

Simple APA Checklist for Student Papers

Use this checklist to ensure you do not make the most common mistakes in APA student papers.

Title Page

- Title is bolded and centered on first page
- Name is below title
- Institutional affiliation is below name
- Course number and name is below institutional affiliation
- Instructor name is below course number
- Include the due date of the assignment under instructor name

Abstract

- Abstract is included on page two and first sentence is NOT indented (if required by instructor)
- Abstract is bolded and NOT italicized or underlined
- “Keywords” are indented and italicized; *Keywords*: keyword A, keyword B, keyword C (if required by instructor)

Body Paragraphs

- Title is bolded and centered at top of third page
- First sentence in each new paragraph is indented and addresses one topic
- New paragraphs start with a topic sentence which indicate what the rest of the paragraph will address
- In-text citations generally use (author last name, date). Ex. (Smith, 2021).
- Include a conclusion paragraph

Headers

- First-level headers are bolded and centered; second-level headers are left-centered and bolded
- First letter of each key word in each header is capitalized
- Use the assignment rubric as a guide for creating new headers

References

- References page starts on new page
- “References” is centered and bolded
- References are listed in alphabetical order

Final Tips:

- Running head Times New Roman 12-point font, page numbers included upper-right corner
- Entire paper uses Times New Roman 12-point font
- Paper is double-spaced throughout (no additional extra spaces anywhere)

