

APA 6th Edition Formatting Checklist

General Formatting

Font: Times New Roman, black, 12 pt.	p. 228
Margins: 1" inch all around	p. 229
Pagination: Upper right hand corner, title page is 1	p. 229
Line Spacing: Double throughout	p. 229
Character Spacing: One space after final punctuation of a sentence	p. 88*

*This page implies this rule as it contains an exception for draft manuscripts.

Title Page

Alignment: centered	p. 23
Title: 12 words or less, not bold	p. 23
Running head: Only on title page, flush left, capital "R," lower case "h"	p. 229
Shortened title: On all pages, all caps, no more than 50 first characters of full title, including spaces	p. 229

Abstract

Title: "Abstract" centered, not bold	p. 27
Paragraph: Not indented	p. 27
Word limit: 150 – 250 words	p. 27
Includes: Main points, important data, and findings (no opinions)	p. 25

Body

Indent: ½" at beginning of each paragraph	p. 229
Headings: <u>Level 1:</u> bold, centered; <u>Level 2:</u> bold, flush left	p. 62

Citations

Example of in- text citation from a book or journal, 1 author: (Last name, year, p. #)	p. 171
Example of in-text citation from a book or journal, 2 authors: (Last name 1 & Last name 2, year, p. #)	p. 171
And: In text: "and"; in citation and references: use symbol "&"	p. 175
Block quotes: (for direct quotes of 40 words +), indent ½" on left, no quotation marks, final punctuation goes before citation, 40 words +	p. 171
Punctuation for in-text citations: Preceding reference: "Place periods and commas . . ." (APA, 2009, p. 92).	p. 92

Reference Page

Indent: Hanging, ½"	p. 37
Title: "References," centered, not bold	p. 37
Order: Alphabetical by author, use date if two works by one author	p. 181
Period: Period after books and periodicals, not after URL	p. 198
Italics: Titles of books and journals	p. 104
Bible: Does not appear on Reference page	p. 178