APA Tips & Checklist

General Format:

☐ Use 8 ½” x 11” paper (usually the default in Microsoft Word)
☐ **Set margins** to 1” (2.54 cm) and left justify
☐ Font must be **size 12, Times New Roman**
☐ The document must be **double-spaced** throughout.
☐ All your pages will have a **running head** placed 1” (2.54 cm) from the left margin and ½” (1.27 cm) from the top edge in the Header space.
   The running head is an abbreviated form of your title up to a maximum of 50 characters. Your first page will include the words ‘Running head’ with your abbreviated title, but all of the other pages will only include the abbreviated title.
☐ Your paper **title** must be on the title page and on the first page of the body of your essay (after the abstract page) and match in every instance.
☐ **Number all your pages** including the title page and references in the upper right corner (1” from the right side, and ½” from the top edge).
☐ Print your paper one-sided.

Body of Paper/Essay & In-Text Citations

☐ **Paragraphs** must be indented ½” (1.27cm or 5 spaces or one tab).
☐ It is suggested that you use 2 spaces after a sentence period in your paper/essay.
☐ **In-text citations** acknowledge the author(s) **last name(s)** and the **year of publication** of the references you have used, i.e.: (Jones, 2010).
☐ In-text citations for **reprinted** material include both publication dates in chronological order, i.e.: (Bailey, 2001/2016)
☐ **Direct quotes** also include the page number or paragraph number, i.e.: (Jones, 2010, p. 23) or (Smith, 2014, para. 4).
☐ Direct quotes of more than 40 words are indented ½ inch from left margin but still double-spaced.
☐ **Multiple author names** appear in the same order that they are listed in the original source.
☐ Use ‘and’ in the text of a sentence, ‘&’ in parentheses, i.e.: Smith and Brown stated that students today are more motivated (2011) OR Students today are more motivated (Smith & Brown, 2011).
☐ If there is no author, cite the title.
☐ Titles of books, journals, newspapers, or magazines that are used **in the body of your paper** (including in-text citations) are **Italicsized** with major words capitalized.
☐ Titles of articles, chapters or encyclopedia/dictionary entries that are used **in the body of your paper** (including in-text citations) are placed “Inside Quotation Marks” with major words capitalized.
☐ **Three spaced ellipsis points** ( . . . ) are used when omitting words within the original sentence. Note, leave a space before and after the three ellipsis points.
APA Tips & Checklist

- **Four spaced ellipsis points** ( . . . ) are used when omission is between two sentences. Note, the first point indicates the end of the first sentence and three spaced ellipses follow.

- Use **square brackets** [ ] when inserting an addition or explanation into a quotation to give context or make it grammatically correct (e.g. capital letter).

**References:**

- All reference citations must be **alphabetical** by author last name (or by title if there is no author), and **double-spaced**, with a **hanging indent** of 1/2” (1.27cm).

- Use one space after punctuation in your References.

- Author entries include only their **last name** and **initials**, not first and middle names.

- Use the **posted date** or **published date** of a webpage; do not use the copyright date at the bottom of the website.

- Use (n.d.) for no date if you are not able to determine the date. Too many references with no date (n.d.) are not good examples of currency and credibility.

- Capitalize only the first word of the **title** and the first word of the subtitle and proper nouns. (i.e. Aboriginal health in Canada: Historical, cultural, and epidemiological perspectives.)

- Capitalize all major words of a **Journal Name**. (i.e. Scandinavian Journal of Caring Sciences)

- **Italicize** book and journal titles, do NOT italicize chapter and article titles

- **Italicize volume number for a journal** only (not for books), but not the issue number

- Use ‘pp.’ for **multiple pages in books and ebooks**, but do NOT use for journal articles

- If a **journal article from a database** does not have a DOI, use the retrieval URL (i.e. Retrieved from http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost)

- URLs (website addresses) and DOIs must be copied correctly. It is easier to copy (CTRL+C) and paste it (CTRL + V) into your document to ensure correctness.

- Do NOT add a period after a URL or DOI

- DOIs are in lowercase in your references, and there is no space between the colon and the number, i.e. doi:10.1111/j.1460-9568.2007.05623.x

- Make sure your in-text citations match up with your references. Whatever you have for the first word of your in-text citation should be the first word of your corresponding reference.

**in-text citation:**

(Public Health Agency of Canada, 2011)

**reference citation:**