

## APA Checklist

Adapted from: <https://owl.english.purdue.edu/media/jpeg/APAPoster09.jpg>

### Formatting Basics

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#### Title Page:

- ✓ Create a **title page**. Please include the assignment name, your name, and your institutional affiliation (i.e., University of Waterloo), centered in the upper-middle of the page
- ✓ The title page should include a **Running Header**, left justified in the header section. The running header includes the title of your page (or a shortened version, if title is more than 50 characters).
- ✓ The page numbers should be on the far right of the header

Running head: LEISURE PARTICIPATION REPORT

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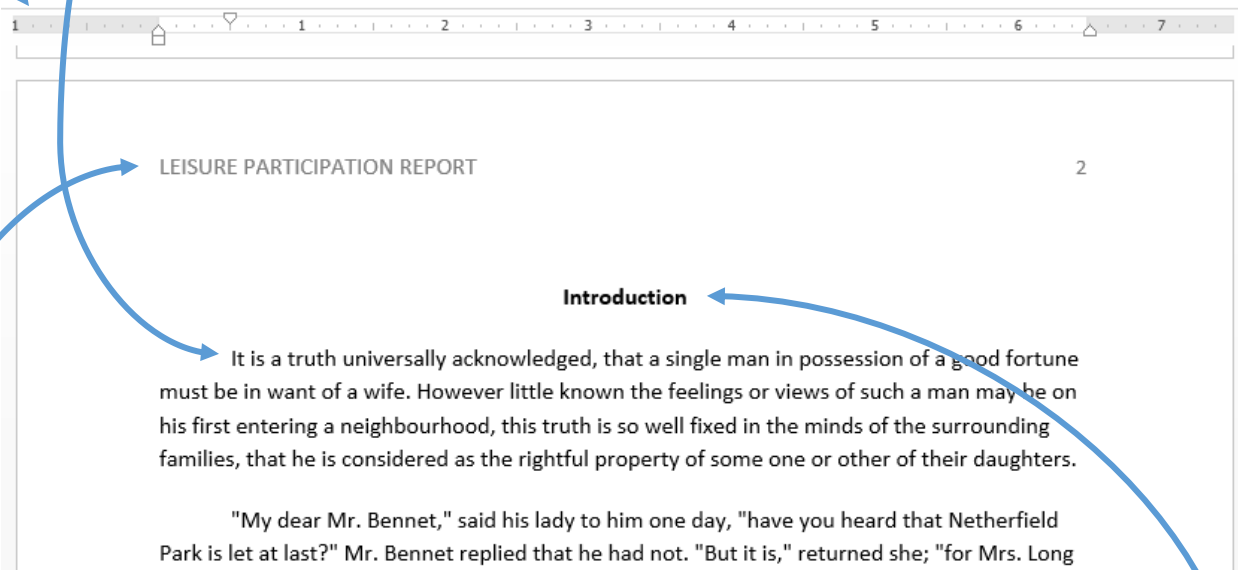
Leisure Participation Report

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### Font and Margins:

- ✓ Your entire paper, including the title page, should be in 12-point typical font (e.g., Times New Roman, Calibri, Cambria, etc.)
- ✓ Double space your paper
- ✓ Retain 1-inch margins on all sides
- ✓ Indent the first lines of all paragraphs, one half-inch from the left margins



### Body of Paper:

- ✓ While the running header appears on every page, you only write "Running Header" on the title page – it should not be included on subsequent pages. In order to make this work, you may need to create two sections within your paper (depending on the word processing program you're using)
- ✓ Remember to create headings according to the APA hierarchy. In the example above, the heading, "Introduction" is a Level 1 heading according to the chart below.

<b>Results (Level 1)</b>
<b>Spatial Ability (Level 2)</b>
<b>Test one. (Level 3)</b>
<b>Teachers with experience. (Level 4)</b>
<b>Teachers in training. (Level 4)</b>

### In-Text Citations

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- ✓ You must use in-text citations both when you are quoting directly **and** paraphrasing
- ✓ When citing in-text, use the author(s) last name(s) followed by the year of publication (e.g., Jones, 1998).
- ✓ When multiple author names are outside of the parentheses, use the proper “and” as in Example 1. Use an ampersand when the author names are inside of the parentheses, as in Example 2.
  - **Example 1:** “Smith and Jones (1998) found that lorem ipsum dolor sit amet, consectetur adipiscing elit.”
  - **Example 2:** “Lorem ipsum dolor sit amet, consectetur adipiscing elit (Smith & Jones, 1998).”
- ✓ If you use a direct quote longer than 40 words, please follow the “long quotations” formatting outlined here: <https://owl.english.purdue.edu/owl/resource/560/02/>
- ✓ See the “In-Text Citation Basics” outlined here for an outline of how to cite when you have multiple and non-traditional authors (e.g., organizations or unknown authors): <https://owl.english.purdue.edu/media/jpeg/APAPoster09.jpg>

### Reference Page

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- ✓ Reference lists appear at the end of the paper (but **before** the appendices)
- ✓ Reference lists should begin on a new page – do not add them to the bottom of a content page
- ✓ Reference list entries should be alphabetized by the last name of the first author of each work.
- ✓ Author names are inverted, using last names and initials. **For example:** Jones, P.
- ✓ For multiple articles by the same author, or authors listed in the same order, list the entries in **chronological** order, from earliest to most recent.
- ✓ Present the journal title in full and maintain the punctuation and capitalization that is used by the journal in its title. **For example:** *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.
- ✓ When referring to books, chapters, articles, or Web pages, 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.
- ✓ See the “References Basics” outlined here for specific citation formatting: <https://owl.english.purdue.edu/media/jpeg/APAPoster09.jpg>