Checklist for Marking APA References

SAMPLE TITLE PAGE AND REFERENCES PAGE

Running head: SHORTENED TITLE

Full Title of Research Paper

Student’s Name

COM101

Professor’s Name

July 10, 2018

References


doi: 10.1056/j.cit.111.111.111
## GENERAL FORMATTING

- **TYPEFACE:** Times New Roman, 12-point font size
- **LINE SPACING:** Double-spaced throughout document
- **MARGINS:** 1” at top, bottom, right, left sides
- **PAGE NUMBERS:** Pages are numbered consecutively in the top-right corner (including title page and references page)
- **PARAGRAPHS:** First line is indented by 0.5”
- **RUNNING HEAD:** An abbreviated title appears on every page in the top-left corner in all uppercase letters. On page 1, the title is preceded with the words *Running head* and a colon
- **HEADER:** First level headings are centered, bolded, and in uppercase and lowercase.

## IN-TEXT CITATIONS

- **SOURCES:** All sources that are cited in-text appear in the reference list
- **PLAGIARISM:** All paraphrased and/or quoted material is cited

**AUTHOR:**

Example (one author paraphrased)

Research suggests that there is a relationship between coffee consumption and high blood pressure (Doyle, 2005).  

Example – Author named in the narrative (one author paraphrased)

Doyle (2005) detected a relationship between coffee consumption and high blood pressure.

Example – Author name and date in the narrative (one author paraphrased)

In 2005, Doyle detected a relationship between coffee consumption and high blood pressure.
Checklist for Marking APA References

**DIRECT QUOTE (less than 40 words):**
Incorporated into text either mid-sentence or end of sentence
Enclosed in double quotation marks
Source is cited in parentheses before the period (Name, Year, p.#)

**DIRECT QUOTE (more than 40 words):**
Displayed in a free-standing block of text
Double-spaced
NOT enclosed in quotation marks
Source is cited in parentheses after the period. (Name, Year, p.#)

**PARAPHRASED MATERIAL:**
Passage is completely reworded
Source is cited in parentheses before the period (Name, Year)

### CITING MULTIPLE AUTHORS IN-TEXT

<table>
<thead>
<tr>
<th>No. of Authors</th>
<th>PARAPHRASE</th>
<th>DIRECT QUOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>First parenthetical in-text citation (Case &amp; Daristotle, 2011)</td>
<td>First parenthetical in-text citation (Case &amp; Daristotle, 2011, p. 57)</td>
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<tr>
<td></td>
<td>Subsequent in-text parenthetical citations (Case &amp; Daristotle, 2011)</td>
<td>Subsequent in-text parenthetical citations (Case &amp; Daristotle, 2011, p. 57)</td>
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<tr>
<td>3 to 5</td>
<td>(Case, Daristotle, Hayek, Smith, &amp; Raash, 2011) (Case et al., 2011)</td>
<td>(Case, Daristotle, Hayekm, Smith, &amp; Raash, 2011, p. 57) (Case et al., 2011, p. 57)</td>
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<td>6 or more</td>
<td>(Case et al., 2011) (Case et al., 2011)</td>
<td>(Case et al., 2011, p. 57) (Case et al., 2011, p. 57)</td>
</tr>
</tbody>
</table>

### REFERENCES PAGE

- All sources in the reference list are cited in-text
- The reference list begins on a new page
- The header includes the title of the paper and the page number
- The title, References, is centered at the top of the page (not bolded)
- The reference list entries are double spaced
- The reference list is ordered alphabetically by the first letter of each entry. This is typically the author’s last name, but when there is no author the first letter of the title is used (ignoring a, an, the)
### Checklist for Marking APA References

#### REFERENCES ENTRIES

<p>| | | |</p>
<table>
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<td></td>
<td><strong>ALIGNMENT:</strong> The first line is flush to the left and subsequent lines are indented 0.5”</td>
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<tr>
<td></td>
<td><strong>AUTHORS/EDITORS:</strong> Each last name is followed by a comma, then the first (and middle) initials followed by periods</td>
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<td><strong>AUTHORS/EDITORS:</strong> All names are listed up to and including seven. Eight or more, six are listed, then three ellipses, and the final name</td>
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<td><strong>PUBLICATION:</strong> The year is enclosed in parentheses, followed by a period. Magazine / newspaper articles may include month and day</td>
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<td><strong>ITALICIZE:</strong> Titles of works (i.e., books, videos, web sites, journals). Do not italicize titles of parts of works (i.e., chapters, essays, articles)</td>
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<td><strong>CAPITALIZE:</strong> Only the first word of the title, subtitle and proper nouns. Exceptions are made for the titles of journals wherein all important words are capitalized</td>
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<td><strong>NON-ROUTINE INFORMATION:</strong> Not italicized. Provided in brackets after the title, followed by a period. For example, [Brochure], [Lecture notes], [DVD], [Audio podcast], [Motion picture]</td>
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<td><strong>VOLUME:</strong> Follows the title and is italicized. ISSUE: If the issue begins on page 1, it is enclosed in parentheses. PAGE(S): The appropriate abbreviation is used for single (p.) and multiple (pp.) pages</td>
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<td><strong>BOOK PUBLISHER:</strong> The city and state of publication are followed by a colon and the name of the publisher</td>
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<td><strong>JOURNAL ARTICLE:</strong> A DOI or database name is provided</td>
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<td><strong>RETRIEVAL DATE:</strong> Included only for websites with content that is likely to change (not for electronic journal articles)</td>
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<td><strong>PERIOD:</strong> References are finished with a period unless they end with a DOI or URL</td>
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**NOTE:** This checklist covers the most important elements and formatting requirements of APA style. This checklist does not address matters of writing style, grammar, or punctuation. Seneca Libraries resources should still be used to verify the accuracy of all citations in APA style.