

## APA RULES CHECKLIST

- 1) Format the cover page using the APA student format
- 2) Format your document following these rules:
  - a. 1-inch margins on all sides of the page
  - b. double-space the lines throughout the paper
  - c. indent every paragraph by 1/2 inch
  - d. align the text to the left
  - e. choose one of these fonts: 12-point Times New Roman, 11-point Georgia, 11-point Calibri or 11-point Arial
  - f. insert the page number in the header, flushed right
- 3) Structure of the paper: Title page --> Body of the paper --> References
- 4) Organize your text with APA headings  
Important: [Access the APA 7 template HERE](#)
- 5) Tables and Figures: Number your tables and figures and name them. [See examples HERE](#)
- 6) Use the first person rather than the third person when describing your own work and when expressing your own views.
- 7) Use active voice as much as possible.
- 8) Avoid using contractions (e.g. can't) and colloquialisms (e.g. gonna).
- 9) When you refer to a person or persons, choose words that are accurate, clear, and free from bias or prejudicial connotations. [See details about Reducing Bias in Language HERE](#)
- 10) Follow the APA rules for in-text citations. [See examples of in-text citations HERE](#)
- 11) Follow the APA rules for listing your references in the reference list. [See examples HERE](#)