APA Paper Checklist

**TITLE PAGE IN APA FORMAT**
- 12-point Times New Roman font
- One-inch margins
- Page number (1) is aligned right
- Header has “Running head: TITLE” aligned left
- TITLE in header is ABBREVIATED if it is more than 50 characters
- Title of paper, your name, Rasmussen College are centered and start at the of top half of page each on their own line
- Author Note with date, name of your instructor, and course are centered and appear in the bottom half of page

**BODY OF PAPER**
- Header has TITLE aligned left and page number (2, 3, 4, etc.) aligned right
- TITLE in header is ABBREVIATED if it is more than 50 characters
- 12-point Times New Roman font
- Double spaced
- Complete title of paper centered at top of the first page of the paper
- Thesis statement appears in the first paragraph of the paper
- Summaries and paraphrases are written in student voice
- Source material is cited with in-text citations for sentences in which source information is integrated
- Three or more consecutive words from source material are treated as quotations
- Quotations are enclosed with quotation marks and in-text citations include page/paragraph numbers
- Student voice is evident

**REFERENCES SECTION**
- The references section is the last section of the paper and begins on its own page
- References is centered at the top of the page
- 12-point Times New Roman font
- Entries are double spaced and are listed in alphabetical order by first word of entry
- Hanging indent is used for information that continues beyond first line in an entry
- All sources listed in the References section are cited using matching in-text citations within the text of the research paper

**TYPES OF SOURCES**
- Multiple types of sources referenced, including books, academic journal articles, and reputable websites
- Sources are credible, accurate, relevant, and up-to-date (written by an authority, balanced and current)
- Sources contain more than one point of view

For more information about the APA Style, go to:
http://guides.rasmussen.edu/apa