**APA Writing Standards Simplified Checklist**

**GENERAL FORMATTING:**

 **Margins**– 1” all around

 **Font**– 12 pt. Times New Roman

 **Double Line spacing** throughout the entire document (including title and reference page)

 **Doublespacing** between words/sentences

 **Justification**is flush-left, margin ragged right

 **Page Headers** top right margin with page# on every page

 **Title page** centered on page (horizontally and vertically) with the following:

(1) Page header, (2) Running head, (3) Title of Essay, (4) Student Name, (5) Course/Number, (6) Due Date, and (7) Instructor’s Name

 **Title restated** on top of page 2

 **Paragraphs**indented 5 to 7 spaces

**IN-TEXT CITATIONS:**

 **Citations**included for all borrowed work / words / ideas / data from any other author

 **In-Text Citations** are in proper APA format… (author’s last name, year, p. #)

**REFERENCE PAGE:**

 **Heading**:References listed at top of new page, centered

 **Alphabetized**authors by last name

 **Hanging indent** used and every entry **double-spaced**

 **Citations**listed within the body of the paper relate to at least one reference page citation

 **Reference Page Citations** are in proper APA format (see *Guide to APA Format*)

For Library articles, typically…

Lastname, I. (year). Title of the article. *Journal Name, Vol#* (issue#), page numbers. Retrieved month and day, year, from TitleofDatabase database.

For websites, typically…

Lastname, I. (year). Title of article or webpage. Retrieved from[http://www.websiteaddress.com](http://www.websiteaddress.com/)