APA Style Writing and Formatting Checklist

- Writing style
  - Use 3rd person (he, she, it, etc.)
  - Do not use 1st or 2nd person (except in special circumstances allowed by instructor)
- Word choice
  - Communicate ideas effectively
  - Be specific
  - Jargon and/or slang are strictly forbidden
  - Write as a professional - not as you speak
  - Use numerals to express numbers 10 and above
  - Use words to express numbers below 10
  - Do not use biased language
    - Emotional-extreme
    - Racial, gender, socioeconomic status, creed
- Voice
  - Use passive voice
- Document Formatting
  - Title page
  - Margins: One inch margins top, bottom, and side
  - Font type and size
    - Times New Roman
    - 12 point font
  - Line spacing
    - Double space throughout document
    - Indent paragraphs 0.5 inches (5 spaces)
  - Page numbers
    - Upper right corner
    - Beginning with the first page of the document
  - Headings
    - Level 1 centered with all major words capitalized
    - Level 2 flush left, boldfaced, with major words capitalized
    - Level 3 boldfaced, indented five spaces, and end with a period
  - Parenthetical citations
    - Any words that are not your own
- Author's last name, publication year, and page number(s) must appear in the text or in the citation
- The period comes after the citation NOT inside the quotation marks
- 'Page' is represented with a "p" followed by a period in parentheses

- Formatting references
  - All references contain author's name, title of work, publication information
  - One inch margins
  - Double space
  - No underlining or boldface
  - New Times Roman 12 point font
  - Hanging indent format