APA 7th Formatting Checklist

General Formatting

- ❏ 1 inch margins
- ❏ Font: Times New Roman
- ❏ Font Size: 12 pt.
- ❏ Double Space
- ❏ Title is centered (capitalize 1st letter of major words) on 1st page of text
- ❏ Running head: No longer appears on student papers
- ❏ Page numbers in upper right corner (starting on 1st page)

Cover Page (If Required)

- ❏ Center the following information in upper half of page:
  - ❏ Title
  - ❏ Name
  - ❏ College

Headings (By Level)

- ❏ L1 Centered, Boldface, Uppercase and Lowercase
- ❏ L2 Left-aligned, Boldface, Uppercase and Lowercase
- ❏ L3 Left-aligned, Boldface, *Italic*, Uppercase and Lowercase

References

- ❏ Title "References" is centered
- ❏ Alphabetical by 1st word of citation
- ❏ Hanging indentation
- ❏ Follow APA citation guidelines

DON'T FORGET IN-TEXT CITATIONS