
APA Check List

Title Page:

- ___ Running Head: and Shortened Title in ALL CAPS in header section.
- ___ Page number right aligned.
- ___ Title Page has title of your paper centered with your name and Charter College.

Abstract Page:

- ___ Abstract page: the word Abstract centered and paragraph left aligned.
- ___ Title in all caps in header with page number right aligned on every page.

Body of paper:

- ___ Title in all caps in header with page number right aligned on every page.
- ___ Title centered above first paragraph on Page 3.
- ___ 1 inch margin all the way around and double spaced.
- ___ Paragraphs left aligned with first line indented.
- ___ Quotes and Paraphrases with correct citation.
- ___ Grammar and spelling checked.

References Page

- ___ The word References is centered.
- ___ Authors (or Title if no author) listed in alphabetical order with hanging indent.
- ___ Remove all hyperlinks from web sources.

Recommendations

- Write your paper first without any formatting then go back and complete your formatting. Even better you can download and save the APA template by going to the library web page at www.chartercollege.org and under Tools – Tutorials - APA click on APA template.
- Don't forget to use Grammarly to check for grammar, spelling and plagiarism issues. www.chartercollege.org and under Tools – Grammarly