APA CHECKLIST

GENERAL FORMATTING	
TYPEFACE	Times New Roman and 12-point font
LINE SPACING	Double-space all text throughout on ALL pages
MARGINS	Uniform margins of at least 1” (top, bottom, left, right)
ALLIGNMENT	Flush left and no hyphens at the end of a line
RUNNING HEAD	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
PAGE NUMBERS	Consecutive numbering; top right corner; on ALL pages, starting with the title page
ORDER OF PAGES	Title page, abstract, text, references, footnotes (if not added in the text), tables, figures, appendices; each section starts on a new page
TITLE PAGE	
ELEMENTS	Running head, page number, title, author, institution, additional information (student number, course number, instructor name, due date)
TITLE	No more than 12 words; upper and lowercase letters, centered in upper half of page
AUTHOR	Underneath title, centered, sequence: first name, middle initial, last name
INSTITUTION	Underneath your name, centered
ADDITIONAL INFORMATION	Each item on its own line centered in lower half of page **OR** all in one line flush left at the bottom

SAMPLE TITLE PAGE

Running head: IMPACT OF MULTICULTURALISM POLICIES 1

The Impact of Multiculturalism Policies on Immigrant Integration

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POLI 2400

Dr. Max Magister

March 30, 2014

APA CHECKLIST

	MAIN TEXT
PARAGRAPHS	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
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 Note that the period is BEFORE the page number in the block quote	***Author named in parenthesis*** Darwinian evolution "follows a rhythm dictated by the rapidity of generational turnover" (Smail, 2008, p. 99). ***Author named in the narrative*** According to Smail (2008), Darwinian evolution "follows a rhythm dictated by the rapidity of generational turnover" (p. 99). ***Author and date named in the narrative*** In 2008, Smail stated that Darwinian evolution "follows a rhythm dictated by the rapidity of generational turnover" (p. 99). ***Quote longer than 40 words (block quote)*** Smail (2008) concluded the following: Culture is made possible by the plasticity of human neurophysiology. With this insight, we can finally dispense with the idea, once favored by some historians, that biology gave way to culture with the advent of civilization. This has it all backward. Civilization did not bring an end to biology. (pp. 154-155)

	MAIN TEXT
CITING QUOTES If there is no page number, use another locator	Cite to a chapter, section, heading, and/or paragraph "…" (Brown, 2012, Chapter 6, para. 3). "…" (Black, 2013, Discussion section, para. 2). "…" (White, 2010, "Nature's Reasons," para. 1). (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 "**t**he '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
PARAPHRASES	Reword borrowed material completely and change the original structure; include a citation
CITING PARAPHRASES Follow the author/date format	***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*) *put and before the last author ^put & before the last author	

#	**First citation** (if in *narrative*)	**Subsequent citations** (if in *narrative*)
2	Sage and Moore (2012) found…	Sage and Moore (2012) found …
3-5*	Sage, Moore, and Brind (2011) found…	Sage et al. (2011) found…
6+	Sage et al. (2014) found…	Sage et al. (2014) found…

#	**First citation** (if in *parenthesis*)	**Subsequent citations** (if in parenthesis)
2	… (Sage & Moore, 2012)	… (Sage & Moore, 2012)
3-5^	… (Sage, Moore, & Brind, 2011)	… (Sage et al., 2011)
6+	… (Sage et al., 2014)	… (Sage et al., 2014)

	MAIN TEXT
CITING NO AUTHOR AND NO DATE (if quoting, include a page number or other locator, as shown on p. 2 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

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 …

Adapted from: Garry, M., Strange, D., Bernstein, D. M., & Kinzett, T. (2007). Photographs can distort memory for the news. *Applied Cognitive Psychology*, *21*, 995-1004. doi: 10.1002/acp.1362

APA CHECKLIST

	REFERENCE LIST
ELEMENTS	Begins on a new page; Running head, page number like on the other pages; the word References centered at the top of the page
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)
	American Psychological Association. (2013).
Works by the same author(s): list by year	Brown, T.-J. (2005).
	Brown, T.-J. (2012).
	Browning, A. (1998).
Different authors with the same name and initials: include the full first name in brackets	Denver, J. [James]. (1985).
	Denver, J. [John]. (1985).
	Kwantlen Polytechnic University. (2014).
	Lopez, M. E. (1995).
	Lopez de Molina, G. (1999).
One-author entries precede multiple-author entries	Lutz, P. (2013).
	Lutz, P., & Cook, B. (2008).
	Lutz, P., Cook, B., & Arend, D. (2008).
	MacDonald, J. (2001).
	McDonald, B. (2000).
Same author/same year: place a, b, c… after the year and order by title	Potter, H. (2005a). Deconstructing …
	Potter, H. (2005b). Linguistic …
	Singh, Y. (1997).
	Singh Siddhu, N. (1993).
	Villafuerte, S. A. (2002).
	Villa-Lobos, J. (1998).
No author: start with title;	*Webster's third new international dictionary*. (2011).
	Zoomsafer app stops texting. (2010, October 1).

	REFERENCE LIST
AUTHORS /EDITORS	Last name, comma, then initials followed by a period *2-7 authors*: put a **&** before the last author (see examples on the *Reference List Sample Page* on p. 6); *More than 7 authors*: list six authors, then three dots … then last author (no & is used)
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

REFERENCE LIST SAMPLE PAGE

IMPACT OF MULTICULTURALISM POLICIES 1

References

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

Benhabib, S., & Resnik, J. (Eds.). (2009). *Migrations and mobilities: Citizenship, borders, and gender*. New York, NY: New York University Press.

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

Burney, D. (2010). Canada in Obama's world. In F. O. Hampson, & P. Heinbecker (Eds.), *Canada among nations 2009-2010: As others see us* (pp. 46-53). Montreal, Canada: McGill-Queen's University Press.

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

Jackson, J. (n.d.). *Tom Brokaw explains Canada to Americans* [Video file]. Retrieved from http://www.youtube.com/watch?v=bV_041oYDjg

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

Modood, T. (2012). Multiculturalism. In J. Krieger (Ed.), *The Oxford companion to the politics of the world* (2nd ed.). Retrieved from http://www.oxfordreference.com

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

Nearly one-third of British Columbians came from somewhere else. (2011, November 14). *The Province*, p. A6.

Online newspaper article; full date, no page number available →

Pentakur, K. (2013, September 25). B.C.'s ethnic diversity boosts economy. *The Vancouver Sun*. Retrieved from http://www.vancouversun.com

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 →

Ratna, N. N., Grafton, Q., & MacDonald, I. A. (2012). Does multiculturalism pay? Empirical evidence from the United States and Canada. *Economic Papers*, *31*, 401-417. doi:10.1111/1759-3441.12003

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

Statistics Canada. Social and Aboriginal Statistics Division. (2006). *Women in Canada, 2005: A gender-based statistical report.* (Catalogue no. 89-503-XPE). Retrieved from: http://www.statcan.gc.ca/pub/89-503-x/89-503-x2005001-eng.pdf

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

Wood, H. (2009, April). Road rage. *Canadian Geographic*, *129*(2), 80-82.