

**Wellehan Library**  
**Saint Joseph's College**  
**APA Checklist**

This checklist is intended to help identify the parts of a paper formatted in APA style. Check with your professor to determine which parts are required for your assignment.

This list follows requirements from the sixth edition of the *Publication Manual of the American Psychological Association*.

- ✓ **Font:** Times New Roman
- ✓ **Font size:** 12 point
- ✓ **Margins:** One inch margin at top, bottom, left and right of every page
- ✓ **Spacing:** Double space throughout.
- ✓ **Pagination:**
  - All pages are numbered, including the title page. In Microsoft Word 2007, page numbers can be added using the “Page Number” feature.
- ✓ **Indentation:**
  - Indent the first sentence of each paragraph.
  - Do not indent the Abstract.
- ✓ **Running head:**
  - The Running head is flush with the left margin. In Microsoft Word 2007, the Running head can be added to the paper using the “Header” feature.
  - The Running head is made up of no more than the first 50 characters, counting spaces, of the paper's title.
  - The Running head is labeled “Running head” only on the title page.
  - The Running head is written in all uppercase letters.
- ✓ **Title Page:**
  - Title page includes a labeled Running head and page number.
  - The paper's title should be written using uppercase and lowercase letters.
  - It should be typed in the upper half of the page.
  - The author's name should appear below the title.
  - The institutional affiliation of the author should follow the author's name.
- ✓ **Abstract**
  - The Running head is included, but not labeled. The page is numbered.
  - The heading “Abstract” appears centered at the top of the page.
  - The abstract is not indented.
  - The abstract should be between 150 and 250 words.
- ✓ **First page of the paper:**
  - The Running head is included, but not labeled. The page is numbered.
  - The title is centered at the top of the page; it is written in uppercase and lowercase letters.
- ✓ **In-Text citations (Page numbers are encouraged but not required when paraphrasing.)**
  - An in-text citation includes three parts: author's name, year of publication, and page number.
- ✓ **References list**
  - The Running head is included, but not labeled. The page is numbered.
  - The heading “References” is centered at the top of the page.
  - The hanging indent format is used for all entries.