

APSA 7th Edition Formatting Checklist

General Formatting

Font: 12pt. font that is plain and easy to read, Times New Roman, Helvetica, Courier, or Garamond	p. 58
Margins: 1" inch all around	p. 58
Pagination: upper right hand corner; title page is 1 but <u>should not appear on title page</u> ; may use lowercase roman numerals (i, ii, iii, iv...); if pages precede the first page of the text, these must be centered on bottom of page	p. 58
Spacing: double throughout; one space after <u>final punctuation of a sentence</u>	p. 58

Title Page

Alignment: centered	p. 58
Title: should clearly describe the problem addressed in the paper (nothing "cute" or "vague")	p. 59
Position Papers and Policy Analysis ONLY: must include name, title, and organization of public official	p. 59

Abstract

Title: center Abstract near the top of the paper; underneath this, center the title of the paper	p. 60
Paragraph: not indented; one paragraph only!	p. 60
Word limit: no more than 150 words	p. 60
Purpose: precisely states the paper's topic, research and analysis methods, and results and conclusions	p. 60

Body

Headings: <u>Level 1</u> : bold, centered; <u>Level 2</u> : bold, flush left; <u>Level 3</u> : Underlined, flush left and followed immediately by a period and then the first line of your text. All in headline style capitalization.	p. 63
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Citations

Example of a citation from a book, 1 author: (Last name year, #)	p. 69
Example of a citation from a book, 2 authors: (Last name 1 and Last name 2 year, #)	p. 70
Block quotes: (for direct quotes of 100 words or 8 lines +) indent ½" on left; no quotation marks; final punctuation goes before in-text citation, which should appear at the end of the block quote with no punctuation after. i.e. I will dwell in the house of the Lord forever. (Psa. 23 New International Version)	p. 43

Reference Page

Indent: hanging, ½"	p. 75
Title: Bibliography (centered, not bold)	p. 75
Order: alphabetical by author; use title of work if same author	p. 75
Spacing: everything double spaced (including references themselves)	p. 75
Punctuation: period after all citations; use proper APSA punctuation within all citations	p. 75
Italics: titles of books and journals	p. 75
Classical Texts: Bible does not appear in Bibliography	p. 78