APA Paper Checklist

TITLE PAGE

☐ 12-point Times New Roman font: https://guides.rasmussen.edu/apa/formatting
☐ One-inch margins: https://guides.rasmussen.edu/apa/formatting
☐ Page number (1) is in header and aligned right: https://guides.rasmussen.edu/apa/formatting
☐ Header has "Running head: TITLE" aligned left
  ☐ Running head is mixed capitalization, TITLE in header is ALL CAPS: https://guides.rasmussen.edu/apa/formatting
☐ TITLE in header is SHORTENED if it is more than 50 characters: https://guides.rasmussen.edu/apa/formatting
☐ Title of paper, your name, Rasmussen College, course number and course title, your instructor’s name, and date are centered and start at the top half of page, each on their own line: https://guides.rasmussen.edu/apa/formatting

BODY OF PAPER

☐ Header has TITLE aligned left and page number (2,3,4, etc.) aligned right: https://guides.rasmussen.edu/apa/formatting
☐ TITLE in header is SHORTENED if it is more than 50 characters: https://guides.rasmussen.edu/apa/formatting
☐ 12-point Times New Roman font: https://guides.rasmussen.edu/apa/formatting
☐ Double spaced: https://guides.rasmussen.edu/apa/formatting
☐ Complete title of paper centered at top of the first page of the paper: https://guides.rasmussen.edu/apa/formatting
☐ Thesis statement appears in the first paragraph of the paper: https://guides.rasmussen.edu/writing/research#s-lib-ctab-5922317-4
☐ Summaries and paraphrases are written in student’s voice and include in-text citations: https://guides.rasmussen.edu/apa/intext
☐ Three of more consecutive words from source material are treated as quotations: https://guides.rasmussen.edu/c.php?g=225376&p=5847834
☐ Quotes are enclosed in quotation marks and in-text citations include page or paragraph numbers: https://guides.rasmussen.edu/apa/intext
☐ All in-text citations have a matching reference item in the References page: https://guides.rasmussen.edu/apa/intext
☐ Student voice is evident; supported but not replaced by source material: https://guides.rasmussen.edu/c.php?g=225376&p=5847834

REFERENCES LIST

☐ The references list is the last section of the paper and begins on its own page: https://guides.rasmussen.edu/apa/formatting
☐ The word References is centered at the top of the page: https://guides.rasmussen.edu/apa/formatting
☐ 12-point Times New Roman font: https://guides.rasmussen.edu/apa/formatting
☐ Entries are double spaced and are listed in alphabetical order by the first word of entry: https://guides.rasmussen.edu/apa/formatting
Hanging indent is used for references that continue beyond one line:
https://guides.rasmussen.edu/apa/formatting
All reference entries have matching in-text citations within the body of the paper:
https://guides.rasmussen.edu/apa/intext

TYPES OF SOURCES

- Multiple source types referenced (books, journal articles, reputable websites, etc.):
  https://rasmussen.libanswers.com/faq/32290
- Sources are credible, accurate, relevant, balanced, and up-to-date:
  http://rasmussen.libanswers.com/faq/135510
- Sources contain more than one point of view, or if biased, are balanced by another:
  http://rasmussen.libanswers.com/faq/32400

More information about the APA Style (and sample paper):

http://guides.rasmussen.edu/apa