

CHECKLIST FOR APA STYLE (6TH EDITION)

- Cover Page – Is it there?
 - Running head (first 50 characters of title, including spaces) in header with page number, fully justified. Note format on title page:

Running head: COUNSELING SERVICES FOR TEENS WITH ADHD 1

Note format on all subsequent pages:

COUNSELING SERVICES FOR TEENS WITH ADHD 2

- Title (no more than 12 words), author name, and university, are centered (left/right and top/bottom)
- Do not include professor's name & course number, unless asked to do so by professor
- Content
 - Title of paper should be on first page of text, centered
 - Whole paper is double spaced- cover page, quotes, abstract, references, etc.
 - Check heading formatting & levels
 - Double Spaced- like all other text
- Important Examples of in-text Citations & Other APA rules
 - (Author, Date) OR Author (Date)
 - (Author & Author, Date) OR Author and Author (date)
 - (Author et al., Date)
 - Inside a sentence, write the word "and". Do not use the symbol "&"
 - Example: Crick **and** Watson (2000) propelled the theory forward.
- References
 - Are all references cited both in text and in the reference list?
 - Write "References" NOT "Works Cited" or "Bibliography"
 - Is the list in alphabetical order?
 - Hanging indent format
 - Capitalize the first letters of the first word in the article title & after a colon
 - Example: An affair to remember: A thorough and cross cultural analysis.
 - Spell out journal titles
 - Italicize journal article number, not issue. Example: 31(4)
 - This is correct: Bramlett, R., & Charles, P. (1990)
 - Note the comma after the first author in the references only
- General Formatting Issues
 - Paper is always single sided
 - Header should appear on all pages of manuscript
 - Font size: 12 pt.; Font style: Times New Roman
 - All paragraphs indented (5 to 7 spaces), except in abstract
 - One inch margins all around
 - Double space after end of sentence period recommended.
 - Anything attached to a unit (lbs, m, kg), can use number. (Example: "3 lbs")