

APA CHECKLIST

This is a resource for all students that are writing an APA style document and can be used as a printable checklist or online resource to ensure that your paper has met all of the most current 6th edition APA criteria. Please use this to better understand and clarify what it means to be APA style!

If this checklist does not provide enough clarification, please make an appointment at ECU's Writing Center that can be in-person and online help through this link:

<https://ecu.mywconline.com/>

Format

- Is the document double-spaced with a standard, 12 pt. font, Times New Roman, and 1-inch margins?
- Does the cover page contain the title of the paper, author name(s), and institution affiliation?
- Is there a capitalized running head? Are the page numbers listed in the top right of the header?
 - For example: "Running head: CAPITALIZED TITLE"
 - Additional note: On the pages following the title page only list the capitalized title and the page number
- Are the Level 1 headings (Introduction, Method, Results, Discussion) centered and boldfaced?
- Are the Level 2 headings (Sample and Participant Selection; Assessments and Measures) flush left and boldface?
- Are the Level 3 headings indented, boldface, and lowercase ending with a period? (Please see page 62 of the 6th Edition APA Manual for more details on the types of headings)
- Does your document have an abstract?
 - An abstract is a short summary of the paper that highlights the key points of the paper. APA recommends that it should be limited to 150 to 250 words.
- Did you include keywords after the abstract?
 - Keywords are a few key topic words from the paper and APA recommends listing these after the abstract
 - "Keywords" should be italicized but the words are not
- Is the References section on a separate page and "References" centered and not bolded?

Style

- Does your paper present clear communication of the topic? (Please see page 65 of 6th Edition APA Manual for more information about conveying clear communication and consistency)
- Does your document have continuity in jargon, concepts, and thematic development throughout paper?

- Does the paper properly use transition words (therefore, consequently, in addition, etc.)?
- Does the paper avoid ambiguity, wordiness, redundancy, and shifting topics?
- Did you check over proper use of past tense and present tense?
- Did you check over proper use of passive or active voice? (Please see page 77 of 6th Edition APA Manual for more information passive and active voice)
 - APA encourages active voice
 - Sometimes the research requires using the passive voice ("Experiments have been conducted ..."). This is not recommended.
 - Rather, you would use pronouns in place of "experiments" ("The researchers conducted the experiments ...")
- Did you review the document's word choice – assertive wording is more appropriate

In Text Citations

- When citing within a sentence or at the beginning – did you use the format Last Name of Author (year)?
 - Note the capitalizations of the authors' last names
- When there are two authors – did you use the authors' last names separated by the word 'and'?
- When there are two or more authors – did you use the authors' last names separated by commas until the final last author and use 'and'?
 - For example: According to Collins, Walsh, and Smith (2010)...
- When citing at the end of a sentence – did you use the format of (Last Name of Author, year)?
- When citing at the end of a sentence and there are two or more authors – did you separate the authors' last names with commas and '&'?
 - For example: (Collins, Walsh, & Smith, 2010) or if just two authors (Marker & Stout, 2014)
- When there are three or more authors – list out the all of the authors the first time citing it, but after the first time it can be shortened to the first author's last name and the phrase "et al."
 - For example: Collins et al. (2010) or if cited at the end of the sentence use (Collins et al., 2010)
- If you have six or more authors then you are allowed to use the first authors' last name and the "et al." at the first citing

References

- Are all of your references using a hanging indent format?
- Did you give the last name and initials for all authors of a particular work for up to and including seven authors?
- If the work has more than seven authors, list the first six authors and then use ellipses (...) after the sixth author's name. After the ellipses, list the last author's name of the work.

- For example: Smith, A., Collins, F., Erikson, E., Colley, G., Sutton, K., Hammock, F., ... Grant, U. (2012). Name of article. *Journal*, 17(3), 150-160.
- Is your reference list alphabetized by the last name of the first author for each particular work that is referenced?
 - When there are multiple articles by the same author(s) listed in the same order, list the entries in chronological order, from earliest to most recent.
- Does your formatting for articles look like this:
 - Authors Last Name, Initials (year). Title of article not capitalized. *Journal Title Italicised and Capitalized*, volume(number), page-page.
- For more specific details of different formatting options in the references section (when referencing a magazine, newspaper, editorial, etc.) please visit pages 198-224 in the 6th Edition APA Manual

Sources and References for the Checklist

Purdue OWL APA Formatting and Style Guide

<https://owl.english.purdue.edu/owl/resource/560/01/>

APA Publication Manual 6th Edition

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

ECU's Writing Center for Additional Help

<https://ecu.mywconline.com/>