

## Augusta University Writing Center APA Formatting Guide Checklist

All information on this worksheet is taken from the *Publication Manual of the American Psychological Association, 6<sup>th</sup> edition*

Complete this checklist to ensure your paper has been formatted correctly according to APA style. Note that APA style requires the use of 12-point Times New Roman font throughout, even in headers. Papers should be double-spaced throughout, with no extra lines between paragraphs or headings of the same style.

### Cover page

- Running head. Insert a header on the top of the cover page. In the top left corner of the header, type the words “Running head” (“R” is capitalized), followed by a colon and the abbreviated title of the paper written in all caps (50 characters or less). Include the page number in the top right corner of the running head.
- Paper title. The title of your paper should be no more than 12 words. Capitalize all major words. The title should be centered on the page and appears on the top half of the page.
- Author’s name. Type your name below the title of your paper.
- Author’s institutional affiliation. Type your university’s name below your name.
- Author note. An author note appears in the bottom portion of the cover page below the paper title and the author’s name and affiliation. Author notes are usually only required for published manuscripts. Check with your instructor to see if an author note is a requirement for your assignment. If it is required, see pages 24-25 of the *APA Manual, 6<sup>th</sup> edition* for more information on formatting author notes.

### Abstract

The abstract is a concise, non-evaluative summary of the article that is usually 150-250 words. The abstract is written in paragraph form with no indentation at the start of the paragraph; it is double-spaced throughout. The abstract appears on a new page, usually the second page of the document. The word “Abstract” appears at the top of this page, centered. Do not bold, italicize, or underline the word “Abstract.” The abstract page begins a new header that contains only the abbreviated paper title (50 characters or less) and the page number (it should start with page 2). You may include key words at the end of your abstract. To include key words, start a new line after your abstract. Indent once. Type “*keywords*” in italics, followed by a colon. Then list any key words separated by commas. See pages 25-27 of the *APA Manual, 6<sup>th</sup> edition* for more information on formatting abstracts.

**Body of the paper**

The body of your paper begins on a new page. Make sure your header has carried over from the abstract page. If you did not need an abstract page, then format your header on this page as directed above in the abstract section. The title of the paper should appear at the top of the page, centered, just as it appears on your cover page. Capitalize all major words. Do not bold, underline, or italicize the title. The body of the paper will be organized into major sections by headings. Major headings will be centered and bold. Typical sections for an APA paper include: Introduction (no heading required), Methods, Results, and Discussion. Sections may vary by type of assignment. See pages 27-37 of the *APA Manual, 6<sup>th</sup> edition* for more information about paper sections. See pages 62-63 of the *APA Manual, 6<sup>th</sup> edition* for guidelines about formatting headings and subheadings.

**References page**

Your references should appear on a new page after the body of the paper. Type the word “References” at the top of the page. Do not underline, bold, or italicize the word “References.” All sources cited in the body of the paper must appear on the References page. Organize entries alphabetically by first author’s last name. The references page should be double-spaced throughout with no extra lines between entries. Use a hanging indent within entries (the first line of each entry is flush left; each subsequent line of that entry is indented). See page 37 and chapters 6-7 of the *APA Manual, 6<sup>th</sup> edition* for more information on the References page and citing sources.

**Footnotes**

It is somewhat rare to use footnotes in APA style, but you can use them if they strengthen content or acknowledge copyright permissions. If you use footnotes, they should appear on a new page. Type the word “Footnote” or “Footnotes” at the top of this page, centered. Do not bold, underline, or italicize the word “Footnote.” Footnotes should be arranged consecutively in the order that they appear in your document. Arabic numerals are used. See pages 3-38 of the *APA Manual, 6<sup>th</sup> edition* for more information about footnotes.

**Appendices/Supplemental Materials**

If your text would benefit from the inclusion of additional materials, begin them on a new page at the end of the document. See pages 38-40 of the *APA Manual of Style, 6<sup>th</sup> edition* for more information on formatting these sections.