

The Portable Editor

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Just in time for those first papers due for class, we present a helpful checklist to make sure your writing follows APA guidelines.

APA Checklist for Class Papers

Title Page

- _____ Title page is centered vertically and horizontally,
- _____ Uses 12-pt. Times New Roman font; no bold font, no italics
- _____ Includes a title, student's name or PID number (check with instructor), School of Social Work course name or number, instructor's name, and due date
- _____ Title page header format: Running head: SHORTENED TITLE ALL CAPS (Limit 50 characters & spaces; flush left) and page number (flush right); Remove "Running head" label for subsequent pages.
- _____ Includes UNC Honor Code Statement at bottom of page

Format

- _____ Title is centered at the top of page 2, upper- and lowercase letters, bold font.
- _____ Margins are left- justified (i.e., ragged right edge), 1 inch on all sides; double-spacing used throughout, including references
- _____ Text uses Times New Roman, 12 pt. font; Tables use Arial
- _____ First line of paragraphs indented 0.5 inch; no blank lines inserted between paragraphs
- _____ One space after any punctuation mark; one space between sentences
- _____ Quotations of 40 words or longer begin on a new line and are treated as block quote (no quotation marks, all lines indented 0.5 inch from the left margin).

Style Points

- _____ Body text uses past tense when referring to published material or findings (e.g., "Mays indicated, Day found")
- _____ Attention given to precise language (e.g., *since*, *while* limited to temporal terms, *that* vs. *which* used correctly)
- _____ To increase clarity, undefined pronouns have been eliminated by identifying referent (e.g., "They found..." or "This means..." replaced with "These investigators found..." and "This process means..." respectively).
- _____ Punctuation used properly (e.g., serial comma, no back-to-back parentheses, no parentheses in parentheses)
- _____ Abbreviations - terms are spelled out on first use and abbreviations defined in parentheses
- _____ Words used as terms set in italics on first use and definition given (e.g., *reentry youth*, defined as...)

In-Text Citations

- _____ Work, words, and thoughts of others are properly cited; all quotations and statistics have source cited
- _____ Quotations are used sparingly, if at all. Citations for all quotes include page number (e.g., Xiu, 2007, p. 10).
- _____ Citations follow one of the following formats:
 - (Author last name, Date) or (Organization, Date)
 - ("First word(s) of article, Date) or (*First words of book title*, Date)
 - If publication year is not known, n.d. has been used to indicate "no date."
- _____ After first use listing all authors, citations for 3-5 authors are shortened to (First Author et al., Date)
- _____ On first and all later use, citations for works with 6 authors are shortened to (First Author et al., Date)

Reference Section

- _____ Starts on new page (insert page break at end of body text), double-spaced, no blank lines between entries
- _____ Heading is simply References in 12 pt. Times New Roman, no bold font
- _____ Reference entries formatted with hanging indent of 0.5 inch.
- _____ Authors' names are inverted (last name, initials). References are alphabetized by first author's last name (If same first author, alphabetized by second author and so on).
- _____ Only sources cited in the paper are included in the reference list.
- _____ Personal communication (e.g., interviews, e-mail) and first source in a secondary source citation (i.e., source you found in another source) are cited in-text, but not included in the references.
- _____ Entries for works with 1-7 authors list all authors; entries for works with more than 7 authors list the first 6, add an ellipsis, and then add last author
- _____ Entries for electronic articles include DOIs if available (use crossref.org "Simple Text Query" to find DOIs)
- _____ Entries for electronic articles without DOIs provide either exact URL (i.e., open- access journals or databases) or URL of the journal's home page for articles obtained through subscription-based database
- _____ Entries for Web pages contain enough information to locate the source. For example, specific URL for page cited, not organization's home page.
- _____ No punctuation added at end of DOIs or URLs