APA Formatting Checklist

The Basics:

___Times New Roman 12 pt. Font

___One-inch margins

___Double-spaced throughout (with no extra space btw paragraphs)

___Running head

    ___First page: "Running head: SHORTENED TITLE"

    ___All other pages: "SHORTENED TITLE"

___ Page number in header (top, right corner)

The Title Page:

___Title

___Author's name (byline)

___Institutional Affiliation

___Author's note (often not required for school work unless requested by your professor)

The Abstract Page:

___The word "Abstract" centered on top line

___ Your abstract paragraph

    ___ Concise but complete summary of your work and why it is important

    ___ First line of paragraph is *not* indented

The Body

___Begins on the third page of the document, after the abstract page

___First line of each paragraph is indented 0.5"