Formatting your research paper: APA Style Checklist

Title page:

__ Header (with Running head: SHORTENED TITLE and page number 1)
__ Title of your paper
__ Your Name
__ Harrison College
__ Course Name
__ Instructor Name
__ Due Date
__ Title information centered vertically AND horizontally
__ Double-spaced, 11 or 12 point font

Body:

__ Header continued (with SHORTENED TITLE and page numbers starting with 2)
__ Title at top of the first page of your body, centered
__ Rest of body of paper aligned to the left
__ Each new paragraph starts with a tab
__ In-text citations throughout
__ Double-spaced, 11 or 12 point font

References page:

__ Header continued (with SHORTENED TITLE and page number)
__ The word References centered at the top of the page
__ Reference citation for every source that you used
__ References alphabetized by first word in the citation
__ Hanging indent
__ Double-spaced, 11 or 12 point font

Some helpful hints:

- Compare your in-text citations to your References to make sure that they match: every source cited in-text should have a reference and vice versa.
- Use the Harrison College APA Quick Reference Guide for help formatting your paper, in-text citations, and references. You can find this guide and many more by going to www.harrison.edu/library → Info Guides Index → APA Guide.

Have questions about using APA Style?
Ask your librarian!