

**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.