

# OCLS APA 7<sup>th</sup> EDITION CHECKLIST

## Title Page



- **Running head:** APA 7th Edition does not require a running head. If one is required, it is flush left in the page header (upper left corner) of every page. It is a short version (less than 50 characters including spaces and punctuation) of your title all in capital letters. Do not type Running head before the title. Example: SHORT TITLE IN CAPS
- **Page Header:** Page number 1. Flush right in the header (upper right corner).
- **Format:** Double-space the title page. Center each element on its own line. Do not use italics, underlining, or different font sizes.
- **Title:** Double-space, center, and bold the title in the upper half of the title page (three or four lines down from the top margin).
- **Author Name:** Center the name two double-spaced lines after the title (one blank line between the title and the author name). Full name of each author of the paper (first name, middle initial(s), and last name).
- **Affiliation:** Center the affiliation one double-spaced line after the author names(s) (e.g., Indiana Wesleyan University).
- **Course Number and Name:** Center the course number and name one double-spaced line after the affiliation. Write the number and name on the same line. (e.g., GEN-111: Foundations of Lifelong Learning).
- **Instructor's Name:** Center the instructor's name one double-spaced line after the course number and name.
- **Due Date:** Center the due date of the assignment one double-spaced line after the instructor's name. Include the month, day, and year (e.g., May 4, 2021). Spell out the month and write the full year.
- **Honesty Statement:** If your instructor or program requires the IWU Statement of Academic Honesty, add this information at the bottom of the title page.

## Paper Format



- **Page Header:** Page number is flush right in the header (upper right corner) of all pages.
- **Font and Font Size:** Use the same font and size throughout your entire paper. Accepted fonts and sizes: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia, 10-point Computer Modern.
- **Line Spacing:** Double-space the entire paper. Do not add extra lines before or after headings or between paragraphs.
- **Margins:** Margins are 1 inch on all sides (top, bottom, left, and right).
- **Paragraph Alignment and Indentation:** Left-align the text (do not use full justification). Indent the first line of each paragraph ½” inch (press the tab key once).
- **Sentence Spacing:** Use one space between sentences.

## Paper Organization



- **Paper Order:** Confirm with your instructor if you are not sure what parts you need to include in your paper. Organize your paper in this order:
  - Title page
  - Abstract (if needed)
  - Body of Paper
  - References
  - Tables (if needed)
  - Figures (if needed)
  - Appendix (if needed)
  - Appendices (if needed)
- **Section Labels:** Bold and center labels, including "Abstract" and "References."
- **Headings:** Start each new section with a heading. Write all headings in title case and **bold**. Also italicize Level 3 and 5 headings. Follow 7th edition guidelines for the alignment of headings, described in the APA Style [Headings page](#).

## Mechanics of Style



- **Contractions:** APA Style papers do not use contractions. Write both parts of the contraction. Instead of using "don't", use "do not."

- **Lists:** Format lists with letters, numbers, or bullet points.
  - Use commas to separate items in simple lists.
  - Use semicolons to separate items when any items in the list already contain commas.
  - 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.

For more information, including how to create lettered, numbered, and bulleted lists, see the APA [Lists page](#).

## Grammar



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

## Abstract (if required)



- Type the abstract on page 2 of your paper.
- Bold and center the section label, **Abstract**.
- The abstract is double-spaced.
- Left-align the text and do not indent the abstract's first line.
- The abstract is a 150-250 word summary of your paper.

## In-Text Citations



- Include all sources cited in the text in the references list (exception: personal communications (email, interviews, text messages, etc.) are cited in the text only).

■ **Direct Quotations:** In-Text citations include the author (or title if no author), the date, and page number, paragraph number, or section title. See the [OCLS APA 7e Guide](#) for examples.

■ **Short Quotations:** Put all short direct quotations 40 words or less in quotation marks. The parenthetical citation information comes after the closing quotation mark and before the period. See the [OCLS APA 7e Guide](#) for examples.

■ **Block Quotations:** Put all block quotations 40 words or more in the block format: Indent the entire quotation ½” inch from the left margin and double-space it. The parenthetical citation information comes after the period that ends the quotation. For more information, see the [APA Quotations page](#).

■ **Paraphrasing:** Paraphrasing is restating sources in your own words. In-text citations include the author (or title if no author) and the date. Including a specific page, paragraph, or section, is optional. For more information, see the [APA Paraphrasing page](#).

■ **Citations:** Include the author (or title if no author) and year.

- **One author:** Use the author's last name in all in-text citations.
- **Two authors:** Use both authors' last names in all in-text citations.
- **Three or more authors:** Use only the first author's last name and then "et al." in all in-text citations.

For more information, including exceptions, see the [APA Basic Principles of Citation page](#).

■ **Secondary Sources:** A secondary source refers to content or quotes a primary source. In the text, identify the primary source and write “as cited in” the secondary source that you used. The secondary source will be listed in the reference list.

For more information, see the [APA Secondary Sources page](#) and page 12 of the [OCLS APA 7e Guide](#).

## References



■ Do **not** copy and paste APA from the Cite button in OCLS databases. These references are not 100% correct.

■ Start the reference list on a new page after the body of your paper.

■ Center and bold the section label **References** at the top of the page. If your paper has only one (1) source, you can use **Reference** as the section label.

■ Double-space the entire reference list, including between entries.

■ Use a hanging indent for each reference entry. See the [OCLS APA 7e Guide](#) for steps on setting up your References list in Microsoft Word.

List 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.

All sources listed in the References **must** have at least one (1) matching in-text citation.

List authors in the same order as the original source. Use initials for authors' first and middle names. Put a comma after the surname and a period and a space after each initial (e.g., Lewis, C. S.). Put a comma after each author (even two authors). Use an ampersand (&) before the last author.

Capitalize title in sentence case: Capitalize only the first word of the title, the first word after a colon, and any proper nouns. Format titles according to the type of work.

- *Italicize* the title of works that stand alone: books, reports, webpages, and podcasts.
- Do not italicize or use quotation marks around the title of a journal article or book chapters.
- Write journal and periodical titles in Title Case (capitalize all major words four letters or longer) and *italicize* the title (e.g., *Harvard Business Review*, 99(2), 22-26.).

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 about the publisher's business type (e.g., Inc., Ltd., LLC) in the publisher name).

For magazine and journal references, put issue numbers in parentheses, using regular print (not italics).

Include the complete page range without using p. or pp. (e.g., 45-56).

Check to see if journal articles found in OCLS databases have DOIs (Digital Object Identifiers). Not all databases provide DOIs. Use the [CrossRef](#) website to look up DOIs by the article, author, and title. Note that not all works have a DOI.

- Do not add a period after a DOI or hyperlink. It can be confused for a 'dot' and the link will not work.
- All hyperlinks should be either active (blue, underlined) or disabled (plain black text with no underline). Ask your instructor which they prefer.

Check your references list entries against APA helps like the [OCLS APA 7e Guide](#), the [APA Style Blog](#), or the [APA Publication Manual](#).



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