## APA CHECKLIST

### GENERAL FORMATTING

<table>
<thead>
<tr>
<th>TYPEFACE</th>
<th>Times New Roman and 12-point font</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINE SPACING</td>
<td>Double-space all text throughout on ALL pages</td>
</tr>
<tr>
<td>MARGINS</td>
<td>Uniform margins of at least 1” (top, bottom, left, right)</td>
</tr>
<tr>
<td>ALLIGNMENT</td>
<td>Flush left and no hyphens at the end of a line</td>
</tr>
<tr>
<td>RUNNING HEAD</td>
<td>Short form of the title, flush left, in all uppercase letters on ALL pages, including the title page; on page 1 (the title page), the words “Running head:” precede the title</td>
</tr>
<tr>
<td>PAGE NUMBERS</td>
<td>Consecutive numbering; top right corner; on ALL pages, starting with the title page</td>
</tr>
<tr>
<td>ORDER OF PAGES</td>
<td>Title page, abstract, text, references, footnotes (if not added in the text), tables, figures, appendices; each section starts on a new page</td>
</tr>
</tbody>
</table>

### SAMPLE TITLE PAGE

Running head: IMPACT OF MULTICULTURALISM POLICIES

The Impact of Multiculturalism Policies on Immigrant Integration

Nora A. Discipula

Kwantlen Polytechnic University

Student ID: xxxxxxxxxx

POLI 2400

Dr. Max Magister

March 30, 2014
<table>
<thead>
<tr>
<th>MAIN TEXT</th>
<th>APA CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARAGRAPHS</td>
<td>Indent the first line of every paragraph; the only exceptions are: abstract, block quotes (quotes that are longer than 40 words), table notes, and figure captions.</td>
</tr>
</tbody>
</table>
| QUOTES | Less than 40 words: Enclose in “quotation marks”
More than 40 words: Do not enclose in quotation marks; put in a block quote, indent the entire block by half an inch. |
| CITING QUOTES | Follow the author/date/page format
Cite to a chapter, section, heading, and/or paragraph “…” (Brown, 2012, Chapter 6, para. 3).
“…” (Black, 2013, Discussion section, para. 2).
(If you shorten the heading, put it in quotation marks) |
| MAKING CHANGES TO QUOTES | Generally, follow the source precisely, even if the source contains errors. However, you may:
- change the first letter to upper- or lowercase and the punctuation mark at the end to fit the syntax
- omit a portion of a quote by inserting three dots ...
- insert a word or words for clarification by putting the added word(s) into square brackets
- add emphasis by italicizing the word(s) you want to stress and putting [emphasis added] after them
- add the word [sic] after a spelling, punctuation or grammar error in your source that might confuse the reader |

**EXAMPLE**

**Original source**
The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when reel drugs were administered.

**Quote showing allowable changes**
Miele (1993) found that “the ‘placebo effect,’ ... disappeared when [the first group’s] behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again [emphasis added], even when reel [sic] drugs were administered” (p. 276).
### APA CHECKLIST

#### MAIN TEXT

<table>
<thead>
<tr>
<th>PARAPHRASES</th>
<th>Reword borrowed material completely and change the original structure; include a citation</th>
</tr>
</thead>
</table>
| CITING PARAPHRASES | **Author named in parenthesis**  
The speed of human cultural evolution is linked to the turnover rate of cultural entities *(Smail, 2008).*  

**Author named in the narrative**  
*Smail (2008)* suggested that the speed of human cultural evolution is linked to the turnover rate of cultural entities.  

**Author and date named in the narrative**  
In his *2008* publication, *Smail* suggested that the speed of human cultural evolution is linked to the turnover rate of cultural entities. |

| CITING MULTIPLE AUTHORS (if quoting, include a locator, as shown under Citing Quotes) | Cite to the title  
... *(Title of Book or Report, year)*  
... *(Title of Book or Report, n.d.)*  
... *(“Title of Article or Other Document,” year)*  
... *(“Title of Article or Other Document,” n.d.)*  

**Note:** all title words except conjunctions, articles, and prepositions of less than four letters in length are capitalized, whether in the narrative or in parenthesis *(APA 4.15).* |

### CITING A CITATION

For example, let’s say there is a 2010 study by Granger, but you are reading about it in a 2011 book by Potter. If you want to cite this study in your text, cite like this:  

Granger found that muggles get drunk much more easily from Butterbeer than magical people *(as cited in Potter, 2011).*  

One study found that muggles get drunk much more easily from Butterbeer than magical people *(Granger, as cited in Potter, 2011).*  

**Note:** Only Potter (the book you actually read) will go into your reference list  

For more examples, see the **APA Secondary Source Citations** handout

<table>
<thead>
<tr>
<th>#</th>
<th>First citation (if in narrative)</th>
<th>Subsequent citations (if in narrative)</th>
<th>#</th>
<th>First citation (if in parenthesis)</th>
<th>Subsequent citations (if in parenthesis)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Sage and Moore (2012) found...</td>
<td>Sage and Moore (2012) found...</td>
<td>2</td>
<td>... <em>(Sage &amp; Moore, 2012)</em></td>
<td>... <em>(Sage &amp; Moore, 2012)</em></td>
</tr>
<tr>
<td>3-5*</td>
<td>Sage, Moore, and Brind (2011) found...</td>
<td>Sage et al. (2011) found...</td>
<td>3-5^</td>
<td>... <em>(Sage, Moore, &amp; Brind, 2011)</em></td>
<td>... <em>(Sage et al., 2011)</em></td>
</tr>
<tr>
<td>6+</td>
<td>Sage et al. (2014) found...</td>
<td>Sage et al. (2014) found...</td>
<td>6+</td>
<td>... <em>(Sage et al., 2014)</em></td>
<td>... <em>(Sage et al., 2014)</em></td>
</tr>
</tbody>
</table>
APA CHECKLIST

MAIN TEXT

USING HEADINGS
Are mainly used for scientific papers or meta-analyses; rarely, more than three levels are used

FORMATTING OF HEADINGS

| Level One | Heading is centered, boldface, in uppercase and lowercase. The paragraph starts below, first line indented |
| Level Two | Heading is flush left, boldface, in uppercase and lowercase. The paragraph starts below, first line indented |
| Level three | Heading is indented, boldface, in lowercase, followed by a period. The paragraph starts on the same line right after the period. |
| Level four | Heading is indented, boldface, italicized, in lowercase, followed by a period. The paragraph starts on the same line right after the period. |
| Level five | Heading is indented, italicized, in lowercase, followed by a period. The paragraph starts on the same line right after the period. |

EXAMPLE SHOWING HEADINGS

Photographs can Distort Memory for the News

In this experiment, we ask whether photographs can lead to false memories for elements of a newspaper story. Participants played the role of a newspaper editor, identifying minor typographical errors in three newspaper articles and …

Literature Overview

Much of what we know about the relationship between photographs and a narrative comes from the educational psychology and communication literatures. In educational psychology, the pertinent research examines…

Method

Participants

Sixty-one participants participated as part of a research requirement for an introductory psychology course at Victoria University of Wellington, New Zealand; all provided consent for their participation. Of those, 55 participants completed both sessions in the study. Participants were tested in groups of five to six people.

Procedure

Session 1. In the first session, participants were told that the goal of the study was to improve the ways people understand what they read in the newspaper. The experimenter then …

Session 2. When participants returned for the second session, the experimenter announced a surprise memory test. At the top of the test, students were asked to …

Self-report measures. We first administered self-report measures, as follows.

Cognitive failure. Participants took a modified Cognitive Failures Questionnaire (CFQ) based on Broadbent et al. (1982).

Other measures. We also …

## APA CHECKLIST

<table>
<thead>
<tr>
<th>REFERENCE LIST</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>ELEMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>Begins on a new page; Running head, page number like on the other pages; the word References centered at the top of the page</td>
<td></td>
</tr>
</tbody>
</table>

| **LINE SPACING** | |
| Double-space like all other pages |

| **ALIGNMENT** | |
| The first line of a citation is flush left, subsequent lines are indented five spaces (“hanging indent”) |

| **ORDER** | |
| List sources alphabetically by the last name of the author, group name or, if there is no author, by the first significant word of the title (ignore a, an, the) |

- **Works by the same author(s):** list by year
  - Brown, T.-J. (2012).
  - Kwantlen Polytechnic University. (2014).
  - Potter, H. (2005a). Deconstructing ...
  - Potter, H. (2005b). Linguistic ...
  - Zoomsafer app stops texting. (2010, October 1).

- **Different authors with the same name and initials:** include the full first name in brackets

- **One-author entries precede multiple-author entries**

- **Same author/same year:** place a, b, c... after the year and order by title

- **No author:** start with title;

| **DATE** | |
| In (parentheses). Magazine articles include the month or season, newspaper articles the exact date |

| **TITLES** | |
| Titles of standalone works are *italicized* (books, reports, journals, etc.); titles that are part of a work are **NOT** italicized (book chapters, article titles, etc.) Capitalize only the first word of a title, a subtitle and proper nouns; exception: for journal titles all important words are capitalized |

| **PUBLICATION INFO BOOKS** | |
| City and State abbreviation for US (otherwise city and country) followed by a colon and the publisher; omit superfluous terms, such as Publishers, Co., and Inc., but retain the words Books and Press; see first two examples on the Reference List Sample Page on p. 6 |

| **PUBLICATION INFO ARTICLES** | |
| **Volume:** follows periodical title and is italicized **Issue:** in parentheses if the issue begins with page 1 **Pages:** p. and pp. are used before page numbers of newspaper articles and chapters in edited books but **NOT** before page numbers of articles appearing in magazines and scholarly journal |

| **RETRIEVAL INFO ELECTRONIC SOURCES** | |
| **Documents** (books, articles, reports): If given, always use the DOI; otherwise, the publisher home page URL, the home or entry page URL for the online archive (e.g.: Retrieved from http://www.jstor.org/) or – if none of these can be found – the database name. **Webpages and other electronic sources:** give the URL Include a retrieval date only if content may change |

| **OTHER INFO** | |
| Provided in brackets. Examples: [DVD], [Video file]... |
APA CHECKLIST

Print book; two editors; US publisher, so state abbreviation needed

Chapter in a print book; one chapter author, two editors, pp. used before page numbers; non-US publisher, so country needed

YouTube video; no publication date; other info [Video file] in brackets

Entry in an online reference book; 2nd edition; one author, one editor

Print newspaper article; no author, full date, p. before page number

Online newspaper article; full date, no page number available

Journal article from a database with DOI; three authors, volume in *italics*, no issue given as it did not start with page 1, no p. before page numbers

Report retrieved from a government agency; no personal author; catalogue number available, so is included after the title

Print magazine article; year AND month, volume in *italics*, (issue) given as it started with page 1, no p. before page numbers

REFERENCE LIST SAMPLE PAGE

IMPACT OF MULTICULTURALISM POLICIES

References


