

APA Checklist

Please do not turn in drafts of your work until the following basic APA formatting requirements are met.

- Margins are 1" all the way around (i.e., top, bottom, left and right are all 1").
- Margins are left-justified (ragged right).
- Document is double-spaced, without double-space return between paragraphs or extra 9-pt space for PC users.)
- Running head in top left corner.
- Page numbers in the top right corner.
- Hard page breaks are inserted at the end of every chapter. (No multiple returns to begin a new page.)
- Level 1 headings are centered, initial letter capped, bold not plain text. For example:

Self-Efficacy

- Level 2 headings are left-justified, initial letter capped, bold not plain text. For example:

Vicarious Learning

- Level 3 headings are left-justified but then indented, bold not plain text, only the first word is capitalized, followed by a period and the paragraph text. For example:

Academic self-efficacy. When students have strong self-efficacy, they are more likely to be intrinsically motivated and persist through a challenge when they encounter difficulties ...

- There are at least two level 2 headings or two level 3 headings within sub-sections that use these headings.
- Block quotes do not have quotation marks, they include the reference citation + page number, and the sentence proper ends with a period. No period after the citation.
- References are double-spaced, no space between, with a .5" hanging indent. For example:

National Science Foundation. (2012, February). *FY 2013 Budget Request to Congress*. Retrieved from

<http://www.nsf.gov/about/budget/fy2013>.

Sue, D. W., & Sue, D. (2016). *Counseling the culturally diverse: Theory and practice* (7th ed.). Hoboken, NJ:

Wiley & Sons.

Super, D. E. (1953). A theory of vocational development. *The American Psychologist*, 8(5), 185-190. doi:

<http://dx.doi.org/10.1037/h0056046>

- Bonus writing tip ... unrelated to APA:** Aim for no more than 20% of references from the previous millennium, and at least 20% published within the last five years. **Hint:** Does it look like your paper was written today or 10 years ago? **Exception:** Your focus is on the history of a topic without concern for its evolution through time.
- Bonus bonus tip:** At the start of every writing session, save your draft with a name that reflects the current date (e.g., Ebejer_Ch_1_Draft_010518). Avert disaster. Always back up in cloud storage or email it to yourself!

If you don't know what any of these are or how to embed them in your document, please ask. ☺