APA Tips & Checklist

General Format:
☐ Use 8 1/2” x 11” paper (usually the default in Microsoft Word).
☐ **Set margins** to 1” (2.54 cm) and left justify.
☐ The document must be **double-spaced** throughout, including title page, headings, block quotations, table and figure notes.
☐ Your paper **title** must be on the title page and on the first page of the body of your essay in title case, bold, and centered.
☐ **Number all your pages** including the title page and references in the upper right corner (1” from the right side, and 1/2” from the top edge).
☐ Print your paper one-sided.

Body of Paper/Essay & In-Text Citations
☐ The first line of each **paragraph** must be indented 1/2” (1.27 cm or 5 spaces or one tab).
☐ It is suggested that you use 1 space 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, 2020).
☐ In-text citations for **reprinted** material include both publication dates in chronological order, i.e.: (Bailey, 2016/2019).
☐ **Direct quotes** also include the page number or paragraph number, i.e.: (Jones, 2018, p. 23) or (Smith, 2019, para. 4).
☐ Direct quotes of more than 40 words are indented 1/2 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.

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Body of Paper/Essay & In-Text Citations (con’t)

☐ Three spaced ellipsis points ( . . . ) are used when omitting words within the original sentence. Note, leave a space before and after the three ellipsis points.

☐ 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, include all publishing details so the reader may trace to the original source. i.e. Child Welfare, 97(1), 21–43.

☐ If a journal article from a database has a DOI it must be provided beginning with https://doi.org and 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 the DOI i.e. https://doi.org/10.1037/0000165-000

☐ 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)
