APA CHECKLIST

TITLE PAGE

[Title page formatting guidelines](#)

- Choice of 6 fonts (Calibri, 11 point; Arial 11 point; Lucida Sans Unicode, 10 point; Times New Roman, 12 point; Georgia, 11 point; Computer Modern, 10 point). Choose one font and use it throughout the paper.
- One-inch margins throughout the entire paper
- Page number (1) is in header and aligned right
- The following pieces of information are centered in the top half of the page:
    - **Title of Paper, bolded**
    - Student Name
    - Rasmussen College
    - Course Number: Course Title
    - Instructor's Name
    - Assignment Due Date

BODY OF PAPER

[Body of paper - general formatting guidelines](#)

- Page number (2,3,4, etc.) in header, aligned right
- Double spaced
- Title centered and **bolded** at top of page
- [Summaries and paraphrases](#) are written in student author's voice/words and include in-text citations
- Three of more consecutive words from source material are treated as [quotations](#)
- [Quotes](#) are enclosed in quotation marks and in-text citations include page or paragraph numbers
- All [in-text citations have a matching reference](#) item in the References page
- [Student voice is evident; supported but not replaced by source material](#)
- [Introduction](#)
    - Introduces the topic covered in the paper
    - States the [thesis](#) or position to be supported in the body of the paper
    - Usually one or two paragraphs in length
- Body
    - Main part of paper
    - Points presented in logical order to support thesis, one point per paragraph
    - Length of this section varies; usually a minimum of three paragraphs
- [Conclusion](#)
    - Restates the thesis
    - Reinforces major points made in the body of the paper
    - Usually one or two paragraphs in length

REFERENCES LIST

[References list formatting guidelines](#)

- The references list is the last section of the paper and begins on its own page

- The word References is centered and **bolded** at the top of the page
- Entries are double spaced and are listed in alphabetical order by the first word of entry
- Hanging indent is used for references that continue beyond one line
- All [sources listed in the References section are cited using matching in-text citations](#) within the text of the 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](#), or if biased, are balanced by another