APA Checklist

Your Name

Course

Title page:
  — Center in top half of page
  — Header includes a running title (ALL CAPs) flush left and page number flush right – on all pages
  — Double space between lines.
  — Title centered on the page – do not underline or bold – no more than 12 words – may take up 1 or 2 lines.
  — Your full name
  — Course

General formatting:
  — Double space everything – this includes title and reference page
  — Indent first line of paragraph one half-inch
  — Use 12 pt. font. Times New Roman
  — Flush left
  — No extra spaces between paragraphs
  — Set all margins to 1 inch on all sides

Language in APA paper
  — Third person point of view
  — Active voice
  — Be clear, concise – minimize figurative language
In-text citations:

APA uses author-date method of parenthetical in-text citations. Therefore, whenever you use a source, provide the author’s last name and the date of the publication. Provide a page number also.

When quoting, use a signal phrase to introduce:
Caruth (1996) states that… “quote” (p. 11).
Signal phrases include: acknowledged, contended, maintained, responded, reported, argued, concluded, etc.) **all past tense or present perfect tense
OR
A traumatic response frequently entails a “….” (Caruth, 1996, p. 11).

Citing References in Text
The following chart shows how to format in-text citations (6.11–6.15)

<table>
<thead>
<tr>
<th>Table 6.1 Basic Citation Styles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of citation</td>
</tr>
<tr>
<td>One work by three authors</td>
</tr>
<tr>
<td>One work by four authors</td>
</tr>
<tr>
<td>One work by six or more authors</td>
</tr>
</tbody>
</table>

from APA tutorial at http://flash1r.apa.org/apastyle/basics/index.htm

In-text citations
— Author’s last name only
— Date of publication follows author’s name
— Page number always follows quote or paraphrase
— Use signal phrase with author’s name within text where possible
— Period after brackets unless block quote
— Titles of articles in “Title”
— Titles of books and journal titles in italics
APA Checklist

Figures (pictures, graphs, tables etc.):

APA is very specific as to how visual material is to be represented. We are providing you with an adaptation of the method for simplicity.

Basic rules:

- Use to augment NOT replicate text
- Conveys only essential facts
- Omits visually distracting detail
- Easy to read – lines, symbols are large enough to read
- Easy to understand
- Refer to the figure within the text of the essay
  - As shown in Figure 1,… or (see Figure 1)

Formatting:

Label: flush left and italicized on the first line below the figure – use Arial font can be smaller 8-10 font

*Figure number.* Title (or Short description)

“A brief descriptive note” including same information (if available) as all references

Eg.

![Figure 1](image)

*Figure 1.* Blue rectangle. Short note if required. From *The rectangle is blue: the history of colour in parallelograms* by B. Circle, 2011, Winnipeg: Shape Publishers.

Please note: If you include the reference information in the caption then you do not need to include it in the Reference list.
References

Use Noodletools

The APA 6th edition does not require URLs or database information for articles from a database. If you find an article on the "open web" (that is, you found it using a search engine such as Google), you need the URL of the article. If you have a doi (digital object identifier), include it at the end instead of the source URL.

To create correct citations, ask yourself:
Did I find this article in print? If yes, no URL is needed.
Did I find this article in a database? If yes, no URL is needed. ** this means you are citing the article as a print resource
Did I find this article on the open web? If yes, then include the full URL of the article.

HOWEVER: many teachers still want the URL – it is in your best interest to ask

Basic Rules:

When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

Capitalize all major words in journal titles.

Italicize titles of longer works such as books and journals.

Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

For more information:
OWL at Purdue: http://owl.english.purdue.edu/owl/resource/560/01/