APA FORMATTING CHECK LIST

- Margins: 1” all sides
- Text: 12 pt; Times New Roman; Align left; Paragraph indents; all double-spaced
- Header: top of all pages; includes page number aligned right with short title of paper in caps and aligned left. On first page add Running head: before the TITLE
- Paper Sections: Title page, Abstract page, Body of paper, References page

SAMPLE TITLE PAGE (in miniature)

Running head: TITLE OF PAPER IN CAPS

Title of Paper in Plain Text

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Information required by your professor

Begin title and above information in upper ½ of page

SAMPLE ABSTRACT PAGE 2

TITLE OF PAPER

Abstract

Type the heading, Abstract, centered and in normal text: no bold, underline, or caps are used. The Abstract, or summary, begins on page 2 and is limited to one paragraph of 150 – 250 words. Do not indent the paragraph.
Title of Paper

The body of the paper begins on page 3, if the paper includes an Abstract on page 2. Title is in plain text and all paragraphs are indented. Follow the check-list on the other side of this page for other formatting requirements.

References

Remember to use a hanging indent and double spacing for everything in your reference list. All in-text citations need a corresponding source on the References page.

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