**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 **Italicized** 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.
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 ½” (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: