

## Ashford University APA 6<sup>th</sup> Ed. Checklist for Student Papers

This checklist is designed as a guide to the key elements of APA 6<sup>th</sup> ed. style required for student papers at Ashford University (AU). Additional information about student writing requirements can be found in the AU Course Guides and the *Ashford Writing Center*.

<b>Paper Format</b>		
	<b>Requirement</b>	<b>APA 6<sup>th</sup> Ed.</b>
	Title page is included and is properly formatted, with page header created using the MS Word Header and Footer feature.	APA 2.01 – 2.02
	Left, top, bottom, and right margins are 1 inch.	APA 8.03
	Paper is prepared in Times New Roman 12-point type and is double-spaced throughout.	APA 8.03
	Body of paper begins on a new page (page 2 [or page 3 if an abstract is included]) and full title of paper is centered one inch from the top of the page in uppercase and lowercase letters and is double-spaced above the first paragraph of text.	APA 8.03
	Page numbers are Arabic numerals in the upper right corner of each page, 1/2 inch from the top, and are consecutive from the title page through any appendices. Preliminary pages are numbered in lowercase Roman numerals.	APA 8.03
	All paragraphs are indented ½ inch or five to seven spaces with no widows or orphans.	APA 8.03
	Justification is flush left, with a ragged right margin. End-of-line hyphenation is not allowed.	APA 8.03
	Numbers are used properly (numerals versus spelled-out numbers), in accordance with APA style.	APA 4.31 – 4.38
	Quotations of fewer than 40 words are incorporated into the text, in quotation marks; those with 40 words or more are in a double-spaced and freestanding block, indented ½ inch or five to seven spaces from the left margin, with no quotation marks.	APA 4.08
	Table of Contents and properly formatted headings are included for papers eight pages or more in length.	APA 3.02 - 3.03
	Running head is included on graduate papers (the words “Running head” followed by a colon, one space, and an abbreviated title of 50 characters or less typed in all uppercase letters) and is placed on the title page flush left. The page number is flush right on the same line.	APA 2.01, 8.03
	Abstract is included (required for graduate papers; not required for undergraduate papers unless specifically requested by the instructor).	APA 2.04, 8.03

<b>Source Citations</b>	
<b>Requirement</b>	<b>Authority</b>
In-text, or parenthetical, citations are included for all ideas that are not student's own or are not common knowledge.	APA 6
All citations in the text have a corresponding reference in the reference list at the end of the paper (with the exception of personal interviews, personal email, or other online postings that are not retrievable); all reference list citations have a corresponding citation in the text.	APA 6
In-text citations conform to APA style (generally, author and date for paraphrased information and author, date, and page number for direct quotations). If the names of the authors and/or the date are included in the text, the remaining required information is included in parentheses.	APA 6.11 - 6.20
Indirect sources (sources referenced in a secondary source) are indicated in the in-text citation, and the secondary source is listed in the reference list at the end of the paper.	APA 6.17
Reference list at the end of the paper begins on a separate page, is properly titled, and is arranged alphabetically by last names of authors.	APA 6.25
Reference list entries are double-spaced, with the first line of each reference beginning at the left margin, and the second and subsequent lines indented one-half inch or five to seven spaces (a hanging indent). Double-spacing is also used between entries.	APA 6, p. 180
Reference list entries include complete required citation information and are formatted in proper APA style. NOTE: Different types of documents require variations in citation format.	APA 7
In titles of journal or magazine articles or book chapters, only the first word of the title and subtitle, the first word after a colon, and proper nouns are capitalized and the title/subtitle is not placed in italics or in quotation marks.	APA 6.29
In titles of books, newspapers, journals, and magazines, only the first word of the title and subtitle and proper nouns are capitalized and the title/subtitle is italicized. In journal and magazine titles, the volume number (if any) is also in italics.	APA 6.30
For works published in the U.S., the city and abbreviated state name are included. For publications outside the U.S. spell out the city and country names.	APA 6.30