page, Abstract*, Body of Paper, References, Tables*, Figures*, Appendix* or Appendices*. Confirm with your instructor if you need to include parts of the paper marked with an asterisk *.
☐	APA Style papers do not use contractions. Write both parts of the contraction out. For example, instead of using the contraction *don't*, type the words *do not.*
☐	Use Microsoft Word's Spelling & Grammar tool and Grammarly Premium (free for all IWU National & Global Students, Staff, & Faculty). Read through your paper carefully to catch any typos, left out words, punctuation issues, etc.
☐	<mark>Once you start typing the body of your paper, do not insert page breaks until you finish the paper body and are ready to start typing the References list.</mark>

Abstract (if required):

☐	Type the abstract on page 2 of your paper.
☐	*This guideline only applies if your instructor has specifically asked you to include a running head* Type the shortened title in the header area. Make sure page number 2 is flush against the right margin. The shortened title and page number are on the same line. Set up the rest of the paper using Microsoft Word's header/footer tool. See the *OCLS APA 7e Guide* for help with this.
☐	Center the word Abstract on the page in bold print, like this: **Abstract**
☐	The Abstract is a 150-250 word summary of your paper. Double-space each line and align each sentence with the left margin. Do not indent the Abstract's first line.

In-Text Citations:

☐	Include all sources cited in-text in the paper's References list. Exception: personal communication (email, interviews, text messages, or other information not available to the public).
☐	Direct quotations include the author (or title if no author), the date, and specific part of the source (page #, paragraph # or section title). See the *OCLS APA 7e Guide* for examples.
☐	Put all direct (word-for-word) quotations 40 words or less in quotation marks. See the *OCLS APA 7e Guide* for examples.
☐	Format all direct quotations 40 words or longer as an indented block quote. Do not indent the quotation's first line. The parenthetical citation information (author/title, publication year, and location information) comes after the period that ends the quotation. See the sample APA 7th Edition Style paper at the end of the *OCLS APA 7e Guide* for a block quotation example.
☐	Paraphrased in-text citations restate the original source in the paper writer's words. Paraphrased in-text citations include the author (or title if no author) and the date. (See examples of paraphrased in-text citations on page 12 of the *OCLS APA 7e Guide*). APA does not require you to include the specific page, paragraph, or section from a paraphrased source, but it is courteous to give this information to the person reading your paper.
☐	Include both author last names in in-text citations for sources that have two authors. For example: (Walters & Hayes, 2021) or Walters and Hayes (2021). Format in-text citations for any source with three or more authors using et al. For example: (Lorson et al., 2021) or Lorson et al. (2021)
☐	Cite secondary sources appropriately. See the *OCLS APA 7e Guide* for an example and more information.

References

☐	Center the word **References** in bold print at the top of a new page. NOTE: If your paper only uses one (1) source, use the singular word **Reference** as the page heading.
☐	All sources listed in the References must have at least one (1) matching in-text citation.
☐	Make sure you list your references in alphabetical order. If the reference begins with an author, use the author's last name. If the reference begins with a title, use the title's first word.
☐	Double space all lines for each reference entry and use a hanging indent for all references longer than one line. See the *OCLS APA 7e Guide* for steps on setting up your References list in Microsoft Word.
☐	Check to see if journal articles found in OCLS databases have DOIs (Digital Object Identifiers). Not all databases provide the DOI. Use the CrossRef website to look up DOIs by the article author and title. See page 29 in the *OCLS APA 7e Guide* for information and this PowerPoint slide deck about the CrossRef database.

☐	Invert all individual authors' names. Type the author's last name first, followed by a comma and the first initials of the author's first and middle name. Include a space between those initials, like this: Lewis, C. S.
☐	When you reference a source with more than one author, list the authors ==in the order they appear on the original source==. Separate author names in the references using commas (even for 2 authors) and include an ampersand symbol (&) before the final author name. See the example below: Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability, 31*(1), 17-39.
☐	*Italicize titles of books, reports, webpages, and other stand-alone documents.*
☐	*Italicize the titles of periodicals and periodical volume numbers (but not the comma between them).* Example: *Harvard Business Review, 99*(2), 24-26.
☐	Do not italicize the title of the journal article and book chapters. Format these titles in regular print.
☐	APA Style uses two types of capitalization for titles of works: sentence case and Title Case. In sentence case, most major and minor words are lowercase (proper nouns are an exception and are always capitalized). In Title Case, capitalize major words (any word four letters or longer). Titles of books, journal articles, and web sites are in sentence case (lower case except for the first word, first word after a colon and any proper nouns). Format titles of Journals in Title Case (capitalize the major words),
☐	For magazine and journal references, put issue numbers in parentheses, using regular print (not italics).
☐	Include the complete page range (e.g., 45-56) without using p. or pp.
☐	==Make sure you format citations ending with a URL or DOI consistently==. All hyperlinking should be either active (blue, underline) or plain black text with no underline. Do not include a period at the end of the hyperlink or DOI number, as it can be confused for a 'dot'. Ask your instructor how they prefer you to display hyperlinks.
☐	References for books, book chapters, reports, computer software, mobile apps, and data sets do not include publishers' locations (city and state abbreviation). Do not include information related to the publisher's business type (e.g., Inc., Ltd., LLC) in the publisher name). Write the publisher name as it appears on the source. However, you can use "House Style" to save space in the References list, e.g., shortening John Wiley & Sons to Wiley.
☐	Check your references list entries against APA helps like the *OCLS APA 7e Guide*, the APA Style Blog, or the APA *Publication Manual*. ==Do not copy and paste APA format from the OCLS databases give you without correcting the APA style==. These references often <u>are not 100% correct</u> because of capitalization and spacing errors.

General Editing and Grammar

☐	Read the paper (even out loud) to hear how the paper flows. Look closely to find any spelling errors that spell check or Grammarly might not notice, such as their, there or they're; bare or bear; were or where; through or thorough; estate or a state; etc.